

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



الإمارات العربية المتحدة
وزارة التربية والتعليم

Educational Inspection Manual

General Education Institutions

2018

Copyright© Ministry of Education

Inspection Sector- Educational Inspection Directorate (General Education Institutions)



There is no doubt that education is a top priority on the national agenda. Our wise leadership has been keen to enhance educational services in the UAE School and create a globally competitive generation, especially with the world racing towards competitiveness. Our wise leadership looks forward to building an international economy based on knowledge and innovation.



Since the establishment of the Education Inspection Sector in 2016, the Inspection Sector has been keen to implement the UAE education systems vision, included in the UAE Vision 2021 and the UAE Centennial 2071. The vision is being transferred into an integrated strategy that aims to raise the educational system and create distinguished educational institutions that include leaders, teachers and students capable of making the future and achieving the desired educational outcomes.

This procedural guide which we make available for you today, presents all the standards and inspection tools for which the Inspection Sector is based. This is to achieve integration between legislation, MOE systems and procedures followed in General Education institutions. We hope that this guide provides the required value added to all general education stakeholders and assist in developing the future school in line with modern standards, which will make this a unique experience for the UAE at an International level.

Eng. Abdul Rahman Al Hammadi
MoE Undersecretary
for Inspection and Support Services

In light of the Ministry of Education's drive ensuring the vision and developed strategy to improve the education system and to create a qualitative leap in the educational process leading to an alignment with modern international trends, the MOE Educational Inspection Sector was established to ensure the integration of the educational systems including its inputs and processes. This is to ensure that the sector is capable of providing value added for the students and qualifying them for alignment with the rapid development of the Knowledge Society and its required skills.



The role of the inspection sector is to provide an organizational environment and an educational inspection process in partnership with all stakeholders through the development and implementation of a set of standards and tools to inspect educational institutions and ensure compliance with policies, regulations and rules specified by the MOE. This is to send a message of assurance to the community that all educational institutions in the country adhere to all the requirements of MOE policies and standards, meeting the needs and expectations of all the stakeholders in the educational process. The sector has a pivotal role in sustaining systemic development in the performance of educational institutions according to inspection indicators that enable decision makers to extrapolate and track the development of school performance.

Our ultimate goal is to enable the student to obtain a quality education that enables him/her to integrate into the educational process and enhance his / her self-learning abilities and become responsible for his/her learning. Furthermore, the student will be able to build his/her experience and organize it in an interactive environment of renewed horizons, enhanced by a genuine partnership between all parties in terms of direction, support and follow-up. Our goal is also to support the country's march towards a transformation to the Knowledge Economy through empowering students, developing their skills and enriching the culture of innovation and leadership in all educational institutions, which we are developing today, to give a better future for our students.

Khulood Saqer Al Qassimi
Assistant Undersecretary of Inspection Sector

Table of contents:

Introduction.....	5
The Purpose of this Manual.....	7
Educational Inspection References.....	7
Part One: Glossary of Terms.....	9
Part Two: General Education Institutions (GEI) Inspection Framework.....	13
1. Objectives.....	15
2. Educational Inspection Specialists (EIS) Code of Conduct.....	15
3. Educational Inspection Specialist Competencies.....	16
4. Educational Inspection Specialist Responsibilities.....	16
5. GEI Principals and Staff Responsibilities.....	17
6. GEI Inspection Process Stages.....	17
7. Types of Inspection Visits.....	19
8. Inspection Visits Plan.....	19
9. Inspection Visits Regulations.....	20
10. Educational Inspection Directorate Regulations.....	20
11. Inspection Tools and References.....	20
12. Educational Inspection Outcomes.....	21
13. Educational Inspection Report Elements.....	21
Part Three: Supporting Aspects of Educational Inspection Directorate (GEI).....	23
First: Educational Inspection Specialists (EIS) Training.....	24
Second: Electronic System.....	25
Third: Self-compliance.....	25
Fourth: Quality Assurance Processes.....	26

Part Four: Educational Inspection Standards, Domains, and Elements of GEI.....	29
First: General Inspection of Public Schools.....	31
Second : General Inspection of Private Schools.....	38
Third : General Inspection of Kindergartens.....	47
Fourth: General Inspection of Private Institutes and Training Centers.....	52
Fifth: Inspection on School Readiness.....	55
Sixth: Inspection of Examinations.....	57
Seventh: Inspection of the Implementation of Specialized Training Programs for the Teaching Staff of Public Schools.....	60
Eighth: Inspection of Uniform Distribution Centers for Public Schools.....	61
Part Five: Appendices.....	63
1. Purpose Oriented Visit Form	
2. Critical Case Form	
3. School Uniform Distribution Center Inspection Form	
4. Implementaion of Specialized Training Programs for the Teaching Staff of Public School	
5. Examinations Inspection Form	
6. Readiness Inspection Form	
7. Private Institutes and Training Centers Inspection Form	
8. Kindergarten Inspection Form	
9. Inspection Form For Private Schools (General Visit)	
10. General Visit Inspection Form for Public Schools	

Introduction

The United Arab Emirates (UAE) has witnessed a new era of development and prosperity, this began when H.H. Sheikh Mohammed Bin Rashid Al Maktoum introduced the national agenda for fulfilling UAE Vision 2021.

This national agenda covers objectives and projects in the education, health, economic and security sectors and in the fields of housing, infrastructures and government services. It has paid a lot of attention to the development of the education sector.

Therefore, it was necessary to establish a sector to follow up the efficiency of the education institutions under a unified scope of work and effective common concepts. Accordingly, the amendment No. (14) 2016, Federal law of the United Arab of Emirates No. (1) 1972 was approved. This amendment includes expanding the powers granted to Ministry of Education and enhancing its inspection role of the Education Institutions.

As part of the MOE's commitment to develop education and improve its outputs and the quality of the educational services presented to UAE students, the Educational Inspection Directorate has been developed under the Cabinet Resolution No. (28) 2016. It is important to emphasize the role that inspection plays in ensuring education quality. The organization chart of the inspection sector is in line with the Ministry's new roles. The inspection sector includes the following organization Directorates:

1. Educational Inspection Directorate (Early Childhood Education Institutions)
2. Educational Inspection Directorate (General Education Institutions)
3. Educational Inspection Directorate (Higher Education Institutions)
4. Occupational Environment, Health and Safety Directorate

Educational Inspection Directorate- General Education Institutions (GEI) has been developed as one of the Inspection Sector's directorates that seeks to achieve its objective of ensuring the compliance of all kinds of GEI with the policies, regulations and rules determined by the Ministry. This is concerned with the inputs and processes of education.

The Education Inspection Directorate prepared an inspection methodology for the Private and Public Schools, Private Training Centers and Institutions based on the MOE commitment to ensure educational as well as pedagogical performance quality. This includes a general framework and a set of regulation procedures and mechanisms to monitor the inspection process.

The Educational Inspection Directorate (GEI) works on developing all the tools of its inspection processes and updating them periodically to include the updates and new amendments of the regulations and laws. This is to ensure the improvement of the inspection process in the educational field and to conduct a fair, reliable and thorough inspection of the education institutions. This is to provide the appropriate directorate in the Ministry with the inspection reports that include recommendations.

The Purpose of this Manual

1. Provide comprehensive information on the educational inspection (GEI) for employees in public education institutions and the general community.
2. Clarify the framework and mechanism of the educational inspection (GEI).
3. Provide the domains that GEI can use in self-compliance.
4. Determine the basis that the Inspection Specialists will use to implement the Educational Inspection tasks in GEI.
5. Ensure conformity of the educational inspection processes with the highest quality, and the accuracy and fairness of the reports issued by the Inspection Specialists.

Educational Inspection References

The educational inspection framework (GEI) was set according to the following main references:

1. The Federal laws regulating the educational process in the United Arab Emirates.
2. The executive regulations of the relevant Federal Laws.
3. Cabinet resolutions.
4. Administrative and ministerial circulars and resolutions.
5. Regulatory guides and regulations.

Part One

Glossary of Terms

The purpose of providing definitions of the terms is to ensure a unified understanding of all terminology stated in Educational inspection (GEI) manual.

The terms used are based on the definitions provided below:

<u>Country</u>	: United Arab Emirates
<u>Ministry</u>	: Ministry of Education
<u>Involved Ministry Leaders</u>	: The leadership positions in the Ministry of Education affiliated with the Education Inspection affairs such as: HE Minister of Education, HE Minister of State for Public Education, HE Undersecretary of Ministry of Education for Inspection and Support Services and HE Assistant Undersecretary for Inspection Sector
<u>Sector</u>	: Inspection Sector
<u>Directorate</u>	: Educational Inspection Directorate (General Education Institutions)
<u>Office</u>	: Educational Inspection Office in the educational zones
<u>Educational Inspection</u>	: A system that ensures the compliance of the General Education Institutions with the policies, regulations and rules determined by the Ministry concerning the inputs and processes of education and services quality
<u>General Education Institutions (GEI)</u>	: Public schools, Private schools, Private Training Centers/Institutions and Integrated Continuing Education Centers
<u>Public School</u>	: Every public school that implements teaching and learning practices starting from Kindergarten stage to grade 12 using MOE curriculum or any other MOE approved curriculum
<u>Private School</u>	: Every non-public school that implements teaching and learning practices starting from Kindergarten stage to grade 12 using MOE curriculum and any other MOE approved curriculum
<u>Kindergarten</u>	: Educational institutions that prepare children aged from 4 to 6 years for school
<u>Private Training Centers and Institutions</u>	: The private institution that delivers training and educational activities where the course term does not exceed six months. All ages of students are accepted. The institution is licensed to provide one activity while the center is licensed to provide several activities
<u>Educational Inspection Specialist (EIS)</u>	: A member of the inspection team responsible for following up the extent to which GEI complies with the approved inspection standards. Also ensuring that the laws and regulations are applied through visits and using the tools necessary to prepare the inspection reports and submitting them to the concerned authorities

<u>Code of Professional Conduct for Educational Inspection Specialists</u>	: A code that determines the conduct and ethics that should be followed by the GEI aligned with Government Human Resources within the Federal Authority
<u>Compliance</u>	: GEI adherence with the policies, regulations and rules determined by the MOE concerning the inputs and processes of education and services quality
<u>Inspection Visit Form</u>	: One of the Education Inspection tools used in different forms according to the purpose of the visit
<u>Final Report</u>	: A detailed report about all inspection process implemented during GEI inspection visits
<u>Critical Case Form</u>	: A form used to immediately inform of any observations or violations posing danger to safety, health and/ or teaching and learning
<u>Quality Assurance</u>	: The processes, procedures and rules followed during the inspection for ensuring accuracy, integrity and professionalism of the inspection process
<u>The Electronic Program of Educational Inspection</u>	: An electronic system used to enter, analyze and save the data of the inspection reports

Part Two
General Education Institutions (GEI)
Inspection Framework

1. Objectives

The Educational Inspection Directorate (GEI) ensures the compliance of Kindergarten, Private schools, Public Schools and Private Training Centers/Institutions with the policies, regulations and rules determined by the MOE. This is in order to achieve the following objectives:

- Fulfill the UAE Vision 2021 in relation to the educational field.
- Contribute to the fulfillment of the MOE's vision, mission and strategic objectives.
- Establish a set of documented procedures and regulations for GEI inspection processes.
- Establish and develop the GEI compliance inspection tools used during the inspection process to ensure the efficient use of such tools that leads to continuous improvement.
- Comply with the principles of accountability through ensuring the quality of procedures, and inspection processes.

2. Educational Inspection Specialists (EIS) Code of Conduct

Inspection Specialists commitment to the code of conduct is a main condition for the implementation of successful inspection. Inspectors are expected to adhere to the highest standards of professionalism and values based on the principles of honesty, integrity, tact and respect. This requires obligation to the following:

- Issuing fair and accurate reports based on reliable and accurate evidence that meets the GEI inspection framework.
- Completing reports not influenced by any personal bias or any other factor that may impact on the objectivity of the report.
- Dealing respectfully and politely with all GEI staff members who will be involved during the inspection visits.
- Planning to effectively manage and implement the inspection processes in order to ensure the highest level of fluidity and clarity.
- Benefiting from the results of self-compliance processes conducted by GEI as a starting point for the educational inspection process.
- Not to disclose any opinions or conclusions prior to completing all inspection research related to the concerned institute and according to the relevant regulations, legislations and laws.
- Practicing all professional activities assigned to the inspection specialists teams taking into consideration objectivity and principles of integrity and responsibility upon preparing the compliance inspection reports.
- Using the available technical resources efficiently and appropriately as needed.
- Refraining from accepting gifts or donations from any representatives of the education institutions. Inspectors must reject all kinds of privileges and partiality that could hinder the execution of the inspection teams' responsibilities or impact on the quality

of inspection reports.

- Taking decisions without prejudgments, prejudice or harmful intent.
- Handling the present issues without being affected by personal impressions, opinions or prior information.
- Abstain from abusing the authority granted to the inspection teams and showing respect to other parties regardless of their roles, positions, nationalities, religions or race.
- Ensuring that all practiced tasks are implemented to serve the public interest.
- Avoiding the practices and relationships that compromise inspection teams' responsibilities.
- Enhancing the community trust in compliance inspection processes as per the Code of Conduct approved for Federal government employees.

3. Educational Inspection Specialist Competencies

Educational Inspection Specialists (EIS) in the Educational Inspection Directorate (GEI) shall have the following competencies, skills and knowledge of the following:

- Ministry's vision and mission.
- Policies, regulations and laws of all Ministry sectors and directorates.
- GEI rules and processes.
- Rules and regulations stated in the inspection specialist code of conduct.
- Planning at all levels: strategic, supervisory and operational.
- Proficiency in writing all types of reports.
- Ability to analyze the reports and formulate suggestions and results.
- Exhibiting leadership skills.
- Exhibiting communication skills.
- Exhibiting time management skills.
- Ability to work within a team.
- Exhibiting computer proficiency.

4. Educational Inspection Specialist Responsibilities

Inspection specialists take many responsibilities including:

- Implementing the compliance inspection plan approved by the Educational Inspection Directorate.
- Preparing the team's inspection visit plan by the team lead.
- Implementing GEI visits' procedures and tools in line with the inspection framework and approved plans.
- Preparing the daily inspection visit reports in line with the inspection framework and reporting to the Educational Inspection Office manager in the educational offices.

5. GEI Principals and Staff Responsibilities

GEI members shall understand and respect the inspection process. They should also be constructive in providing support to the inspection teams. It is important to understand that the professional levels expected from the inspection specialists are the same levels expected from the GEI staff. This is in order to achieve continuous improvement and development in the GEI.

All GEI staff are expected to adhere to the following:

- Preparing the self-compliance document.
- Adhering to the highest professional levels during the GEI inspection visits.
- Respecting and being courteous towards the inspection specialists.
- Understanding the comprehensive and detailed nature of the inspection processes.
- Cooperating with the inspection specialists and providing them with an appropriate place in the institution for holding their meetings and carrying out their work.
- Cooperating with inspection specialists by instructing the appropriate staff to provide relevant documents.

6. GEI Inspection Process Stages

GEI Inspection Processes include four stages as follows:

First: Preparation and Planning Stage

- Collecting all data and information along with all concerned rules and regulations.
- Collecting all recommendations and suggestions related to GEI inspection tools and forms.
- Updating GEI inspection tools and forms.
- Trialing updated GEI inspection tools and forms.
- Forming the inspection teams according to numbers of teams, public schools, private schools and private training centers/ institutions.
- Determining the timeframe for all different types of inspection in Educational Zones and in accordance with the annual academic calendar.
- Identifying inspection visit types assigned to the inspection teams and preparing and approving visits' plans.

Second: Awareness and Training Stage

- Educational Inspection Specialists (EIS) training.
- Inspection framework awareness for the coordinators of educational inspection in GEI.

Third: Implementation and follow up stage

- The inspection team shall collect all GEIs related data prior to the inspection visits. This shall include number of students, administrative / academic staff and teacher's work load... etc.
- The Team lead shall develop a plan for the school visit including allocation of tasks for all team members.
- The Inspection team shall implement the GEI inspection visit plan.
- The Inspection team shall verify all GEI data and information during their inspection visit and compare such information with the information available on the electronic system.
- The Team shall write reports about the implemented visits including all observations, violations, and recommendations.
- Educational inspection zone directors shall approve inspection reports in order to send them to the respective authorities according to the approved processes scheme
- Develop corrective action plans for implemented inspection visits.

Fourth: Assessment and Development Stage

Based on approved procedures, tools, and appropriate suggestions and recommendations, the educational inspection directorate assesses the efficiency of the implementation of the inspection processes annually and when required.

The most significant assessment tools are:

- Analysis of data and questionnaires received from inspection managers.
- Analysis reports received from the educational quality assurance team.
- Analysis of performance management system results.
- Recommendations contained in the final reports.

The Figure below illustrates the stages of inspection:

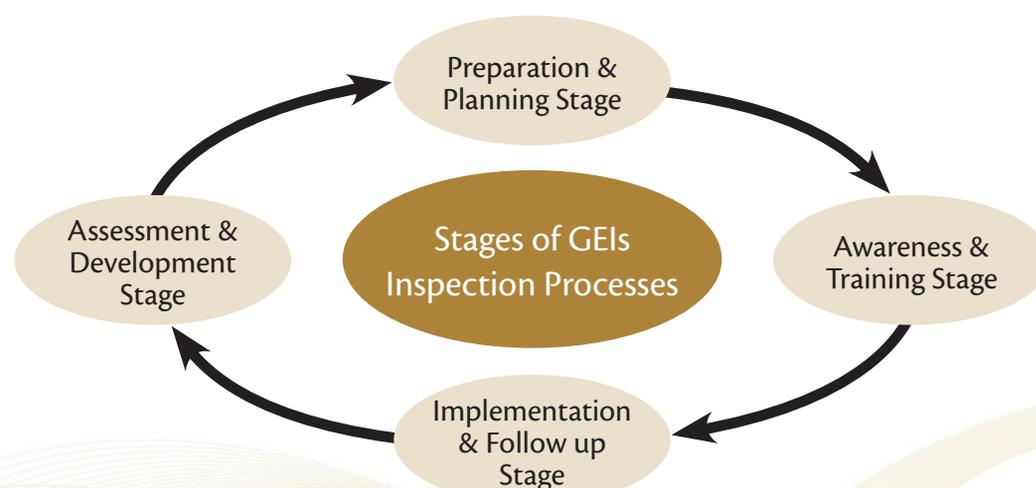


Figure (1): Stages of GEI Inspection Processes

7. Types of Inspection Visits

Types of GEI inspection visit vary according to their relevant circumstances, objectives and goals. The visits include:

- **General Inspection Visit:** Is a comprehensive compliance inspection visit for the GEI (Public, Private school and Kindergarten) that covers all compliance standards, domains and elements to ensure the compliance of the general education institution.
- **School Readiness Visit:** Is a visit, conducted at the beginning of the school year, second semester and third semester. This is to ensure educational institutions' readiness to receive both students and staff according to specified inspection standards.
- **Examinations Follow-up Visit:** Is a visit conducted to ensure compliance of educational institutions with MOE examination rules and the regulations' policy.
- **Follow-up Visit on Specialized Training Centers for Teaching Staff in Public Schools:** It is a visit that is carried out to ensure conformity of the training centers against main training requirements.
- **Private Training Centers and Institutions General Inspection Visit:** Is a visit conducted to ensure Training centers and institution compliance with MOE policies, regulations and laws.
- **School Uniform Distribution Centers follow up visit:** Is a visit that is conducted to ensure compliance of School Uniform Distribution Centers with MOE policies, regulations and laws.
- **Purpose Oriented Visit:** Is a visit conducted to investigate certain complaints or directives from concerned MOE leaders to follow-up on a specific case.

8. Inspection Visits Plan

Public and private schools Inspection visits are conducted, according to an inspection visits plan that covers the three academic semesters as shown in the figure below:



Figure (2): Inspection Visits Plan

9. Inspection Visits Regulations

Inspection visits regulations are as follows:

- GEI will not be informed of the visit dates. Inspection visit will be unannounced.
- Inspection specialists must not provide the GEI with their personal contact.
- Public and Private Schools inspection visits shall be for at least one or two days.
- Regular inspection Visits (General, readiness, examinations and specialized training and other Visits) shall be carried out as per the inspection Visits Plan.
- Inspection Team lead distributes tasks over all team members to ensure the integrity and objectivity of the reports issued.
- The educational inspection specialists shall wear their ID card during the visit.
- At the beginning of the visit the inspection Team shall meet with the school's principal or administrative staff to familiarize them with the purpose of the visit.
- At the end of the visit the educational inspection specialist shall meet with the principal or the school's administrative staff.
- The educational inspection specialist shall submit the visit report to the Director of the Educational inspection Office within a maximum of two working days from the start of the visit.
- The educational inspection specialist is obliged to carry out the inspection visit in accordance with the methodology adopted by the Directorate of Educational Inspection.

10. Educational Inspection Directorate Regulations

- Educational Inspection Directorate trains the Educational Inspection Specialists (EIS).
- Educational Inspection Directorate shall visit all GEI annually.
- Educational Inspection Directorate monitors the EIS performance which is followed up by the inspection office on a regular basis.
- Educational Inspection Directorate shall implement a quality assurance system to achieve equitability and to execute inspection processes with the highest professional standards.

11. Inspection Tools and References

Inspection tools used during inspection process vary according to the nature of the data collected and the information collected and recorded at the educational institution. This will also effect the type of the inspection report produced.

Inspection tools and references include the following:

- **Inspection Visits Form**
- **Regulations, laws and resolutions**

- **Previous inspection reports**
- **The Electronic system:** The electronic system is used as a reference for data on general education institutions. This system includes planning, implementation, self-compliance, follow-up and evaluation.

12. Educational Inspection Outcomes

- **Final Reports:** These are collaborative and analytical reports which include significant findings, observations, violations and recommendations. Such reports are sent to the relevant departments in the Ministry on a regular basis.
- **Corrective Plans:** are sent to relevant departments in the Ministry to determine necessary actions required to settle and finalize all observations contained in the reports.
- **Inspection visits reports** of all visits types.
- **Quality assurance report**

13. Educational Inspection Report Elements

The Educational Inspection Report represents the conclusion of the visits findings and work of the inspection team. It measures the level of commitment of GEI to the rules, regulations and decisions governing its work as well as any observations and information that support decision-making. The Inspection Report is made up of the following elements:

- **Institutional Data:** It includes all data related to employees and students in the educational institution.
- **Inspection Findings:** This provides the level of the institution's achievement of the inspection items.
- **Main Observations:** The main observations made during the visit.
- **Recommendations:** The main recommendations reached based on the visit.

Part Three
Supporting Aspects of
Educational Inspection
Directorate (GEI)

The Educational Inspection Directorate is based on a set of supporting aspects as shown in the following figure:

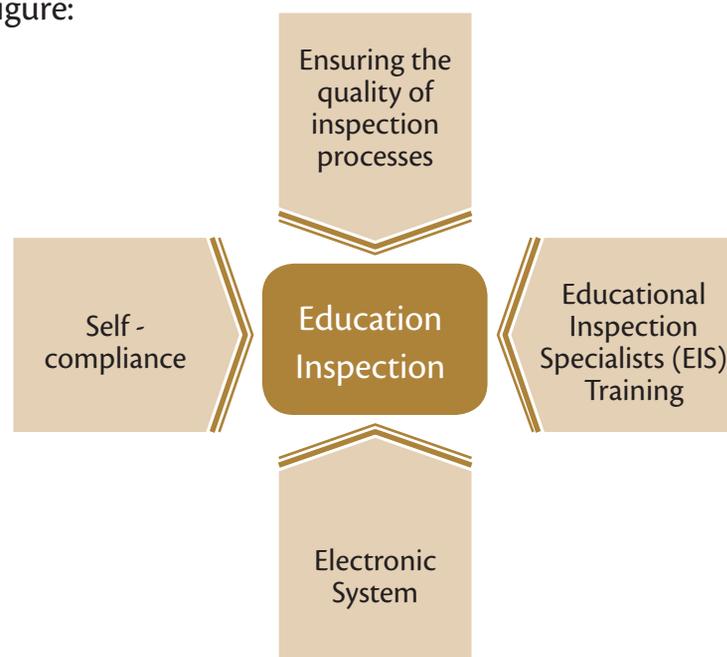


Figure 3: Supporting areas for education inspection directorate (GEI)

First: Educational Inspection Specialists (EIS) Training

This is a very important priority for the sector due to the need to prepare and train the EIS in the developed inspection system standards and requirements. This is in order to enable them to lead the inspection of all educational institutions under this system. All EIS are involved in a series of specialized intensive courses using international and local expertise. This is to work on improving the acquired skills, standardize the inspection concepts and terminology, enhance the efficiency and professionalism of inspection processes and ensure optimal use of the time during the visit to ensure accurate monitoring of the required improvement aspects. This includes the following areas:

- Introducing legislations regulating the work of Educational Institutions.
- Introducing the professional Code of Conduct for EIS.
- Training inspection teams on the regulations and standards that should be implemented before and during the visit as well as the procedures following the implementation of the visit.
- Holding a workshop to explain the developed inspection forms and tools.
- Training on Electronic System.
- Training on measuring instruments.
- Introducing methods of reaching correct conclusions and judgments to enhance the confidence of the inspection processes in the educational field
- Developing communication skill

Second: Electronic System

All inspection processes have been converted into automated processes. This includes the phases of planning, implementation and reports preparation in order to ensure that the following requirements are met:

- An interface which can be easily used by the inspection teams and all users. This is compatible with mobile phone and tablet screens.
- Connecting with the student information system to provide data for educational institutions.
- Shared database with the Education Data Center and School Processes Center.
- Planning inspection visits.
- Automating work plans for all kinds of inspection visits and uploading inspection standards and tools on the electronic system.
- Conducting self-compliance by the GEI coordinators according to the inspection standards.
- Send notifications to schools in case of late self-compliance via e-mail and text messages.
- Sending notifications to the inspection teams with the date of the visit location, via email and text messages (24 hours service).
- To facilitate Quality Assurance processes.
- Ability to classify the data and send information to relevant parties according to specialty.
- The possibility of issuing reports on the quality and size of inspection processes and providing questionnaires capable of assessing all components of the inspection system.

Third: Self-compliance

Education inspection is based on the application of a method aimed at encouraging schools and GEI to study their compliance with the policies and laws of the ministry independently through the implementation of the concept of "self-compliance." The GEI will be entrusted to implement the process of self-compliance in accordance with the developed inspection standards and downloading it on the developed electronic system periodically. The following will be used to ensure the success of this system:

- Appointing a general coordinator for the inspection sector in all GEI.
- Training all sector coordinators on the developed electronic system.

All GEI must implement the self-compliance process in order to achieve the following objectives:

1. Improving institutions' awareness of the regulations, laws and policies in place.
2. Enabling GEI to measure their level of compliance against approved items through tools and forms.
3. Providing a tool for self-development for GEI and controlling points of improvement according to the inspection standards.
4. Enhancing the commitment of GEI against inspection items by involving them in the implementation stages.

Fourth: Quality Assurance Processes

- Inspection Visits Quality Assurance

The Educational Inspection Directorate is committed to a quality assurance system aimed at achieving equity and transparency of inspection processes. The system is based on the existence of an independent team that checks the inspection team work during inspection visits according to specific standards. The outcomes of this process are reports that document the quality and competence of the inspection process and identify the current skills of the control inspection specialists. In order to enhance their skills.

Quality assurance standards include:

1. Transparency and Integrity:

One of the most important standards that determine the quality of the processes and inspection reports, is to ensure that the inspection team is committed to general guidelines and established rules of conduct and professionalism, which in turn allow for transparency and integrity of inspection reports.

2. Implementation of inspection processes:

The quality assurance team provides observations on the inspection teams procedures to achieve the tasks, according to the inspection plan.

3. Inspection teams skills:

The quality assurance team assesses the skills of the inspection teams in terms of having the required skills that qualifies them to reach correct conclusions.

4. The validity of evidence:

The quality assurance team verifies the validity of the evidences contained in the inspection visits reports.

- Quality assurance Process Requirements

The success of the inspection process depends on several key elements. These are the efficiency of the process, its quality and outcomes. This is achieved through the following:

1. **Having a prior plan for the inspection process:** to determine the dates of the visit and the target parties, identifying the inspection team, the tools and forms required for the inspection process.
2. **Competence of inspection teams:** they hold the necessary qualifications, knowledge, capabilities, understanding of the policies, laws and regulations governing the work of the Ministry and the ability to observe, monitor and document. Additionally, they must be skilled at writing reports of various types, and possess communication and interpersonal skills.
3. **Clarity of objectives:** the objectives of the inspection processes should be clear to all inspection teams and supervisors.
4. **Documenting observations:** all observations and findings must be supported by evidences and facts and documents. Decisions should be taken only when there is documented evidence.

- Quality Assurance Team Tasks

The quality assurance team is committed in implementing the following procedures:

- Visit the GEI to observe and review the performance of the inspection teams and verify the quality of the inspection processes.
- Visit the heads of departments at the educational zone to verify the quality of the distribution of tasks to the inspection teams and the mechanisms for compiling inspection reports.
- Review inspection reports sent to the Director of Educational Inspection Directorate before approval.
- Submit quality assurance reports to the Director of Educational Inspection Directorate and suggest appropriate recommendations and corrective actions to improve the quality of the inspection process.
- Implement the quality assurance plans and tasks approved by the Director of Educational Inspection Directorate.

Part Four
Educational Inspection Standards,
Domains, and Elements of GEI

First: General Inspection of Public Schools

Four basic standards were identified for the visit to the general inspection on public schools. A range of domains and elements were identified under these standards as shown in the following table:

Table (1): General Inspection of Public Schools

Standard ID	Standard	Domain ID	Domain	Element ID	Element
1.0	School Administration and Staff	1.01	The General Appearance	1.01.01	Raising the flag according to UAE guidelines
				1.01.02	Official photographs are displayed in accordance with UAE guidelines
				1.01.03	A sign-board is clearly visible at the entrance of the school that clearly shows the school name in Arabic and English
				1.01.04	A map of the school grounds is posted in the school lobby
				1.01.05	Morning assembly of the students is implemented
				1.01.06	National Anthem is performed during the morning assembly
				1.01.07	Students abide by school uniform policy
				1.01.08	The daily duties list is followed by the assigned teachers and supervisors
				1.01.09	Implementing a consistent time-table
				1.01.10	Appreciation and respect of the values and culture of the UAE
				1.01.11	Employees abide by UAE social norms and dress accordingly
				1.01.12	Teachers abide by the code of ethics of the teaching profession
				1.01.13	School abides by the UAE law regarding the maximum number of students permitted per class
		1.02	Information Management Systems	1.02.01	The school abides by the number of sections approved by the MOE for each grade
				1.02.02	The school abides by the academic calendar approved by the MoE
1.02.03	Information management system for employee data (SIS program) is updated regularly				

Standard ID	Standard	Domain ID	Domain	Element ID	Element		
1.0	School Administration and Staff	1.02	Information Management Systems	1.02.04	Information management system for students (SIS program) is updated regularly		
				1.02.05	The information management system (SIS) for Special Education Students (SEN) is updated regularly		
				1.02.06	The information management system (SIS) for financial affairs is updated regularly		
		1.03	Academic Plan and Curriculum	1.03.01	The school implements an MoE approved academic plan		
				1.03.02	The school abides by the MoE approved number of teaching hours per week		
				1.03.03	The school has MoE approved textbooks and ensures that the books are distributed to the students		
		1.04	Adequacy of Administrators, Teachers and Employees	1.04.01	All school staff are approved by the MoE		
				1.04.02	The school has sufficient number of administrative staff		
				1.04.03	The school has sufficient number of teaching staff		
				1.04.04	The school has a sufficient number of cleaning staff employed		
				1.04.05	The school has a sufficient number of security guards employed		
		1.05	School Attendance	1.05.01	The students comply with the daily attendance for students		
				1.05.02	The staff members comply with the daily attendance		
		1.06	Financial Affairs	1.06.01	The school has an active finance committee		
				1.06.02	All financial transactions are in line with the financial system as set by the MoE		
		2.0	The School Building	2.01	Public Facilities	2.01.01	The school has a sufficient number of parking lots for the school buses
						2.01.02	The school has a sufficient number of parking lots for staff & parents
						2.01.03	The school has a sufficient number of entrances and exits for cars and buses
2.01.04	The school has a sufficient number of entry/exit points based on the number of students						
2.01.05	The school building is adequately lit						

Standard ID	Standard	Domain ID	Domain	Element ID	Element
2.0	The School Building	2.01	Public Facilities	2.01.06	The school building is adequately equipped with furniture, teaching aids, and technologies
				2.01.07	The school replaces damaged furniture
				2.01.08	The school ensures that they have a sufficient number of storage depots and are organized in accordance with proper health & safety standards
				2.01.09	The school has a prayer room
		2.02	Maintenance of Building and Facilities	2.02.01	The school has maintenance contracts
				2.02.02	The school facilities are well maintained
		2.03	Cleanliness of the Building and Facilities	2.03.01	The school has cleaning & hygiene contracts
				2.03.02	The school courtyard and passages are clean and obstacle-free
				2.03.03	Classrooms, offices, laboratories, and canteens are clean
				2.03.04	The school grounds are clean (inner & outer walls included)
				2.03.05	Restrooms are clean and well-ventilated
		2.04	Classrooms	2.04.01	The school provides appropriate furniture and equipment for the students
				2.04.02	The classroom is sufficiently lit and ventilated
				2.04.03	The school provides sufficient, working air-conditioners in all learning spaces
		2.05	Requirements of People of Determination (Special Needs Students)	2.05.01	The school facility meets the requirements of all Special Needs Students
		2.06	Administrative and Teaching Staff Rooms	2.06.01	The administrative staff have adequate rooms
				2.06.02	The teaching staff have adequate number of rooms
				2.06.03	The staff rooms are equipped to meet the needs of the teachers and administrative staff
		2.07	Scientific Laboratories	2.07.01	The school has a sufficient number of suitable science laboratories
				2.07.02	The science labs are adequately equipped and used

Standard ID	Standard	Domain ID	Domain	Element ID	Element
2.0	The School Building	2.08	Learning Resources Center	2.08.01	The size of the school Learning Resource Center meets the needs of the students
				2.08.02	The learning resource center is adequately equipped and used
				2.08.03	The Learning Resource Center is equipped with age-appropriate material covering the entire student body
		2.08	Learning Resources Center	2.08.04	The Learning Resource Center does not contain materials that conflict with UAE policies, values, and culture
		2.09	Activity Halls	2.09.01	The school has a sufficient number of activity halls (Theatre/Visual Arts/Musical Arts, etc.)
				2.09.02	Activity halls are ready for use (Theatre/Visual Arts/Musical arts, etc.)
		2.10	Playgrounds and Gyms	2.10.01	Indoor playgrounds are readily available for student use
				2.10.02	Outdoor playgrounds are readily available for student use
				2.10.03	The swimming pool is ready and in use
		2.11	Computer Labs	2.11.01	The school has a sufficient number of computer labs
				2.11.02	The computer labs are equipped with the appropriate furniture and suitable technology
		2.11	Computer Labs	2.11.03	The required educational software is provided
		2.12	Internet	2.12.01	Internet is readily available in all classrooms and school facilities
		2.13	School Yards	2.13.01	School yard spaces are adequate for the number of students
2.13.02	The school courtyard is properly shaded				
2.13.03	The school provides clean and functional seating areas in the courtyard				
2.14	Drinking Water	2.14.01	Safe drinking water is available for staff and students		
3.0	Educational and Academic Services	3.01	Publications and Lectures	3.01.01	The school has obtained MoE approval for all magazines and bulletins
				3.01.02	The school has obtained MoE approval for lectures and/or training sessions

Standard ID	Standard	Domain ID	Domain	Element ID	Element
3.0	Educational and Academic Services	3.02	Extracurricular Activities and School Trips	3.02.01	The school has obtained MoE approval for extra-curricular activities and/or school trips
				3.02.02	Adherence to adopted procedures during the implementation of extra-curricular activities and trips.
		3.03	Enrichment Programs	3.03.01	The school adheres to the guidelines of approval during the implementation of any enrichment program not planned by the MoE
				3.03.02	The implementation of additional enrichment programs (if any) has no negative impact on the curriculum
		3.03	Enrichment Programs	3.03.03	Teachers speak standard Arabic in the classrooms (Subjects taught in Arabic)
		3.04	Psychological Care	3.04.01	Any program or plan set forth by the school psychologist is documented in a clear and concise follow-up record book
				3.04.02	The school psychologist performs regular periodic visits according to school needs
				3.04.03	All cases of psychological care are documented by the psychologist
		3.05	The Special Education	3.05.01	A special needs teacher (people of determination) is available where required
				3.05.02	The school has a record of all reports from the surrounding special education support centers
				3.05.03	Individual educational plans are available for the special education
				3.05.04	The school provides specific equipment and curriculum for each special needs child
		3.06	Students' Behavior Management	3.06.01	The school ensures that the students are aware of the Student Behavior Management policies
				3.06.02	The code of conduct is included in the school policies
				3.06.03	The school implements a reward system for good behavior
				3.06.04	The school implements a behavior management system in the case of negative behavior

Standard ID	Standard	Domain ID	Domain	Element ID	Element
3.0	Educational and Academic Services	3.06	Students' Behavior Management	3.06.05	The school implements a behavior management committee and documents its work
				3.06.06	The school ensures that the parents are aware of the Student Behavior Management policies
				3.06.07	The school implements a scaled system to determine the degree of negative conduct according to its policies
				3.06.08	The academic advisor participates actively in the implementation of the Code of Conduct
		3.07	Student Protection	3.07.01	Corporal/psychological punishment is prohibited at all levels in the school
				3.07.02	Only female cleaners are allowed to work in KG, Cycle1, Cycle2 girls school, all-girl high schools, and/or mixed-gender schools
				3.07.03	Only Male cleaners are allowed to work in Cycle2 boys schools & all-boys high school
				3.07.04	Only female bus attendants are allowed to work in KG, Cycle1, Cycle2 girls school, all-girl high schools, and/or mixed-gender schools
				3.07.05	Only male bus attendants are allowed to work in Cycle2 boys schools & all-boys high school
				3.07.06	There is a clear separation between different education cycles
				3.07.07	The school does not mix genders in the swimming classes, sports classes, and dressing rooms
				3.07.08	The school does not allow students to change clothing in open spaces or while being together
		3.08	Ongoing Assessment and Exams	3.08.01	The school implements MoE approved continuous assessments
				3.08.02	The school implements the regulations concerning organizing MoE approved examinations and evaluations
				3.08.03	The school inputs all results of the on-going assessments and exams into the SIS
				3.08.04	All examination-related documents are securely kept

Standard ID	Standard	Domain ID	Domain	Element ID	Element
3.0	Educational and Academic Services	3.09	Smart Learning	3.09.01	Smart learning halls are ready for use
				3.09.02	Appropriate technical support is provided for Smart Learning
				3.09.03	Students bring tablet devices to their smart learning classes
				3.09.04	Teachers implement Smart learning
				3.09.05	Smart learning is followed-up and supervised by the school administration
				3.09.06	The devices and monitors are well maintained and kept safe
4.0	Community Partnership	4.01	Community Events and Occasions	4.01.01	The school participates in national occasions and events
				4.01.02	The school participates in religious, cultural, and community events
			Parents Council	4.02.01	The school has a parent's council
				4.02.02	The parent's council is active
				4.02.03	The school communicates regularly with the parents

Second : General Inspection of Private Schools

Four basic standards were identified for the visit to the general inspection on private schools. A range of domains and elements were identified under these standards as shown in the following table:

Table (2): General Inspection of private Schools

Standard ID	Standard	Domain ID	Domain	Element ID	Element
6.0	School Administration and Staff	6.01	The General Appearance	6.01.01	Raising the flag according to UAE guidelines
				6.01.02	Official photographs are displayed in accordance with UAE guidelines
				6.01.03	A sign-board is clearly visible at the entrance of the school that clearly shows the school name in Arabic and English
				6.01.04	A map of the school grounds is posted in the school lobby
				6.01.05	The school has a reception and customer service desk at the entrance of the facility
				6.01.06	Morning assembly of the students is implemented
				6.01.07	National Anthem is performed during the morning assembly
				6.01.08	Students abide by school uniform policy
				6.01.09	Implementing a consistent time-table
				6.01.10	The school staff show appreciation and respect of the values and culture of the UAE.
				6.01.11	The daily duties list is followed by the assigned teachers and supervisors
				6.01.12	Employees abide by UAE social norms and dress accordingly
				6.01.13	The school has personnel files for all employees containing all required documents
				6.01.14	Teachers abide by the code of ethics of the teaching profession
				6.01.15	School abides by the UAE law regarding the maximum number of students permitted per class
				6.01.16	The School abides by the approved number of students.

Standard ID	Standard	Domain ID	Domain	Element ID	Element
6.0	The School Administration and Staff	6.02	Employment Notifications	6.02.01	The principal has a notification of approval issued by the MoE
				6.02.02	All teaching staff have notifications of approval issued by the MoE
				6.02.03	The school has records of all teaching staff employment notifications in their individual files
		6.03	Licensing Requirements	6.03.01	The school has a valid MoE license
				6.03.02	The license obtained from the Economic department and the MoE must be aligned
				6.03.03	The school only has the cycles that it has been approved to teach
				6.03.04	The school teaches the curriculum that it has been licensed to teach
				6.03.05	All employees have valid residency visas
				6.03.06	The school obtains MoE approval for the publication of promotional advertisements
		6.04	Information Management Systems	6.04.01	Information management system for employee data (SIS program) is updated regularly
				6.04.02	Information management system for students (SIS program) is updated regularly
				6.04.03	The information management system (SIS) for Special Education Students (SEN) is updated regularly
		6.05	School Fees	6.05.01	The MoE approved school fees are placed in an area visible to all
				6.05.02	The school abides by the MoE approved fees
				6.05.03	The school does not charge extra fees for services without the approval of the MoE
		6.06	Academic Plan and Curriculum	6.06.01	The school abides by the MoE approved number of teaching hours per week
				6.06.02	The school has MoE approved textbooks and ensures that the books are distributed to the students
6.06	Academic Plan and Curriculum	6.06.03	The school implements an MoE approved academic plan based on the approved curriculum		
6.07	The School Calendar	6.07.01	The school abides by the academic calendar approved by the MoE		

Standard ID	Standard	Domain ID	Domain	Element ID	Element		
6.0	The School Administration and Staff	6.08	Adequacy of Administrators, Teachers and Employees	6.08.01	The school has a sufficient number of administrative staff		
				6.08.02	The school has a sufficient number of teaching staff		
				6.08.03	The number of Academic Advisors is sufficient to the numbers of students		
				6.08.04	The school has a principal		
				6.08.05	The school has a sufficient number of cleaning staff employed		
				6.08.06	The school has a sufficient number of security guards employed		
		6.09	Professional Development for the Staff	6.09.01	The school Implements professional development programs for the staff		
				6.09.02	The school partakes in training programs organized by the MoE (curriculum-Assessment and exams-List of conduct-international tests...)		
		6.10	Employees' Salaries	6.10.01	The school pays its employees regularly, according to a set schedule		
		6.11	School Attendance	6.11.01	The average student attendance is 80% and above		
				6.11.02	The average staff attendance is 80% and above		
		7.0	The School Building	7.01	Public Facilities	7.01.01	The school facility is as approved by the Facilities Department of the MoE
						7.01.02	The school has a sufficient number of parking lots for the school buses
7.01.03	The school has a sufficient number of parking lots for staff & parents						
7.01.04	The school has a sufficient number of entrances and exits for cars and buses						
7.01.05	The school has a sufficient number of entry/exit points based on the number of students						
7.01.06	Boys and girls are separated in all building, sections and facilities						
7.01.07	The school building is adequately lit						
7.01.08	The school building is adequately equipped with furniture, teaching aids, and technologies						
7.01.09	There is a clear separation between different education cycles (In buildings, sections, and facilities)						

Standard ID	Standard	Domain ID	Domain	Element ID	Element
7.0	The School Building	7.01	Public Facilities	7.01.10	The school ensures that they have a sufficient number of storage depots and are organized in accordance with proper health & safety standards
				7.01.11	The school has a prayer room
		7.02	Requirements of People of Determination (Special Needs Students)	7.02.01	The school facility meets the requirements of all Special Needs Students (Restrooms, ramps, and elevators ...)
		7.03	Maintenance of building and facilities	7.03.01	The school has maintenance contracts
				7.03.02	The school facilities are well maintained
		7.04	Administrative and Teaching Staff Rooms	7.04.01	The administrative staff have adequate rooms
				7.04.02	The teaching staff have adequate number of rooms
				7.04.03	The staff rooms are equipped to meet the needs of the teachers and administrative staff
		7.05	Classrooms	7.05.01	The number of classroom and size are suitable for the number of students
				7.05.02	The school provides appropriate furniture and equipment for the students
				7.05.03	The classroom is sufficiently lit and ventilated
		7.06	Restrooms	7.06.01	The school provides a sufficient number of restrooms for students
				7.06.02	Male and female students have separate restrooms
				7.06.03	Male and female staff have separate restrooms
		7.07	Computer Labs	7.07.01	The school has a sufficient number of computer labs
				7.07.02	The computer labs are equipped with the appropriate furniture and suitable technology
				7.07.03	The required educational software is provided
		7.08	Scientific Laboratories	7.08.01	The school has sufficient number of suitable science laboratories
				7.08.02	The science labs are adequately equipped and used

Standard ID	Standard	Domain ID	Domain	Element ID	Element
7.0	The School Building	7.09	Learning Resources Center	7.09.01	The size of the school Learning Resource Center meets the needs of the students
				7.09.02	The learning resource center is adequately equipped and used
				7.09.03	The Learning Resource Center is equipped with age-appropriate material covering the entire student body
				7.09.04	The Learning Resource Center does not contain materials that conflict with UAE policies, values, and culture
		7.10	Activity Halls	7.10.01	The school has a sufficient number of activity halls (Theatre/Visual Arts/Musical Arts, etc.)
				7.10.02	Activity halls are ready for use (Theatre/Visual Arts/Musical arts, etc.)
		7.11	Playgrounds and Gyms	7.11.01	Indoor playgrounds are readily available for student use
				7.11.02	Outdoor playgrounds are readily available for student use
				7.11.03	The swimming pool is ready and in use
				7.11.04	Safe drinking water is available for staff and students
		7.12	Internet	7.12.01	Internet is readily available in all classrooms and school facilities
		7.13	School Yards	7.13.01	School yard spaces are adequate for the number of students
				7.13.02	The school courtyard is properly shaded
				7.13.03	The school provides clean and functional seating areas in the courtyard
		7.14	Cleanliness of the Building and Facilities	7.14.01	The school has valid cleaning & hygiene contracts
				7.14.02	The school grounds are clean (facilities, yards, walls, classrooms, offices, laboratories,...)
8.0	The Educational and Academic Services.	8.01	Publications and Lectures	8.01.01	The school has obtained MoE approval for all magazines and bulletins
				8.01.02	The school has obtained MoE approval for lectures and/or training sessions
		8.02	Assessment and Exams	8.02.01	The school implements the regulations concerning organizing MoE approved examinations and evaluations

Standard ID	Standard	Domain ID	Domain	Element ID	Element
8.0	The Educational and Academic Services.	8.02	Assessment and Exams	8.02.02	The school implements MoE approved continuous assessments
				8.02.03	The school inputs all results of on-going assessments and exams into the SIS
				8.02.04	All examination-related documents are securely kept
		8.03	Extra-curricular Activities and Trips	8.03.01	The school has obtained MoE approval for extra-curricular activities and/or school trips
				8.03.02	Adherence to adopted procedures during the implementation of extra-curricular activities and trips
		8.04	Enrichment Programs	8.04.01	The school adheres to the guidelines of approval during the implementation of any enrichment program not planned by the MoE
				8.04.02	The implementation of additional enrichment programs (if any) has no negative impact on the curriculum
		8.05	Student Protection	8.05.01	Only female bus attendants are allowed to work in KG, Cycle1, Cycle2 girls school, all-girl high schools, and/or mixed-gender schools
				8.05.02	Only male bus attendants are allowed to work in Cycle2 boys schools & all-boys high school
				8.05.03	Only female cleaners are allowed to work in KG, Cycle1, Cycle2 girls school, all-girl high schools, and/or mixed-gender schools
		8.05	Student Protection	8.05.04	The school does not allow students to change clothing in open spaces or while being together
				8.05.05	The school has a written policy for child protection
				8.05.06	Corporal/psychological punishment is prohibited at all levels in the school
				8.05.07	The school does not mix genders in the swimming classes, sports classes, and dressing rooms
				8.05.08	Only Male cleaners are allowed to work in Cycle2 boys schools & all-boys high school

Standard ID	Standard	Domain ID	Domain	Element ID	Element
8.0	The Educational and Academic Services.	8.06	The Special Education	8.06.01	A special needs teacher (people of determination) is available where required
				8.06.02	The school has a record of all reports from the surrounding special education support centers
				8.06.03	Individual educational plans are available for the special education
				8.06.04	The school has a license that stipulates the requirements needed to integrate people of determination (SEN) in mainstream classes
				8.06.05	The school provides specific equipment and curriculum for each special needs child
		8.07	Students' Behavior Management	8.07.01	The school ensures that the students are aware of the Student Behavior Management policies
				8.07.02	The school implements a reward system for good behavior
				8.07.03	The school implements a scaled system to determine the degree of negative conduct according to its policies
				8.07.04	The school implements a behavior management committee and documents its work
				8.07.05	The school ensures that the parents are aware of the Student Behavior Management policies
				8.07.06	The code of conduct is included in the school policies
		8.07	Students' Behavior Management	8.07.07	The school implements a behavior management system in the case of negative behavior
				8.07.08	The academic advisor participates actively in the implementation of the Code of Conduct
		8.08	Psychological Care	8.08.01	The school provides a sufficient number of psychologists
				8.08.02	Any program or plan set forth by the school psychologist is documented in a clear and concise follow-up record book
8.08.03	All cases of psychological care are documented by the psychologist				

Standard ID	Standard	Domain ID	Domain	Element ID	Element
8.0	The Educational and Academic Services	8.09	Use of Formal Arabic Language	8.09.01	Teachers speak standard Arabic in the classrooms (Subjects taught in Arabic)
		8.10	Commitment to Teach Compulsory Subjects	8.10.01	The school teaches the Arabic language curriculum to native Arab students
				8.10.02	The school teaches the Arabic language curriculum to non-Arab students
				8.10.03	The school teaches the Islamic Education curriculum to native Arab students
				8.10.04	The school teaches the Islamic Education curriculum to non-Arab students
				8.10.05	The school teaches the social studies curriculum to native Arab students
				8.10.06	The school teaches the social studies curriculum to non-Arab students
				8.10.07	The school allocates specialist Arabic teachers to teach their specialized subjects to Non-Arabic-speaking students
				8.10.08	The school teaches the specified number of Arabic language classes to Arabic-speaking students, as set by the MoE
				8.10.09	The school teaches the specified number of Arabic language classes to Non-Arabic-speaking students, as set by the MoE
				8.10.10	The school teaches the specified number of Islamic Education classes to Arabic-speaking students, as set by the MoE
				8.10.11	The school teaches the specified number of Islamic Education classes for Non-Arab students, as set by the MoE
				8.10.12	The school teaches the specified number of social studies classes for native Arab students, as set by the MoE
				8.10.13	The school teaches the required number of social studies classes for non-Arab students, as set by the MoE

Standard ID	Standard	Domain ID	Domain	Element ID	Element
9.0	Community Partnership	9.01	Community Events and Occasions	9.01.01	The school participates in national occasions and events
				9.01.02	The school participates in religious, cultural, and community events
		9.02	Parents Council	9.02.01	The school has a parent's council
				9.02.02	The parent's council is active
				9.02.03	The school communicates regularly with the parents

Third : General Inspection of Kindergartens

Four basic standards were identified for the visit to the general inspection of Kindergartens. A range of domains and elements were identified under these standards as shown in the following table:

Table (3): General Inspection of Kindergartens

Standard ID	Standard	Domain ID	Domain	Element ID	Element
18.0	The School Administration and Staff	18.01	The General Appearance	18.01.01	Raising the flag according to UAE guidelines
				18.01.02	Official photographs are displayed in the kindergarten entrance in accordance with UAE guidelines
				18.01.03	A sign-board is clearly visible at the entrance of the school that clearly shows the school name in Arabic and English
				18.01.04	A map of the kindergarten grounds is posted in the lobby, next to the notice board
				18.01.05	Morning assembly of the students is implemented
				18.01.06	National Anthem is performed during the morning assembly
				18.01.07	Students abide by school uniform policy
				18.01.08	The daily duties list is followed by the assigned teachers and supervisors
				18.01.09	Implementing a consistent time-table
				18.01.10	The school staff show appreciation and respect of the values and culture of the UAE
				18.01.11	Employees abide by UAE social norms and dress accordingly
				18.01.12	Teachers abide by the code of ethics of the teaching profession
				18.01.13	School abides by the UAE law regarding the maximum number of students permitted per class (as pertains to kindergartens)
				18.01.14	The school abides by the number of sections approved by the MOE
18.02	Information Management Systems	18.02.01	Information management system for employee data (SIS program) is updated regularly		
		18.02.02	Information management system for students (SIS program) is updated regularly		

Standard ID	Standard	Domain ID	Domain	Element ID	Element		
18.0	The School Administration and Staff	18.02	Information Management Systems	18.02.03	The information management system (SIS) for Special Education Students (SEN) is updated regularly		
				18.02.04	The information management system (SIS) for financial affairs is updated regularly		
		18.03	Academic Plan and Curriculum	18.03.01	The school implements an MoE approved academic plan based on the approved curriculum		
				18.03.02	The school abides by the MoE approved number of teaching hours per week		
				18.03.03	The school has MoE approved textbooks and ensures that the books are distributed to the students		
		18.04	School Calendar	18.04.01	The school abides by the MoE approved calendar		
		18.05	The Sufficiency of Administrators, Teachers and Employees	18.05.01	The school has a sufficient number of administrative staff		
				18.05.02	The school has a sufficient number of teaching staff		
				18.05.03	The school has a sufficient number of cleaning staff employed		
				18.05.04	The school has a sufficient number of security guards employed		
				18.05.05	All kindergarten staff are approved by the MoE		
		18.06	School Attendance	18.06.01	The students comply with the daily attendance for students		
				18.06.02	The staff members comply with the daily attendance		
		18.07	Financial Affairs	18.07.01	The school has an active finance committee		
				18.07.02	All financial transactions are in line with the financial system as set by the MoE		
		19.0	The School Building	19.01	Public Facilities	19.01.01	The school has a sufficient number of parking lots for the school buses
						19.01.02	The school has a sufficient number of parking lots for staff & parents
19.01.03	The school has a sufficient number of entrances and exits for cars and buses						
19.01.04	The school has a sufficient number of entry/exit points based on the number of students						
19.01.05	The school building is adequately lit						
19.01.06	The school building is adequately equipped with furniture, teaching aids, and technologies						
19.01.07	The school replaces damaged furniture						

Standard ID	Standard	Domain ID	Domain	Element ID	Element
19.0	The School Building	19.01	Public Facilities	19.01.08	The school ensures that they have a sufficient number of storage depots and are organized in accordance with proper health & safety standards
				19.01.09	The kindergarten has a prayer room
		19.02	Maintenance of Building and Facilities	19.02.01	The school has maintenance contracts
				19.02.02	The school facilities are well maintained according to the kindergarten needs
		19.03	Cleanliness of the Building and Facilities	19.03.01	The school has cleaning & hygiene contracts
				19.03.02	The school courtyard and passages are clean and obstacle-free
				19.03.03	Classrooms, offices, laboratories, and canteens are clean
				19.03.04	The school grounds are clean (inner & outer walls included)
				19.03.05	Restrooms are clean and well-ventilated
		19.04	Learning Rooms	19.04.01	The school provides appropriate furniture and equipment for the students
				19.04.02	The classroom is sufficiently lit and ventilated
				19.04.03	The school provides sufficient, working air-conditioners in all learning spaces
		19.05	Requirements of People of Determination (Special Needs Students)	19.05.01	The school facility meets the requirements of all Special Needs Students
		19.06	Administrative and Teaching Staff Rooms	19.06.01	The administrative staff have adequate rooms
				19.06.02	The teaching staff have adequate number of rooms
				19.06.03	The staff rooms are equipped to meet the needs of the teachers and administrative staff
		19.07	Learning Resources Center	19.07.01	The size of the school Learning Resource Center meets the needs of the students
				19.07.02	The learning resource center is adequately equipped and used
				19.08.03	The Learning Resource Center is equipped with age-appropriate material
				19.08.04	The Learning Resource Center does not contain materials that conflict with UAE policies, values, and culture
		19.08	Activity Halls	19.08.01	The school has a sufficient number of activity halls (Theatre/Visual Arts/Musical Arts, etc.)
19.08.02	Activity halls are ready for use (Theatre/Visual Arts/Musical arts, etc.)				

Standard ID	Standard	Domain ID	Domain	Element ID	Element
19.0	The School Building	19.09	Playgrounds and Gyms	19.09.01	Indoor and outdoor playgrounds are readily available for student use
		19.10	School Yards	19.10.01	School yard spaces are adequate for the number of students
				19.10.02	The school courtyard is properly shaded
				19.10.03	The school provides clean and functional seating areas in the courtyard
		19.11	Internet	19.11.01	Internet is readily available in all classrooms and school facilities
19.12	Drinking Water	19.12.01	Safe drinking water is available for staff and students		
20.0	The Educational and Academic Services.	20.01	Publications and Lectures	20.01.01	The school has obtained MoE approval for lectures and/or training sessions
				20.01.02	The school has obtained MoE approval for all magazines and bulletins
		20.02	Extracurricular Activities and School Trips	20.01.01	The school has obtained MoE approval for extra-curricular activities and/or school trips
				20.01.02	Adherence to adopted procedures during the implementation of extra-curricular activities and trips.
		20.03	Enrichment Programs	20.03.01	The school adheres to the guidelines of approval during the implementation of any enrichment program not planned by the MoE
				20.03.02	The implementation of additional enrichment programs (if any) has no negative impact on the curriculum
		20.04	Speaking the Standard Formal Arabic	20.04.01	Teachers speak standard Arabic in the classrooms (Subjects taught in Arabic)
		20.05	Psychological Care	20.05.01	Any program or plan set forth by the school psychologist is documented in a clear and concise follow-up record book
				20.05.02	The school psychologist performs regular periodic visits according to school needs
				20.05.03	All cases of psychological care are documented by the psychologist
		20.06	The Special Education	20.06.01	A special needs teacher (people of determination) is available where required
				20.06.02	The school has a record of all reports from the surrounding special education support centers
				20.06.03	Individual educational plans are available for the special education
				20.06.04	The school provides specific equipment and curriculum for each special needs child

Standard ID	Standard	Domain ID	Domain	Element ID	Element
20.0	The Educational and Academic Services.	20.07	Children Protection	20.07.01	Corporal/psychological punishment is prohibited at all levels in the kindergarten
				20.07.02	Cleaners are females
				20.07.03	Bus attendants are female
				20.07.04	Male and female children restrooms are separated
		20.08	Continuous Assessment and Exams	20.08.01	The school implements MoE approved continuous assessments
				20.08.02	The school inputs all results of on-going assessments into the SIS
21.0	Community Partnership	21.01	Community Events and Occasions	21.01.01	The school participates in national occasions and events
				21.01.02	The school participates in religious, cultural, and community events
		21.02	Parents Council	21.02.01	The school has a parent's council
				21.02.02	The parent's council is active
				21.02.03	The school communicates regularly with the parents

Fourth: General Inspection of Private Institutes and Training Centers

One main standard was identified to the general visit of the private institutes and training centers. A range of domains and elements were identified under these items as shown in the following table:

Table (4): General Inspection of Private Institutes and Training Centers

Standard ID	Standard	Domain ID	Domain	Element ID	Element
13.0	Institute/ Training center	13.01	The general Appearance	13.01.01	Official photographs are displayed in accordance with UAE guidelines
				13.01.02	A sign-board is clearly visible at the entrance of the center that clearly shows the center's name in Arabic and English
				13.01.03	A sign-board is clearly visible at the entrance of the center that clearly shows the center's name in Arabic and English
		13.02	Licensing Requirements	13.02.01	Training programs implemented at the Institute/Center are approved by the National Qualifications Authority
				13.02.02	The Institute/Center license is valid
				13.02.03	The license obtained from the Economic department and the MoE must be aligned
				13.02.04	All activities, programmes and courses implemented by the Institute/Center are licensed and approved by the MoE
				13.02.05	All employees have valid residency visas
		13.03	Administration and Staff	13.03.01	The principal has a notification of approval issued by the MoE
				13.03.02	There is a sufficient number of training staff
				13.03.03	Administrative and staff show an understanding and respect of the values and culture of the UAE
				13.03.04	Staff shows appreciation and respect of the values and culture of the UAE
				13.03.05	The institute/center has records of all teaching staff employment notifications in their individual files
				13.03.06	Employees teach the approved specialization, as written on their MoE approval

Standard ID	Standard	Domain ID	Domain	Element ID	Element
13.0	Institute/ Training center	13.03	Administration and Staff	13.03.07	Trainee records are readily available
				13.03.08	Staff records are readily available
				13.03.09	The institute obtains MoE approval for the publication of promotional advertisements
				13.03.10	Training times are different for both male and female trainees
				13.03.11	The Institute/Center separates different age groups
				13.03.12	There is a customer service desk in the facility
		13.04	Information Management Systems	13.04.01	Information Management system for staff/trainers (SIS program) is updated regularly
				13.04.02	Information Management system for trainees (SIS program) is updated regularly
		13.05	Employees' Salaries	13.05.01	Employees salaries are paid regularly according to the system adopted in the UAE emirateh
		13.06	Fees	13.06.01	A list of fees approved by the MoE is available and displayed in a prominent place
		13.07	Activities and Training Halls	13.07.01	The number of classrooms and size are suitable for the number of trainees
				13.07.02	Furniture, equipment, and devices are suitable for the nature of the training activities
				13.07.03	The classroom is sufficiently cooled and ventilated
				13.07.04	Internet is readily available in all classrooms and center facilities
		13.08	Building and facilities	13.08.01	The training facility is as approved by the Facilities Department of the MoE
				13.08.02	The facility is adequately lit
				13.08.03	The building is equipped with the required furniture and technologies
				13.08.04	All the institute/center facilities are clean
		13.09	Restrooms	13.09.01	Restrooms are adequate for the student numbers
				13.09.02	Restrooms are separated for male and female staff
				13.09.03	Separate male and female Restrooms are available for trainees
				13.09.04	Restrooms are clean and well-ventilated

Standard ID	Standard	Domain ID	Domain	Element ID	Element
13.0	Institute/ Training center	13.10	People of Determination (special needs people)	13.10.01	The training facility meets the requirements of all special needs trainees
		13.11	The Canteen	13.11.01	The canteen meets the MoE & Health authorities specifications
				13.11.02	Records of periodic health inspections to the canteen are available and up-to-date
				13.11.03	All canteen staff must have a valid clearance certificate from the Health Authority declaring them fit to work in a canteen
				13.11.04	Prices are reasonable

Fifth: Inspection on School Readiness

One main standard was identified for the inspection visit of readiness. A range of domains and elements were identified as shown in the following table:

Table (5): Inspection on School Readiness

Standard ID	Standard	Domain ID	Domain	Element ID	Element
10.0	School Readiness to Receive Students	10.01	Schools Books	10.01.01	The school has MoE approved textbooks and ensures that the books are distributed to the students
		10.02	The General Appearance	10.02.01	Raising the flag according to UAE guidelines
				10.02.02	A sign-board is clearly visible at the entrance of the school that clearly shows the school name in Arabic and English
				10.02.03	The reception area includes a map of the school grounds and an information board
				10.02.05	The school internal and external entrances are ready
				10.02.06	The school has created welcoming environment
		10.03	School Administration	10.03.01	The school abides by the academic calendar approved by the MoE
				10.03.02	Implementing a consistent time-table
				10.03.03	Lists of students' names are ready and distributed to classes
				10.03.04	Students abide by school uniform policy
				10.03.05	The school has a sufficient number of administrative staff
				10.03.06	The school has a sufficient number of teaching staff
				10.03.07	The average student attendance is 80% and above
10.03.08	The average staff attendance is 80% and above				
10.03.09	All maintenance work is completed in all school facilities				
10.03.10	School abides by the UAE law regarding the maximum number of students permitted per class				

Standard ID	Standard	Domain ID	Domain	Element ID	Element
10.0	School Readiness to Receive Students	10.04	School Facilities	10.04.01	The school building is adequately lit
				10.04.02	The school provides sufficient, working air-conditioners in all learning spaces
				10.04.02	Activity halls are ready for use (Theatre/ Visual Arts/Musical arts, etc.)
				10.04.03	Internet is readily available in all classrooms and school facilities
				10.04.04	Electricity and water are efficient in all school facilities
				10.04.05	Indoor and outdoor playgrounds are ready and safe
				10.04.06	The learning resource center is ready for use
				10.04.07	The science labs are ready for use
				10.04.08	Classrooms are ready for use
				10.04.09	Administration and teacher rooms are ready for use
				10.04.10	The school facility meets the requirements of all Special Needs Students
				10.04.11	The school has a sufficient number of parking lots for the school buses
				10.04.12	The school has a sufficient number of parking lots for staff
10.04.13	The school has a sufficient number of parking lots for parents				

Sixth: Inspection of Examinations

One main standard of examination inspection was identified. A range of domains and elements were identified under these standards as shown in the following table:

Table (6): Inspection of Examination

Standard ID	Standard	Domain ID	Domain	Element ID	Element
16.0	Examinations	16.01	The Examination Committee	16.01.01	The Principal/Vice Principal are present during the exams
				16.01.02	The appointed signatory signs all the relevant documents
				16.01.03	There is a map that directs the students to the exam halls
				16.01.04	The exam instructions are easily accessible by the students
				16.01.05	The invigilators receive the envelopes of the exam booklets and open them inside the examination halls
				16.01.06	There is a minimum of (2) invigilators in each exam hall
				16.01.07	Teachers of the subject must not be assigned to invigilate during their own subjects exam
				16.01.08	The teacher of the exam related subject is not allowed to enter the exam hall to clarify questions to students
				16.01.09	The invigilators perform their duties as required
				16.01.10	Invigilators do not read the questions to the students in the examination halls
				16.01.11	Members of the exam committee are not allowed to carry mobile phones in the examination hall
				16.01.12	Supervisors carry out their duties as required
				16.01.13	Exam committee members are free from conflicts of interest regarding their presence on the committee
				16.01.14	The school does not seat more than 20 students in each examination hall
				16.01.15	There is sufficient space between students during the exam
				16.01.16	The examination halls are sufficiently cooled and ventilated
				16.01.17	Adequate records of exams, and students in each exam hall are kept

Standard ID	Standard	Domain ID	Domain	Element ID	Element
16.0	Examinations	16.01	The Examination Committee	16.01.18	The exam halls are clear of anything related to the exam subject
				16.01.19	Students do not carry mobile phones and/or other electronic devices in the examination hall
				16.01.20	Students are well behaved during examination
				16.01.21	The school documents all cases of cheating using the violation form in the examination application manual
				16.01.22	The examination halls are clean
				16.01.23	The lighting in the examination halls is appropriate
				16.01.24	A wall clock is available inside the examination halls and visible to all students
				16.01.25	The schools uses the forms provided in the Examination application manual
		16.02	System and Control Committee (CONTROL)	16.02.01	The examination committee abides by the starting and ending timings of the examination, as set by the MoE
				16.02.02	Commitment of the examination Committee with the time of opening envelopes.
				16.02.03	The school has an official document signed by the school principal identifying the tasks and responsibilities of the examination committee
				16.02.04	A specialized team from the school is assigned to receive inquiries from the exam committee and provide immediate responses
				16.02.05	The System and Control Committee members carry out the tasks assigned to them
				16.02.06	There is integrity in the marking of the examination papers
				16.02.07	The marking of the papers is done in groups
				16.02.08	The school double-checks the results of the examination paper and enters them in accordance with the MoE approved system
				16.02.09	All documents, registers, and records relating to examinations are securely retained for possible future reference

Standard ID	Standard	Domain ID	Domain	Element ID	Element
16.0	Examinations	16.03	Quality of the Examination Paper	16.03.01	The quality of the exam papers is high
				16.03.02	The shapes and drawings on the exam are clear
				16.03.03	The time allowed for the exam is adequate
				16.03.04	The break-down of the marks is provided on the exam paper
				16.03.05	The quality of the answer sheet is high
		16.04	The Special Education	16.04.01	The school provides suitable equipment for students of determination (with special needs) and learning difficulties
				16.04.02	The school provides approved exams for students with special needs
				16.04.03	The school provides the required support to students with learning difficulties on a case-by-case basis as per the recommendation received

Seventh: Inspection of the Implementation of Specialized Training Programs for the Teaching Staff of Public Schools

One main standard was identified for inspection of the specialized training programs for the teaching staff of the public schools. A range of domains and elements were identified for these areas as shown in the following table:

Table (7): Inspection of the Implementation of Specialized Training Programs for the Teaching Staff of Public Schools

Standard ID	Standard	Domain ID	Domain	Element ID	Element
17.0	Specialized Training Programs	17.01	Arrangement	17.01.01	The training program is implemented as planned (topics, location, target trainees...)
				17.01.02	The training program is implemented as scheduled
				17.01.03	Location of the training venue is convenient
				17.01.04	Training Kits are available
				17.01.05	Specialized technical support is available
				17.01.06	Signs are placed throughout the training center indicating the direction of the training hall
		17.02	Services	17.02.01	Stationery is available
				17.02.02	Car parking is available and well-organized
				17.02.03	The prayer room is available and convenient
		17.03	Attendance and Dismission	17.03.01	The trainees attend the session from start to finish
				17.03.02	A record of attendance is available
		17.04	The General Appearance	17.04.01	Trainers and trainees wear appropriate clothing
		17.05	Building and Facilities	17.05.01	The size of the training halls is suitable
				17.05.02	The training hall is well ventilated and cooled
				17.05.03	The training hall is well lit
				17.05.04	Facilities in the training center are clean
				17.05.05	Training halls are ready for use and have all the required equipment

Eighth: Inspection of Uniform Distribution Centers for Public Schools

One main standard was identified for the visit of the distribution centers for public schools. A range of domains and elements were identified under these standards as shown in the following table:

Table (8): Inspection of Uniform Distribution Centers for Public Schools

Standard ID	Standard	Domain ID	Domain	Element ID	Element
12.0	School Uniform Sale Centers	12.01	Organisation	12.01.01	The location of the center is easy to access
				12.01.02	A sign-board is clearly visible at the entrance of the center displaying the center name
				12.01.03	The center has a sufficient number of staff
				12.01.04	The center has a supervisor
				12.01.05	The purchasing process is quick and easy
				12.01.06	Uniforms of all sizes are available
				12.01.07	The center provides customers with speedy service
				12.01.08	The center abides by the prices set by the MoE
				12.01.09	The center provides after sales services (damage, replacement ...)
		12.02	Services	12.02.01	Car parking is available
				12.02.02	The center provides drinking water, a waiting area, and Restrooms for customers
		12.03	Showrooms	12.03.01	The size of the showroom is suitable
				12.03.02	The center is well lit, ventilated, and cooled
				12.03.03	There are a sufficient number of fitting rooms
				12.03.04	The center is clean
12.03.05	The boys' and girls' fitting rooms are separated				

Part Five

Appendices

