1. Brother hunain sends the student list to me, which contains

   - country

   - city

   - student name, etc

2. The doc is then edited by organizing the students city’s ie all the same city’s together and I get on google maps and check for places that are very close together ( esp in places like UK and USA which have different place names but are only a few miles apart) this is a very long job but vital to establish where students are exactly. If there is some way to get more detailed info from the students that would be really helpful ie from last semester a UK student’s city was given as Isleham but it is actually in London, there are many such cases.

3. I then compare the above doc with our existing centers and mail all the students who live in, or within a reasonable distance of, an existing center. I inform the students of the center/s we have in their area give the center address, tel no, email etc and ask the students to contact the center to agree times and dates. I also ask the student to confirm with me that they have done so.

4. In conjunction with the above , existing centers are contacted with estimated student numbers, the exam dates and a request for proctor information.

5. The students who are not in an existing center area are all mailed (on mass) and are informed of the need to identify a center asap.

6.  When I receive a center’s details for approval the following takes place

a)  student sends the center details ( often without the centers address, their own name or even which country they are in, which wastes a lot of time :( if the form they will fill in could be rejected if not all info is given that would be fab :) )

b) center web site is checked (if they have one) or if there is just a mosque address then google comes into play and the center is found listed as a masgid etc.

c) center is sent our standard mail and the student is cc’d.

d) after a reasonable time has passed with out reply the center is re mailed and the student mailed and asked to follow up.

d) when the center agrees our standard acceptance/confirmation  mail is sent and the student is cc’d (at that time I inform any other students in that area that a new center has been approved and that they should contact the center to make arrangements etc) included in the mail are the exam dates and proctor info request.

7. With regard to all of the above I was colour coding the student list ie

yellow - students in an existing center area contacted

green - the above student confirmed they will use the center

orange - student sent me new center info

green - the above confirmed

pink - students who didn’t take the mid term exams

red - students who had confirmed that they wouldn’t be taking the exams

which enabled me to know the students center status at a glance :)

8. At the same time there is an exam center’s document, which provides the following,

a) country

b) city

c) name & address

d) email & phone no

e) web site

f) proctor name and post

g) proctor email & phone

The existing centers are coloured green and then when a student  sends a new center details they are added to the doc coloured orange and made green when confirmed.

9. After all of the above, much time is spent on follow up with students who don’t bother to reply and with centers for proctor information, for the first 2 semesters this was just about manageable but with the student numbers we now have, alhamdullilah, such one on one follow up isn’t feasible. I think we must give a strict cut off date for submitting new exam centers eg at the very latest 4 weeks prior to the exams. That 4 weeks is really needed for following up on proctor info and all the last min un forseeables that come up.

10. Brother hunain sends the pass words to all the centers