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|  Smart College | Minutes of Meeting | Code: |
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Administered by Dr. Tarek Harmoush

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| Topic of meeting | : Coordinators' Meeting |
| Date of meeting | : October 24, 2025 |
| Attendees | : Israa AlOkla, Farah Abboud, Ghna Jaffal, Abir Ghbris, Rayan Siklawi, Manal Issa, Seriya Joudi, Abir Salloum, Tala Nasser, Mostafa Al Mostafa, Bassam Ismail, Reda Toami, Iyad Srour. |

Began at 11:00 am and adjourned at 11:40 am

| No. | Topic | Decision | Responsible parties | Due date |
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| 1 | Level of Assessment | <p>It was emphasized that teachers must maintain a good and consistent level in all exams and quizzes.</p> <p>The exams should cover the required competencies and reflect the learning outcomes expected from students.</p> <p>However, exams should not be excessively difficult; they must fairly measure students' understanding and skills at their grade level.</p> <p>Definition of Competency: A competency is the learner's ability to mobilize and apply a set of knowledge, skills, attitudes, and resources to solve a</p> | Coordinators and Teachers | Ongoing |

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| | | problem situation or accomplish a complex task that belongs to a family of situations sharing common characteristics . It reflects the learner's capacity to transfer learning to new and meaningful contexts | | |
| 2 | Agenda and Resources | <p>For every submitted exam, teachers are required to add on eschool agenda an extra worksheet for additional practice.</p> <p>This worksheet will help students reinforce difficult concepts and prepare better for assessments.</p> | Coordinators and Teachers | Ongoing |
| 3 | Grading System | <p>The percentages used for quizzes and exams will remain the same as the grading system already found on the parents' manual.</p> <p>Any changes or adjustments to the grading percentages must be discussed and approved by Dr. Tarek.</p> | Coordinators | Ongoing |