

ANNEXURE: ANNUAL EXAM TIMETABLE FINALIZATION (NON-BOARD CLASSES)

1. General Information

Field	Details
Academic Session	
Classes Covered	
Exam Name	Annual Examination
Exam Duration	From To
Prepared By	
Approved By (Principal)	

2. Timetable Preparation

Field	Details
Date Sheet Prepared On	
Date Sheet Approved On	
Date Sheet Circulated To	<input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Staff
Mode of Sharing	<input type="checkbox"/> WhatsApp <input type="checkbox"/> Circular <input type="checkbox"/> Website <input type="checkbox"/> Notice Board
Gaps Between Exams	<input type="checkbox"/> Adequate <input type="checkbox"/> Not Adequate
Clash Checked	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Examination Schedule (Class-wise)

Date	Day	Class	Subject	Timing	Duration

(Add rows as required)

4. Invigilation Duty Allocation

Date	Exam Room	Invigilator Name	Substitute (if any)	Remarks

5. Question Paper Preparation

Field	Status
Blueprint Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diagnostic Assessment Used	<input type="checkbox"/> Yes <input type="checkbox"/> No
Paper Setters Assigned	<input type="checkbox"/> Yes <input type="checkbox"/> No
Moderation Done	<input type="checkbox"/> Yes <input type="checkbox"/> No
Syllabus Coverage Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Blueprint & Assessment Planning

Subject	Blueprint Prepared	Competency-Based Questions (%)	Difficulty Level Balanced (Y/N)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Diagnostic Assessment Integration

Field	Details
Previous Exam Data Reviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learning Gaps Identified	
Topics Emphasized in Papers	
Remedial Inputs Included	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Communication & Instructions

Field	Status
Student Instructions Shared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invigilator Guidelines Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exam Rules Displayed	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Pre-Exam Readiness Checklist

Field	Status
Seating Plan Ready	<input type="checkbox"/> Yes <input type="checkbox"/> No
Question Papers Printed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attendance Sheets Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Answer Sheets Arranged	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exam Rooms Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Documentation & Record Keeping

Field	Status
Date Sheet Record Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duty Roster Filed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Question Papers Secured	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. Challenges Faced

- _____
- _____

12. Suggestions / Improvements

- _____
- _____

13. Final Remarks

Signatures

Role	Name & Signature	Date
Exam Coordinator		
Timetable Incharge		
Principal		