

5. Question Paper Vetting Record

Subject	Class	Vetting Date	Corrections Suggested	Final Status

6. Examination Schedule

Date	Subject	Class	Duration	Remarks

7. Invigilation Plan

Exam Date	Room No.	Invigilator Name	Backup Invigilator	Remarks

8. Examination Logistics

Requirement	Status	Responsible Person
Question Paper Printing		
Seating Arrangement		
Invigilation Duty Chart		
Stationery Arrangement		
Student Instructions		

9. Student Participation Record

Class	Total Students	Appeared	Absent	Remarks

10. Evaluation & Result Compilation

Subject	Teacher Responsible	Evaluation Completion Date	Remarks

11. Result Analysis Preparation

Class	Subject	Average Score	High Score	Low Score

Purpose:

- Identify **learning gaps**
- Plan **remedial classes and academic support**

12. Observations

- Question papers were prepared using **diagnosticassessment.in**, ensuring alignment with **CBSE competency-based assessment standards**.
- A **7–10 day buffer period** was maintained for vetting and printing.
- The examination process was conducted **smoothly and systematically**.

13. Documentation Maintained

- Question paper bank
- Paper vetting records

- Examination schedule
- Invigilation duty chart
- Attendance records
- Evaluation and result summary

Prepared By: _____

Designation: _____

Reviewed By: _____

Principal / Examination Controller: _____