

Annexure – Planning for July Unit Tests & Periodic Assessments

School Name: _____

Academic Session:

Planning Date: _____

Prepared By: _____

Approved By: _____

1. Assessment Planning Overview

Field	Details
Assessment Name	Unit Test / Periodic Assessment
Tentative Exam Month	July
Classes Covered	
Assessment Mode	Written / Online / Hybrid
Total Subjects Covered	

2. Question Paper Preparation Plan

S. No	Subject	Class	Teacher Assigned	Paper Submission Deadline	Status
1					
2					
3					

3. Question Paper Design Guidelines

Parameter	Requirement
Question Source	DiagnosticAssessment.in / Teacher Prepared
Question Types	MCQs, Short Answer, Long Answer
Competency Level	Knowledge, Understanding, Application
Blueprint Prepared	Yes / No
Marking Scheme Included	Yes / No

4. Paper Moderation / Internal Review

S. No	Subject	Reviewer	Review Date	Corrections Suggested
1				
2				

5. Assessment Schedule Draft

[illegible]

6. Syllabus Coverage Verification

Class	Subject	Syllabus Covered Till	Chapters Included in Test	Remarks

7. Assessment Logistics

Item	Responsible Person	Status
Question Paper Printing		
Seating Arrangement		
Invigilator Duty List		
Exam Timetable Circulation		
Answer Sheet Arrangement		

8. Timeline for Assessment Preparation

Task	Responsible Person	Deadline
Question Paper Preparation		
Paper Moderation		
Final Paper Approval		
Exam Schedule Finalization		

9. Remarks / Observations

10. Approval

Name	Designation	Signature	Date
Examination Coordinator			
Academic Coordinator			
Principal / Head of School			