

# Annexure: Conduct Unit Test 1 / Periodic Assessment 1 (All Grades)

## 1. Basic School Information

Field	Details
School Name	
School Code / Affiliation No.	
Academic Session	
Prepared By	
Verified By (Examination Coordinator)	
Exam Date	
Review Date	

## 2. Objective of Unit Test / Periodic Assessment

To ensure **smooth execution** of Unit Test 1 / Periodic Assessment 1 by organizing **seamless examination logistics, monitoring student attendance, invigilation, and time management**, in alignment with **CBSE guidelines**.

## 3. Exam Schedule and Timings

Grade	Subject	Date	Time	Duration	Start Time	End Time

- **Ensure no overlapping:** Double-check the **exam schedule** to avoid conflicts between subjects for students.
- **Backup Plans:** Keep a **contingency plan** ready in case of any technical glitches (if online exams) or other issues.

## 4. Question Paper Preparation

Subject	Question Paper Prepared (Yes/No)	Prepared By	Verification Status (Verified/Not Verified)





## 9. Post-Exam Activities

Activity	Responsible Person	Deadline	Remarks
Collect Answer Sheets			
Verify Answer Sheets Count			
Upload Marks (if online)			
Seal and Store Answer Sheets			

- **Answer Sheets Collection:** Ensure that **answer sheets** are **collected immediately** after the exam and kept in a **secure place**.
- **Double Check Answer Sheets:** Verify the **number of answer sheets** and match them with the attendance list to ensure none are misplaced.
- **Storage:** Keep **sealed answer sheets** safely for **evaluation** and **future reference**.

## 10. Exam Feedback

Student Name	Subject	Feedback Given (Yes/No)	Mode of Feedback (Paper/Online)

- **Post-Exam Feedback:** Offer students a chance to give **feedback** about the **exam experience** (e.g., difficulty level, time management).
- **Feedback Collection:** Collect feedback **anonymously** to ensure candid responses and analyze for future improvements.

## 11. Final Review & Submission

Field	Details
Total Students Present	
Total Students Absent	
Total Number of Invigilators	
Total Number of Answer Sheets Collected	
Total Number of Answer Sheets Verified	
Marks Uploaded (Yes/No)	
Final Approval (Yes/No)	

## 12. Approval & Signatures

Name	Designation	Signature	Date
Exam Coordinator			
Principal			