


## ActionTaken

It was decided that students desire to learn, desire to explore, desire to investigate and desire to apply learning in real life situation. Assessment ensures quality teaching-learning process would be applied and followed up.




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## ActionTaken

It was decided to prepare guidelines for teachers to prepare question paper for different examination.

1. Prepare precise and lucid instructions regarding
  - (a) Pattern of question paper
  - (b) Types of questions
  - (c) Rational marks allotted to different types of questions
  - (D) Language of instruction etc.



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## **Action Taken**

1. It was approved by all the members that Collection of subject test paper/chapter wise test/weekly test/ term test/end year examination/formative and summative assessment
2. Circular:-Giving advanced circular to the teachers signed by the principal regarding submitting question paper, mark sheet on time and any other required documents




A handwritten signature in blue ink, appearing to be a stylized name.

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1. It was decided and approved that the committee Preparation of Question Bank:-In charge prepares subject wise question bank in coordination with subject teacher
2. Form a subject expert committee to ensure the quality of question paper



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It was decided that preparation of Question Paper:-Ensure preparation of question paper final printout be fore 48hours.Preparation of standard question paper subject wise according to guidelines given by the principal for  
Question papers should be in proper format. Grammatical mistakes should not be there in question paper. Question paper must not exceed or less than the prescribed marks for the particular examination.




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Preparation for Examination:-Ensure necessary items to conduct examination i.e.question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirement to the administrative officer.


1. Seating Arrangement:-Making proper seating arrangement for students for different examinations.



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1. It was decided that Time-table:-Making examination timetable with the consent from principal.
2. Duty charge:-Prepare examination duty charts for the teachers. All these following things would be made clear.




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## **ActionTaken**

It was informed and decided that to form subject expert committee to ensure the quality correction of answer sheet.

1. Preparation of marking scheme: Teacher will prepare marking scheme of question with question paper and submit it to the Examination In charge Committee.




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It was decided to arrange some workshops to create positive atmosphere and to encourage students to involve in the council a Dall to her activities. Members needs to be ambitious and outward looking—use the local environment and community ashands-on learning resources and encourage parents, community organizations and businesses to bring their issues to the school. Take students out into local wild places and community venues, and invite Community members into the School.



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1. It was approved to make answer sheets correction: – Teacher will submit corrected answer sheet within (hours) after the examination (different school – different deadline).&
2. Records keeping:-Keeping record so fall the examination held in the school in soft as well as hard copy.



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An examination system evaluates factual understanding, conceptual understanding and global understanding of prescribed syllabus and designed curriculum. Examination system assesses individual's capability to interpret learning in his own language. It is not merely test of knowledge. Examination system evaluates persistent and consistent quality of an individual.



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NAVI MUMBAI

## Action Taken

MDS Examination Timetable and seating allotment has been prepared and Exam Cell has been asked to put up notice inviting students to have the exam form collected and returned in due time.

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