



EXAM PLANNING

Plan Smart. Teach Well. Achieve Excellence.



TEACHER: _____

CLASS/SECTION: _____

ACADEMIC YEAR: _____

SUBJECT: _____

EXAM TERM/TYPE: _____

EXAM DATES: From _____ To _____

1. EXAM OVERVIEW

 OBJECTIVES What should students achieve?	 SYLLABUS / TOPICS Topics to be covered in the exam	 EXAM FORMAT Type of questions, sections, marks allocation	 MARKS BREAKDOWN Section / Topic wise marks	 DURATION Total exam time and instructions
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2. TOPIC WISE PLAN

TOPIC / UNIT	TEACHING PLAN (Key Concepts & Activities)	RESOURCES / MATERIALS (Books, Worksheets, Digital, etc.)	REVISION PLAN (Date / Strategy)	WEIGHTAGE (Marks)



3. STUDENT PREPARATION STRATEGIES

- ☒ Study Materials Provided: _____
- ☒ Practice Activities / Worksheets: _____
- ☒ Sample Papers / Mock Tests: _____
- ☒ Extra Support / Remedial Plan: _____
- ☒ Motivation & Well-being Plan: _____

4. ASSESSMENT & EVALUATION PLAN



- ☒ Marking Criteria / Rubric: _____
- ☒ Answer Key / Model Answers: _____
- ☒ Result Analysis Plan: _____
- ☒ Feedback to Students: _____
- ☒ Improvement Actions: _____



5. IMPORTANT DATES CHECKLIST

SYLLABUS COMPLETION DATE 	REVISION START DATE 	PRACTICE TEST DATES 	FINAL REVISION DATE 	EXAM START DATE 	RESULT DATE
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Good Plan
Great Preparation
Better Results!