



EXAM PLANNING



Plan Well. Prepare Better. Achieve More.

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
---	---	--	---	--

2. TOPIC WISE PLAN

TOPIC / UNIT	TEACHING PLAN (Key Concepts & Activities)	RESOURCES / MATERIALS (Books, Worksheets, 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 DATE(S)  _____	FINAL REVISION DATE  _____	EXAM START DATE  _____	RESULT DATE  _____
---	--	--	--	--	--

NOTES / REMARKS

☆ Good Plan ☆
Great Preparation
Better Results! ☆