

CIRCULAR NO.: 04

To: All Teaching Staff

Subject: Guidelines for Setting Second Periodical Test Papers

Dear Teachers,

You are requested to adhere to the following guidelines while preparing the question papers for the Second Periodical Test for the academic session 2025-26:

Guidelines for Setting Question Papers

1. Syllabus Coverage:

Prepare the question paper strictly as per the syllabus covered till the cut-off date decided for Second Periodicals.

Avoid questions from topics not yet taught.

2. Paper Pattern & Marks Distribution:

Follow the standard format approved by CBSE or the school examination.

From CLASS – I to CLASS - V

1-	Oral Exam				=	10
2-	Multiple choice questions	1	x	5	=	5
3-	Fill in the blanks (without choice)	1	x	5	=	5
4-	True & False	1	x	5	=	5
5-	Match the following	1	x	5	=	5
6-	Very Short Questions	1	x	10	=	10
7-	Short Question Answer	2	x	5	=	10
TOTAL MARKS =		10	+	40	=	50

From CLASS – VI to CLASS - XII

1-	Multiple choice questions	1	x	5	=	5
2-	Very Short Questions	1	x	5	=	5
3-	Short Question Answer	2	x	5	=	10
4-	Answer in brief	3	x	4	=	12
5-	Long Question Answer / Case Study	4	x	2	=	8
TOTAL MARKS =					=	40

3. Time and Marks:

Clearly mention the maximum marks and duration i.e. 80 minutes.

Ensure the level of difficulty matches the allotted time.

4. Question Quality:

Language should be simple, clear, and grammatically correct.
Avoid repetition or ambiguity in the questions.

5. Chapter-wise Weightage:

Ensure balanced coverage of all chapters/topics as per the prescribed syllabus.
No over-emphasis or negligence of any topic.

6. Formatting & Presentation:

Use proper formatting with section headings, margins, and spacing.
Number the questions correctly.

7. Confidentiality:

Maintain utmost secrecy while preparing and handling question papers.
Do not share any part of the paper with students.

8. Submission:

Submit soft copy of the question paper by 05/08/2025.

Your cooperation is solicited in maintaining the academic standard and uniformity of assessments.

Principal

Doon World Public School,