# THE FORMAT OF THE HEADING OF QUESTION PAPERS

OPA	ACADEMIA		
	AMINATION DECEMBER, 2 TOTAL MARK		
SUBJECT: PAPER/UNIT:	CURR: CODE:	CURR:	
NAME:			
STUDENT'S ID NO:	SECTION:	ROLL NO:	
DATE:	INVIGILATOR'S	INVIGILATOR'S SIGN:	
EXAMINER'S SIGN:	OBTAINED MA	OBTAINED MARKS:	

Questions to start from here onwards ......

## **NOTES to follow:**

## For editing the Question Paper, please note the following points:

FONT: TIMES NEW ROMAN, HEADING FONT SIZE: 14, PAGE LAY OUT: 0.5 ON ALL FOUR SIDES.

QUESTION FONT SIZE:12,

TAGE EAT COT. 0.5 CIVALET CON SIDES.

#### Parts to be filled by the teacher (while making Question Papers):

CLASS: TOTAL MARKS:

SUBJECT: CURR: PAPER/UNIT: CODE:

#### To be filled by the students (before answering the Questions):

NAME:			
STUDENT'S ID NO:	SECTION:	ROLL NO:	
DATE:			

# All instructions to be given to the students before exam / during revision time (these types of instructions are to be provided in question papers for senior students during the Mock Exams only):

# No extra sheets are to be provided for rough works in any subject.

# In Maths, students need to be guided to make a column on the right side, as marks are provided for steps and workings even if the answers are wrong.

# drafts for any answers of any subject, may be done at the back of question papers, if needed.

# Black or blue pen only can be used for writing and all answer sheets must be stapled with the question paper.

#### **During revision period:**

# You should ensure that lessons are divided and planned in such a way that students can finish their revision while at school under your good guidance.

# Revision work should be done thoroughly by guiding students in every class to review previous chapters at home and giving written/oral works / quizzes to them to check their knowledge and understanding pertaining to the syllabus of the subject you are teaching.

Requesting all to be serious about guiding the students when they ask for help and explaining to the students all critical parts of the chapters/ syllabus, making them write in their copies.

#### Thanks a lot for all your endeavors.