

School Administration & Supervision

Practice Test 7

60 original multiple-choice questions for teacher test preparation (FPSC / FGEI / PPSC style). Choose one answer for each question. The full answer key is on the last page — worked explanations for every question are free on the test page at QuaidianPoint.com.

Name: _____ Class: _____ Score: _____ / 60

School Records and Registers

Q1. A new pupil is admitted to class 6. The headteacher enters the pupil's name, father's name, date of birth and date of admission in a bound book kept in the school office. Which record is being maintained?

- (A) The admission register
- (B) The attendance register
- (C) The stock register
- (D) The log book

Q2. A class teacher marks pupils present or absent at the start of the school day and again after the long break. This practice is best described as maintaining:

- (A) A weekly progress chart
- (B) The daily attendance register
- (C) A monthly fee record
- (D) A punishment record

Q3. A school receives 20 new desks, 4 cupboards and a set of science apparatus. The clerk records the items received, their cost, the supplier and the room where each item is placed. Which register is being used?

- (A) The admission register
- (B) The fee register
- (C) The stock register
- (D) The attendance register

Q4. At the end of each month the school clerk totals the money received as fees and donations and the money paid for stationery, repairs and other expenses. Which record presents this account in its proper form?

- (A) The library issue register
- (B) The staff attendance register
- (C) The admission register
- (D) The cash book

Q5. A district education officer visits a school, observes classes and leaves written remarks about the teaching and the state of the building. The headteacher enters a summary of the visit in a book kept for such events. This book is the:

- (A) Log book
- (B) Cash book
- (C) Time-table book
- (D) Stock register

Q6. A teacher preparing a pupil's leaving report looks at one card that follows the pupil from class to class and records academic progress, health notes, interests and conduct over several years. This card is called the:

- (A) Admission form
- (B) Fee receipt
- (C) Cumulative record card
- (D) Transfer certificate

Q7. A pupil's family moves to another city and asks the school for a document certifying the class last attended, the date of leaving and the pupil's conduct. The school should issue a:

- (A) New admission form
- (B) School leaving or transfer certificate
- (C) Report card for the current term only
- (D) Stock entry form

Q8. While entering a date in the admission register, a clerk writes the wrong year. The correct way to fix the error is to:

- (A) Erase the entry completely and write over it
- (B) Tear out the page and start a fresh one
- (C) Draw a single line through the error, write the correction above it and initial it
- (D) Leave the error and correct it in the next year's register

Q9. A class had 200 working days in the session. A pupil attended on 180 days. The pupil's attendance percentage is:

- (A) 90 percent, found by dividing days present by working days and multiplying by 100
- (B) 80 percent, found by dividing days present by the total days in the year
- (C) 95 percent, found by dividing working days by days present
- (D) 85 percent, found by subtracting days absent from 100

Q10. During an annual audit, the visiting officer asks to see proof of what furniture and equipment the school owns and what has been written off as broken. Which register will best satisfy this check?

- (A) The class time-table
- (B) The log book
- (C) The admission register
- (D) The stock register

Timetable Construction

Q11. A headteacher places mathematics and science in the early periods of the day and lighter subjects later. This arrangement mainly follows the principle of:

- (A) Giving every teacher the same number of periods
- (B) Matching difficult work to the time when pupils are freshest
- (C) Placing games periods at the end of every day
- (D) Keeping all subjects in the same room

- Q12. A new timetable gives one teacher 8 periods a day with no free period, while another teacher has only 3. The main fault in this timetable is that it:**
- (A) Uses too many classrooms
 - (B) Gives pupils too much homework
 - (C) Fails to distribute teaching load fairly among teachers
 - (D) Places assembly too early in the day
- Q13. A large chart displayed in the school office shows, for every class and every period, which teacher is teaching which subject in which room. This chart is the:**
- (A) Class timetable for class 9 only
 - (B) Teacher timetable for one teacher only
 - (C) Games timetable
 - (D) Master timetable of the whole school
- Q14. A timetable pinned on the wall of class 8 shows only the subjects, teachers and rooms for that one class. This is best described as a:**
- (A) Class timetable
 - (B) Master timetable
 - (C) Examination timetable
 - (D) Homework timetable
- Q15. A school has only one science laboratory but three science classes need practical work on the same morning. The timetable maker must first consider the:**
- (A) Length of each science period in minutes
 - (B) Availability of rooms and laboratories at each period
 - (C) Number of science textbooks available to the classes
 - (D) Teachers' preferences for morning or afternoon periods
- Q16. A timetable that puts three periods of written work back to back, with no practical work, games or art in between, is most likely to cause:**
- (A) Better examination results in every subject
 - (B) Less work for teachers
 - (C) Fewer pupils in the school
 - (D) Boredom and fatigue from lack of variety
- Q17. A science teacher asks for a double period for class 10 practical work rather than two separate single periods on different days. The strongest reason for this request is that practical work needs:**
- (A) Fewer pupils in the laboratory
 - (B) No teacher supervision
 - (C) Unbroken time to set up, perform and record an experiment
 - (D) Shorter lessons for every other subject
- Q18. Before drafting a new timetable, a headteacher collects the number of classes, the subjects for each class, the teachers available and the rooms in use. This step is best called:**
- (A) Collecting the basic data for timetable construction
 - (B) Preparing the annual examination plan
 - (C) Writing the school log book
 - (D) Fixing the school fee schedule

Q19. A draft timetable shows the same teacher teaching class 7 and class 9 in the third period. This is an example of:

- (A) A well-balanced teaching load
- (B) A fair distribution of free periods
- (C) A subject combination for senior classes
- (D) A clash that must be corrected before the timetable is issued

Q20. When a school day is planned, assembly, break and games periods are usually fixed first, before subject periods are fitted around them. The best reason for this order is that these periods:

- (A) Need no teacher supervision
- (B) Involve the whole school at the same time and cannot be moved casually
- (C) Are less important than subject teaching
- (D) Take place outside school hours

Discipline in School

Q21. A school where pupils follow rules willingly, respect others and work in an orderly way even when no teacher is watching is best said to have:

- (A) Strict punishment only
- (B) Fear-based control only
- (C) Genuine discipline as self-control and orderly conduct
- (D) No rules at all

Q22. Pupils in a class become noisy and restless every day during the last period, when the teacher reads notes aloud without questions, activities or checks on understanding. The most likely school-based cause of this indiscipline is:

- (A) Dull, unprepared teaching that leaves pupils unoccupied
- (B) The colour of the classroom walls
- (C) The length of the morning assembly
- (D) The number of books in the library

Q23. A headteacher wants to prevent indiscipline rather than only punish it afterwards. The most preventive step she can take is to:

- (A) Increase punishments for every minor offence
- (B) Remove all co-curricular activities
- (C) Close the school library during breaks
- (D) Establish clear rules, engaging teaching and regular guidance for pupils

Q24. A pupil talks repeatedly during a lesson. The teacher's most professional response is to:

- (A) Humiliate the pupil in front of the whole class
- (B) Speak to the pupil privately, apply the agreed rule consistently and find out the reason
- (C) Ignore the behaviour every time and hope it stops
- (D) Send the pupil home without informing anyone

Q25. When a serious discipline problem reaches the headteacher, the headteacher's main contribution is to:

- (A) Apply the school policy fairly, support the teacher and involve parents where needed
- (B) Punish the teacher who reported the problem
- (C) Hide the incident from all records
- (D) Change the timetable for the whole school

Q26. A school with long, unsupervised gaps between periods and no organised break-time activities finds pupils getting into frequent quarrels. The most direct organisational cause is:

- (A) Too many textbooks
- (B) Too few examinations
- (C) Too much homework
- (D) Idle, unsupervised time with no constructive outlet

Q27. A pupil who was once regular and hard-working suddenly becomes aggressive and careless. Before imposing a penalty, the most appropriate first step is to:

- (A) Issue a formal written warning and enter it in the pupil's record
- (B) Place the pupil under closer classroom supervision for the next few weeks
- (C) Talk with the pupil, and if needed the parents, to understand what has changed
- (D) Arrange a meeting with the pupil's class teachers to compare notes on behaviour

Q28. A teacher argues that frequent harsh physical punishment keeps his class quiet. The strongest professional objection to this view is that such punishment:

- (A) Takes too little time to administer
- (B) Damages trust, breeds resentment and teaches that force settles disputes
- (C) Requires no record keeping
- (D) Is liked by all parents

Q29. Good discipline during morning assembly is most reliably maintained by:

- (A) A fixed routine, class positions, pupil monitors and teachers present at their posts
- (B) Cancelling assembly whenever pupils are noisy
- (C) Keeping pupils standing for a very long time
- (D) Holding assembly without any teacher supervision

Q30. A pupil arrives late for school for the fifth time in a fortnight. The proportionate school response is to:

- (A) Ignore the lateness completely
- (B) Bar the pupil from all examinations
- (C) Praise the pupil for attending at all
- (D) Record the lateness, speak to the pupil, inform the parents and warn of further action

School Plant and Building

Q31. A new classroom is built with large windows on one side, cross-ventilation, a ceiling high enough for air circulation and space for pupils to move between desks. These features mainly serve the requirement of:

- (A) A larger school fee
- (B) A longer school day
- (C) More subjects in the curriculum
- (D) A healthy, comfortable learning environment

Q32. A school is planning its library. The most suitable location for it is:

- (A) Next to the noisy playground entrance
- (B) In a quiet, central place easily reached from all classrooms
- (C) In a store room with no seating
- (D) On the far edge of the grounds behind the boundary wall

Q33. In planning a school science laboratory, the most important safety provision, besides benches and sinks, is:

- (A) A large notice board for pictures
- (B) A carpet on the laboratory floor
- (C) Separate, labelled storage for chemicals, a first aid box and clear safety rules
- (D) Curtains on every window

Q34. A school playground should preferably be:

- (A) Level, open, large enough for the enrolment and free of hazards such as open drains
- (B) Sloped steeply towards a busy road
- (C) Shared at all hours with passing traffic
- (D) Paved entirely with broken bricks

Q35. Pupils in the back rows of a classroom cannot see the board and the teacher cannot reach their desks. The seating fault is that the arrangement:

- (A) Uses too few desks
- (B) Blocks sight lines and the teacher's movement around the room
- (C) Has too many windows
- (D) Keeps the door closed during lessons

Q36. Classroom windows are placed so that light falls from the pupils' left and glare on the board is avoided, while air can flow across the room. This design mainly applies the principles of:

- (A) Decoration and colour matching
- (B) Reducing the number of pupils per class
- (C) Lighting and ventilation in school building design
- (D) Increasing the length of the school day

Q37. A well-managed school library is best recognised by:

- (A) Classified books on open shelves, an issue register and a quiet reading space
- (B) Books locked away and never issued to pupils
- (C) Only textbooks stacked on the floor
- (D) A reading room used as a store for broken furniture

Q38. A chemistry laboratory, unlike an ordinary classroom, must be fitted with:

- (A) Rows of fixed desks facing one wall only
- (B) A stage for school plays
- (C) Extra cupboards for textbooks alone
- (D) Water points, sinks, a demonstration table and durable, washable bench tops

Q39. A school hall that hosts morning assembly, examinations, parent meetings and annual functions is best described as a:

- (A) Single-purpose classroom
- (B) Store room
- (C) Multipurpose hall serving whole-school activities
- (D) Staff room extension

Q40. At the start of a new session, a headteacher prepares a list of broken desks, leaking roofs and damaged fans, and sets aside funds to repair them before classes begin. This is an example of:

- (A) Buying new textbooks
- (B) Planned maintenance of the school plant
- (C) Revising the timetable
- (D) Conducting an admission campaign

Co-curricular Activities and Their Management

Q41. Debates, sports, scouting and school magazines are grouped together as co-curricular activities because they:

- (A) Replace classroom teaching completely
- (B) Are examined in board examinations
- (C) Complement classroom learning and develop the whole personality
- (D) Are open only to the highest achievers

Q42. A shy pupil who joins the debating society gradually learns to speak clearly, listen to opponents and argue a case. The main educational value shown here is growth in:

- (A) Confidence, expression and critical thinking
- (B) Handwriting speed
- (C) Memorisation of textbooks
- (D) Skill in one sport only

Q43. A school organises its sports through houses, with fixtures drawn up in advance, trained teachers supervising matches and a record of results. This arrangement shows sound management of sport because it provides:

- (A) Prizes for one house only
- (B) Fair competition, safety and wide participation
- (C) No need for a playground
- (D) Matches only during examinations

Q44. A literary society runs well when it has a teacher in charge, elected pupil office bearers and a calendar of meetings and competitions. The main purpose of this structure is to ensure:

- (A) That only teachers take part
- (B) That meetings happen once a year
- (C) That the society charges high fees
- (D) Regular activity with shared responsibility between staff and pupils

Q45. Before taking class 7 on an educational visit to a museum, the teacher-in-charge obtains parental consent, checks transport, briefs pupils on behaviour and arranges an adequate number of accompanying teachers. These steps mainly address:

- (A) Increasing the school fee
- (B) Reducing the number of pupils in the class
- (C) Pupil safety, permission and supervision on the visit
- (D) Changing the museum's opening hours

Q46. Scouting and girl guiding are valued in schools chiefly because they develop:

- (A) Character, service, outdoor skills and teamwork
- (B) Speed in written examinations
- (C) Knowledge of one textbook only
- (D) Competition between schools alone

Q47. Morning assembly runs smoothly when different classes take turns presenting, the programme is prepared in advance and the assembly starts on time. This management mainly depends on a:

- (A) Larger school building
- (B) Longer lunch break
- (C) Smaller enrolment
- (D) Duty roster and a prepared programme

Q48. In a school essay competition, the judges are chosen from outside the competing classes, the marking criteria are announced beforehand and every entry is read. These steps mainly protect:

- (A) The school timetable
- (B) Fairness and impartial judgement in the competition
- (C) The library stock register
- (D) The fee collection record

Q49. A headteacher insists that games and society meetings appear in the school timetable and are not cancelled casually for extra classes. This policy best reflects the view that co-curricular work is:

- (A) A regular part of school life, not a spare-time extra
- (B) Only for pupils who fail examinations
- (C) A distraction from real education
- (D) Useful only on annual sports day

Q50. To judge whether a school's co-curricular programme is succeeding, the most useful evidence, besides prizes won, is a record of:

- (A) The number of trophies in the office
- (B) The cost of the school building
- (C) How many pupils take part, how regularly, and what skills they develop
- (D) The number of visitors to the school

School-Community Relations, Committees, Health and Safety

Q51. A school management committee for a government school normally includes parents, teachers, community members and the headteacher. Its main purpose is to:

- (A) Replace the education department entirely
- (B) Teach classes when teachers are absent
- (C) Set the national curriculum
- (D) Support school improvement, monitor funds and link the school with its community

Q52. A parent-teacher association exists mainly to:

- (A) Build a bridge between home and school so parents and teachers can discuss pupils' progress and welfare together
- (B) Collect school fees from defaulters
- (C) Appoint new teachers
- (D) Decide examination results

Q53. A village school allows a local literacy group to use one classroom in the evening, with the headteacher's permission and a written agreement about care of the room. This best illustrates the school acting as a:

- (A) Private business
- (B) Community centre serving local learning needs beyond school hours
- (C) Examination centre only
- (D) Residential hostel

Q54. The agenda for a useful parent-teacher meeting should centre mainly on:

- (A) Collecting donations
- (B) Discussing other pupils' results
- (C) Each pupil's progress, attendance, behaviour and how parents can help at home
- (D) Announcing staff salaries

Q55. A school management committee that checks enrolment, inspects the building, reviews how school funds were spent and reports to parents is performing its function of:

- (A) Teaching the curriculum
- (B) Marking examinations
- (C) Issuing transfer certificates
- (D) Oversight and accountability for the school's resources and improvement

Q56. A school's health arrangements should, at a minimum, include clean drinking water, sanitary toilets, a stocked first aid box and:

- (A) A full hospital on the premises
- (B) Periodic medical check-ups and a record of pupils' health needs
- (C) Daily injections for all pupils
- (D) A ban on all outdoor play

Q57. A school holds a fire and earthquake drill each term, keeps exit routes clear and checks that pupils know the assembly point. The main purpose of the drill is to ensure that in a real emergency pupils and staff can:

- (A) Leave the building quickly, calmly and safely
- (B) Finish their lessons without interruption
- (C) Collect their belongings first
- (D) Return to class immediately

Q58. A school learns that several pupils cannot afford uniforms and books. The most appropriate welfare response is to:

- (A) Exclude those pupils until they can pay
- (B) Announce their names in assembly
- (C) Arrange discreet help through fee concessions, donated books and scholarship information
- (D) Reduce their classwork

Q59. Safe dismissal of young pupils is best ensured by:

- (A) Opening all gates at once with no supervision
- (B) Supervised gates, class-wise dismissal and handing young children to known, authorised adults
- (C) Allowing young pupils to leave alone through the busiest exit
- (D) Dismissing every class at exactly the same moment without a plan

Q60. A pupil's vaccination record, recurring illness notes and the results of school medical check-ups are best kept as part of the pupil's:

- (A) Stock register entry
- (B) Cash book record
- (C) Class timetable
- (D) Cumulative health record maintained with the pupil's school record

Answer Key

Q1: A	Q11: B	Q21: C	Q31: D	Q41: C	Q51: D
Q2: B	Q12: C	Q22: A	Q32: B	Q42: A	Q52: A
Q3: C	Q13: D	Q23: D	Q33: C	Q43: B	Q53: B
Q4: D	Q14: A	Q24: B	Q34: A	Q44: D	Q54: C
Q5: A	Q15: B	Q25: A	Q35: B	Q45: C	Q55: D
Q6: C	Q16: D	Q26: D	Q36: C	Q46: A	Q56: B
Q7: B	Q17: C	Q27: C	Q37: A	Q47: D	Q57: A
Q8: C	Q18: A	Q28: B	Q38: D	Q48: B	Q58: C

Q9: A	Q19: D	Q29: A	Q39: C	Q49: A	Q59: B
Q10: D	Q20: B	Q30: D	Q40: B	Q50: C	Q60: D

Worked explanations for all 60 questions:

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