

School Administration & Supervision

Practice Test 8

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: Uses and Safekeeping

Q1. When a pupil applies for a board examination, the board asks the school to confirm the pupil's date of birth. The most authoritative school record for this purpose is the:

- (A) Admission register, where the date of birth was recorded at entry
- (B) Class timetable
- (C) Stock register
- (D) Games fixture list

Q2. An inspecting officer compares a school's attendance register with its enrolment and grant claims. This check is useful because the attendance register provides evidence of:

- (A) The price of textbooks
- (B) How many pupils actually attend, which underlies enrolment and funding claims
- (C) The quality of classroom teaching
- (D) The subjects offered in each class

Q3. A clerk keeps two separate books: one records fees collected from pupils, the other records all money received and paid by the school. The fee book differs from the cash book mainly in that it:

- (A) Is kept by the class teachers, while the cash book is kept by the headteacher
- (B) Is audited at the end of each term, while the cash book is audited each month
- (C) Records only fee income, while the cash book covers all receipts and payments
- (D) Is preserved permanently, while the cash book is destroyed each year

Q4. A headteacher checks which teachers were present on a day when a parent complained that a class was left unattended. The most direct record for this check is the:

- (A) Pupil admission register
- (B) Library accession register
- (C) Stock register
- (D) Staff attendance register

Q5. After an inspection visit, the inspector writes remarks in the school's visit book and signs them. The headteacher should then:

- (A) Enter a summary of the remarks and the action taken in the log book
- (B) Remove the inspector's remarks from the book
- (C) File the remarks with the stock register
- (D) Ignore the remarks until the next visit

Q6. A school receives many letters from the education office, parents and suppliers. The register that records letters received and letters sent, with dates and subjects, is the:

- (A) Admission register
- (B) Attendance register
- (C) Correspondence (inward and outward) register
- (D) Cash book

Q7. Every new book bought for the school library is given a serial number and entered in a book with its title, author, price and date of purchase. This book is the:

- (A) Pupil attendance register
- (B) Library accession register
- (C) Staff attendance register
- (D) Log book

Q8. A former pupil asks for proof of the marks obtained in class 9 three years ago. The school can supply this from the:

- (A) Admission register
- (B) Stock register
- (C) Result or progress register kept for each class and session
- (D) Games timetable

Q9. Unlike a daily attendance register, which is closed at the end of a session, the admission register is best described as a:

- (A) Permanent record, preserved for years because it proves a pupil's schooling and age
- (B) Temporary list destroyed each term
- (C) Rough notebook for daily notes
- (D) Duplicate of the cash book

Q10. At the end of each month, a headteacher sends the education office a summary of enrolment, attendance and teacher presence. This summary is compiled mainly from the:

- (A) School magazine
- (B) Library issue register
- (C) Log book alone
- (D) Attendance, admission and staff registers

Timetable Types and Factors

Q11. A curriculum prescribes 6 periods of English, 5 of mathematics and 4 of science per week for class 9. When the timetable is drawn, the first rule to apply is that the number of periods for each subject should follow the:

- (A) Teacher's personal preference
- (B) Prescribed weekly load for that subject in the curriculum
- (C) Number of rooms available on Monday only
- (D) Length of the morning assembly

Q12. A teacher's timetable shows all the classes she teaches during the week, her free periods and her supervision duties. It differs from a class timetable in that it is organised by:

- (A) Room number only
- (B) Subject marks only
- (C) The individual teacher, across all her classes
- (D) The school year as a whole

Q13. Pupils complain that on Tuesdays three teachers each set long homework, while on other days almost none is set. The timetable tool that would prevent this pile-up is a:

- (A) Games timetable
- (B) Staff attendance register
- (C) Library timetable
- (D) Homework timetable coordinating tasks across subjects

Q14. In a primary school, periods are kept shorter than in a secondary school and are broken by songs, movement and play. This difference mainly reflects the factor of:

- (A) The age and attention span of the pupils
- (B) The price of textbooks
- (C) The number of school buses
- (D) The design of the school gate

Q15. A timetable maker gives art and physical education single short periods but reserves double periods for science practicals and workshops. This distinction is based on the:

- (A) Number of teachers available for each subject
- (B) Nature of the subject and the time its activities actually require
- (C) Total periods prescribed for each subject per week
- (D) Age and class level of the pupils taking the subject

Q16. A pupil studies Urdu on Monday, then has no Urdu lesson until Friday, and struggles to recall the previous lesson. The timetable fault illustrated here is a failure of:

- (A) Giving the teacher enough free periods
- (B) Keeping the school day short
- (C) Placing assembly at a fixed time
- (D) Continuity, since a subject's periods are spaced too far apart for learning to build

Q17. A timetable places the long break after four periods of continuous teaching rather than at the very end of the day. The main reason for this position is to:

- (A) Allow teachers to leave early
- (B) Shorten the school day
- (C) Give pupils rest and refreshment before fatigue harms afternoon learning
- (D) Reduce the number of subjects taught

Q18. A school that treats games only as something fitted in if time remains is likely to find that games are regularly cancelled. The remedy is to give games a:

- (A) Fixed period in the timetable like any other subject
- (B) Place after school hours only, with no teacher present
- (C) Slot only during examination weeks
- (D) Period that any teacher may use for extra classes

Q19. After enrolment rises sharply in class 6, the school splits the class into two sections and appoints an additional teacher. The timetable must then be:

- (A) Left unchanged for the whole session
- (B) Used only for senior classes
- (C) Printed again without any change
- (D) Revised to reflect the new sections, staff and room use

Q20. During annual examinations, the school issues a special timetable showing dates, subjects, rooms, invigilators and seating plans. This document is best described as the:

- (A) Master timetable for the whole session
- (B) Examination timetable for the examination period
- (C) Homework timetable
- (D) Games fixture list

Discipline: Causes and Approaches

Q21. A school punishes every offence heavily, yet pupils obey only while a teacher is present and misbehave as soon as supervision ends. This shows that punishment alone produces:

- (A) Permanent self-discipline
- (B) Better examination results
- (C) Outward compliance without inner discipline
- (D) Greater respect for teachers

Q22. A pupil who receives little supervision or encouragement at home begins to skip classes and ignore school rules. The most likely home-based factor in this case is:

- (A) Inconsistent home discipline and lack of parental attention
- (B) The school's library stock
- (C) The colour of the school uniform
- (D) The number of periods in the timetable

Q23. Pupils in a class repeatedly fail to follow lessons that are far above their level, then disrupt the class out of frustration. The curriculum-related cause of this indiscipline is best described as:

- (A) Too many co-curricular activities
- (B) Too few school holidays
- (C) A long lunch break
- (D) A mismatch between the work set and the pupils' ability, producing frustration

Q24. A previously well-behaved pupil begins using rude language after joining a group of older pupils who use it constantly. This change best illustrates the influence of:

- (A) The school building design
- (B) Peer group pressure and imitation
- (C) The examination system alone
- (D) The school fee structure

Q25. The ultimate aim of school discipline, beyond keeping order in the classroom, is to help pupils develop:

- (A) Self-discipline: the habit of following right conduct from their own judgement
- (B) Fear of every teacher
- (C) Skill in avoiding detection
- (D) Dependence on constant supervision

Q26. After a pupil damages a library book, the teacher asks the pupil to repair or replace it and apologise to the librarian, rather than simply fining the pupil. This response is best described as a:

- (A) Reward for good behaviour
- (B) Transfer to another school
- (C) Expulsion procedure
- (D) Restorative approach, in which the pupil puts right the harm done

Q27. A teacher who wants to strengthen good conduct gives specific praise, house points and public recognition for helpful, punctual behaviour. This approach to discipline relies mainly on:

- (A) Consistent application of agreed classroom rules and consequences
- (B) Regular counselling and guidance for pupils who misbehave
- (C) Positive reinforcement of desirable conduct
- (D) Close supervision and monitoring of pupils' conduct

Q28. A school rule on uniform is enforced strictly for some pupils but overlooked for the children of influential parents. The most serious damage from this inconsistency is to:

- (A) The school timetable
- (B) Pupils' belief that rules are fair and apply to everyone
- (C) The library budget
- (D) The examination schedule

Q29. A class teacher asks pupils at the start of the session to suggest classroom rules, discusses them, and displays the agreed list on the wall. The main advantage of this method is that pupils are more likely to:

- (A) Own and follow rules they helped to make
- (B) Forget the rules quickly
- (C) Demand the removal of all rules
- (D) Refuse all classwork

Q30. A pupil is accused of serious misconduct, such as stealing school property. Before any major penalty, the fair procedure requires the school to:

- (A) Punish the pupil publicly on the same day without inquiry
- (B) Expel the pupil without informing the parents
- (C) Destroy all records of the incident
- (D) Inquire into the facts, hear the pupil, inform the parents and record the decision

School Plant: Planning and Facilities

Q31. When choosing a site for a new school, the most important considerations, besides price of land, are a safe, healthy surroundings, adequate space for growth, and:

- (A) Closeness to a busy market road
- (B) Closeness to a railway station platform
- (C) A noisy industrial area next door
- (D) Accessibility for pupils, with clean water and a safe approach

Q32. Pupils in a classroom with bare walls and a tin roof complain that they cannot hear the teacher when it rains or when the next class is noisy. The building fault is poor:

- (A) Colour scheme
- (B) Sound insulation and acoustics
- (C) Furniture polish
- (D) Gate design

Q33. In a well-planned science laboratory, benches are arranged with wide aisles, stools rather than fixed chairs are used, and the teacher can see every group. This layout mainly serves:

- (A) Decoration
- (B) Storage of textbooks
- (C) Safe movement, supervision and group practical work
- (D) Seating the maximum number of visitors

Q34. A school library reading room is furnished with large tables, chairs for readers, good lighting and shelves within reach. These arrangements mainly encourage:

- (A) Quiet, sustained reading and study
- (B) Outdoor games
- (C) Storage of sports equipment
- (D) Assembly gatherings only

Q35. A school with 400 girls has only one toilet, which is often dirty and has no water supply. The most serious educational consequence is likely to be:

- (A) Higher library fines
- (B) Lower attendance and dropout among girls, with health risks for all pupils
- (C) Longer morning assembly
- (D) Fewer subjects in the timetable

Q36. A school builds a boundary wall, a single supervised main gate and a separate small gate for deliveries. The main purpose of this arrangement is to provide:

- (A) Decoration for the school front
- (B) Extra classrooms
- (C) Security and controlled entry, keeping pupils safe and stray animals and intruders out
- (D) A longer route for visitors

Q37. Safe drinking water in a school is best provided by:

- (A) A covered, filtered supply with enough clean taps for the enrolment, cleaned regularly
- (B) An open tank shared with animals
- (C) One tap for the whole school, used only at lunch
- (D) Bottles brought from home by a few pupils

Q38. A staff room that provides each teacher a desk space, storage for records and a place to prepare lessons mainly supports:

- (A) Pupil games
- (B) Parent meetings in classrooms
- (C) School examinations only
- (D) Teachers' preparation, marking and professional discussion

Q39. A school store room is kept locked, with one person responsible for issuing items against a signed entry in the stock register. This practice mainly prevents:

- (A) Pupils reading library books
- (B) Teachers preparing lessons
- (C) Loss, misuse and unrecorded use of school property
- (D) Parents visiting the school

Q40. A headteacher inspects the building each term for loose ceiling fans, exposed wiring, broken stair rails and cracked walls. This inspection is part of ensuring:

- (A) Better examination results
- (B) Structural and electrical safety of the school building
- (C) A larger library collection
- (D) More periods in the timetable

Co-curricular Activities: Societies, Clubs and Events

Q41. Co-curricular activities are included in a school programme chiefly because they contribute to:

- (A) Higher marks in board examinations alone
- (B) Selection of talented pupils for inter-school competitions alone
- (C) All-round development: physical, social, moral and aesthetic growth alongside academics
- (D) Completion of the prescribed syllabus on time

Q42. A school dramatic society stages a play written by pupils about honesty in daily life. Besides entertainment, the main learning in this project lies in:

- (A) Teamwork, expression, empathy and moral reflection through performance
- (B) Copying a textbook chapter
- (C) Speed in written tests
- (D) Memorising examination notes

Q43. A music and art club that meets weekly, displays pupils' work and gives every member a chance to perform is most likely to develop:

- (A) Examination cramming skills
- (B) Creative expression, appreciation of art and confidence in performance
- (C) Skill in one sport only
- (D) Knowledge of school accounts

Q44. A student council with elected class representatives meets monthly with a teacher adviser to discuss cleanliness, library use and assembly conduct. This body mainly teaches pupils:

- (A) How to avoid school rules
- (B) How to collect fees
- (C) How to set examination papers
- (D) Leadership, representation and responsible self-government

Q45. A school magazine succeeds when pupils write most of the articles, a small editorial board selects and edits them, and a teacher adviser guides but does not write the magazine. This division of work mainly ensures the magazine is:

- (A) A textbook for examinations
- (B) A fee collection record
- (C) Genuinely pupils' work, teaching writing, editing and responsibility
- (D) Published only once in ten years

Q46. In planning a school science exhibition, the most important management steps, besides choosing exhibits, are assigning a teacher in charge, a budget, a venue layout and:

- (A) A duty roster for supervision, safety and explaining exhibits to visitors
- (B) No invitation to parents
- (C) Locked doors during the exhibition
- (D) A date that clashes with examinations

Q47. A school selecting a team for an inter-school competition should choose players through open trials, announce the criteria and arrange a teacher escort and safe transport. These steps mainly protect:

- (A) The school cash book
- (B) The library stock
- (C) The timetable for senior classes
- (D) Fairness of selection and pupil safety away from school

Q48. Subject clubs in a school, such as a science club or a literary club, work best when membership is:

- (A) Forced on every pupil regardless of interest
- (B) Voluntary, based on interest, with regular meetings and pupil involvement in planning
- (C) Limited to pupils who pay an extra fee
- (D) Open only in the month before examinations

Q49. Money spent on co-curricular activities, such as sports equipment and competition travel, should be recorded and approved in the same way as other school spending, because:

- (A) Activity funds need the same accountability as any public or school money
- (B) Activities should have no budget at all
- (C) Only the headteacher may watch a match
- (D) Pupils should pay for everything personally

Q50. A school that reserves all co-curricular places for already talented pupils fails in an important aim of such activities, which is to provide opportunities for:

- (A) The headteacher alone
- (B) Visiting teams only
- (C) All pupils, including the less talented, to discover interests and grow
- (D) Examination toppers in one subject

School-Community Relations, Health, Safety and Welfare

Q51. A school invites a local doctor, a farmer and a craftsman to speak to pupils about their work and to lend tools and specimens for lessons. This use of the community mainly enriches learning by bringing in:

- (A) Extra school fees
- (B) New examination papers
- (C) Longer holidays
- (D) Local knowledge, skills and resources that textbooks alone cannot provide

Q52. When a teacher sets homework, the most helpful role for parents is to:

- (A) Provide a quiet time and place, check that the work is attempted and encourage the child, without doing the work themselves
- (B) Complete the homework so the child gets full marks
- (C) Keep the child away from school until homework is perfect
- (D) Ignore homework completely

Q53. A dispute arises between the school and some parents over the timing of the school day during harvest season. The most constructive first step is to:

- (A) Close the school for the season
- (B) Hold a dialogue with parents and the management committee to find a workable adjustment
- (C) Bar the complaining parents from the school
- (D) Change the timing secretly without notice

Q54. A local trader donates 50 books to the school library. The correct administrative treatment of this donation is to:

- (A) Keep the books in the headteacher's office
- (B) Give the books to a few favourite pupils
- (C) Thank the donor, enter the books in the accession register and record the gift in school records
- (D) Sell the books to raise funds

Q55. A parent-teacher association that meets only when a crisis occurs is less effective than one that meets regularly, because regular meetings allow parents and teachers to:

- (A) Approve the school's annual budget and fee structure
- (B) Select the textbooks prescribed for each class
- (C) Set the school's admission criteria for new pupils
- (D) Build trust, share information and solve small problems before they grow

Q56. A pupil cuts a hand during a games period. The immediate school response should be first aid from the stocked box, comfort and supervision, and, if the injury is serious:

- (A) Waiting until the end of the school day to act
- (B) Prompt referral to medical care and information to the parents
- (C) Sending the pupil home alone
- (D) Hiding the incident from all records

Q57. A school health programme that teaches handwashing, safe drinking water, clean surroundings and balanced food mainly aims to:

- (A) Prevent illness through daily hygiene habits and health knowledge
- (B) Increase the number of examinations
- (C) Reduce the school timetable
- (D) Replace physical education

Q58. A school hires a bus for an educational visit. The safety checks that matter most before departure are the vehicle's roadworthiness, the driver's licence and:

- (A) The colour of the bus
- (B) The number of songs pupils will sing
- (C) A safe pupil count without overloading, seat belts where fitted, and a teacher accompanying the group
- (D) The price of entry tickets alone

Q59. A young pupil tells a teacher that an adult outside school has behaved towards her in a frightening way. The teacher's first duty is to:

- (A) Dismiss the report as imagination
- (B) Listen seriously, reassure the child, and report the concern promptly to the headteacher and the proper authorities
- (C) Investigate the adult personally without telling anyone
- (D) Punish the pupil for speaking out

Q60. A school identifies pupils from very poor families and helps them through fee concessions, free textbook information and referral to scholarship schemes. This welfare work is justified mainly because it:

- (A) Raises the school's fee income
- (B) Reduces the number of pupils
- (C) Makes examinations easier
- (D) Removes financial barriers so disadvantaged pupils can stay in school and learn

Answer Key

Q1: A	Q11: B	Q21: C	Q31: D	Q41: C	Q51: D
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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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