

Mock-test plan

Plan a classroom or coaching mock. Set your own rules; verify official patterns separately if modelling a particular exam.

Exam / subject:

Class / group:

Date / start time:

Duration / question count:

Syllabus / topics:

Paper sets / OMR options:

Positive marks / wrong deduction / blank deduction:

Materials / printing / responsible teacher:

Before printing

Prepare one answer key per paper set. Choose matching OMR templates and test a sample print and scan.

Exam-day checks

Before students arrive

- ☐ Print and count question papers and OMR sheets.
- ☐ Verify keys, marking settings and set mappings.
- ☐ Charge the phone and prepare a clear scanning surface.
- ☐ Prepare the attendance register and spare stationery.

At the start

- ☐ Explain roll numbers, paper sets and one-bubble answer marking.
- ☐ Confirm duration and marking rules.
- ☐ Record absentees and distribute the correct paper sets.

At collection

- ☐ Count returned sheets against attendance.
- ☐ Keep folds and staples away from markers and bubbles.

Checked by:

ScanScore · Free classroom resource · Attribution optional
scanscore.app/resources/mock-test-planning-pack · [ScanScore tutorial](#)

Marking and review

Before publishing marks

- ☐ Apply the checked answer key and marking settings in ScanScore.
- ☐ Review uncertain marks before saving scores.
- ☐ Resolve corrected, bonus or cancelled questions consistently.
- ☐ Check the saved result count against collected sheets.
- ☐ Review totals, percentages and ties before sharing results.

Plan the next lesson

Questions / topics to revisit:

Possible key or wording issues:

Students needing follow-up:

Next test date / changes:

Related tools: [negative marking calculator](#) and [MCQ difficulty calculator](#).