MCQS BASED MODEL PAPER FOR SELECTION OF HEAD TEACHERS

Note: Each question carries 1 Mark

Time: 60 Minutes   **Maximum Marks: 50**

IT SKILLS

1. What are the main functions of a computer?

    A. Input, output, electricity
    B. Typing, storing, burning
    C. Input, processing, output
    D. Keyboard, mouse, printer

2. Which type of network is used within a building or campus?

    A. WAN

    B. MAN

    C. PAN

    D. LAN

3. What is the main purpose of the Internet?

    A. To operate printers

    B. To write documents

    C. To connect and share information

    D. To play games only

4. Which software is used to create presentations?

    A. MS Word

    B. MS Excel

    C. MS PowerPoint

    D. MS Access

5. What should you do to stay safe online?

    A. Share passwords

    B. Open all links

    C. Use strong passwords

    D. Post personal info

6. Which one is a correct way to write an email address?

    A. user#email.com

    B. user.email

C. user@email.com

D. user at email.com

7. What is an example of ethical use of technology?

A. Plagiarizing content

B. Hacking

C. Respecting copyrights

D. Spamming others

8. What does "www" stand for in the web address www.pectaa.edu.pk

A. World Web Window

B. World Wide Web

C. Web Wide World

D. Web World Wide

9. Which platform is most appropriate for online meetings?

A. Zoom

B. PUBG

C. Netflix

D. Instagram

10. Which of the following is required while using the Dengue App?

A. Internet and GPS location

B. Flashlight

C. WhatsApp

D. Facebook login

ADMINISTRATION

11. What is the main administrative responsibility of a school head?

A. Maintain student records only

B. Supervise janitorial staff

C. Lead academic and operational planning

D. Sign report cards

12. Which item can be purchased through Farogh-e-Taleem fund?

A. Personal fuel

B. School library books

C. Staff gifts

D. Staff lunch

13. Every Non Salary Budget Cheque will bear signature of _____ members of School Council.

A. 2

B. 3

C. 4

D. 5

14. Why is inclusive decision-making important for school administration?

A. To delay decisions

B. To increase workload

C. To promote ownership and collaboration

D. To satisfy authorities

15. The PEEDA 2006 can apply to retired employees, provided that proceedings are initiated against them:

A. Within 02 years of retirement

B. Within 01 year of retirement

C. During service only

D. Within 05 years of retirement

16. Maximum period of Leave on Full Pay on production of a medical certificate by a Govt. Servant from his leave account that may be granted at one time in the entire service is:
A. 365 days

B. 180 days

C. 120 days

D. 730 days

17. Why should heads involve the community in school matters?

A. For donations only

B. To promote joint responsibility

C. To reduce work

D. To meet legal formality

18. What is an appropriate strategy for resolving teacher conflict?

A. Avoid discussion

B. Escalate to CEO

C. Conduct a neutral dialogue

D. Fire both

19. Transparency in school administration ensures:

A. Delay in reporting

B. Trust and accountability

C. More forms

D. Less supervision

20. Which is a good practice for monitoring teaching quality?

A. Rely on rumors

B. Conduct classroom observations

C. Trust seniority only

D. Use punishment

21. Which document defines roles and duties of school heads?

A. Budget Report

B. PEEDA Act

C. Education Policies

D. Audit manual

22. _____ is the process of thinking regarding the activities required to achieve a desired goal.

A. Monitoring

B. Reviewing

C. Planning

D. Evaluating

23. If a teacher is habitually late, the head should:

A. Terminate immediately

B. Ignore and hope for change

C. Issue verbal warnings only

D. Document behavior and counsel the teacher

24. _____shows how many cheques issued in favor of concerned office in a month.

A. Compilation Statement

B. Master Pay Roll

C. Schedule of Payment

D. Market Survey report

25. Which approach encourages team spirit in staff?

A. Micromanagement

B. Blaming individuals

C. Collaborative planning

D. Frequent memos

26. Delegation of financial power rules deal with:

A. Purchasing powers/ procedures

B. Sanctioning powers/procedures

C. Administrative powers

D. Academic powers

27. As per the pension roll system, the pensioner has to produce a life certificate to the Accountant General, Punjab _____ in the prescribed proforma.
A. Monthly

B. Quarterly

C. Biannually

D. Annually

28. Budget of vacant post is calculated from _____ stage of pay scale.
A. Average of 1st and last
B. 1st
C. Last

D. 5th

29. Under Promotion policy, 2010, if the overall grading in a PER is ambiguous e.g., placed between Good and Average, the quantification will be based on the:
A. Lower grading
B. Higher grading
C. Previous grading
D. Next grading

30. _____is a peaceful process of mutual dialogue through which compromise or agreement is reached in case of differences or conflicts.

A. Negotiation

B. Presentation

C. Facial expression

D. Attitude

31. Management focuses upon systems and procedures, and leadership focuses upon_____ of an organization.
A. Objectives and goals

B. Vision and direction
C. Output and resources

D. Existing status

32. _____ is a person who influences his subordinates to achieve a specified goal.

A. Administrator

B. Manager

C. Supervisor

D. Leader

33. Training period exceeding _____ days is treated as change of headquarter hence TA/DA shall not be admissible.

A. 20

B. 30

C. 40

D. 15

34. According to _____the state shall provide free and compulsory education to all children of the age of five to sixteen years in such a manner as may be determined by law.

A. Article,24,A

B. Article.25,A

C. Article.37,B

D. Article.37,C

35. The Voucher duly verified by the Accountant General (A.G) Office /District Account Office (DAO) is a part of:
A. Post Audit

B. Test Audit

C. Pre Audit

D. Detailed Audit

36. Which of the following is not included in the family members of a Government servant?
A. Dependent son

B. Dependent sister
C. Dependent Parents

D. Divorced wife/husband

37. Why should public schools collaborate with private partners?
A. To reduce transparency
B. To shift responsibilities
C. To improve resources and learning outcomes
D. To privatize schools

38. Which of the following best defines a headteacher's role?
A. Manage only finances
B. Supervise janitors
C. Lead academic, administrative and community initiatives
D. Teach full-time

39. Effective school management requires a head to:
A. Work in isolation
B. Avoid delegation
C. Coordinate planning, execution, and review
D. Focus on paperwork only

40. A teacher consistently misses deadlines despite reminders. As an effective school head, what should you do?
A. Issue an immediate warning letter
B. Discuss the issue privately and set clear expectations
C. Reassign all responsibilities
D. Report the teacher to the higher authority without feedback

PEDAGOGY

41. Why is creating a positive and inclusive classroom environment important?
    A. Helps maintain respectful behavior
    B. Promotes student engagement and effective learning
    C. Encourages collaboration and peer support
    D. Increases scores on standardized tests

42. What is the primary role of a teacher as a facilitator of learning?
    A. Deliver content through lectures
    B. Provide guidance and support
    C. Maintain discipline in the classroom
    D. Assess students through tests and grades

43. Why is providing feedback to students important?
    A. Assesses their level of understanding
    B. Encourages and motivates continued effort
    C. Identifies areas for improvement
    D. Guides students to enhance their learning

44. According to humanistic learning theory, effective learning occurs when:
    A. Students compete with each other
    B. Basic needs and self-esteem are addressed
    C. Strict discipline is maintained
    D. Rote learning is practiced

45. What are cooperative learning strategies?

A. Activities that involve students working together in groups
B. Strategies to manage classroom behavior
C. Methods for assessing student learning
D. Techniques for differentiating instruction

46. **Which of the following best represents the structure of a classroom lesson delivery?**
   A. Introduction, development, and conclusion
   B. Objectives, activities, and assessment
   C. Warm-up, main activity, and closure
   D. Materials, instructions, and homework

47. **How can you use inquiry-based learning to promote creativity and critical thinking?**
   A. By providing students with answers
   B. By discouraging students from asking questions
   C. By encouraging students to investigate and discover answers
   D. By using traditional teaching methods

48. **How can you effectively use flexible grouping to differentiate instruction?**
   A. By assigning students to groups based on their grades only
   B. By ignoring students' individual needs
   C. By creating heterogeneous groups based on students' strengths and weaknesses
   D. By using traditional teaching methods

49. **How can you create a positive and inclusive learning environment that utilizes technology effectively?**
   A. By isolating students who struggle with technology
   B. By promoting competition among students
   C. By providing support and guidance for all students
   D. By punishing students for using technology

50. **How can teachers address gender bias and stereotypes in the classroom?**
   A. By using gender-neutral language
   B. By promoting equal opportunities for all students
   C. By challenging stereotypes and misconceptions
   D. All of the above