1. The main purpose of the supervision of teaching should be the
A. Achievement of success in examination  
B. Proper utilization of school facilities  
C. Carrying out of the curriculum  
D. Advancement of pupil welfare  
Answer: D

2. Supervision should be primarily
A. Constructive and creative  
B. Preventive and corrective  
C. Construction and critical  
D. Preventive and critical  
Answer: A

3. The basic purpose of supervision is to help
A. Teachers in dealing pupils  
B. Children learn more effectively  
C. Teachers in improving methods  
D. Teachers in understanding pupil  
Answer: B

4. The elementary school teachers are directly responsible to the
A. Headmaster  
B. Parents  
C. Students  
D. None of these  
Answer: A

5. The criticism most frequently leveled at school administration is that:
A. They like praise  
B. They are too lazy  
C. They do not know teacher  
D. They fail to provide leadership  
Answer: D

6. The school headmaster are expected to
A. Hold daily Prayers  
B. Hold daily meetings  
C. Prepare the budget  
D. Put into operation the course of study  

7. A supervisor is one who
A. Gives directions  B. Provides friendly help
C. Inspects classrooms  D. Criticizes the teaching method
Answer: B

8. The effective supervision is indicated by
A. Good relations between teacher and supervisors  B. Helping teachers becoming more self-sufficient
C. Helping teacher in their teaching  D. Criticizing teacher’s lessons
Answer: B

9. The school policy should be determined by:
A. Citizens  B. Headmasters
C. Citizens and educators  D. The professional educators
Answer: C

10. The chief responsibility of the principal is
A. Maintain school records  B. Handle discipline problems
C. Provide leadership in instructional plan  D. Organize and administer the guidance programmed
Answer: C

11. Indication of democratic attitude is
A. Participation  B. Cooperation
C. Equal rights  D. All of the above
Answer: D
12. The history of administration goes back to
A. 1000 BC  B. 2000 BC
C. 3000 BC  D. 5000 BC
Answer: D

13. Administration means
A. To run  B. To protect
C. To establish  D. To look after
Answer: D

14. The function of educational administration and management is
A. Instructitional tasks  B. Non instructitional tasks
C. Both (a) and (b)  D. None
Answer: C

15. Provision of good educational environment is
A. Non instructitional tasks  B. Instructitional tasks
C. Both  D. None
Answer: A

16. The main types of administration are
A. 1  B. 2
C. 3  D. 4
Answer: C

17. Which is not the type of administration
A. Authoritarian administration  B. Instructional administration
C. Laissez Faire administration  D. Democratic administration
18. Which is not the characteristic of authoritative administration
   A. Sharing  B. Rudeness  C. Strict discipline  D. Suppression the subordinates
   Answer: A

19. Authoritative administration is based on
   A. Mutual sharing  B. Non interference  C. Interference  D. Dictatorship
   Answer: D

20. Democratic administration is based on
   A. Mutual sharing  B. Dictatorship  C. Non interference  D. None
   Answer: A

21. Laissez Faire administration is based on
   A. Mutual sharing  B. Non interference  C. Dictatorship  D. None
   Answer: B

22. Boss is right is the feature of
    A. Instructional administration  B. Laissez Faire administration  C. Authoritarian administration  D. Democratic administration
    Answer: C
23. Respect of opinion is the feature of
A. Laissez Faire administration  B. Instructional administration
C. Authoritarian administration  D. Democratic administration

Answer: D

24. Sense of responsibility is not cared in
A. Laissez Faire administration  B. Instructional administration
C. Authoritarian administration  D. Democratic administration

Answer: A

25. Literal meaning of supervision is
A. Superior efforts and services  B. Superior knowledge and service
C. Superior knowledge and power  D. None of these

Answer: C

26. “Supervision is not to control the teacher but to work cooperatively” is the saying of
A. Hoy and Forsyth  B. Glatthorn
C. Glickman  D. Harris

Answer: A

27. In teaching learning process supervision is usually carried out by
A. Principal  B. Teacher
C. Parents  D. Society

Answer: A

28. Assessment of how well a school is performing is
A. Administration  B. Supervision
C. Inspection  D. All of the above
29. According to Fayol, elements of administration are
A. 1  B. 3
C. 5  D. 7
Answer: C

30. According to Gulick and Urwick, elements of administration are
A. 1  B. 3
C. 5  D. 7
Answer: D

31. In “POSDCORB” CO stands for
A. Coordinating  B. Cooperation
C. Correlation  D. Collection
Answer: A

32. To make arrangements is the part of
A. Planning  B. Organizing
C. Commanding  D. Coordinating
Answer: B

33. Execution of plans and decisions is the part of
A. Planning  B. Organizing
C. Coordinating  D. Commanding
Answer: D
34. To bring harmony among all the elements of programmes
A. Planning
B. Organizing
C. Coordinating
D. Commanding

Answer: C

35. School Budget includes
A. Non development expenditure
B. Development expenditure
C. Both (a) and (b)
D. None

Answer: C

36. BM stands for
A. Budget Money
B. Budget Manual
C. Budget Materials
D. Budget Monitoring

Answer: B

37. Non development budget includes
A. Maintenance of building
B. Running expenditures
C. Salaries
D. All of the above

Answer: D

38. New Libraries laboratories etc are constructed under
A. Non development budget
B. Development Budget
C. Both (a) and (b)
D. None

Answer: B

39. Leadership is the ability
A. To achieve organizational goals
B. To influence
C. To motivate
D. All of the above

Answer: D
40. Staff development means
A. Training staff  
B. Recruiting staff  
C. Increasing staff  
D. Decreasing staff
Answer: A

41. Selecting one course of action among various alternatives is
A. Decision making  
B. Coordinating  
C. Organizing  
D. Planning
Answer: A

42. Who is called father of scientific management theory
A. Terry and Franklin  
B. Henry Fayol  
C. Fredrick Tylor  
D. Elton Meo
Answer: C

43. Who is the father of operational management theory
A. Terry and Franklin  
B. Henry Fayol  
C. Fredrick Tylor  
D. Elton Meo
Answer: B

44. All Govt. grants and expenditures are maintained in
A. Stock Register  
B. Cash Register  
C. Acquittance Roll  
D. Contingent Register
Answer: B
45. In case of GPF advance, the number of installments for refunding is
   A. 12  B. 24
   C. 36  D. 44

   Answer: B

46. Developing alternatives is a step of
   A. Planning  B. Organization
   C. Direction  D. Control

   Answer: A

47. How funds in a given period will be obtained and spent is
   A. Receipt  B. Budget
   C. Allocation  D. Expenditure

   Answer: B

48. Types of supervision encouraging variety, originality and independent experimentation is
   A. Creative  B. Corrective
   C. Preventive  D. Construction

   Answer: A

49. Who advocated bureaucratic theory
   A. Henry Fayol  B. Campbell
   C. Max Weber  D. Herzberg

   Answer: C

50. Directing must be consistent with
   A. Procedures  B. Job descriptions
   C. Organizational policies  D. All of the above
51. In case of new recruitment the probation period is
   A. 1 Year  B. 2 Years
   C. 3 Years  D. 4 Years
   Answer: C

52. The power delegated throughout an organization is
   A. Control  B. Command
   C. Centralization  D. Decentralization
   Answer: D

53. The father of modern theory of management is
   A. Hery Fayol  B. Max Weber
   C. Gullick  D. Tyler
   Answer: A

54. The smallest interacting parts of a system are
   A. Input  B. Structure
   C. Feedback  D. Component
   Answer: D

55. Which pension is granted to civil servant who retires in the age of sixty
   A. Invalid  B. Retiring
   C. Compensation  D. Superannuation
   Answer: D
56. All financial transaction of the school occurring from day to day is entered in
   A. Cash Book  
   B. Log Book  
   C. Service Book  
   D. Stock Register  

Answer: A

57. The process of directing others, towards the accomplishment of some objectives is
   A. Managing  
   B. Leadership  
   C. Communication  
   D. None

Answer: A

58. Micro planning is done in
   A. Top Management  
   B. Middle Management  
   C. Lower Management  
   D. Middle and Lower Management

Answer: D

59. The ACR cannot be initiated for the period of less than
   A. 1 month  
   B. 2 months  
   C. 3 months  
   D. 4 months

Answer: C

60. The individual in the group given the task of directing and coordinating is
   A. Guide  
   B. Leader  
   C. Instructor  
   D. Supervisor

Answer: D

61. A choice made between two or more alternative is called
   A. Decision  
   B. Reporting  
   C. Assumption  
   D. None

Answer: A
62. The cash book in maintained by
A. EDO  
B. DDO  
C. DEO  
D. Dy. DEO  
Answer: B

63. Authoritarian model is more suitable for
A. Confidence  
B. Discipline  
C. Achievement  
D. Improvement  
Answer: B

64. Teacher salaries and allowances collectively are written in
A. Cash Register  
B. Acquaintance Roll  
C. Contingent Register  
D. None  
Answer: A

65. To motivate the other to achieve certain goals is
A. Planning  
B. Leadership  
C. Organizing  
D. Controlling  
Answer: B

66. A programme of activities which is designed to attain educational ends is
A. Syllabi  
B. Curriculum  
C. Learning  
D. Instruction  
Answer: B
67. Person who possesses qualities of leadership is
A. Leader  B. Officer
C. Manager  D. Administrator
Answer: A

68. The process of making judgment is called
A. Evaluation  B. Budgeting
C. Demonstration  D. Documentation
Answer: A

69. The characteristics of good planner are
A. Producer  B. Motivator
C. Optimistic  D. All of the above
Answer: D

70. What does E and D rules mean
A. Efficiency and duty rules  B. Efficiency and discipline rules
C. Efficiency and department rules  D. None of these
Answer: B

71. A.D.P is an abbreviation of
A. Annual duty programme  B. Annual debating programme
C. Annual division of performance  D. Annual development programme
Answer: D

72. The power is concentrated in the hands of one or few people in
A. Control  B. Command
C. Centralization  D. Decentralization
73. What is central to administration
A. Organization  B. Coordination  
C. Communication  D. Decision making
Answer: D

74. In POSDIR, R stands for
A. Reply  B. Reporting  
C. Representing  D. Response reply
Answer: B

75. S.N.E is an abbreviation of
A. System of new entry  B. Schedule of new entry  
C. Schedule of new experience  D. Schedule of new expenditure
Answer: B

76. The level of school administration can best be judged through
A. Head teacher  B. Beautiful building  
C. Learning outcomes  D. Teachers-students relations
Answer: C

77. Acquittance roll is used for
A. Stock  B. Govt. grants  
C. Expenditures  D. Salary disbursement
Answer: D
78. The degree to which organizational resources contribute to productivity is
A. Output  B. Production
C. Efficiency  D. Effectiveness

Answer: C

79. All transactions should be entered in which register
A. Cash  B. Funds
C. Fee  D. Withdrawal

Answer: A

80. Coordinating, stimulating and directing the growth of teachers is the purpose of
A. Inspection  B. Supervision
C. Management  D. Administration

Answer: A

81. The concept of inspection was first introduced in
A. England  B. Pakistan
C. China  D. India

Answer: A

82. Budgeting is an estimation of
A. Income and expenditure  B. Income and investment
C. Investment  D. All of the above

Answer: A

83. The authorized person of staff performance is
A. Head teacher  B. Teacher
C. Student  D. Clerk
84. Instrument used for measuring sample of behavior is?
A. Test  
B. Evaluation
C. Assessment  
D. Measurement

Answer: A

85. Limited to quantitative description of pupil’s performance is?
A. Test  
B. Evaluation
C. Assessment  
D. Measurement

Answer: D

86. The purpose of the evaluation is to make?
A. Opinion  
B. Decision
C. Judgment  
D. Prediction

Answer: C

87. The purpose of evaluation is to make judgment about educational?
A. Age  
B. Quantity
C. Quality  
D. Time period

Answer: C

88. Evaluation that monitors learning progress is?
A. Formative evaluation  
B. Placement evaluation
C. Summative evaluation  
D. Diagnostic evaluation

Answer: A
89. A formal and systematic procedure of getting information is?
A. Test  B. Evaluation
C. Assessment  D. Measurement

Answer: A

90. The process of obtaining numerical value is?
A. Test  B. Evaluation
C. Assessment  D. Measurement

Answer: D

91. A sum of questions is?
A. Test  B. Evaluation
C. Assessment  D. Measurement

Answer: A

92. The first step in measurement is?
A. Decision of what to measure  B. Development of the test
C. Administering the test  D. None

Answer: A

93. The purpose of formative evaluation is?
A. Monitoring progress of students  B. Decision of what to measure
C. Development of the test  D. Administering the test

Answer: A

94. To assess achievement at the end of instruction is?
A. Formative Assessment  B. Summative Assessment
C. Diagnostic Assessment  D. Placement Assessment

Answer: B
95. Vast of all in scope?
A. Test  
B. Assessment  
C. Evaluation  
D. Measurement

Answer: C

96. The least in scope is?
A. Test  
B. Evaluation  
C. Assessment  
D. Measurement

Answer: A

97. Permanent difficulties in learning are investigated in?
A. Diagnostic Assessment  
B. Formative Assessment  
C. Placement Assessment  
D. Summative Assessment

Answer: A

98. Broader in meaning is?
A. Aims  
B. Objectives  
C. Specific Objectives  
D. Instructional objectives

Answer: A

99. Procedures used to determine person abilities is?
A. Norm performance test  
B. Typical performance test  
C. Criterion performance test  
D. Maximum performance test

Answer: D
100. In norm referenced test the comparison is between?

A. Areas  
B. Groups  
C. Interest  
D. Individuals

Answer: D