



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



Answer: D

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. Instructional tasks
- B. Non instructional tasks
- C. Both (a) and (b)
- D. None

Answer: C

15. Provision of good educational environment is

- A. Non instructional tasks
- B. Instructional 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



Answer: B

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



Answer: C

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 programmeis

- A. Planning
- B. Organizing
- C. Coordinating
- D. Commanding

Answer: C

35. School Budget includes

- A. Non development expenditure
- B. Development expendciture
- 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 ependitures
- C. Salaries
- D. All of the above

Answer: D

38. New Libraries laboratories etc are constructed undr

- 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. Reciept
- 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



Answer: D

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 systems are

- A. Input
- B. Structure
- C. Feed back
- 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 is 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



Answer: C

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. Out put
- B. Production
- C. Efficiency
- D. Effectiveness

Answer: C

79. All transaction should be entered in which register

- A. Cash
- B. Funds
- C. Fee
- D. With drawl

Answer: A

80. Coordinating , stimulating and directing the growth of teacher 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

Answer: A

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 te
- 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