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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P L A N** | **TEST DETAILS** | | | | | | | | | | |
| **Course Name:** | |  | | | | **Term:** |  | | **Track:** |  |
| **Programme:** | | English Preparatory Program | | | □ | Foreign Language Courses | | | | □ |
| Russian Preparatory Program | | | □ | Other *(specify)*…………….. | | | | □ |
| **Type of Exam:** | | Quiz | | □ | | Erasmus Proficiency | | | | □ |
| Progress Test | | □ | | Midterm | | | | □ |
| GET | | □ | | Final | | | | □ |
| YET | | □ | | Placement | | | | □ |
|  | |  | | | | | | | | |
| **DUTY LIST** | | | | | | | | | | |
| **Item Writer(s):** | |  | | | | | | | | |
| **Layout Design:** | |  | | | | | | | | |
| **Reviewer(s):** | |  | | | | | | | | |
| **Simulation by:** | |  | | | | | | | | |
| **Due date:** | |  | | | | | | | | |
|  | | | | | | | | | | | |
| **C O N T R O L** | **CHECKLIST** | | | | | | | | | | |
|  | Exam specifications are established during the Unit Meeting dated ……………… | | | | | | | | | □ |
|  | An answer key (or more than one, if required) is prepared. | | | | | | | | | □ |
|  | Items are in line with the syllabus. | | | | | | | | | □ |
|  | Layout is designed in an easy-to-read, photocopy-friendly way. | | | | | | | | | □ |
|  | Exam paper is reviewed for both content and form. | | | | | | | | | □ |
|  | Exam allows statistical data collection to analyze learner performance. | | | | | | | | | □ |
|  | A simulation of the exam is run by the appointed instructor. | | | | | | | | | □ |
|  | |  | | | | | | | |  |
|  | | | **Name** | | | **Date** | | **Signature** | | |
| **Item(s) by:** | | |  | | |  | |  | | |
| **Designed by:** | | |  | | |  | |  | | |
| **Reviewed by:** | | |  | | |  | |  | | |
| **Simulation run by:** | | |  | | |  | |  | | |
| **Simulation run by:** | | |  | | |  | |  | | |
|  |  | |  | | | |  | |  | | |
|  | **Approved by: (VPO)** | |  | | | |  | |  | | |