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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)** |  |  |  |