

■ BOARD EXAM READINESS CHECKLIST

Evaluate your exam preparedness honestly — and close every gap before exam day.

STUDENT DETAILS

Name

Class / Grade

Exam Board

Academic Year

Date of First Exam

Date Checklist Completed

How to Use This Checklist

- Work through each section honestly — not how you wish things were, but how they actually are.
- Mark each item: ■ Done | ■■ Partially done | ■ Not yet started.
- Count your scores at the bottom of each section.
- Use the Final Preparation Review to summarise your overall readiness.
- Repeat the checklist weekly in the final month before exams.

#	Section	What You Will Find
1	Subject Checklist	Syllabus completion status for every subject
2	Revision Tracker	Topic-level revision and confidence rating
3	Mock Test Score Sheet	Sample paper practice and performance log
4	Stress Management Checklist	Health, sleep, and well-being habits
5	Final Preparation Review	Overall readiness assessment and action plan

SECTION 1 — SUBJECT CHECKLIST

For each subject, tick off every item in the checklist. Be honest — partial counts as partial.

Mathematics

Item	Done	Partial	Not Yet
All chapters studied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All formulas noted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice problems done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCERT examples complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous year Qs attempted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full mock done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section score: Done: ___ / Partial: ___ / Not Yet: ___ Overall: Ready Almost Needs Work

Science — Physics

Item	Done	Partial	Not Yet
All chapters studied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diagrams drawn & labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numericals practised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formulae memorised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experiments / practicals revised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mock test done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section score: Done: ___ / Partial: ___ / Not Yet: ___ Overall: Ready Almost Needs Work

Science — Chemistry

Item	Done	Partial	Not Yet
All chapters studied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equations balanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reactions memorised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodic table revised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCERT back-questions done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mock test done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section score: Done: ___ / Partial: ___ / Not Yet: ___ Overall: Ready Almost Needs Work

Science — Biology

Item	■ Done	■ ■ Partial	■ Not Yet
■ All chapters studied	■	■	■
■ Diagrams practised	■	■	■
■ Processes explained	■	■	■
■ Important terms noted	■	■	■
■ NCERT back-questions done	■	■	■
■ Mock test done	■	■	■

Section score: ■ Done: ___ / ■ ■ Partial: ___ / ■ Not Yet: ___ Overall: ■ Ready ■ Almost ■ Needs Work

Social Science

Item	■ Done	■ ■ Partial	■ Not Yet
■ History chapters complete	■	■	■
■ Geography maps practised	■	■	■
■ Civics concepts clear	■	■	■
■ Economics chapters complete	■	■	■
■ Important dates / facts noted	■	■	■
■ Mock test done	■	■	■

Section score: ■ Done: ___ / ■ ■ Partial: ___ / ■ Not Yet: ___ Overall: ■ Ready ■ Almost ■ Needs Work

English

Item	■ Done	■ ■ Partial	■ Not Yet
■ Literature lessons revised	■	■	■
■ Grammar topics covered	■	■	■
■ Writing section practised (letters, essays)	■	■	■
■ Reading comprehension timed	■	■	■
■ Previous year papers done	■	■	■
■ Mock test done	■	■	■

Section score: ■ Done: ___ / ■ ■ Partial: ___ / ■ Not Yet: ___ Overall: ■ Ready ■ Almost ■ Needs Work

Hindi / Second Language

Item	■ Done	■ ■ Partial	■ Not Yet
■ All chapters revised	■	■	■
■ Grammar practised	■	■	■
■ Writing practice complete	■	■	■
■ Unseen passage practised	■	■	■
■ Previous year papers done	■	■	■
■ Mock test done	■	■	■

Section score: ■ Done: ___ / ■ ■ Partial: ___ / ■ Not Yet: ___ Overall: ■ Ready ■ Almost ■ Needs Work

SECTION 4 — STRESS MANAGEMENT CHECKLIST

Exam performance is directly connected to your physical and mental well-being. Tick each habit you are maintaining consistently.

Sleep Habits

Item	Done	Partial	Not Yet
I sleep at least 7–8 hours every night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I go to bed at a consistent time each night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I avoid screens (phone, TV) for 30 minutes before sleeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do not pull all-nighters close to exam dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel rested when I wake up most mornings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score: Always: ___ / Sometimes: ___ / Rarely: ___

Nutrition & Hydration

Item	Done	Partial	Not Yet
I eat regular, balanced meals every day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I drink at least 6–8 glasses of water daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I limit junk food, sugary snacks, and energy drinks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I eat breakfast before starting morning study sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I avoid skipping meals even when under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score: Always: ___ / Sometimes: ___ / Rarely: ___

Physical Activity

Item	Done	Partial	Not Yet
I move my body for at least 20–30 minutes daily (walk, yoga, sport).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I take short movement breaks between study sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I spend some time outdoors each day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I avoid sitting at my desk for more than 90 minutes without a break.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score: Always: ___ / Sometimes: ___ / Rarely: ___

Mental Well-being

Item	Done	Partial	Not Yet
I take proper breaks during study sessions (Pomodoro or similar).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I practise deep breathing or meditation when feeling overwhelmed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ I talk to a parent, teacher, or friend when I feel very stressed.	■	■	■
■ I avoid comparing my progress with classmates.	■	■	■
■ I use positive self-talk instead of self-criticism.	■	■	■
■ I spend some time each day on something I enjoy (music, hobby, etc.).	■	■	■
■ I remind myself that one exam does not define my worth or my future.	■	■	■

Score: ■ Always: ___ / ■■ Sometimes: ___ / ■ Rarely: ___

■ Digital & Environmental Habits

Item	■ Done	■■ Partial	■ Not Yet
■ I keep my phone away (or on silent) during study sessions.	■	■	■
■ I have a quiet, organised study space.	■	■	■
■ I do not scroll social media excessively during exam preparation.	■	■	■
■ I limit news and social media before exams to reduce anxiety.	■	■	■

Score: ■ Always: ___ / ■■ Sometimes: ___ / ■ Rarely: ___

SECTION 5 — FINAL PREPARATION REVIEW

Date of Review Days Until First Exam Overall Readiness (circle): Ready / Almost / Needs Work

Overall Subject Readiness Summary

Subject	Syllabus Complete ■	Revision Done ■	Mock Tests Done ■	Confidence (1–5)	Final Status	Priority Action Before Exam

Final-Week Preparation Checklist

- All admit cards / hall tickets are collected and stored safely.
- I know the venue, room number, and exam time for each paper.
- I have packed all required stationery (pens, pencils, ruler, calculator if allowed).
- I have revised important formulas, diagrams, and key concepts.
- I have attempted at least one full mock paper per subject.
- I have reviewed my most common mistakes from past practice papers.
- I am going to bed on time every night this week.
- I have planned light revision (not new topics) in the 24 hours before each exam.
- I have spoken to my parents / teachers about any remaining concerns.
- I have a plan for the morning of each exam (breakfast, transport, timing).

Confidence Assessment

Statement	Strongly Agree	Agree	Neutral	Disagree
I feel I have covered the full syllabus.	■	■	■	■
I understand my weak areas and have a plan to address them.	■	■	■	■
I am managing stress well.	■	■	■	■
I am physically healthy and sleeping properly.	■	■	■	■

I feel confident I will do my best in the exams.



My Top 5 Action Items Before Exam Day

#	Action Item	Subject	Complete By	Done ■
1				
2				
3				
4				
5				

You have done the work. Now trust yourself. Walk into that exam hall knowing you are prepared. ■