



**PUNJAB EDUCATION ASSESSMENT SYSTEM [PEAS]
GOVERNMENT OF THE PUNJAB, SCHOOL EDUCATION DEPARTMENT
WAHDAT COLONY LAHORE
PH: 042-99260070 FAX: 042-99260069**

PROPOSED ACTION PLAN

***Tentative Schedule for District-wide Large Scale Diagnostic Assessment [D-WLSDA]
In three subjects Mathematics, Language [Urdu] & Social Studies for
Grade- 4 during FY 2010-11***

SR. NO.	ACTIVITY	DELIVERABLE[s]	ACTORS [s]	TIME LINE
1	<i>ESTABLISHMENT OF CONTROL ROOM IN PEAS</i>	<ul style="list-style-type: none"> ▪ Management , Administration, Facilitation, Implementation & Services of all approved activities conducted during District-Wide Large Scale Diagnostic Assessment [D-WLSDA] for Grade – IV in Punjab 	Overall Chief COOR D-WLSDA [Hussain] For Admin support [Naveed] For Academic&IT support [Azeem /Nasir]	July 2010
2	<i>FINANCIAL MANAGEMENT OF DISTRICT-WIDE LARGE SCALE DIAGNOSTIC ASSESSMENT [D-WLSDA] FOR GRADE - IV</i>	<ul style="list-style-type: none"> ▪ Preparation, Estimation, Procurement of items and disbursement of amount as per rules for all approved activities conducted during the District-Wide Large Scale Diagnostic Assessment [D-WLSDA] for Grade – IV in Punjab 	Masood Naveed	July 2010
3	<i>SELECTION OF SAMPLED SCHOOLS</i>	<ul style="list-style-type: none"> ▪ Preparation of tentative list of district-wide sampled schools for D-WLSDA in Punjab 	Consultant Chief COOR D-WLSDA Azeem Nasir	July 2010
4	<i>WORKSHOPS FOR CONFIRMATION OF SAMPLED SCHOOLS</i>	<ul style="list-style-type: none"> ▪ Confirmation of selected sampled schools through the concerned EDOs ▪ Nomination of Focal Person for D-WLSDA from each EDO [Education] office 	Naveed Chief COOR D-WLSDA Azeem Nasir Nasreen	July - Sep. 2010
5	<i>PREPARATION OF RANDOM TABLE</i>	<ul style="list-style-type: none"> ▪ Development of Random Table for selection of students from the sampled schools for D-WLSDA 	Consultant Chief COOR D-WLSDA Azeem Nasir	Aug. 2010



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6	INSTRUMENTS REVIEW WORKSHOPS	<ul style="list-style-type: none">▪ Review of Items of Diagnostic Assessment Instruments used in the Piloting▪ Writing of new items in three subjects [Maths, Urdu & Social Studies]▪ Review of Background Questionnaires▪ Review of School Profile▪ Review of Test Administrators' Manual▪ Review of Guidelines for Coding & Scoring	Chief COOR D-WLSDA Tariq Ejaz Hussain Azeem Ejaz & Hussain Azeem & Naveed Nasir & Tariq Azeem	Aug. - Sep 2010
7	SPOT TESTING	<ul style="list-style-type: none">▪ Spot testing of newly developed instruments in the field.	Chief COOR D-WLSDA Nasir, Ejaz & Tariq	Sep, 2010.
8	ANALYSIS OF SPOT TESTING	<ul style="list-style-type: none">▪ Coding and marking of spot testing instruments▪ Data entry of spot testing▪ Analysis of spot testing	Nasir & Azeem	Oct, 2010
9	FINALIZATION OF INSTRUMENTS:-	<ul style="list-style-type: none">▪ Internal and External review of the following instruments:-<ol style="list-style-type: none">a. <i>Diagnostic Assessment Instruments</i>b. <i>Background Questionnaires</i>c. <i>School Profile</i>d. <i>Test Administrators' Manual</i>e. <i>Guidelines for Coding & Scoring</i>	Ejaz Tariq	Oct, 2010



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10	<i>NOMINATION OF TAs</i>	<ul style="list-style-type: none"> ▪ Preparation of TAs list ▪ Sending the list to concerned EDOs for confirmation to ensure the participation in the D-WLSDA 	Naveed & Nasreen	Aug. - Sep. 2010
11	<i>NOMINATION OF LMTs</i>	<ul style="list-style-type: none"> ▪ Preparation of LMTs list ▪ Sending the list to concerned EDOs for confirmation to ensure the participation in the D-WLSDA 	Naveed & Nasreen	Oct. 2010
12	<i>COMPOSING & PRINTING</i>	<ul style="list-style-type: none"> ▪ Diagnostic Assessment Instruments ▪ Background Questionnaires ▪ School Profile ▪ Test Administrators' Manual ▪ Guidelines for Coding & Scoring ▪ Random table + Instructional Charts 	Chief COOR D-WLSDA Shah Nawaz	Oct. 2010
13	<i>CONFIRMATION OF DIAGNOSTIC ASSESSMENT CENTRES [DACs]</i>	<ul style="list-style-type: none"> ▪ Identification of DACs ▪ Confirmation of DAC s from the concerned EDOs ▪ Apprising to the concerned Administrative Director [AD]of DACs 	Masood	November. 2010
14	<i>PURCHASE OF STATIONARY ITEMS etc</i>	Purchase of stationary items /materials for :- <ul style="list-style-type: none"> ▪ Students ▪ TAs ▪ LMTs 	Chief COOR D-WLSDA Masood	Oct.- Nov. 2010
15	<i>DEVELOPMENT OF LOGISTIC PLAN</i>	<ul style="list-style-type: none"> ▪ Preparation of checklist of material to be distributed in the DACs ▪ Arranging and packing of material etc ▪ Identification of suitable delivery mechanism for distribution of material 	Naveed	Nov-Dec. 2010



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16	<i>CAPACITY BUILDING OF TRAINER OF TRAINERS [TOTs]</i>	<ul style="list-style-type: none">▪ Preparation of delivery plan▪ Distribution and verification of material in the field	Nasir Ejaz	Dec 2010 –Jan 2011.
17	<i>CONDUCT OF DISTRICT-WIDE LARGE SCALE DIAGNOSTIC ASSESSMENT IN GRADE- IV IN THREE SUBJECTS [MATHEMATICS, LANGUAGE [URDU] & SOCIAL STUDIES IN PUNJAB</i>	<ul style="list-style-type: none">▪ Preparation of Monitoring Plan in consultation with PMIU.▪ Monitoring of District-Wide Large Scale Diagnostic Assessment in Grade IV in three subjects [Math's, Urdu & Social Studies]in Punjab in collaboration with PMIU	Chief COOR D-WLSDA	Jan. 2011
18	<i>MARKING AND CODING ACTIVITY</i>	<ul style="list-style-type: none">▪ Collection of instruments▪ At the spot marking and coding of the instruments▪ % checking of marking and coding in three subjects▪ Collection of coding sheet and material▪ Dispatch of coding sheet and material used during D-WLSDA to PEAS office	Azeem	Feb. - March 2011
19	<i>DATA ENTRY OF THE RESPONSES OF DIAGNOSTIC ASSESSMENT INSTRUMENTS AND BACKGROUND QUESTIONNAIRES</i>	<ul style="list-style-type: none">▪ Preparation of Data Entry Plan in consultation with PMIU.▪ Monitoring of data entry in collaboration with PMIU▪ % of checking of entered data▪ Cleaning of entered data	Shah Nawaz	Feb. - March 2011
20	<i>ANALYSIS OF DATA</i>	<ul style="list-style-type: none">▪ Preparation of:-<ul style="list-style-type: none">○ data dictionary○ framework for data analysis○ data files	Nasir Azeem	April 2011



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21	DATA MANAGEMENT	<ul style="list-style-type: none">▪ Selection of software▪ Data analysis according to framework▪ Internal and External review of the data analysis findings	Shah Nawaz	May, 2011
22	REPORT WRITING	<ul style="list-style-type: none">▪ Development of format for Report Writing▪ 1st draft of the Report▪ Internal review of the 1st draft▪ Recommendations for 2nd draft▪ Incorporation of suggestions▪ External review of the 2nd draft▪ Finalization of the Report▪ Printing of Report	Nasir Azeem Shah Nawaz	May – June 2011
23	DISSEMINATION BASED ON THE FINDINGS OF PEAS	<ul style="list-style-type: none">▪ Development of Dissemination Framework of targeted communications based on the findings of PEAS▪ Development of internal and external dissemination strategies based on the finding of PEAS including:-<ul style="list-style-type: none">○ Seminars,○ Workshops,○ Stakeholder meetings,○ Visits,○ Newsletters/Bulletin,○ Brochures,○ Media campaign,	PEAS Faculty	June 2011



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- Posters,
- Pamphlets,
- Handouts,
- Diagnostic Assessment Report etc.

Abbreviations:

	TA; Test Administrator	LMT: Lead Master Trainer	TOT: Trainer of Trainers
PMIU: Punjab Management Implementation Unit	TA: Travelling Allowance	DA: Daily Allowance	AD: Administrative Director of DAC
EDO: Executive District Officer	D-WLSDA: District-Wide Large Scale Diagnostic Assessment		DIR: Director PEAS
SA: System Analyst	COOR: Coordinator D-WLSDA		DD: Deputy Director PEAS
SSS: Senior Subject Specialist PEAS Naveed: Naveed Khurshheed Mustafa D.D Hussain: Muhammad Hussain SSS (Math) Tariq: Tariq Mehmood, A.E Nasir: Nasir Mehmood, SA Ejaz : Ejaz Dastgir, SSS (Social Studies) Azeem: Muhammad Azeem, SSS (Science) Nasreen: Nasreen Mushtaq, SSS (English) Shah: Shah Nawaz Computer Programmer	AO: Accounts Officer PEAS		AE: Assessment Expert
CP: Computer Programmer			



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Prepared By:

- Muhammad Hussain SSS [Maths] PEAS
Chief Coordinator D-WLSDA

Reviewed BY:

- Naveed Khurshid Mustaf a DD
- Nasir Mahmood SA
- Masood Khalid AO
- Tariq Mahmood AE
- Muhammad Azeem SSS Coordinator Zone -I
- Ejaz Dastgir SSS Coordinator Zone -II

Approved BY:

- Abdullah Faisal Director