



Government of Sindh
School Education & Literacy Department



Directorate of Curriculum
Assessment & Research @ Jamshoro
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No. DCAR/AD/ (Estt)/ 114 /2019

Dated: 22-2 -2019

MOST URGENT
TIME LIMITED CASE

To

The Directors
School Education (Primary / Elementary, Secondary & Higher Secondary)
(All)

Subject: - **CONDUCTING STANDARIZED ANNUAL EXAMS OF GRADE-V AND VIII.**

During the meeting with worthy Secretary School Education & Literacy Department Government of Sindh regarding conducting the Standardized Annual Examination of Grade V & VIII for the core subjects of Science, Mathematics, English, Sindhi / Urdu during current academic year 2019 the following decisions were made which are communicated herewith for information and implementation in true spirit

1. That the enrollment of class V & VIII throughout the province is estimated around 500000 and the examination centers have been estimated around 6500 where the examination will be conducted. The TEOs will be responsible to suggest the name of centers by ensuring the participation of all students of surrounding schools. It is further decided that 01 invigilator will be required for 30 students hence about 16675 invigilators will be required throughout province which will be selected by the DEOs / TEOs from Government Schools and preference may be given to Teachers selected through IBA, NTS and Sindh University Test, it was further decided that invigilator should not be from the School, where examination to be conducted and even from participating schools.
2. That the Question Paper will consist on two pages. The DEOs Primary / Secondary will be responsible for printing of Question Paper as per their need. The cost of printing of Question Paper will be re-appropriated directly to the District Education Officers Primary / Secondary from the funds already allocated to DCAR / PEACe. However, keeping in view, the secrecy of the mater the printing will be carried out in the supervision of the teams from SE&LD and DCAR.
3. That the actual examination will be carried out and completed in 04 days (02 days for conduct of papers and 02 days for Assessment), the invigilation honoraria has been fixed at Rs.300 per day per invigilator and honoraria for center incharge has also been fixed at Rs. 300 per day per person the said amount will also be re-appropriated directly to the DEOs Primary / Secondary from the Budget of PEACe / DCAR for further disbursement.
4. That the target date for conduct of the actual test has been decided (tentatively) on 10th and 11th April 2019. The answer key of all papers will be sent to invigilators through District and Taluka Focal Persons on 11th April 2019 after completion of the test (action plan attached).

5. That the District data centers and LSUs will be responsible for data Entry of Answer Sheets and RSU will prepare analysis and report of the test in consultation with PEACe / DCAR.
6. Keeping in view the above decisions it is requested that all the DEOs Primary / Secondary may be instructed to furnish immediately their cost center No's along with title and to furnish the details of enrolled students of Grade V and VIII and no of invigilators separately to enable this Directorate to calculate the amount for printing of exam material and other related expenses for re-appropriation and further allocation in their cost centers from Finance Department.

The District Education Officer Primary / Secondary may be advised to prepare the list of Urdu medium and Sindhi medium schools/ students so as the printing of question paper may be carried out accordingly, this Directorate has already prepared the Question Papers in Sindhi / Urdu Medium which are ready for printing.

All the above points may please be noted, and compliance may be made not later than 27th February 2019 especially for **Para No. 06**

Matter may be treated as most urgent.


GHULAM ASGHAR MEMON
DIRECTOR

Cc.to.

1. The P.S to Secretary, School Education & Literacy Department, Government of Sindh Karachi.
 2. The Chief Program Manager (RSU), School Education & Literacy Department, Govt: of Sindh Karachi.
 3. The District Education Officers, Primary / Elementary, Secondary & Higher Secondary all.
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Government of Sindh
School Education & Literacy Department
Directorate of Curriculum, Assessment and Research Sindh, Jamshoro
Annual Examination for Grade V & VIII - Session 2018-19

Action plan (Tentative)

S. No	Actions	Responsibilities	Timeframe	Remarks (if Any)
1.	Letter has been forwarded to all DSE to get information about Examination Centre wise enrollment number and name of invigilators	DCAR Sindh Jamshoro	29 th & 30 th January 2019	
2.	Development of model papers in the subject of Sindhi/Urdu, English, Science and Mathematics	DCAR & PEACe Team	1 st week of February 2019	Completed and sent to concern authorities
3.	Again development of model papers in the subject of Sindhi/Urdu, English, Science and Mathematics according to revised format	DCAR & PEACe Team	28 th February 2019	In developing process
4.	Development of papers for actual test	DCAR & PEACe Team	28 th February 2019	In developing process
5.	Printing and dispatching of actual Test papers, Attendance sheet and result sheets to District head quarter	<ul style="list-style-type: none"> • Director, DCAR • Focal Person of District and Taluka • Account section of district authorities 	Up to 20 th March, 2019	
6.	Conduct of actual Test	<ul style="list-style-type: none"> • Invigilators • District authorities • Taluka authority 	10 th -11 th , April 2019	
7.	Key of all papers will be sent to invigilators through District & Taluka Focal Persons	<ul style="list-style-type: none"> • District & Taluka Focal Persons 	11 th , April 2019	
8.	Assessing and preparation of Results Report	<ul style="list-style-type: none"> • Invigilators • District/Taluka authorities 	12 th – 13 th , April 2019	
9.	Monitoring of the complete assessment process	<ul style="list-style-type: none"> • RSU • DCAR • District Authorities • Taluka Authorities • TTIs 	10 th - 13 th , April 2019	
10.	Sending the results report to Taluka authority	Invigilators	14 th April, 2019	
11.	Data entry and analysis	District Data Centre RSU		
12.	Report Writing & Printing of Reports	RSU, DCAR & PEACe		
13.	Dissemination of Results	<ul style="list-style-type: none"> • Director, DCAR • Focal Person • Account section 		