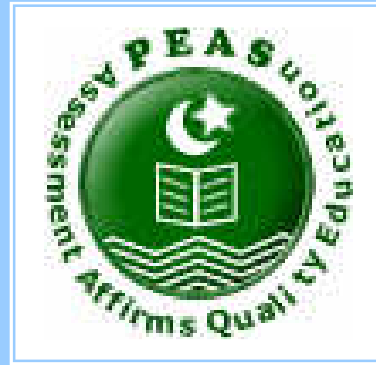


Revised Draft of Annual Work Plan for FY- 2008-09

To implement NEAS, MoE, Islamabad Project Implementation Plan (PIP)
and PEAS office assignments



Punjab Education Assessment System (PEAS)

Education Department, Government of the Punjab.

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
2008								
JULY 2008								
1	Preparation of PEAS PIP for the FY 2008-09	Week 1 st	PEAS Section	Preparation of detailed work plan to properly organize and manage activities of Financial Year 2008-09		PEAS (Admin/IT Section)	PEAS office	
2	Verification of eighth Grade data transcripts for submission to Mukhallad Foundation	Week 1 st	PEAS (Academic Section)	Center wise checking and Counting of respondents transcripts		PEAS (Academic Section)	PEAS office	
3	Workshop on new curriculum for Grade 1 – 5 by EDLINK	week 1 st - 2 nd	Deputy Director PEAS	Ice breaking strategies, curriculum standards and bench marking training		EDLINK	EDLINK Islamabad	
4	Preparation of Activities Management System Software	Week 2 nd		Software to keep record of NEAS/PEAS activities, Lead Master Trainers and Test Administrators in Punjab		PEAS (Computer Programmer)		
5	Verification and authentication of budget 2008-09	Week 2 nd				Accounts and Admin Sections of PEAS		
6	Preparation of PC-1	July 1 st - July 30 th		Proposed scheme was approved in A&P 2008-09 and department asked to submit PC-1. The scheme consisted of	<ul style="list-style-type: none"> • Specifications of computer lab • Collection of Estimated price from market • Development of PC- 	PEAS (Admin/ (Computer Programmer))	PEAS office	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
				establishment of computer lab and assessment training at district level	1			
7	Preparation of summary of NAT 2008 activity report	Week 1 st		A report regarding 2008 activity in Punjab was prepared for NEAS.	Detailed summary report regarding NAT 2008 for NEAS and World Bank	PEAS (Academic Section & Computer Programmer)	PEAS office	
8	PEAS web site revision/ upgradation	Week 2 nd		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
9	Workshop on Development of National PIP	July 16-19	PEAS coordinator/director will participate in workshop	To participate in the process of NEAS work plan development		NEAS	Islamabad	
10	Framework Development for 2 Subjects of Grade-IV and 2 subjects of grade VIII	July 01- July12, 2008.	Subject Specialists will participate	<ul style="list-style-type: none"> • Analysis of New Curriculum Contents • Concept of Framework and its importance in assessment. • 1 week workshop for two subjects • Development of Mutually agreed Framework. 		NEAS	NEAS Islamabad	
11	Inhouse capacity building seminar on use of Activities Management System software	Week 3 rd		PEAS office staff capacity building regarding use of software to keep record of activities of NEAS/PEAS organized by PEAS in Punjab	<ul style="list-style-type: none"> • Preparation of schedule and availability of resources. • Preparation of material e.g presentations, handouts etc. 	PEAS (Computer Programmer)	PEAS office	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
12	Technical Group Meeting (TGM-1)	July 21-22, 2008	Director PEAS will participate	<ul style="list-style-type: none"> • For approval of Curriculum before Item Writing Workshops • One external Assessment expert and one subject (content area) expert will be invited for each subject. 		NEAS	NEAS Islamabad	
AUGUST 2008								
13	8 th NPCC	Aug 02, 2008	Director PEAS	One day NPCC meeting to discuss and approve the NEAS Annual Plan Other agenda: Financial, Monitoring NAT 2008, Sampling etc	Preparation of presentation and material	NEAS	Venue KEACE AJK	
14	National Management Workshop	Aug 11-19, 2008	All the provinces and areas will participate	<ul style="list-style-type: none"> • Program management • Office Management • Leadership management skills • EMIS and computing skills. 		NEAS and PEAS, PUNJAB	Venue PEAS PUNJAB Lahore	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
15	2 weeks Item Writing Workshop in Science and Social Studies G-IV	Aug 11- Aug 23 2008	Subject Specialist will participate in item writing workshop	2weeks workshop for two subjects including Item Review and Spot testing. <ul style="list-style-type: none"> Provincial/Area Assessment Centers will organize separate workshops on item writing in Provinces/Areas later on. 	<ul style="list-style-type: none"> Identification of nominees good in item writing. Logistics Assessment packages Item Writing Assignments for this workshop should be given after framework development Nomination Confirmation of participants Accommodation 	SS& TDS & Coordinator PEACE Balochistan	Venue: PEACE Balochistan Quetta	One week done
16	3 rd National Stakeholder Conference	August 25-30 ,2008	PEAS will participate	<ul style="list-style-type: none"> Material should be printed Stakeholders list should be finalized 1 day SHC 2 days Group work before SHC 	<ul style="list-style-type: none"> Printing of 3rd National Stakeholder Conference Report. Order for Conference bags and Stationary. Preparation of Press brief Contact with Media Chief Guest, panelists and guests confirmation 	NEAS Team & TA	Islamabad	
17	PEAS stock verification	Week 4 th		<ul style="list-style-type: none"> To verify the entry of consumable stock and permanent stock 	<ul style="list-style-type: none"> Entry of purchased items issuance of items and verification verification by the director PEAS 	PEAS (Stock Incharge, Stock assisstant)		
18	Workshop on data background analysis	August 26-30, 2008	Director/System Analyst PEAS will participate	<ul style="list-style-type: none"> Analysis of Background data 		NEAS, WB	Islamabad	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
19	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
September 2008								
20	Finalization of topics for PEAS Assessment Manual	Week 1 st - 2 nd		To prepare a manual based on assessment basics for teachers		PEAS (Academic Section)	PEAS office	
21	Workshop on new curriculum for Grade 6 – 12 by EDLINK	Week 1 st - 2 nd	Deputy Director, Subject Specialist			EDLINK	Islamabad	
22	Report Writing Workshop (1)	Sep 01-06 2008	Director/Subject specialists			NEAS	Federal College of Education Islamabad	
23	Preparation of Financial Proposal for dissemination and training for NEAS	Week 2 nd		Preparation of proposal for teacher training and dissemination of provincial assessment findings 2007 at district level. NEAS agreed to provide the funds for dissemination		PEAS (Admin, Computer Programmer)	PEAS Office	
24	Preparation of first list of access and surrender	Week 3 rd		Detail of extra funds to be surrendered and demand for excessive amount		PEAS (Accounts Section)		
25	Preparation of PEAS computer lab procurement plan	Week 2 nd - 4 th		Plan will be submitted to NEAS after acceptance of request to provide funds for the establishment of computer lab		PEAS (Computer Programmer)		53,23,500
26	Workshop on	Sep 15-27	Director/System	• 1 Week workshop		NEAS	Federal	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
	Data handling & analysis (1)	2008	Analyst	on data handling and analysis • Confirmation of TA availability / Alternate arrangement			College of Education Islamabad	
27	Distribution of Provincial Assessment Reports 2006 and 2007	Week 3 rd		To disseminate the assessment findings to all the stake holders, the assessment reports for 2006 and 2007 will be sent to all the EDOs, DEOs and the heads of the sample selected schools of the Punjab.	<ul style="list-style-type: none"> Preparation of lists of stake holders Packing and delivery by post 	PEAS (Academic Section)		
28	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
October 2008								
29	PEAS stock verification	Week 1 st		<ul style="list-style-type: none"> To verify the entry of consumable stock and permanent stock 	<ul style="list-style-type: none"> Entry of purchased items issuance of items and verification verification by the director PEAS 	PEAS (Stock Incharge, Stock assisstant)		
30	Collection of material for PEAS Assessment Manual	Week 1 st - 2 nd				PEAS (Academic Section)	PEAS office	
31	2 weeks Item Writing Workshop (II) in Langs & Maths for G-VIII	Oct 20- Nov 01 2008	Director/Subject Specialists	Item Writing and review of items on common content area of new and old curriculum		Focal person: Coordinator FATA	NEAS FATA Peshawar	
32	Gender main streaming and sensitization		Two persons from PEAS			UNICEF Punjab		

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
33	Preparation of expenditures statement for reimbursement	Week 2 nd		For submission to NEAS to get Punjab share as per PAD		PEAS (Accounts Section)	PEAS	
34	Item Writing training	October	Director/Subject Specialists,	<ul style="list-style-type: none"> 4 weeks item writing training in ACER, Nomination (already done) 		NEAS	Venue: ACER	
35	Meeting with World Bank staff	Week 3 rd	Three officers from PEAS	Mission's review meeting		World Bank mission member	World Bank Islamabad	
36	Preparation of revised PEAS computer Lab procurement plan	Week 3 rd - 4 th			preparation of list of computer lab equipment, specifications and estimated prices (procurement plan)	PEAS (Computer Programmer)	PEAS	60,54,852
37	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
38	Collection of stake holders views to improve assessment instruments	Week 4 th		<ul style="list-style-type: none"> To collect input, suggestion and to find variables associated with students' learning 		PEAS (Admin & Academic Sections, System Analyst)	To be decided	
Nov 2008								
39	Teachers Training in assessing students learning at district level	Week 1 st	A group of teachers from respective district	<ul style="list-style-type: none"> Teachers will be given conceptual understanding of students assessment and test items writing training 	<ul style="list-style-type: none"> Preparation of material for workshop Purchase of stationary Letters to district administration for arrangement of workshop 	PEAS (Admin , Academic Sections)	Selected district of Punjab	2,12,440

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
40	Provincial data 2008 cleaning for analysis	week 1 st		<ul style="list-style-type: none"> Receiving of NAT 2008 data from NEAS to perform various tasks so that it can be prepared for final analysis report 		PEAS (System Analyst & Computer programmer)	PEAS	
41	Preparation and invitation for 3 rd provincial stake holders conference	Week 2 nd		<ul style="list-style-type: none"> To invite the PEAS stake holders to disseminate NAT 2008 results 		PEAS (Admin & Academic Sections)	PEAS office	Cost is added in activity at Sr. No 79
42	Dissemination of provincial assessment findings 2006-07 at district level	10-11 Nov	Stake holders at district level	<ul style="list-style-type: none"> To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning 	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
43	Inhouse capacity building seminar on conceptual understanding of assessment measurement and evaluation	15 th Nov	PEAS Staff	<ul style="list-style-type: none"> To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building 	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Admin, Academic Section)	PEAS office	
44	Dissemination of provincial assessment findings 2006-07 at district level	17 th Nov	Stake holders at district level	<ul style="list-style-type: none"> To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning 	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	1,01,440

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
45	Inhouse capacity building seminar on assessment techniques and tools	22 nd Nov	PEAS Staff	To build conceptual understanding regarding the use of assessment techniques and tools	<ul style="list-style-type: none"> • Preparation of schedule and availability of resources. • Preparation of material e.g presentations, handouts etc. 	PEAS (Section)	PEAS office	
46	Dissemination of provincial assessment findings 2006-07 at district level	24-25 Nov	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> • Contact with district Education Authority • Nomination of district stakeholders. • Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
47	Information Management Workshop (IMW-I)	Oct.27- Nov.08 2008	PEAS staff	<ul style="list-style-type: none"> • 1 week EMIS, Communication, Computing skills, Networks, Website, Database development and management, IT awareness and implementation • Hands-on/on job training at Provinces(2 days each) 		1 focal person from each Province	PEAS	
48	9 th NPCC	Nov02 /Nov11, 2008 (Tentatively)	NEAS, PEAS Punjab	One day NPCC meeting to discuss NEAS/PEACEs/ Areas Activities	Specific agenda needed	NEAS & PEAS	Venue: By Rotation	
49	Stakeholder Specific Meetings at Prov./Areas With specific	Nov 17-29	PEACEs, AEACEs, ATC, TA	<ul style="list-style-type: none"> • BOCE • TBB • GCETs • PITEs 	2 days each group of Stakeholders	PEACEs, AEACEs,	Venue: All PEACEs & AEACES	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
	groups			• RITEs				
50	Analysis of Provincial 2008 data for Punjab	Week 4 – week 1 Dec	IT, Academic, and Admin sections	Data will be analyzed to explore the relationship between the variables related to students' background, class room, school, head teacher, teacher and parents and students learning achievement.		PEAS (Academic, IT Sections)		
51	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
52	Inhouse capacity building seminar on large scale assessment and public examination	29 Nov	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Sections)	PEAS office	
December 2008								
53	Assessment Training for teachers at district level	Week 1 st	Selected groups, Subject Specialists and subject teachers	Teachers will be given conceptual understanding of students assessment and test items writing training	<ul style="list-style-type: none"> Preparation for workshop Purchase of stationary Letter to district administration for arrangement of workshop 	PEAS (Admin, Academic Sections)	Selected district of Punjab	2,12,440
54	Dissemination of provincial assessment findings 2006-07 at district level	8-9 Dec	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and 	PEAS (Admin, Academic Section)	Selected district	2,02,880

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
				and factors associated with the learning	financial matters			
55	Teachers Training in assessing students learning at district level	Dec 08-11, 2008	A group of teachers from respective district	<ul style="list-style-type: none"> Teachers will be given conceptual understanding of students assessment and test items writing training 	<ul style="list-style-type: none"> Preparation of material for workshop Purchase of stationary Letters to district administration for arrangement of workshop 	PEAS (Admin , Academic Sections)	Selected district of Punjab	2,12,440
56	Workshop on Background Data(BGQs)	December 01-06 2008	Director/Subject Specialists	1week workshop on Review of student/parent, teacher and head teacher questionnaire in the light of previous year's studies.		NEAS	NEAS	
57	Inhouse capacity building seminar on test development process	13 Dec	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Sections)	PEAS office	
58	Discussion on Provincial data analysis	Week 2 nd	Subject Experts, psychometricians, Educational Researchers, Subject Teachers, Subject Specialists and Item Writers	Different aspects of data analysis will be discussed to get meaningful and useful information	<ul style="list-style-type: none"> Preparation of lists of participants Preparation of material, presentations and handouts Purchase of stationary 	PEAS(System Analyst & Academic Sections)	PEAS office	2,00,000

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
59	Dissemination of provincial assessment findings 2006-07 at district level	15 Dec	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	1,01,440
60	Inhouse capacity building seminar on Item writing	20 Dec	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Sections)	PEAS office	
61	Preparation of proposed budget 2009-10 for office	Week 3 rd				PEAS (Accounts Section)		
62	Revision of Provincial analysis findings after discussion	Week 3 rd	PEAS Staff	Different aspects of data analysis will be discussed to get meaningful and useful information		PEAS(System Analyst & Academic Sections)		
63	Purchase of stationary and other items for 3 rd Stake holders conference	Week 3 rd	Purchase committee and Accounts Section			PEAS(Purchase committee and Accounts Section)		Cost is added in activity at Sr. No 79
64	Dissemination of provincial assessment findings 2006-07 at district level	22-23 Dec	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
65	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
66	Report writing of NAT assessment findings 2008 data	Week 4 th – Jan 1 st 2009				PEAS (System Analyst and Academic Section)	PEAS office	
January 2009								
67	PEAS stock verification	Week 1 st		<ul style="list-style-type: none"> To verify the entry of consumable stock and permanent stock 	<ul style="list-style-type: none"> Entry of purchased items issuance of items and verification verification by the director PEAS 	PEAS (Stock Incharge, Stock assisstant)		
68	Item Writing Workshop of Sc and Social Studies of G- IV and Lang and Maths for G-VIII, for 4 weeks	Jan 05 – 14, 2009 (9 days)	Selected Subject Specialists and Subject teachers)	The group will develop items in accordance with national curriculum		NEAS	NEAS	
69	Procurement of equipment for computer lab	week 1 st		After provision of funds from NEAS, necessary actions for the purchase of computer lab equipments will be taken	<ul style="list-style-type: none"> Preparation of procurement plan Submission of plan to NEAS Tender advertisement Opening of tender Award of contracts Purchase of equipment Physical verification of equipments/assets Establishment of lab 	PEAS (Computer Programmer , Admin Purchase)		61,07,052
70	Assessment Training for teachers at district level	Week 1 st	Selected groups , Subject Specialists and subject teachers	Teachers will be given conceptual understanding of students assessment and test items writing	<ul style="list-style-type: none"> Preparation for workshop Purchase of stationary Letter to district 	PEAS (Admin , Academic Sections)	Selected district of Punjab	2,12,440

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
				training	administration for arrangement of workshop			
71	Item writing workshop	Week 2 nd	Selected group of teachers	<ul style="list-style-type: none"> • Test Items will be developed for subjects to be assessed at national/provincial level 	<ul style="list-style-type: none"> • Logistics • Nomination • Confirmation of participants • Accommodation • Financial matters 	PEAS (Admin, Academic Section)	PEAS office	
72	Printing of Assessment Reports 2008 data	Week 2 nd				PEAS (Purchase committee, Academic and Accounts Sections)		Unit price Rs.200 Cost added in activity at serial no 79
73	Inhouse capacity building seminar on use of computer applications	Week 2 nd		PEAS office staff capacity building regarding use of basic computer skills	<ul style="list-style-type: none"> • Preparation of schedule and availability of resources. • Preparation of material e.g presentations, handouts etc. 	PEAS (Computer Programmer)		
74	Dissemination of provincial assessment findings 2006-07 at district level	Jan 12-13	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> • Contact with district Education Authority • Nomination of district stakeholders. • Preparation of material and financial matters 	PEAS (Academic Section)	Selected district	2,02,880
75	Information Dissemination Workshop(II)	Jan 13-17,2009	PEAS staff Teachers, Head Teachers	District level dissemination Teachers Head Teachers may be focused	Identifying accessible dissemination centers and making small clusters of districts	NEAS/ PEAS	Venue: PEAS	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
76	Inhouse capacity building seminar on teacher related instruments	17 Jan	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Admin, Academic Section)	PEAS office	
77	PEAS contractual staff recruitment	Week 3 rd		To fill the vacant posts of PEAS	<ul style="list-style-type: none"> Preparation of requirements, publishing of advertisement, revision of selection committee, receiving of application and process, finalization of selection and appointment. 	PEAS (Admin Section)	PEAS office	
78	Dissemination of provincial assessment findings 2006-07 at district level	Jan 19	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	1,01,440
79	PEAS 3 rd Stake holders conference	Week 3 rd -4 th	Representatives of all levels of stake holders	Conference to disseminate 2008 data assessment findings to key stake holders of Punjab, i.e. Policy makers, Curriculum developers, Content Writer, Teacher trainers, Practitioners (Head Teacher, Teachers), Educationists, Students and parents.	<ul style="list-style-type: none"> Printing of 3rd National Stakeholder Conference Report. Purchase of bags and Stationary etc. Invitation to participants 	PEAS (Sections)	To be decided	10,00,000

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
80	Inhouse capacity building seminar on students related instruments	24 Jan	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Admin, Academic Sections)	PEAS office	
81	Dissemination of provincial assessment findings 2006-07 at district level	26-27 Jan	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
82	Workshop on data analysis (II)	Jan26-30, 2009	System Analyst	<ul style="list-style-type: none"> Capacity Building Workshop for strengthening of Data Analysis Core Group Nomination of Data Analysis Core Group 		NEAS	Venue : FCE Islamabad	
83	Conduct of Item writing workshop	Week 4 th		<ul style="list-style-type: none"> Hands on training Sort of peer learning 	<ul style="list-style-type: none"> Logistics Nomination Confirmation of participants Accommodation 			
84	Inhouse capacity building seminar on learning environment related instruments	31 Jan	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Admin, Academic Section)	PEAS office	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
85	Requirement gathering for Item Bank Software	Week 4 th		To inquire about the requirements/output of the software from concerned section		PEAS (Computer Programmer)		
86	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
87	Inhouse capacity building seminar on use of internet applications	Week 4 th	PEAS Staff	To build concepts regarding the basic skills of internet surfing, searching material etc.	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Admin, IT Section)	PEAS Office	
February 2009								
88	Technical Working group Meeting (III)	Feb03-06, 2009	Core item writer from PEAS and Punjab	<ul style="list-style-type: none"> Pilot Test development, composing, proof read and review by the TWG Review of Background Questioners and finalization 		NEAS	NEAS	
89	Preparation of PEAS Newsletter	Week 1 st			<ul style="list-style-type: none"> Collection of material Selection of content Editing Printing 	PEAS (Editorial Committee)		Unit price Rs.15/-

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
90	Assessment Training for teachers at district level	Week 1 st	Selected groups , Subject Specialists and subject teachers	Teachers will be given conceptual understanding of students assessment and test items writing training	<ul style="list-style-type: none"> Preparation for workshop Purchase of stationary Letter to district administration for arrangement of workshop 	PEAS (Admin, Academic Sections)	Selected district of Punjab	2,12,440
91	Dissemination of provincial assessment findings at district level	Feb 9 th - 10 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Academic Section)	Selected district	2,02,880
92	Inhouse capacity building seminar on addressing reliability issues	Feb 14 th	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Admin, Academic Section)	PEAS office	
93	10 th NPCC Meeting	Feb 14/15,2009	Members of NPCC committee	One day NPCC meeting to discuss NEAS achievements and continuation of activities in future	<ul style="list-style-type: none"> Meeting notice Accommodation Agenda/program Working papers, NEAS Presentation Documentation, minutes 	NEAS/ PEAS Punjab	Venue PEAS Punjab Lahore	
94	Dissemination of provincial assessment findings at district level	Feb 16 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial 	PEAS (Admin, Academic Section)	Selected district	1,01,440

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
				with the learning	matters			
95	Inhouse capacity building seminar on data/item analysis	21 Feb	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Academic Section/ Deputy Director)	PEAS (Admin, System Analyst)	
96	Dissemination of provincial assessment findings at district level	Feb 23 rd -24 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
97	Inhouse capacity building seminar on Item banking	28 Feb	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Academic Section/ Deputy Director)	PEAS (Admin, Academic Section)	
98	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
99	Inauguration of Lab	4 th week				PEAS (Admin & IT Sections) PEAS		

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
March 2009								
100	Assessment Training for teachers at district level	Week 1 st	Selected groups , Subject Specialists and subject teachers	Teachers will be given conceptual understanding of students assessment and test items writing training	<ul style="list-style-type: none"> Preparation for workshop Purchase of stationary Letter to district administration for arrangement of workshop 	PEAS (Admin, Academic Sections)	Selected district of Punjab	2,12,440
101	Dissemination of provincial assessment findings at district level	Mar 9 th - 10 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
102	Inhouse capacity building seminar on Sampling	Mar 14 th	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	PEAS (Academic Section/ Deputy Director)	PEAS (Admin, Academic Section)	
103	LMTs and Test Admin Training	March 10-14,2009	Lead Master Trainers (LMTs) from PEAS and Punjab	Training of LMTs and Tas at NEAS, PEACEs, AEACEs, ATC,		NEAS	NEAS	
104	Dissemination of provincial assessment findings at district level	Mar 16 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	1,01,440

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
105	Inhouse capacity building seminar on Test Administration	Mar 21 st	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	Academic Section/ Deputy Director	PEAS (Admin, Academic Section)	
106	Dissemination of provincial assessment findings 2006-07 at district level	Mar 23 rd -24 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
107	Monitoring of NPT 2009	March 26 th -28 th	LMTs from Punjab	Special monitoring plan Monitors may attend LMTs training to be aware of test standardization methods	Printing of monitoring forms and distribution		Punjab	
108	Inhouse capacity building seminar on Coding and Scoring	Mar 28 th	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	Academic Section/ Deputy Director	PEAS (Admin, Academic Section)	
109	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
110	National Pilot Testing of Social Studies and Science for Grade-IV and Lang. and Maths for Grade-VIII	March 26 th -28 th	PEAS staff, LMTs and Test Administrators from Punjab	Administration of Test for two days.	<ul style="list-style-type: none"> Sample lists of schools to be given to Test Administrators and Monitors Prior information to selected schools 	NEAS, PEAS	Punjab	
April 2009								
111	Data Entry	Week 1 st	PEAS	NEAS, PEACE, AEACE	Data entry of NPT 2009 material	NEAS/PEAS	PEAS	
112	PEAS stock verification	Week 1 st		<ul style="list-style-type: none"> To verify the entry of consumable stock and permanent stock 	<ul style="list-style-type: none"> Entry of purchased items issuance of items and verification verification by the director PEAS 	PEAS (Stock Incharge, Stock assisstant)		
113	Inhouse capacity building seminar on data analysis	Apr 4 th	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	Academic Section/ Deputy Director	PEAS (Admin Section, System Analyst)	
114	Dissemination of provincial assessment findings at district level	Apr 13 th -14 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
115	Inhouse capacity building seminar on use of Item Bank Software	Week 2 nd	PEAS Staff		<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of 	PEAS (Computer Programmer/ System Analyst)	PEAS (Admin, IT Section)	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
					material e.g presentations, handouts etc.			
116	Assessment Training for teachers at district level	Week 2 nd	Selected groups , Subject Specialists and subject teachers	Teachers will be given conceptual understanding of students assessment and test items writing training	<ul style="list-style-type: none"> Preparation for workshop Purchase of stationary Letter to district administration for arrangement of workshop 	PEAS (Admin, Academic Sections)	Selected district of Punjab	2,12,440
117	Item Writing Workshop at Provinces and Areas with TA	April 14 th -26 th	PEAS	2 days Item Writing at each Province/Area for developing a Provincial/Area core group	<ul style="list-style-type: none"> Logistics Nomination Confirmation of participants Accommodation 	NEAS/PEAS	Venue: PEAS	
118	Inhouse capacity building seminar on Report Writing	Apr 18 th	PEAS Staff	To build concepts regarding assessment measurement and evaluation techniques within PEAS staff for the purpose of capacity building	<ul style="list-style-type: none"> Preparation of schedule and availability of resources. Preparation of material e.g presentations, handouts etc. 	Academic Section/ Deputy Director	PEAS (Admin, Academic Section)	
119	Dissemination of provincial assessment findings at district level	Apr 20 th -21 st	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> Contact with district Education Authority Nomination of district stakeholders. Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
120	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
121	Dissemination of provincial assessment findings at district level	Apr 27 th -28 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> • Contact with district Education Authority • Nomination of district stakeholders. • Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
May 2009								
122	Assessment Training for teachers at district level	Week 1 st	Selected groups , Subject Specialists and subject teachers	Teachers will be given conceptual understanding of students assessment and test items writing training	<ul style="list-style-type: none"> • Preparation for workshop • Purchase of stationary • Letter to district administration for arrangement of workshop 	PEAS (Admin, Academic Sections)	Selected district of Punjab	2,12,440
123	Preparation of second list of access and surrender	Week 1 st				PEAS (Accounts Section)	PEAS officie	
124	Dissemination of provincial assessment findings at district level	May 11 th -12 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about students' learning level and factors associated with the learning	<ul style="list-style-type: none"> • Contact with district Education Authority • Nomination of district stakeholders. • Preparation of material and financial matters 	PEAS (Admin, Academic Section)	Selected district	2,02,880
125	National Select Committee Meeting	May 12	Director	Approval on all currently significant issues		NEAS		
126	Dissemination of provincial assessment findings at district level	May 18 th -19 th	Stake holders at district level	To disseminate the Provincial assessment findings at district level for their understanding about	<ul style="list-style-type: none"> • Contact with district Education Authority • Nomination of district stakeholders. • Preparation of 	PEAS (Admin, Academic Section)	Selected district	2,02,880

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
				students' learning level and factors associated with the learning	material and financial matters			
127	Information Dissemination Workshop(III)	May 21-23 2009	NEAS, PEACEs, AEACEs, ATC,	<ul style="list-style-type: none"> Field work at school level Visits to districts inviting teaching community in conferences discussions seminars with the help of local educational administration 	Preparation of material Informing relevant District Education Officers	NEAS, PEACEs, AEACEs		
128	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
129	Workshop on Sampling(II)	May 05-09 2009	PEAS	<ul style="list-style-type: none"> 1 week workshop on sample design and on the data base of NEMIS. Strategies for verification of sample lists. Private School sample. 		Focal Person: ITS (NEAS	FCE Islamabad	
June 2009								
130	Item Review Meetings	June - 2009	NEAS/ PEAS	<ul style="list-style-type: none"> Hands-on review training Item Writing Assignments may be given earlier for this review 	<ul style="list-style-type: none"> Confirmation of TA availability Assignment Packages to Item Writers 	NEAS/PEAS	PEAS	

S. No.	Activity	Dates	Participation	Details	Action Points	Responsible	Venue	Cost/Status
131	Financial wind up of Financial Year	June 2009	Director	Financial closing activities due to end of financial year		NEAS/PEAS		
132	Management Workshop(III)	June 02-06 2009	NEAS/Director PEAS Punjab &TA	1 week workshop	<ul style="list-style-type: none"> • Logistics • Nomination • Confirmation of participants • Accommodation 	Focal person: Director PEAS Punjab	Venue PEAS	
133	PEAS web site revision/ upgradation	Week 4 th		Upgradation of data and design template of PEAS web site		PEAS (Computer Programmer)		
134	Closing of Financial Year 2008-09 activities	Week 4 th		Current year activities and their financial matters will be summed up and submitted to NEAS or other officer	Closing of <ul style="list-style-type: none"> • Activities • NEAS Expenditures • Disbursement • Submission of vouched accounts to NEAS • Stock records • Purchase 			

Abbreviations

ACER	Australian Council for Educational Research
AEAC	Area Education Assessment Centre
AIDG	Assessment Instrument Development Group
ATC	Assessment Training Centre
BGQs	Background Questionnaires
BDWG	Background Data Working Group
EMIS	Education Management Information System
ICT	Islamabad Capital Territory
ID	Information dissemination
IDW	Information Dissemination Workshop
IW	Item writing
LMT	Lead Master Trainer
NA	National Assessment
NAT	National Assessment Testing
NEAS	National Education Assessment System
NMC	National Management Consultant
NPCC	National Planning and Coordination Committee
PEACE	Provincial Education Assessment Centre
RTA	Resident Technical Adviser
TA	Technical Assistance
T. Ad.	Test administrator
TM	Test Marking
TRW	Technical Report Writing
TWG	Technical Working Groups
IMW	International Management Workshop/Information Management Workshop
NMC	National Management Workshop
NPT	National Pilot Testing