



**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	<b><i>ESTABLISHMENT OF CONTROL ROOM IN PEAS</i></b>	<ul style="list-style-type: none"> <li>▪ Management , Administration, Facilitation, Implementation &amp; Services of all approved activities conducted during District-Wide Large Scale Diagnostic Assessment [D-WLSDA] for Grade – IV in Punjab</li> </ul>	Overall Chief COOR  D-WLSDA [Hussain ] For Admin support [ Naveed ] For Academic&IT support [ Azeem /Nasir ]	July 2010
2	<b><i>FINANCIAL MANAGEMENT OF DISTRICT-WIDE LARGE SCALE DIAGNOSTIC ASSESSMENT [D-WLSDA] FOR GRADE - IV</i></b>	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	Masood Naveed	July 2010
3	<b><i>SELECTION OF SAMPLED SCHOOLS</i></b>	<ul style="list-style-type: none"> <li>▪ Preparation of tentative list of district-wide sampled schools for D-WLSDA in Punjab</li> </ul>	Consultant Chief COOR D-WLSDA Azeem Nasir	July 2010
4	<b><i>WORKSHOPS FOR CONFIRMATION OF SAMPLED SCHOOLS</i></b>	<ul style="list-style-type: none"> <li>▪ Confirmation of selected sampled schools through the concerned EDOs</li> <li>▪ Nomination of Focal Person for D-WLSDA from each EDO [Education] office</li> </ul>	Naveed Chief COOR D-WLSDA Azeem Nasir Nasreen	July - Sep. 2010
5	<b><i>PREPARATION OF RANDOM TABLE</i></b>	<ul style="list-style-type: none"> <li>▪ Development of Random Table for selection of students from the sampled schools for D-WLSDA</li> </ul>	Consultant Chief COOR D-WLSDA Azeem Nasir	Aug. 2010



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



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



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



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



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

**Abbreviations:**

	<b>TA;</b> Test Administrator	<b>LMT:</b> Lead Master Trainer	<b>TOT:</b> Trainer of Trainers
<b>PMIU:</b> Punjab Management Implementation Unit	<b>TA:</b> Travelling Allowance	<b>DA: Daily Allowance</b>	<b>AD:</b> Administrative Director of DAC
<b>EDO:</b> Executive District Officer	<b>D-WLSDA:</b> District-Wide Large Scale Diagnostic Assessment		<b>DIR:</b> Director PEAS
<b>SA:</b> System Analyst	<b>COOR:</b> Coordinator D-WLSDA		<b>DD:</b> Deputy Director PEAS
<b>SSS:</b> 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	<b>AO:</b> Accounts Officer PEAS		<b>AE:</b> Assessment Expert
<b>CP:</b> 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