PUNJAB EDUCATION INITIATIVES MANAGEMENT AUTHORITY

Ref: PEIMA/QASS-02/2022/**6508**

Dated:- 28.09.2023

To,

All Licensee of PEIMA-PSSP Schools.

Subject: **SCHEDULE/DATE SHEET OF FIRST TERM SCHOOL BASED ASSESSMENT (SBA), 2023**

As per Notification of School Education Department No.So(ER-1)1-19/2018, dated 28.09 2023, School Based Assessment for Public Schools has been scheduled as under;

Sr.	Activity	Class	Subject	Schedule (8:30 A.M to 10:00 A.M)
1	Downloading, Printing of Assessment Papers along with Keys and Rubrics/ Announcement of Date Sheet.	3,4,5 &6	Islamyat/Ethic ,English, Mathematics, Social Studies, Urdu, General Knowledge/ Science, Computer/Optional Subject and Tadrees-e-Quran	2nd October, 2023
2.	Conduct of Papers	3,4,5 &6	Islamyat	3rd October, 2023
	Conduct of Papers		English	4th October, 2023
3.	Marking of Assessment Scripts and Tabulations of Results			5th October, 2023
4.	Conduct of Papers	3,4,5 &6	Mathematics	6th October, 2023
5.	Conduct of Papers	4 &5	Social Studies	7th October, 2023
6.	Conduct of Papers	6	Tadrees-e-Quran Majeed	
7.	Conduct of Papers	3,4,5 &6	General Knowledge, Science	9th October, 2023
8.	Marking of Assessment Scripts and Tabulations of Results			10th October,2023
9.	Conduct of Paper	3,4,5 & 6	Urdu	11th October, 2023
10.	Conduct of Paper	6	Computer/ optional Subject	12th October, 2023
11.	Conduct of Paper	6	Social Studies	13th October, 2023
12.	Parents Teachers Meeting			14th October, 2023

2. Following instruction/direction should be adhered in letter and spirit;

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i. Teaching activities will continue as usual in class rooms after the assessment has been conducted.

ii. There will be no scheduled holiday when there is no assessment and school will remain open and operational except on Sundays.

iii. All subject Question Paper except for English and Urdu available bilingual format. School has flexibility to generate Question Paper for other subject in either English, Urdu or bilingual format.

iv. **Every school will generate QR Coded Question papers through login into Item Bank System (IBS) with QR code showing complete information of school with EMIS code (which can be scanned through any QR Code scanning App).**

v. Each system generated paper for a subject will consist of 1 page comprising of 50 marks (10 MCQs, 3 CRQs except Tadrees-e- Quran Majeed.

vi. For optional subject other than computer science, school will follow a similar pattern for assessment preparation.

vii. Assessment Scripts Marking will be conducted promptly and in line with Standardized Keys and Rubrics alongside the paper in IBS and simultaneously with the assessment process.

viii. During the Parents Teachers Meeting, focus be on highlighting students' positive aspect and discussing areas for improvement to enhance their learning experience.

ix. To address any query related to Item Bank System and Paper Generation, following internal cell has been established by PEC.

Sr.	Name and Designation	Cell NO	Control Room No
1.	Qammar Sajjad, Deputy Director (I.T)	0322-4543204 & 0322-4886010	042-99260142 Ext. 116
2.	Muhammad Rafique, Network/ System Engineer	0333-4045115	

x. Monitoring Team of **School Education Department** would monitor the activities of SBA.

xi. The Licensees of PEIMA-PSSP schools are directed to ensure that the **strict compliance of Govt. instructions** and that schools have utilized IBS to generate papers by using their own login and conducted assessment as per guidelines issued.

For.

Director (QASS),
PEIMA
28/09/2023

CC;

1. PA to the Chief Executive Officer, PEC.
2. PA to the Chief Executive Officer, PEIMA.
3. The Director Program wing with the request to email the letter to all licensees.
4. Assistant Director (C.P) of PEIMA with the request to upload the letter on the official web of PEIMA.

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No. SO(ER-I)1-19/2018
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
SECTION (ER-I)

Dated Lahore, the 28th September, 2023

To

1. **All Deputy Commissioners / Administrators,**
   District Education Authorities, Punjab
2. **All Chief Executives Officers,**
   District Education Authorities, Punjab.

Subject: **SCHEDULE / DATE SHEET FOR FIRST TERM SCHOOL BASED ASSESSMENT (SBA), 2023**

I am directed to refer to the subject cited above and to enclose the schedule / date sheet for First Term School-Based Assessment (SBA), 2023 and to convey that following instructions / directions be adhered in letter & spirit:

i. Teaching activities will continue as usual in classrooms after the assessment has been conducted.

ii. There will be no scheduled holidays when there is no assessment, and schools will remain open & operational, except on Sundays.

iii. All subject question papers, except for English and Urdu, are available in bilingual format. Schools have the flexibility to generate question papers for other subjects in either English, Urdu, or a bilingual format.

iv. Schools will generate QR-coded question papers by accessing the Item Bank System (IBS). The QR code contains comprehensive school information, including the EMIS code, which can be scanned using QR Code Scanning Application by monitors.

v. Each system-generated paper for a subject will consist of one page comprising of 50 marks (ten (10) MCQs & three (03) CRQs except Tadrees-e-Quran Majeed).

vi. For optional subjects other than computer science, schools will follow a similar pattern for assessment preparation.

vii. Assessment Scripts' marking will be conducted promptly and in line with the standardized keys and rubrics generated alongside the papers in the IBS and simultaneously with the assessment process.

viii. During parent-teacher meetings, the focus will be on highlighting students' positive aspects and discussing areas for improvement to enhance their learning experiences.

(MUHAMMAD YOUNIS)
SECTION OFFICER (ER-I)

NO. & DATE EVEN:

A copy for information and further necessary action is forwarded to:

1. The Secretary, School Education Department, South Punjab, Multan.
2. The Chief Executive Officer, PEIMA, Lahore.
3. The Managing Director, Punjab Education Foundation, Lahore.
4. The Director Public Instructions (SE/EE, S-SE/S-EE), Punjab, Lahore.
5. The Chief Executives Officer, Punjab Examination Commission (PEC), Lahore.

(MUHAMMAD YOUNIS)
SECTION OFFICER (ER-I)

CC:

1. PS to Secretary, School Education Department.
2. PS to Special Secretary, School Education Department.
3. PS to Additional Secretary (ER), School Education Department

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DATE SHEET

FIRST TERM SCHOOL BASED ASSESSMENT (SBA), 2023

(02.10.2023 TO 14.10.2023)

Assessment Time: 8:30 to 10:00 AM

DATE	DAY	GRADE-3	GRADE-4	GRADE-5	GRADE-6	GRADE-7	GRADE-8
02-10-2023	Monday	PREPARATION DAY (DOWNLOADING, PRINTING OF ASSESSMENT PAPERS ALONG WITH KEYS & RUBRICS/ ANNOUNCEMENT OF DATE SHEET)					
03-10-2023	Tuesday	Islamiat	Islamiat	Islamiat / Ethics	Islamiat / Ethics	Islamiat / Ethics	Islamiat / Ethics
04-10-2023	Wednesday	English	English	English	English	English	English
05-10-2023	Thursday	MARKING OF ASSESSMENT SCRIPTS & TABULATION OF RESULTS					
06-10-2023	Friday	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
07-10-2023	Saturday	X	Social Studies	Social Studies	Tadrees-e-Quran Majeed	Tadrees-e-Quran Majeed	Tadrees-e-Quran Majeed
09-10-2023	Monday	General Knowledge	Science	Science	Science	Science	Science
10-10-2023	Tuesday	MARKING OF ASSESSMENT SCRIPTS & TABULATION OF RESULTS					
11-10-2023	Wednesday	Urdu	Urdu	Urdu	Urdu	Urdu	Urdu
12-10-2023	Thursday	TABULATION, COMPILATION AND ENTERING THE ASSESSMENT MARKS IN THE ASSESSMENT REGISTER			Computer / Optional Subject	Computer / Optional Subject	Computer / Optional Subject
13-10-2023	Friday				Social Studies	Social Studies	Social Studies
14-10-2023	Saturday	PARENT TEACHER MEETING					

(MUHAMMAD YOUNIS)
SECTION OFFICER (ER-I)

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DATE SHEET

FIRST TERM SCHOOL BASED ASSESSMENT (SBA), 2023

(02.10.2023 TO 14.10.2023)

Assessment Time: 8:30 to 10:00 AM

DATE	DAY	GRADE-3	GRADE-4	GRADE-5	GRADE-6	GRADE-7	GRADE-8
02-10-2023	Monday	PREPARATION DAY (DOWNLOADING, PRINTING OF ASSESSMENT PAPERS ALONG WITH KEYS & RUBRICS/ ANNOUNCEMENT OF DATE SHEET)					
03-10-2023	Tuesday	Islamiat	Islamiat	Islamiat / Ethics	Islamiat / Ethics	Islamiat / Ethics	Islamiat / Ethics
04-10-2023	Wednesday	English	English	English	English	English	English
05-10-2023	Thursday	MARKING OF ASSESSMENT SCRIPTS & TABULATION OF RESULTS					
06-10-2023	Friday	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
07-10-2023	Saturday	X	Social Studies	Social Studies	Tadrees-e-Quran Majeed	Tadrees-e-Quran Majeed	Tadrees-e-Quran Majeed
09-10-2023	Monday	General Knowledge	Science	Science	Science	Science	Science
10-10-2023	Tuesday	MARKING OF ASSESSMENT SCRIPTS & TABULATION OF RESULTS					
11-10-2023	Wednesday	Urdu	Urdu	Urdu	Urdu	Urdu	Urdu
12-10-2023	Thursday	TABULATION, COMPILATION AND ENTERING THE ASSESSMENT MARKS IN THE ASSESSMENT REGISTER			Computer / Optional Subject	Computer / Optional Subject	Computer / Optional Subject
13-10-2023	Friday				Social Studies	Social Studies	Social Studies
14-10-2023	Saturday	PARENT TEACHER MEETING					

(MUHAMMAD YOUNIS)
SECTION OFFICER (ER-I)

GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore the 27th September, 2023

ORDER

No. SO(ER-I) 1-19/2018: In continuation of this department's letter of even number dated 19.09.2023, following Provincial Committee is hereby constituted to monitor School Based Assessment (SBA) in the regions mentioned against each:

S#	Designation	Region
1.	Secretary, School Education Department, Punjab	All Punjab
2.	Secretary, School Education Department, South Punjab	South Punjab
3.	Special Secretary, School Education Department, Punjab	All Punjab
4.	Additional Secretary (General), SED	Faisalabad Division
5.	Additional Secretary (ER), SED	Lahore Division
6.	Additional Secretary (B&P), SED	Sahiwal Division
7.	Additional Secretary (School), SED	Multan Division
8.	Additional Secretary (DEA), SED	Sargodha Division
9.	Additional Secretary (ME), SED	Bahawalpur Division
10.	Deputy Secretary (Acad South), SED	D.G Khan Division
11.	Deputy Secretary (ER), SED	Rawalpindi Division
12.	Deputy Secretary (Acad), SED	Sahiwal Division
13.	Deputy Secretary (B&P), SED	Gujranwala Division

2. Following Section Officers shall remain actively engaged with the provincial monitors for immediate redressal/ coordination/ monitoring in their respective region.

1.	Section Officer (ER-I)	Sahiwal, Sargodha & Faisalabad Divisions
2.	Section Officer (ER-II)	Bahawalpur, D.G Khan & Multan Divisions
3.	Section Officer (Training)	Lahore, Gujranwala & Rawalpindi Divisions

3. All DPIs (SE/EE/ S-SE/ S-EE), Divisional Director (SE/EE) & CEOs (DEAs) are directed to assure smooth execution and implement transparency in coordination with Provincial Committee during the conduct of each term of SBA

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in their respective jurisdiction and submit their monitoring reports on the prescribed monitoring form.

4. The Chief Executive Officer, Punjab Examination Commission shall compile the daily SBA Reports and address the queries received directly to PEC's cell and/or reported by Provincial Monitors. Furthermore, he shall also present the report to the committee in post term review meeting.

Terms & Condition

The Committee Shall;

i. Monitor the execution of SBA in schools within their respective regions.
ii. Ensure that SBA procedures **(Annex-A)** are being followed correctly and fairly.
iii. Identify irregularities/ discrepancies (if any), or issues related to SBA, report them for appropriate action and work toward amicable resolutions.
iv. Visit atleast one school daily and submit monitoring report on the prescribed monitoring form **(Annex-B)**.

SECRETARY TO GOVT. OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:

1. All committee members.
2. All DPIs (SE/EE/ S-SE/ S-EE) in Punjab.
3. All Divisional Director (SE/EE) in Punjab.
4. All CEOs (DEAs) in Punjab.
5. The Chief Executive Officer, Punjab Examination Commission, Lahore.
6. PS to Special Secretary, School Education Department.
7. PS to Additional Secretary (ER), School Education Department.

(MUHAMMAD YOUNIS)
SECTION OFFICER (ER-I)

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PUNJAB EXAMINATION COMMISSION
WAHDAT COLONY, LAHORE
(www.pec.edu.pk)
Tel:No: 042-99260142,147,150,156
Dated: 25/09/23

NOTIFICATION

No. PEC-866 : In pursuance of School Education Department letter No. SO(ER-I)1-19/2018 dated 19th September, 2023, an internal cell has been established in PEC office Lahore to address quires related to Item Bank System & Paper Generation in respect of First Term School Based Assessment 2023. Following are the focal persons:

Sr. No	Name	Designation	Cell No.	Control Room No.
1.	Qammer Sajjad	Deputy Director (IT)	0322-4543204 0322-4886010	042-99260142 Ext. 116
2.	Muhammad Rafique	Network / System Engineer	0333-4045115	

DIRECTOR (ADMN & FINANCE)
PUNJAB EXAMINATION COMMISSION

CC:-

1) All Chief Executive Officers (DEA), Punjab.
2) All Directors / Deputy Directors, PEC.
3) Officers concerned.
4) PS to Secretary, School Education Department.
5) PS to Special Secretary, School Education Department.
6) PS to Additional Secretary (ER), School Education Department.
7) PA to Chief Executive Officer, PEC.