

PUNJAB EXAMINATION COMMISSION
WAHIDAT COLONY, LAHORE
(www.pec.edu.pk)
Tel: No. 042-99260146
No. 185 Dated: ~~17th February, 2023~~
20-02-2023

All Chief Executive Officers
District Education Authority
Punjab

Subject: Training of Districts/Schools for School Based Assessment (SBA) and Rubrics, 2023

As per directions of Government of the Punjab in Approved Assessment Policy Framework-2019, Punjab Examination Commission (PEC) will facilitate schools in conduct of School Based Assessment from grade 1 to 8. PEC will share item bank through an online system i.e., Item Bank System (IBS) with guidelines to schools. Schools will prepare their own date sheet and question papers for SBA. The institutes will conduct their assessment, mark the papers as per keys and rubrics provided by PEC. The report cards will be issued to the students as per template provided by PEC.

2. Training of SBA at District Level with its Cascade Plan: A district wise training schedule is planned for training of CEOs-DEAs, SBA focal persons of DEAs, DEOs, DyDEOs, AEOs, CTSC Heads and IT Teachers, in their respective districts as below:

Sr. No.	Provincial Monitors/Trainers	22 February, 2023	23 February, 2023	24 February, 2023	25 February, 2023
1	Dr. Nasir Mahmood	Toba Tek Singh	Jhang	Faisalabad	Chiniot
2	Mr. Naveed Khurshid				
3	Ms. Fatima Zahra	Hafiz Abad	Kasur	Okara	Sahiwal
4	Ms. Rabia Khan				
5	Ms. Zobia Khan	Lahore	Sheikhupura	Nankana Sb	Gujranwala
6	Mr. Muhammad Irfan				
7	Dr. Muhammad Shahid Faryad	Khanewal	Multan	Lodhran	Layyah
8	Dr. Naseer Ahmad Salfi				
9	Mr. Qammer Sajjad	MB Din	Gujrat	-----	
10	Mr. Muhammad Tayyab			Narowal	Sialkot
11	Ms. Sania Tariq	-----			
12	Mr. Khubaib Ahmed	Pakpattan	Bahawalnagar	Bahawalpur	Vehari
13	Mr. Muhammad Hamayun				
14	Mr. Abdul Khaliq	RY Khan	Rajanpur	DG Khan	Muzaffargarh
15	Mr. Muhammad Muzammil				
16	Ms. Muhammad Rafique	Sargodha	Khushab	-----	
17	Ms. Salma Batool			Bhakkar	Mianwali
18	Mr. Muhammad Ahmad	-----			
19	Mr. Muhammad Wahaaj	Chakwal	Jhehlum	-----	
20	Mr. Rana Muhammad Islam			Rawalpindi	Attock
21	Mr. Muhammad Saleem	-----			

Overall Provincial/ District Monitors:

1.	Five Overall Provincial Monitors	Nominated by Secretary, SED
2.	Chief Executive Officer, PEC	Overall Provincial Monitor
3.	Director (Admin & Finance), PEC	Overall Provincial Monitor
4.	Director (Assessment & Framework), PEC	Overall Provincial Monitor
5.	DPI (SE), Punjab	Provincial Monitor, Punjab
6.	DPI (EE), Punjab	Provincial Monitor, Punjab
7.	DPI (SE), South Punjab	Provincial Monitor, South Punjab
8.	DPI (EE), South Punjab	Provincial Monitor, South Punjab
9.	CEOs (DEAs), All Punjab	District Monitor
10.	SBA Focal Persons, DEAs, All Punjab	District Monitor

4. The agenda and detailed plan for each session of the training is as under:

Key Activities	Main Description
Training on School-based Assessment	
a. Introduction to APF b. Introduction to SBA 2023 c. Introduction of IBS and Instructions for teachers to develop papers, keys and Rubrics d. Sample report card e. Instructions to fill in report card f. Responsibilities of different stakeholders (DEAs, School Heads, PEC and Focal Person) g. Guidelines for private schools and students to adopt SBA h. Practical of paper construction	Time: 2 Hours No. of Sessions: 4 Session 1&2: 10 am – 12 Noon Session 3&4: 1 – 3 pm Session 3 & 4 is for AEOs
Participants (Number of participants in each session: 80) of District level Training of SBA 2022: CEOs-DEAs, SBA focal persons of DEAs, DEOs, DyDEOs, AEOs, CTSC Heads & their IT teachers, and representatives of PEF, PEIMA, LNFBE, Social Welfare Board, DS&COE Authority and Private Schools etc.)	

- Two provincial monitors from PEC will impart training at each district. Each trainer will conduct two sessions per day.
- All seven subject LMTs of Rubrics will attend first session of SBA training on the first day. Two LMTs from each district will be used as facilitator, one with each provincial monitor.
- 80 participants will get training in each session making total 320 in four sessions (80 trainees per session * 2 sessions per trainer * 2 trainers * 1 day).
- AEOs and CTSC heads will impart training to the remaining school heads and teachers in their clusters/markaz within 3 days after getting this training, AEOs to primary schools and CTSC heads to Elementary, High and Higher Secondary Schools.
- You are requested to ensure the presence of 320 participants on the schedule given above and arrange a venue for training with two halls each having multimedia, sound system, electricity backup and seating capacity of 80 persons.

5. Training of Subject Teachers for Rubrics at Tehsil Level:


Detail plan of Rubrics training is as under:

- Training to subject teachers on rubrics will also be provided parallel to the SBA training by LMTs of seven subjects in each district at tehsil level.

- SBA focal persons will design a plan of training at tehsil level in coordination with DyDEOs, LMTs and PEC district focal person on the day of SBA training at district level.
- LMTs will impart training to all tehsils of their districts with one tehsil on each day.
- All seven subject LMTs will impart training to subject teachers through cascade manner in coordination with the tehsil DyDEOs and AEOs.
- Seven subject teachers from each markaz and CTSC will attend training of seven subjects (English, Maths, Urdu, Islamiyat/Tadrees-e-Quran Majeed, GK/Science, Computer Education and Social Studies/History & Geography) i.e., one for each subject.
- AEOs will also attend training in the subject of their choice.
- On the next day, AEOs and 7 trained teachers in rubrics will impart training to all other teachers of their markaz/CTSC.
- DyDEOs and AEOs will ensure training of all teachers in their CTSCs and markaz, AEOs to primary schools and CTSC heads to Elementary, High and Higher Secondary Schools.

6. SBA focal persons at DEAs are requested to work efficiently and in close liaison with the PEC provincial monitors for making arrangements for the successful conduct of this training. SBA focal person will provide certificate of successful conduct of both trainings (SBA and Rubrics) to all the teachers of their district by 28th February, 2023. In case of any query, fell free to contact Mr. Khubaib Ahmed (0321-7917000).

Note: SOPs of corona will be observed strictly during all levels of training.


 (Dr. Zulfikar Ali Saqib) 17/02/2023
Director Assessment and Framework
Punjab Examination Commission

CC:

1. P.A. to Chief Executive Officer, PEC
2. Director Admin and Finance, PEC
3. All CEOs-DEAs
4. SBA Focal Persons of DEAs
5. Heads of attached departments (PEF, PEIMA, LNFBE, Social Welfare Board, DS&COE Authority and Private Schools)
6. All LMTs of Rubrics
7. Concerned PEC Officers
8. Office file