



PUNJAB EXAMINATION COMMISSION

WAHDAT COLONY, LAHORE

(www.pec.edu.pk)

Tel:No: 042-99260142,147,150,156

Date: 6th March, 2023

OFFICE ORDER No. PEC **232**, The following officers are hereby nominated as PEC Provincial/District Monitors in the field from 10 – 18th March, 2023 for School Based Assessment (SBA) 2023 conduct.

Officer	10,11,15,16 March, 2023	13,14,17,18 March, 2023
Dr. Abdul Waheed	Multan	Multan
Dr. Nasir Mahmood	Rawalpindi	Rawalpindi
Mr. Muhammad Tayyab	Okara	Hafizabad
Mr. Qammer Sajjad	Sialkot	Narowal
Ms. Fatima Zahra	Faisalabad	Faisalabad
Ms. Sania Tariq	Gujranwala	Nankana Sahib
Mr. Abdul Khaliq	Kasur	Kasur
Ms. Rabia Khan	Nankana Sahib	Gujranwala
Ms. Zobia Khan	Lahore	Sheikhupura
Mr. Muhammad Hamayun	Jhehlum	Gujrat
Ms. Salma Batool	Sargodha	Sargodha
Mr. Khubaib Ahmed	Bahwalnagar	Bahawalpur
Dr. Naseer Ahmad	Khanewal	Lodhran
Mr. Muhammad Arif	Layyah	Bhakkar
Mr. Malik Saleem Haider	MB Din	Khanewal
Mr. Rana Muhammad Islam	Chiniot	Jhang
Mr. Muhammad Rafique	Pakpattan	Vehari
Mr. Muzammil Ali	Khushab	Mianwali
Mr. Mahboob Ahmad	Toba Tek Singh	Sahiwal
Dr. Muhammad Shahid	Muzaffar Garh	D. G. Khan
Mr. Nouman Kalim	D. G. Khan	Rajanpur
Mr. Shoukat Ali	Chakwal	Attock
Mr. Junaid Rasool	Bahawalpur	R.Y. Khan

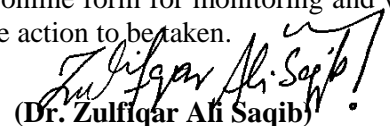
Overall Provincial/ District Monitors:

1.	Five Overall Provincial Monitors	Nominated by Secretary, SED
2.	Five Overall Provincial Monitors	Nominated by Secretary, SED South Punjab
3.	DPI (SE), Punjab, DPI (EE), Punjab	Provincial Monitor, Punjab
4.	DPI (SE), South Punjab, DPI (EE), South Punjab	Provincial Monitor, South Punjab
5.	CEOs (DEAs) & SBA Focal Persons	District Monitor

CEO PEC, Director Admin & Finance PEC and Director Assessment PEC will also monitor SBA 2023 as PEC provincial Monitors, all over Punjab.

SOPs for Monitoring:

1. All monitors will monitor at least 2-3 schools a day and will change tehsil on daily basis.
2. Monitors will scan the QR code on paper which will authenticate the generation of paper from IBS.
3. DEAs will ensure the implementation of SBA in true letter and spirit. DEAs will take immediate action against the defaulters of SBA on report of provincial monitors.
4. Each monitor will fill up a monitoring proforma (Hard and online soft).
5. All PEC provincial monitors should try to cover all tehsils of districts allotted to them.
6. On return, all provincial monitors will bring certificate of completion of SBA by CEO-DEA from their respective districts.
7. All monitors will contact Mr. Khubaib Ahmed (0321-7917000) in case of any queries.
8. PEC monitor will share live location on daily basis and will collect sample paper from the school.
9. Mr. Naseer Salfi in coordination with IT Wing, will generate an online form for monitoring and will submit a daily report to Director Assessment for further immediate action to be taken.


(Dr. Zulfqar Ali Saqib)

Director Assessment and Framework

1. P.A. to Chief Executive Officer, PEC
2. Director Admin and Finance, PEC
3. Concerned Officers
4. Office file

MONITORING REPORT OF SBA (2023) CONDUCT

School Name: _____ Tehsil & District: _____

Head's Name & Contact #: _____

Sr. #	Statement/Activity	Remarks	
SBA & Rubrics Training			
1	Has SBA training been imparted to all primary teachers by AEOs?	Yes	No
2	Has SBA training been imparted to all elementary schools and high schools head by CTSC heads?	Yes	No
3	Has Rubrics training been imparted to all teachers by LMTs?	Yes	No
Comments:			
Paper Generation			
4	Logged in easily into IBS system.	Yes	No
5	Generating paper is easy process; If not what problems are faced _____	Yes	No
6	QR Code was present on papers.	Yes	No
7	School generated papers from IBS using its own school login.	Yes	No
8	School constructed papers of all subjects for all grades using Item Bank System (IBS) of PEC.	Yes	No
9	School generated both parts (MCQs & CRQs) of papers using IBS.	Yes	No
10	Did teachers review the paper before photocopying/printing?	Yes	No
Comments:			
Conduct			
11	SBA date sheet is available at school.	Yes	No
12	School prepared its own date sheet. If "Not", what is the reason? _____	Yes	No
13	SBA activities being conducted as per notified schedule. If "Not", what is the reason?	Yes	No
14	Quality of paper (printing/photocopying) is satisfactory	Yes	No
15	Students are taking interest in answering the questions	Yes	No
16	Is students' opinion positive about assessment? If no, what did they say? _____	Yes	No
17	Students brought their own answer sheets for CRQs papers.	Yes	No
18	Answer sheets were provided by school.	Yes	No
19	School contacted focal person/CEO during SBA for guidance.	Yes	No
20	Focal person/CEO (DEA) visited the school during SBA.	Yes	No
21	Was the focal person supportive/useful for SBA?	Yes	No
Comments:			
Marking			
22	Marking of papers has been started at school.	Yes	No
23	Keys for marking of MCQs are generated from IBS.	Yes	No
24	Rubrics for marking of CRQs are generated from IBS.	Yes	No
25	Teachers are trained in paper marking according to rubrics.	Yes	No
26	MCQs being marked according to Keys provided by PEC.	Yes	No

27	CRQs being marked according to rubrics provided by PEC.	Yes	No
Comments:			
Report Card Preparation			
28	Assessment register is maintained in school.	Yes	No
29	Assessment record of students are entered in assessment register.	Yes	No
30	Report card of each student is prepared according to template provided by PEC.	Yes	No
31	All the parts of report card are filled as per given instructions.	Yes	No
Comments:			

Any worth mentioning problem reported:

Name of Monitoring Officer: _____ Signature: _____

Designation & Organization: _____ Date of visit: _____

Signature and Stamp of School Head: _____

Note:

All the monitors are required to:

- ❖ Scan QR code of paper through Android application to ensure the originality of papers.
- ❖ Monitor assessment process thoroughly and give constructive input for future improvement.
- ❖ Monitors attitude and behaviors should be of facilitator and supporter.
- ❖ Schools' norms and SOPs should be followed.
- ❖ Send defaulter schools' report to concerned CEO (DEA) as well Director Assessment, PEC on daily basis through Google Form Link.
- ❖ Submit online monitoring proforma on Google Form Link on daily basis.
- ❖ Submit a comprehensive report at the end of Monitoring along with hard copies of daily reports.