



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

Dated Lahore, the 1st December, 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 MID TERM SCHOOL BASED ASSESSMENT (SBA), 2023**

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

- i. Teaching activities shall continue as usual in schools before & after the assessment has been conducted.
- ii. There shall be no scheduled holiday when there is no assessment, and schools shall remain open.
- iii. Schools have the flexibility to generate question papers for all subjects in either English or Urdu language, except for English and Urdu subjects.
- 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 leaf 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 & rubrics generated alongside the papers in the IBS and simultaneously with the assessment process.
- viii. Records of students shall be kept in accordance with the prescribed procedures, maintaining thorough documentation in both assessment registers and portfolios.
- ix. During parent-teacher conferences, the focus will be on highlighting students' positive aspects and discussing areas for improvement to enhance their learning experiences.

Note: Schools shall also be responsible for developing mid-term assessment papers for Grade 1 and 2, as well as for secondary & higher secondary students (Grade 9 to 12) and conducting exams in accordance with the timelines specified in the provided date sheet.


(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.
6. All Assistant Education Officers (M/W) in Punjab.
7. All Head Teacher /Headmasters / Principals of Government Schools in Punjab.

(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

DATE SHEET

MID TERM SCHOOL BASED ASSESSMENT (SBA), 2023
(07.12.2023 TO 16.12.2023)
Assessment Time: 11:00 AM to 12:30 PM

DATE	DAY	GRADE-3	GRADE-4	GRADE-5	GRADE-6	GRADE-7	GRADE-8	
PREPARATION DAY (DOWNLOADING, PRINTING OF ASSESSMENT PAPERS ALONG WITH KEYS & RUBRICS/ ANNOUNCEMENT OF DATE SHEET)								
07-12-2023	Thursday							
08-12-2023	Friday	Islamiat	Islamiat	Islamiat / Ethics	Islamiat / Ethics & Tadreese-Quran Majaed	Islamiat / Ethics & Tadreese-Quran Majaed	Islamiat / Ethics & Tadreese-Quran Majaed	
09-12-2023	Saturday	English	English	English	English	English	English	
11-12-2023	Monday	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	
12-12-2023	Tuesday	X	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies	
13-12-2023	Wednesday	General Knowledge	Science	Science	Science	Science	Science	
14-12-2023	Thursday	Urdu	Urdu	Urdu	Urdu	Urdu	Urdu	
15-12-2023	Friday	TABULATION, COMPILATION AND ENTERING THE ASSESSMENT MARKS IN THE ASSESSMENT REGISTER					Computer / Optional Subject	Computer / Optional Subject
16-12-2023	Saturday	PARENT TEACHER CONFERENCE						Computer / Optional Subject

(MUHAMMAD YOUNIS)
SECTION OFFICER (ER-I)

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07-12-2023	Thursday	PREPARATION DAY (DOWNLOADING, PRINTING OF ASSESSMENT PAPERS ALONG WITH KEYS & RUBRICS/ ANNOUNCEMENT OF DATE SHEET)						
08-12-2023	Friday	Islamiat	Islamiat	Islamiat / Ethics	Islamiat / Ethics & Tadreese-Quran Majeed	Islamiat / Ethics & Tadreese-Quran Majeed	Islamiat / Ethics & Tadreese-Quran Majeed	
09-12-2023	Saturday	English	English	English	English	English	English	
11-12-2023	Monday	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	
12-12-2023	Tuesday	X	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies	
13-12-2023	Wednesday	General Knowledge	Science	Science	Science	Science	Science	
14-12-2023	Thursday	Urdu	Urdu	Urdu	Urdu	Urdu	Urdu	
15-12-2023	Friday	TABULATION, COMPILATION AND ENTERING THE ASSESSMENT MARKS IN THE ASSESSMENT REGISTER				Computer / Optional Subject	Computer / Optional Subject	Computer / Optional Subject
16-12-2023	Saturday	PARENT TEACHER CONFERENCE						

(MUHAMMAD YOUNIS)
SECTION OFFICER (ER-I)