



No. SO(DEA) 2-2/2017  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
Dated Lahore the, May 03, 2017

To

1. All the Chief Executive Officers (DEA), in Punjab.
2. All the District Monitoring Officers, in Punjab.
3. All the DTSC Heads in Punjab.

**SUB: i) ADDITIONAL PRACTICE MATERIALS FOR GRADE 3 SIX MONTHLY ASSESSMENT SCHEDULED FOR SEPTEMBER 2017**

**ii) TEMPLATE ACTION PLAN FOR RAISING LND SCORES**

The Department is making concerted efforts to improve quality of education by measuring learning outcomes through the six monthly assessment of Grade 3 students of Government and PEF schools, across Punjab. The next test will take place in September 2017 and the Department is providing additional practice materials to help teachers reinforce concepts for the students.

- a. Six monthly assessment of Grade 3 students for September 2017 is scheduled between September 15 to September 30. This test will take place in Urdu, Mathematics and English subjects and will be held in all Government schools.
- b. CEOs are required to take the assessment test seriously and should motivate the teachers to prepare Grade 3 students for the test by reviewing the sample paper and remedial packages attached for extra practice.

**2. SAMPLE TEST PAPER**

The sample test paper has been developed on the 22 six-monthly SLOs to provide students with extra practice on the basic literacy and numeracy. The questions follow the pattern of the six-monthly test that will be conducted in September 2017. This sample test is intended to help teachers predict their students' performance on the six monthly assessment and prepare them accordingly (**Annex-A**). The test should be provided to the schools by the AEOs during school visits. The Grade 3 teachers in the school should use the test as practice for Grade 3 students. Please circulate the test among the AEOs with the following guidelines:

- a. The sample test has questions on the pattern and SLOs of the six monthly assessment.

h2

- b. Please get this photocopied for all Grade 3 students in your school. 1 copy per Grade 3 student enrolled.
- c. Instruct teachers in the school to conduct the test with Grade 3 students during the month of May using the Script for Invigilators (**Annex-B**) provided.
- d. Ask the teachers to check the test using the Answer key provided (**Annex-C**) and use the results to identify student's weak areas
- e. After marking the test, ask the teachers to submit the test papers to the AEOs for entry of results.
- f. Communicate that another sample test will be provided in August so that the students gain additional practice before the official six-monthly assessment in September 2017.

### **3. REMEDIAL PACKAGES**

Each of the three packages contains practice questions on low performing English, Math and Urdu SLOs that will be tested in the six monthly assessment in September 2017. These packages are additional resources for the teachers to use to give extra practice to students. The packages also contain a set of guidelines for teachers, outlining the best approach to teach literacy and numeracy SLOs to students (**Annex-D**). Please circulate the 3 remedial packages in all schools with the following set of guidelines:

- a. Please get the packages photocopied for all Grade 3 teachers who teach English, Urdu and Math, 1 copy for each Grade 3 teacher.
- b. Instruct the teachers to use the suggested guidelines to teach specific SLOs and make students practice the given questions.

**4.** CEOs are to ensure that the **Template Action Plan** for raising LND and 6 Monthly Assessment scores (**Annex-E**) is present with each AEO in the district and is used as a guide on which interventions can be undertaken to improve performance of the district.

**5.** CEOs are to ensure a record of all the activities being conducted the AEOs is maintained in the form of a logbook or report and should include the following items:

- a. Previous and current LND scores of each markaz in the district
- b. CEOs comments in respect of each markaz regarding improvement or non-improvement of LND scores. Reasons may also be indicated in each case.
- c. Steps taken in each markaz for improvement of LND scores.



- d. Dates on which the LND tests were conducted along with the name and designation of the responsible person who conducted the test.
  - e. Details about the number of students tested in each school.
6. Director Public Instruction (EE) is requested to follow up and submit compliance report to the Department.

*Muhammad Ahsan ul*  
**ADDITIONAL SECRETARY (DEA)** 3/5/17

**No. & Date Even**

A copy is forwarded for information & necessary action to:

1. The Programme Director, DSD, Lahore.
2. The Programme Director, PMIU, Lahore.
3. The Managing Director, PEF, Lahore.
4. The Director Public Instruction (SE/EE), Punjab, Lahore.
5. Deputy Director (Monitoring) with the request to E-Mail to all the CEOs (DEA), in Punjab.
6. The District Field Coordinators are requested to provide hard and soft copy to the CEO (DEA) and discussed in detail.
7. The Incharge Secretary's Delivery Unit, PMIU, Lahore.
8. The Chief Minister's Education RoadMap Team.
9. The Technical Assistance Management Organization, PESP-II.

*[Signature]*  
**SECTION OFFICER (DEA)** 03/05/17

**CC:**

1. PSO to Secretary School Education
2. PS to Special Secretary (Operations)
3. PS to Additional Secretary (Schools)
4. PA to Additional Secretary (DEA)