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**Proceedings of the Director of the State Council of Educational Research and
Training, Chennai -600 006**

R.C.No. 696329/G4/2024, dt. 09.09.2024

Sub: National Achievement Survey, 2024 - Nomination of District Level Personnel-Instructions – Issued-Reg.

Ref: Letter from **Prof. Indrani Bhaduri**, CEO PARAKH & Head, Educational Survey Division, National Council of Educational Research and Training (NCERT), New Delhi -16, F.No.31-6/PARAKH National Assessment Centre/2024-25/288, dt. 06.09.2024.

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With reference to the letter cited, it has been informed that PARAKH Rashtriya 2024, i.e National Achievement Survey, 2024 is tentatively scheduled on November 19th, 2024 in the sampled schools for the Grades 3,6 & 9. In this connection, the **list of State & District-Level Master Trainers and Scanning Coordinators, along with their contact details and proposed dates for the two-day training in the State of Tamil Nadu is to be sent to NCERT.** The faculty members from PARAKH, NCERT, and State-Level Master Trainers will serve as resource persons for the two-day workshop.

Role and Responsibilities of the District Level Personnel

State Level Coordinators (SLCs)

- ❖ The State Level Coordinators (SLCs) will be SPD, Samagra Shiksha and Director SCERT.
- ❖ Two Associate SLCs, one from SS and one from SCERT will be involved.
- ❖ SPD Samagra Shiksha will be responsible for activities like printing, timely release of funds at State and Districts levels.
- ❖ Printing, Packaging and dispatch of tests booklets and Pupil Questionnaire (PQ) (sealed class wise in separate packets), Questionnaires (Teacher, and School), OMR sheets, Field Notes to the district coordinators/RCC.
- ❖ Assembling the district coordinators/COs at the place of printing and ensuring that the school wise bundles are prepared containing the required test material.

Ensuring personnel involved in preparing the bundles have no access to any phone or camera.

- ❖ Ensuring availability of suitable scanning space and nominating a scanning coordinator in consultation with Director SCERT for each district and providing scanners for OMR scanning in advance.

District Level Coordinators (DLCs)

- ❖ District Level Coordinators are the CEO (Chief Educational Officer) and the Principal of the DIET.
- ❖ Two Associate District Level Coordinators, one from DIET and another from CEO office are to be nominated to assist the implementation.
- ❖ The DLOs need to verify the existence of sample schools, medium of instruction, student numbers, and UDISE codes and report discrepancies to State Level Coordinators.
- ❖ District coordinators need to select Field Investigator (FI) for each grade (III, V & IX) and for each sampled school.
- ❖ They need to organize training workshops in coordination with SCERT for the Field Investigators and ensure that all the selected Field Investigators attend the training workshop for test administration.

Chief Controlling Officer (CCO) and Controlling Officers (CO)

- ❖ The DM's offices will act as RCCs at the district level.
- ❖ District Magistrates (DM) need to nominate internal or intra-department officers (One Chief Controlling Officer (CCO) and 30-40 Controlling Officers (CO)).
- ❖ All the test material from SPD office will be dispatched to the DM's office/RCC and will be received by the CCO.
- ❖ CO will be responsible for the secure transfer of the test material from DM Office to School and School to DM Office under supervision of CCO.

Ensuring personnel involved in preparing the bundles have no access to any phone or camera.

- ❖ Ensuring availability of suitable scanning space and nominating a scanning coordinator in consultation with Director SCERT for each district and providing scanners for OMR scanning in advance.

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- ❖ The DLOs need to verify the existence of sample schools, medium of instruction, student numbers, and UDISE codes and report discrepancies to State Level Coordinators.
- ❖ District coordinators need to select Field Investigator (FI) for each grade (III, VI & IX) and for each sampled school.
- ❖ They need to organize training workshops in coordination with SCERT for the Field Investigators and ensure that all the selected Field Investigators attend the training workshop for test administration.

Chief Controlling Officer (CCO) and Controlling Officers (CO)

- ❖ The DM's offices will act as RCCs at the district level.
- ❖ District Magistrates (DM) need to nominate internal or intra-department officers (One Chief Controlling Officer (CCO) and 30-40 Controlling Officers (CO)).
- ❖ All the test material from SPD office will be dispatched to the DM's office/RCC and will be received by the CCO.
- ❖ CO will be responsible for the secure transfer of the test material from DM Office to School and School to DM Office under supervision of CCO.

- ❖ The DM will issue an advisory to the sampled schools to ensure 100% attendance for grade 3, 6 and 9.

Scanning Coordinator

- ❖ The Scanning Coordinator, appointed by State Level Coordinator, will undertake the responsibility of scanning OMR sheets and uploading school-wise JPG image files of OMRs into a ZIP (Compressed) file, on the platform facilitated by PARAKH.
- ❖ The Scanning Coordinator needs to organize scanning of survey tools, cross check the scanned data with the field notes.
- ❖ Scanning coordinator ensures attending training on the data capturing software and having an operational scanner in the office.
- ❖ Scanning coordinator has to download the template for the data file from the PARAKH web application. He/She should ensure that no changes are made to the format provided and the scanned data is submitted successfully.

Field Investigators (FIs)

- ❖ Field Investigators (FIs) should preferably be DIET students, followed by B.Ed./M.Ed. trainees, college students and Grade 11 students.
- ❖ They need to ensure that the achievement test package is sealed and seal is not broken. They need to open the package on the Day of Assessment. If the seal is broken, they have to report immediately to District Coordinator and mention in the Field Notes as well.
- ❖ They need to carry out section and student sampling if needed and fill in Field Notes simultaneously. They have to administer the tests to students of Classes III/VI/IX as per the procedure.
- ❖ They must explain how to mark responses in test booklets/OMR sheets for class VI and IX.
- ❖ They have to fill in the student information on Test Forms and OMR sheet and transfer students' responses from test booklet and PQ to OMR sheet (for grade III only).

- ❖ On the day of the assessment, they have to meet the HM/Principal of the concerned school and the teachers who teach Grades 3, 6 and 9, and complete the filling of the school and teacher questionnaires along with Administration of test booklets and PQ.
- ❖ FIs have to follow the directions given in the test booklets. S/he should instruct the students to read the passage silently by themselves.
- ❖ After the test, materials should be packed as instructed.
- ❖ All the used OMRs are to be packed in a separate envelope class-wise. The OMR should not be folded. The unused OMRs are to be packed separately in a different envelope.

Hence, the Chief Educational Officers and DIET Principals are instructed to fill in the Google Form sent by mail with the district level personnel to be involved for the survey. The details to be collected through Google form are enclosed in the format table. With regard to the list of CCO and CO, the CEOs are requested to contact the DM concerned. An official letter will be sent by the respected Secretary to Government, School Education Department, Secretariat, Chennai- 9 to DMs in this regard. (For any queries please contact Dr.N.SATHI, Senior Lecturer, SCERT (Dep.), SCERT, Chennai- 6 @ 9444520311/ 7373003350)

Encl: Format Table of District Level Personnel

S. 2024/6
12.9.2024
DIRECTOR
Dr. S.M.
12.9.2024