

## Activity Schedule for Field Investigators for 12<sup>th</sup> November 2021

S.no	Tasks	Details	Timing
1	<b>Reporting to Sample school</b>	Report to assigned sample school and meet school head with Letter of Appointment (LOA)	<b>07:30 AM</b>
2	<b>Inspection of the Exam room</b>	Exam rooms should have proper ventilation, working condition benches, and provision for children with disability	<b>07:30 AM - 08:30 AM</b>
3	<b>Sampling Of Students</b>	Collect Student attendance Register and conduct sampling of Students and as per Control Sheet with the help of Observer. Paste Desk Stickers in the survey room	<b>08:30 AM – 09:30 AM</b>
4	<b>Pre-Distribution Instructions</b>	Use desk stickers to seat the students in order of NAS ID. Keep things ready for distribution of test booklets as per the Control Sheet and start interacting with the students to make them comfortable. Explain them the methods for filling the OMRs and general instructions relating AT and PQ.	<b>09:30 AM - 10:20 AM</b>
5	<b>Booklets Distribution</b>	Distribute the AT booklets to the students, as per the Control Sheet	<b>10:20 AM - 10:30 AM</b>
6	<b>Proctoring &amp; Invigilation</b>	Invigilate the test and ensure no cheating or malpractice take place. DON'T PENALIZE STUDENTS	<b>10:30 AM – 12:00 PM (Grade 3,5) 10:30 AM – 12:30 PM (Grade 8,10)</b>
7	<b>Collection of AT OMRs</b>	Collect the OMRs for the ATs. Count and pack after checking that the OMRs are filled completely. For Grade 3 and 5, get the OMR filled by the FI or yourself	<b>12:00 AM – 12:30 PM (Grade 3,5) 12:30 PM – 12:45 PM (Grade 8,10)</b>
8	<b>Distribution of PQ</b>	Give PQ to all students Grade 8 & 10 for attempting. PQ for Gr-3 & 5 be filled up in interactive mode. Get the SQ & TQ filled by the principal & subject teacher in the meantime	<b>12:30 PM (Grade 3,5) 12:45 PM (Grade 8,10)</b>
9	<b>Counting and Packing</b>	All OMRs (AT+PQ+SQ+TQ+Control Sheet) be packed in OMR return bag after every child has completed the PQ. This time is suggestive and may vary as per field situations	<b>01:00 PM – 01:45 PM</b>
10	<b>Filling of Field Notes</b>	Update your field notes as per your observations and hand over to the Observer	<b>01:45 PM – 02:00 PM</b>