

Activity Schedule for Observer for 12th November 2021

S.no	Tasks	Details	Timing
1	Collection from DLC Distribution Center	Report to DLC Distribution Center and collect the sealed packets (Center Bag), for the assigned sample school. Sign CHALLAN summary	06:00 AM - 07:15 AM
2	Reporting to Sample schools	Report to assigned sample school and meet school head with LOA	08:00 AM - 08:30 AM
3	Sampling Of Students	Collect Student attendance Register and conduct sampling of Students and as per Control Sheet with the help of FI	08:30 AM – 09:30 AM
4	Pre-Distribution Instructions	Use desk stickers and supervise seating the students in order of NAS ID. Keep things ready for distribution of test booklets as per the Control Sheet. Explain them the methods for filling the OMRs and general instructions relating AT and PQ.	09:30 AM - 10:20 AM
5	Booklets Distribution	Distribute the AT booklets to the students, as per the Control Sheet	10:20 AM - 10:30 AM
6	Proctoring & Invigilation	Invigilate the test and ensure no cheating or malpractice take place. DON'T PENALIZE STUDENTS	10:30 AM – 12:00 PM (Grade 3,5) 10:30 AM – 12:30 PM (Grade 8,10)
7	Collection of AT OMRs	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	12:00 AM – 12:30 PM (Grade 3,5) 12:30 PM – 12:45 PM (Grade 8,10)
8	Distribution of PQ	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	12:30 PM (Grade 3,5) 12:45 PM (Grade 8,10)
9	Counting and Packing	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	01:00 PM – 01:45 PM
10	Filling of Field Notes	Update your field notes as per observation	01:45 PM – 02:00 PM
11	Submission to DLCs	Submit packed materials to DLC distribution center. The time is indicative and may vary depending upon travel time involved	02:00 PM - 04:00 PM