

National Achievement SURVEY

NAS Cell CBSE, Delhi

Hand Out for Field Investigators- NAS 2021

Field Investigator (FI)						
Field Investigators are appointed by District Nodal Officers (DNOs) and they have been given the login on NAS portal for downloading the Letter of Appointment (LOA) which indicates the sampled school assigned to them for NAS and also indicates the name and contact of the Observer and the DLC. FIs need to carry out the following responsibilities to ensure smooth, fair and timely conduct of National Achievement Survey (NAS) on 12 th November 2021						
No.	Roles and Responsibilities of the FIs	Check List				
1	Download Letter of Appointment (LOA) from NAS Portal using your Login					
2	LOA contains the Name, UDISE+ Code, Address of sample school assigned to the FI, along with the Grade in which survey is to be conducted					
3	The LOA has photo and signature. FI should visit the assigned sample school along with LOA and a photo ID (AADHAR CARD, Driving License, Passport, Voter ID, Departmental ID etc.)					
4	FI to Report to the assigned school at 07:30 AM on 12 th November 2021 and imitate set of activities as given under schedule of task for FI / Observer on the day of NAS					
5	On reaching the sample school, meet the Principal / Headmaster (HM), and introduce yourself and explain that you are there for the conduct of NAS in the school, and also share the Grade in which the survey will be conducted. Handover the introductory memo to the Principal / Headmaster. Sample school wise Field Note, handout, control sheet, and desk stickers have been sent to the DLC Distribution Center in advance					
6	Collect the class (Section) attendance register(s) of students of the sample Grade.					
7	Inspect the survey classroom for proper benches, lighting, ventilation, working fans, etc.					
9	Ensure that survey room is preferably at the ground floor and the room is big enough to accommodate 30 students for NAS, maintaining social distancing					
10	Request Principal / HM to provide chair and furniture etc. for NAS work					
11	Carry Pen and White paper (2-3 sheets), for the purpose of Sampling of students for the Survey					
12	Keep things ready and wait for arrival of Observer who has gone to collect the NAS materials					
13	Conduct Sampling along with Observer following the procedure given on the Control Sheet (reverse side)					
14	Ensure that the Control Sheet is filled with actual names of students selected as part of NAS Sample Batch (batch of maximum 30 students selected following the sampling procedure), and get them seated in the survey room according to NAS ID from 01 to 30					
15	Distribute the Assessment Test (AT) Booklets starting from NAS ID 01, strictly as per Control Sheet, ensuring that correct AT booklet number and correct PQ booklet number is distributed as per NAS ID on control sheet					
16	<p>Observer / FIs to read out the Instructions to Students about the Test Booklet describing them (preferably in their language). The students should be informed that the Test Booklet has questions with options as given in the example below:</p> <p style="text-align: center;">Example question: Which one of the following is the largest number?</p> <p style="text-align: center;">1. 55 2. 77 3. 57 4. 75</p> <p><i>The students should be asked to circle the correct option, Option 2 is correct in this case</i></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 50%;">Correct way of marking the answer</th> <th style="width: 50%;">Incorrect way of marking the answer</th> </tr> </thead> <tbody> <tr> <td> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> </td> <td> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </td> </tr> </tbody> </table>	Correct way of marking the answer	Incorrect way of marking the answer	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
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17	Demonstrate Students 'How to fill OMR sheet' with the help of a Board. Also announce the students that they have to attempt ALL THE QUESTIONS	
18	In case of Grade 3 and Grade 5, FIs to help in darkening the circle in the OMR as per option choice opted (ticked or circled) by the candidate on the Test Booklet. If some students are able to fill the OMR themselves, say in case of Grade 5, ensure that they are doing it correctly	
19	Remain attentive to ensure silence and discipline in the survey room and also prevent cheating etc. Do not punish or penalize any student. If needed, take the help of the Principal / HM for maintaining discipline	
20	Survey STARTS at 10:30 AM and ENDS at 12:00 PM for Grade 3 and 5 Collect OMRs of Achievement Test Booklet as soon as the survey ends, ensure all OMRs are filled, and then hand over the same to the Observer	
21	Survey STARTS at 10:30 AM and ENDS at 12:30 PM for Grade 8 and 10 Collect OMRs of Achievement Test Booklet as soon as the survey ends, ensure all OMRs are filled, and then hand over the same to the Observer	
22	After step 20 / 21, Distribute the Pupil Questionnaire (PQ) immediately and interact with the sample students of Grade 3 and Grade 5 for explaining the questions given in the PQ and collect the responses on the option on the booklet by circling / ticking. Thereafter the opted option should be circled in the PQ OMR by the FI	
23	For Grade 8 and 10, distribute PQ and ask the students to fill the OMR. Address the doubts of the students if any	
24	FIs to Update the Field Notes as provided at the end of this hand out	
25	Once all the OMRs have been filled, collect back all the materials including used and un-used test booklets and OMRs. Separate the OMRs for separate packing.	
26	Count all the filled OMRs and verify that all OMRs for each surveyed student has been collected. Pack the filled OMRs in the OMR return bag and pack all remaining materials in the other bag. (may need to deposit the packed OMRs to the DLC in case Observer is not present)	

The process to conduct the Sampling is given below. Step-by-step guide has been given on the Control Sheet

Scenario	What to Do?
When there are 30 or less than 30 in a single section school?	Conduct survey with these students only. No sampling required. Update Control Sheet Accordingly
When there is More than one section in the Sampled School?	Write the name of the sections, A, B, C D...on a chit of paper, then shuffle them and randomly choose a section. The selected section is where NAS will be conducted
When in multi-section school, the selected section has exactly 30 students?	No Further sampling is needed. Conduct survey with these students only. Update Control Sheet Accordingly
When in multi-section school, the selected section has less than 30 students?	Select additional students (as required to make it 30) from the section selected based on second round of chit-and-draw method, excluding the already selected section.
When the section selected, either in single section or multi section school, has more than 30 students?	Refer to the Control Sheet instructions (reverse side), to understand the steps involved for selection of students, and allotment of NAS ID.
