

# National Achievement SURVEY

NAS Cell CBSE, Delhi

## Hand Out for Observer- NAS 2021

Observer		
Observers are appointed by District Level Coordinators (DLCs) 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 field investigator and the DLC. Observers need to carry out the following responsibilities to ensure smooth, fair and timely conduct of National Achievement Survey (NAS) on 12 <sup>th</sup> November 2021		
No.	Roles and Responsibilities of the Observer	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 Observer, along with the Grade in which survey is to be conducted.	
3	The LOA has photo and signature. <b>Observer should visit the assigned sample school along with LOA</b> and a photo ID (AADHAR CARD, Driving License, Passport, Voter ID, Departmental ID etc.)	
4	LOA will have the details of the assigned DLC / Custodian school from where NAS materials have to be collected	
5	Observer to report to assigned DLC / Custodian at 06:00 AM on 12 <sup>th</sup> November 2021, with LOA and ID (For Hilly areas and difficult locations involving longer travel time, the DLC / Custodian school will decide the date and time of handing over of NAS sealed packets in advance in consultation with the Observer / FI. The Observer would ensure intactness of the sealed packets till the commencement of NAS test on 12 <sup>th</sup> November)	
6	While collecting the NAS materials, please check the assigned sample school and the center bag number allocated to your sampled school. The DLC distribution center has been advised to ensure a proper mechanism and arrangement in the school for an error free distribution of the center bags meant for respective sampled school. DLCs will have several distribution counters for ease of distribution.	
7	At the distribution center, show your ID, verify the center bag number and UDISE+ code upon collection of materials and then sign the CHALLAN summary before leaving the DLC distribution center	
8	Observer must report to the assigned sampled school by 08:30 AM on 12 <sup>th</sup> November 2021, after collecting the sealed packets from DLC distribution center	
9	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. Also hand over the handout to the Field Investigator. Sample school wise Field Note, handout, control sheet, and desk stickers have been sent to the DLC Distribution Center in advance which should be collected by you along with the sealed NAS packet.	
10	Ensure that class (Section) attendance register(s) of students of the sample Grade has been collected	
11	Check and confirm the number of sections in the sample Grade.	
12	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 as per COVID norms	
13	Request Principal / HM to provide chair and furniture etc. for work	
14	Carry Pen and White paper (2-3 sheets), for the purpose of Sampling of students for the Survey	
15	Conduct Sampling along with the FI following the procedure given on the Control Sheet (reverse side)	
16	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	
17	Ensure FIs distribute 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 mentioned on control sheet	

18	<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;"><b>Example question: Which one of the following is the largest number?</b></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;"> <tr> <td style="width: 50%;">Correct way of marking the answer</td> <td style="width: 50%;">Incorrect way of marking the answer</td> </tr> <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> </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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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 for maintaining discipline take the help of the Principal / HM				
20	AT Survey STARTS at 10:30 AM and ENDS at 12:00 PM for <b>Grade 3 and 5</b> Collect OMRs of Achievement Test Booklet as soon as the survey ends, ensure all OMRs are filled				
21	AT Survey STARTS at 10:30 AM and ENDS at 12:30 PM for <b>Grade 8 and 10</b> Collect OMRs of Achievement Test Booklet as soon as the survey ends, ensure all OMRs are filled				
22	After step 20 / 21, ensure distribution of <b>Pupil Questionnaire (PQ)</b> immediately with help of FI and ensure interaction with the sample students of Grade 3 and 5 for explaining the questions. FIs to collect the responses on the option on the booklet by circling / ticking in case of Grade 3 and 5, and the opted option be posted on the PQ OMR by darkening the relevant circle				
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	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 <b>OMR return bag</b> and pack all remaining materials in the other bag given to you				
27	Report to the DLC distribution center and deposit the OMR return bag containing used OMR sheets (AT + PQ + SQ + TQ, and Control Sheet). Sign the Challan Summary upon submission of the materials				

**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.