



Request for Proposal (RFP)

For

Data Entry and Analysis Services for Three Sample Based Assessments in Khyber Pakhtunkhwa

- 1. Teacher Competency Survey**
- 2. Teacher Content Knowledge**
- 3. Assessment of Newly Inducted Teachers**

2018-19

Last Date for Submission of Proposal: March 20, 2019

**Directorate of Curriculum and Teachers Education (DCTE),
(Assessment & Evaluation Wing)
College Road, Mandian, Abbottabad.**

Email: deputydirectorpeace@gmail.com, shafique.atd@gmail.com

Phone: 0992-382634/ 0992-384278, Fax: 0992-381527

www.kpese.gov.pk

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**Request for Proposal (RFP) for
Data Entry and Analysis Services for Sample Based Assessments**

**(1). Teacher Competency Survey, (2). Teacher Content Knowledge and (3)
Assessment of newly Inducted Teachers**

Data Sheet

| | | |
|---|---|---|
| 1 | Bid Inviting Authority, Designation and Address | Director Curriculum and Teachers Education, College Road Mandian, Abbottabad. |
| 2 | a. Name of the Work b. Tender Reference c. Place of execution | Data Entry and Analysis Services for Three Sample Based Assessments Studies Carried out by DCTE Advertisement DCTE Abbottabad |
| 3 | Due Date, Time and Place of submission of Bid Documents. | Bid Document shall be submitted to Director Curriculum and Teachers Education (DCTE), College Road Mandian, Abbottabad on 20/03/2019 up to 12.00 Hours Tel: 0992-382634/ 0992-384278 |
| 4 | Date, Time and Place of Qualification Proposal opening | 20/03/2019 at 1500 hours in the Office of Director Curriculum and Teachers Education (DCTE), College Road Mandian, Abbottabad. |
| 5 | Evaluation of Proposals | Within One Week after the Technical Proposal Opening |
| 6 | Date, Time and Place of opening of the Financial Proposals. | Shall be intimated subsequently to Technically Qualified firms |
| 7 | Validity of Bid | 90 Days from the Date of Opening of Technical Proposal |
| 8 | Contact Person | Muhammad Shafique, Additional Director Assessment & Evaluation, Directorate of Curriculum and Teacher Education (Cell# 03219849337) |
| 9 | Award of contract | Within a Month after Bid Opening |

Letter of Invitation

Dear Mr./Ms.:

1. The Directorate of Curriculum and Teacher Education (DCTE), Abbottabad (hereinafter called “Procuring Entity”) invites proposals for **Data Entry and Analysis Services for Three Assessments ; 1) Teacher Competency Survey, 2) Teacher Content Knowledge and 3) Assessment of newly Inducted Teachers** . More details on the services are provided in the Terms of Reference.

2. A firm will be selected under Quality and Cost based Selection (QCBS) and procedures described in this RFP, in accordance with the KPPRA 2014.

3. The RFP includes the following:

- 1 - Letter of Invitation
- 2 – Instruction to Firms
- 3 – TORs
- 4 – Evaluation Criterion
- 5 – General

Yours truly,

Director
Curriculum and Teacher Education
Khyber Pakhtunkhwa Abbottabad
Tel:0992-382634/ 0992-384278

Request for Proposal

The Directorate of Curriculum and Teacher Education (DCTE) is requesting proposals from experienced and qualified firms in **Data Entry and Analysis Services for Three Sample Based Assessments Studies; 1) Teacher Competency Survey, 2) Teacher Content Knowledge and 3) Assessment of newly Inducted Teachers**

A firm will be selected under Quality and Cost based Selection (QCBS) and procedures described in the RFP, in accordance with the KPPRA Rules 2014. Detail Bid documents are available on the websites of E&SE Department (www.kpese.gov.pk) and KPPRA (www.kppra.gov.pk).

Bid Documents shall be submitted on **or before 20/03/2019 up to 1200 hours and** will be opened on **20/03/2019 at 3.00 PM**. The bid document will be submitted to:

Director

Curriculum and Teachers Education (DCTE),

College Road Mandian, Abbottabad.

Tel: 0992-382634/ 0992-384278

SECTION - I

Terms of Reference

1. CONTEXT AND INTRODUCTION

Government of Khyber Pakhtunkhwa is in the process of implementing an education reforms aimed at making access to universal and uniform quality education in the Province. These reforms are impacting all aspects of education system including curriculum, instruction and assessment. KP Govt fully recognizes that the success of its reforms pivot on regular and reliable assessment of various interventions to know its impact.

With this backdrop, different initiatives have taken place to assess the competency of teachers and suggest remedial activities to improve their competence through quality In-Service Training Programs. This includes Teacher Competency Survey, Teacher Content Knowledge Survey and Assessment of newly Inducted Teachers. Assessment & Evaluation Wing of DCTE manages these activities in the Province.

2. OBJECTIVES

2.1 Annual Survey of Teaching

a) Teachers competency Survey: The Annual Survey of teaching is a sample-based assessment of teacher performance measured against the core competencies for teaching notified in Khyber Pakhtunkhwa (2014). The survey is based on lesson observation in sample schools. During the observation, one lesson in Maths or English is observed from Class 4, and one lesson in Maths or Science or English from Class 5. The observation instrument includes approximately 65 simple items for data entry, all but 15 of which require an entry on a scale 0 – 4. There are no open-ended questions.

Sample: The total sample for teacher is 2800 teachers in approximately 1400 schools. Sample survey tool is attached for reference.

b) Teachers Content Knowledge Survey: Another sample-based assessment of teachers on teaching content knowledge was conducted in 2015, 2016, 2017 and 2018. This was first time in KP when teachers were assessed on their content knowledge. The findings revealed that teachers need to improve their content knowledge as well as teaching strategies. As a result of these assessment new training programs have been designed to address the deficiencies of existing teachers.

Sample: The total sample is 6200 teachers from 3100 schools. Sample survey tool is attached for reference.

2.2 Assessment of newly Inducted Teachers: Total 13039 (8057 primary and 4982 secondary) teachers have been recruited through Induction Program (IP) will be assessed through a comprehensive test in first week of March, 2019. This test will be based on three subjects i.e. English, Mathematics and Science with total 120 marks , 40 for each. Through this assessment we need individual result of appeared teachers and detail analysis against the provided analysis framework.

3. SCOPE OF WORK

Assessment and Evaluation Wing of DCTE will be responsible for developing survey tools, identification and training of field team for data collection, and conducting all surveys in the field. Assessment and Evaluation Wing will conduct these assessment studies in **February-March 2019** and data entry and analysis will start in **March 2019**. For data entry and analysis of three assessment activities mentioned in section 2, Directorate of Curriculum & Teacher Education intends to hire a firm (reflecting in active tax payer list) to carry out following data entry and data management services:

1. The firm will be responsible for the development of database(s) to be used for data entry and analysis of three assessment activities. Specific responsibilities include developing database and set up the network system for Data Entry, including the process by which all data is stored on the server. The data will be verified by the experts for its validation.
2. Firm will coordinate with focal person at DCTE for collection of filled survey forms for data entry. Once these forms entered in database, firm is responsible to return the same to focal person.
3. The firm will undertake the data entry of around 22,039 survey forms as per the guidelines shared by the DCTE. A unique serial number will be assigned to all the questionnaires/survey forms handed over to the firm. The firm will devise the mechanism to store and manage the survey forms after their receipt. Below is the breakup of data entry forms:

| S.# | Sample Based Assessment Studies | Approx. Survey forms |
|-----|---------------------------------------|----------------------|
| 1 | Teacher Competency Survey | 2800 |
| 2 | Teachers Content Knowledge | 6200 |
| 3 | Assessment of Newly Inducted Teachers | 13039 |
| | Total | 22039 |

Note: please note that this is the estimated number of survey forms which may decrease during the actual field activity.

4. The firm will be responsible for arrangement of data entry centers equipped with computers, backup generators and other equipment on its own. An adequate number of staff including Data Entry Operators and Data Entry Supervisors to be deployed to ensure successful Data Entry of around 22,039 Survey Forms.
5. The firm will be responsible to clean data, check for completeness, consistency and accuracy.
6. The firm will provide complete descriptive analysis, graphical presentations and other information as required for drafting of Assessment Reports.
7. The firm will also conduct comparative analysis of data from last year assessments studies/databases (DCTE will provide the previous year's database for comparison).
8. The data entry firm shall ensure and comply with the Quality Assurance methodology agreed with Assessment & Evaluation Wing of DCTE in advance. The entered data will be the property of the DCTE.

9. The Firm will be responsible to establish and maintain special security features and measures at its Data Entry site to ensure the confidentiality and security of all data (hard and soft formats).
10. The firm will be responsible to set mechanism for sharing a daily progress report specifying the number of forms completed, missed out and re-entered.

4. TIMELINES FOR THE SUBMISSION OF REQUEST FOR PROPOSAL AND PROJECT

Request for Proposal Timeline:

1. The proposals in response of RFP is due as per stipulated period mentioned in the advertisement.
2. Evaluation of proposals will be conducted within a week after the closing date.
3. Contract negotiations with the successful bidder will be signed after completion of evaluation process and approval from the competent authority.

Project Timeline:

1. Teacher competency survey has already been completed. The survey forms along with analysis framework will be handed over at the time of agreement. The firm will complete the data entry and analysis by March 25, 2019.
2. Teachers Content Knowledge will be completed by March 25, 2019. The survey forms along with analysis framework will be handed over to firm by March 26, 2019.
3. Assessment of Newly Inducted Teachers will be completed by March 25, 2019. The survey forms along with analysis framework will be handed over to firm by March 30, 2019. The firm will complete the data entry and analysis by April 15, 2019.

5. SCHEDULE OF DELIVERY

Start date: After One week of signing the contract

End date: April 30, 2019

6. DELIVERABLES

Following are the deliverables of the assignment:

1. Three separate databases for all three assessment studies (convertible in MS. Excel, MS Access and MS. Word etc.)
2. Analysis reports of all three assessment studies including graphs, charts, tables etc. and descriptive analysis against the provided analysis framework, and comparative analysis of these studies with previous year databases.

7. MANAGEMENT/REPORTING.

The firm will report to Director Curriculum & Teacher Education

INSTRUCTIONS TO BIDDERS

It would be deemed that by submitting a **proposal**, the bidder has:

- made a complete and careful examination of the RFP document and agrees to all conditions and implications that arise from it;
 - sought, obtained and perused all relevant information for the submission of the proposal;
- a. Any error or incomplete submission arising out of an interpretation of the RFP document, its annexures or any information passed on to the bidder by the E&SE Department, Government of Khyber Pakhtunkhwa or any of its officials, the E&SE Department shall not be liable and no request for redressal of grievance or reconsideration can be accommodated.
- b. The DCTE reserves the right to annul the entire or part of the bidding process or to reject any or all proposals if:
- at any time during the bidding process, any material misrepresentation is made or discovered;
 - the bidder does not respond to queries or requests for clarifications or requests for additional information; or
 - the bidder or their representatives or any person on their behalf attempts to influence the process of tender in any manner whatsoever
- c. In case of rejection of one or more proposals after the opening of bids, and the bids belong to the highest evaluated bidder, the Directorate of Curriculum and Teacher Education (DCTE), Government of Khyber Pakhtunkhwa reserves the right to continue with the bid and invite the next highest evaluated bidder.
- d. Any measure, taken to modify the bid process as mentioned above, will be at the sole discretion of the Government of Khyber Pakhtunkhwa Province represented by the Directorate of Curriculum and Teacher Education (DCTE), Khyber Pakhtunkhwa and is not negotiable.

THE BIDDING PROCESS

A **single stage two envelop** bidding process shall be followed. Bidders should examine all Instructions, Terms and Conditions as given in the RFP. Failure to furnish information required in the RFP or submission of Bids not substantially responsive or viable in every respect will be at the Bidder's risk and may result in rejection of the Bids. Bidders should strictly submit the Bid as specified in the RFP, failing which the Bids will be held as non-responsive and will be rejected.

Bid shall comprise a single package containing **two separate sealed envelopes** i.e.

- 1. Envelope-A: Technical Proposal and**
- 2. Envelope-B: Financial Proposal**
- 3. Both the sealed Envelopes A and B should be put in a single outer cover.**

The outer cover should be super scripted with “**Bid for Data Entry and Analysis Services for Assessment Studies in Khyber Pakhtunkhwa**”.

The “FROM” and “TO” address shall also be written on all the envelopes. The Bids (Technical Proposal & Financial Proposal) shall be addressed to:

Director Curriculum and Teacher Education
Khyber Pakhtunkhwa College Road, Mandian, Abbottabad
Tel 0992-382634/ 0992-384278
Fax: 0992-381527

Note: The General Conditions of the contract contained in the Standard Bidding Documents for services (KPPRA) are to be followed when signing a contract with the successful bidder.

PROPOSAL SUBMISSION

1. Technical Proposal

The technical proposal should be divided into the following sections:

A. Cover page

This should include contact details for the organization and the name and title of the person to whom communications relating the bid should be addressed (telephone numbers, email address, physical address).

B. Organizational legal status

This should contain legal status of documents relating to certificates of incorporation and registration with relevant federal/provincial tax authorities.

C. Experience of the Firm

In this section the bidder should provide following information.

1. Relevant Experience of Data entry and analysis services with government/National / International organizations (Max. 2 page with list of projects carried out and References)
2. Specific Experience of data entry and analysis services carried out particularly in Khyber Pakhtunkhwa (Max. 2 pages with list of projects carried out and References)

D. Approach and Methodology

In this section, the Supplier should provide:

1. Methodology with clear cut implementation plan/strategy against the ToRs.
2. Details of computer & other equipment's necessary to manage the assignment

E. CVs of key personnel (maximum 2 pages per CV)

The Supplier should submit CVs of all staff employed for the assignment (Team leader, data entry operators, editors, and analyst(s) and other staff etc.) that demonstrate the expertise and experience of the team and the ability to manage the work effectively.

On each CV, the supplier must indicate the position for which the individual is being proposed and the level of effort anticipated for each individual proposed.

Note that individuals proposed must be available to work with the assignment if the proposal is successful.

8. FINANCIAL PROPOSAL

The financial proposal should be submitted for the whole project with a component wise breakup. The total price quoted for the project will be considered for comparison of quotes. Price quoted will be valid for the entire contract. All prices to be quoted in Pak-rupee, and must clearly state all applicable taxes which must be included in the quoted price.

The quoted price must include all taxes, installation/integration services and for delivery/implementation in the required location(s).

Note:- Directorate of Curriculum and Teacher Education (DCTE), Government of Khyber Pakhtunkhwa will not allow any compensation to the approved bidders for variation in the rate of exchange of rupee against dollar or any other currency. All offers in this respect should be firm and final.

EVALUATION OF PROPOSALS

EVALUATION METHODOLOGY

i. Evaluation and Comparison of Technical and Financial Bids

The Contract will be awarded to the Bid most closely conforming to prescribed evaluation criteria and other conditions specified in the TORs.

ii. Evaluation Criteria and Comparison of Bid

All Bidders shall meet legal and codal formalities of incorporation under governing law of Pakistan or Khyber Pakhtunkhwa and registration with federal/provincial tax authorities. All bid meeting responsiveness criteria shall be evaluated with

1. **70% weightage for technical bids and**
2. **30% for financial bids**

iii. Technical Evaluation

The Technical Bids shall be evaluated on the basis of following parameters with a minimum qualifying score of 70% in technical evaluation.

Following evaluation criteria will be used for technical evaluation:

| S. No. | Description of Variable | T/Points |
|--------------|--|------------|
| 1 | Organizational Profile | 30 |
| 1.1 | Audit reports for last 3 financial years (submit copies with the proposal) | 15 |
| 1.2 | Detail of existing staff working with the organization relevant to the assignment.05 marks for Project manager and 10 for relevant supporting staff. (Please attached brief profiles of staff) | 15 |
| 2 | Technical Expertise of the Firm Does the team have the right mix and level of skills, experience and necessary equipment to carry out the assignment? | 45 |
| 2.1 | Relevant Experience of Data Entry and Analysis Services (3 similar projects will be considered for evaluation X 5 marks for each project submitted) (Firms should provide list of projects carried out and references) | 15 |
| 2.2 | Specific Experience Data Entry and Analysis Services carried out particularly in Khyber Pakhtunkhwa (Firms should provide detail of similar project carried out with supporting references) | 10 |
| 2.3 | Organizational setup and assets (10 Marks) and relevant skills & expertise of the staff (10 marks) to manage the assignment. | 20 |
| 3 | Approach and Methodology | 25 |
| 3.1 | Does the methodology proposed demonstrate an understanding/alignment with the ToRs of the assignment? | 10 |
| 3.2 | Does the work plan provide a detailed breakdown of week wise activities, with responsibilities for completion of assignment. | 15 |
| Total | | 100 |

Note:

1. The firm must be registered with Khyber Pakhtunkhwa Revenue Authority.
2. The firm should not be black listed by any Provincial/Federal Govt or organization of the State/Federal Govt in Pakistan. (In this regard undertaking on stamp paper should be submitted by the firm)

iv. Financial Evaluation

The firms qualifying **minimum 70% score in technical evaluation** will be eligible for opening the financial proposals. The firm who obtained marks **below 70% will not be considered** and their financial proposals will be returned without opening.

Financial bids of the technically qualified firms will be opened in the presence of representatives who wish to attend the tender opening. Firms will be intimated the date and time of financial proposal opening.

30% weight-age will be given to Financial Proposals of the Firms. The formula for financial scoring is that the lowest bidder gets 30 points and for the other bidders (Quoted bid of the bidder, Divided by lowest bid, multiplied by 30).

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 30

Financial scoring of the second lowest bidder will be = $(A/B)*30$

Financial scoring of the third lowest bidder will be = $(A/C)*30$

v. Total Score and award of contract

Total score will be calculated as follows:

$(70\% \text{ of Technical Score} + 30\% \text{ Financial Score}) = \text{Total Score}$

Points obtained in the detailed technical evaluation will be carried forward & prorated. Contract will be awarded to the Firm with maximum accumulative score (Technical Score + Financial Score).

9. TERMS AND CONDITIONS

1. A payment schedule will be finalized with the successful service providers at the time of signing of contract.
2. Final award of the contract will be calculated on the basis of accumulative total of both technical and financial proposals.
3. In case any dispute the matter shall be referred to the Secretary Elementary & Secondary Education Department Khyber Pakhtunkhwa. The decision of the Secretary shall be final for all the parties.

10. PERFORMANCE GUARANTEE

Successful bidder will deposit 10% performance guarantee of the bid value in the name of Director Curriculum & Teacher Education Khyber Pakhtunkhwa Abbottabad in shape of call deposit before signing the contract.

SECTION – II

Technical Proposal - Standard Forms

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PE]

Dear Sir:

We, the undersigned, offer to provide the consulting services for **Data Entry and Analysis Services for Three Assessment studies** in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials] '. _____

Name and Title of Signatory: _____

Name of Firm: _____

Address

For FTP Only

Form TECH-2. Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two Pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment]

| | |
|---|--|
| <i>Assignment name:</i> | <i>Approx. value of the contract (in current Pak Rs. /US\$ or Euro):</i> |
| <i>Country: Location within country:</i> | <i>Duration of assignment (months):</i> |
| <i>Name of PE:</i> | <i>Total No of staff-months of the assignment:</i> |
| <i>Address:</i> | <i>Approx. value of the services provided by your firm under the contract (in current PKR/US\$ or Euro):</i> |
| <i>Start date (month/year): Completion date (month/year):</i> | <i>No of professional staff-months provided by associated Consultants:</i> |
| <i>Name of associated Consultants, if any:</i> | <i>Name of senior professional staff of your firm involved and functions Performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</i> |
| <i>Narrative description of Project:</i> | |
| <i>Description of actual services provided by your staff within the assignment:</i> | |

Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment

(For small or very simple assignments the PE should omit the following text in *Italic*)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology, (2 Pages)*
- b) Work Plan (2 Pages), and*
- c) Organization and Staffing, (2 Pages)*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the exacted output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PE), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team who will work on the assignment. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED
PROFESSIONAL STAFF

1. *Proposed Position* [only one candidate shall be nominated for each position]: _____
2. *Name of Firm* [Insert name of firm proposing the staff]: _____
3. *Name of Staff* [Insert full name]: _____
4. *Date of Birth*: _____
5. *Nationality*: _____
6. *Education* [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____
7. *Membership of Professional Associations*:
8. *Other Training* [Indicate significant training since degrees under 5 - Education were obtained]: _____
9. *Countries of Work Experience*: [List countries where staff has worked in the last ten years]: _____
10. *Languages* [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: _____
1. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.

From [Year]: ____ To [Year]: ____
 Employer: ____
 Positions held: _____

| | |
|--|--|
| <p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be Performed under this assignment]</i></p> | <p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: Year:</p> <p>Location: PE:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities Performed:</p> |
|--|--|

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
 Full name of authorized representative: _____ Day/Month/Year

Form Tech 8. Work Schedule

| S. No. | Activity | Responsibility | Time line | | | | | | | | |
|-----------|----------|----------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | W-1 | W-2 | W-3 | W-4 | W-5 | W-6 | W-7 | W-8 | W-9 |
| 1. | | | | | | | | | | | |
| 1.1 | | | | | | | | | | | |
| 1.2 | | | | | | | | | | | |
| 1.3 | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 2.1 | | | | | | | | | | | |
| 2.2 | | | | | | | | | | | |
| 2.3 | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 3.1 | | | | | | | | | | | |
| 3.2 | | | | | | | | | | | |
| 3.3 | | | | | | | | | | | |

Note: Indicate all main activities of the assignment, (e.g.: data bases development, data entry, cleaning, analysis and reporting).

Financial Proposal
Data Entry and Analysis Services for Three Sample Based Assessments Studies

| Budget Heads | Unit description | No. of units | Months/ Days | Unit Cost (PKR) | Total Cost | Remarks (Description of budget) |
|-------------------------------|------------------|--------------|-----------------|--------------------|------------|---------------------------------------|
| A. Staff Cost | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total A. | | | | | | |
| B. Administration Cost | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total B. | | | | | | |
| C. Other Cost (if any) | | | | | | |
| | | | | | | |
| | | | | | | |
| Total C. | | | | | | |
| Grand Total (A+ B+C) | | | | | | |

Note: Please attach notes if required to explain the costing of any budget head

SAMPLE SURVEY FORM.



Teachers Training Need Assessment



Section 1

▶ Training Need Assessment in Pedagogy

| Part A : Please focus on the given subjects and answer the questions: | | | | |
|---|---------|------|---------|------|
| Questions | English | Math | Science | Urdu |
| 1.1 What is your favorite subject? | | | | |
| 1.2 In which content areas, children find difficulty to understand? | | | | |
| 1.3 In which content areas, you feel difficulty to teach? | | | | |
| 1.4 Have you review the National Curriculum for each of the given subjects? | | | | |
| 1.5 If yes, please list the standards for each of them. | | | | |

| Part B: Please describe general classroom teaching practices by answering the following questions: | |
|--|--|
| 1.6 How many types of learners are there in your classroom? | |
| 1.7 What is SLO? | |
| 1.8 Which activities/strategies you use to engage children? | |
| 1.9 Name some experiments you conducted in the class while teaching Science. | |
| 1.10 Name some stories other than text book, you have used in the class in English and Urdu. | |
| 1.11 List some material that you have used to teach children in the classroom for each of the given subject like text book, board etc. | |
| 1.12 How do you assess your children? | |
| 1.13 How many times you assess the children? Daily, weekly, monthly or quarterly? | |
| 1.14 How do you use your assessment results? | |
| 1.15 Which type of questions you ask in the assessment? | |
| 1.16 Which language of instruction you use in the classroom? | |
| 1.17 Which is the common English sentence you use in your class? | |



Section 2

► Training Need Assessment in Content Areas

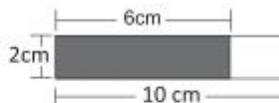
Note: You are requested to answer the questions given in this booklet. If you don't know the answer, please feel free to leave the space.

2.1 ► Mathematics

Q. Select the correct option:

- ① Which of the following number is one billion
a. 100,000 b. 1,000,000,000 c. 1,000,000 d. 1,000,000,000,000
- ② A trapezium is a quadrilateral in which
a. All four sides are equal
b. All four sides are parallel
c. Two sides are equal and two sides are not equal
d. Two sides are parallel and two are non parallel
- ③ The decimal fraction of $\frac{21}{250}$ is
a. 0.84 b. 84 c. 8.4 d. 0.084
- ④ HCF of 21, 42, 63 is
a. 3 b. 14 c. 7 d. 21
- ⑤ An angle which is greater than 90° and less than 180° is called
a. An acute angle b. Obtuse angle c. Right angle d. Reflex angle
- ⑥ If two angles of a triangle are of measure 60° each, then the measure of the third angle will be
a. 30° b. 90° c. 60° d. 180°

- ⑦ Perimeter of the shaded region is



- a. 20cm b. 18cm c. 16cm d. 12cm

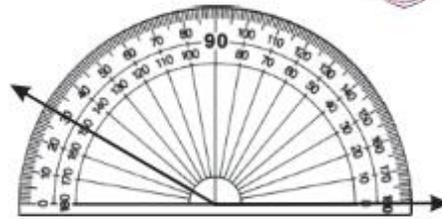


- 8 Ratio of boys and girls in a class is 3 : 4. If there are 27 boys then girls are :
a. 12 b. 40 c. 36 d. 45
- 9 The area of square of length of side 6 cm is :
a. 10cm^2 b. 12cm^2 c. 24cm^2 d. 36cm^2
- 10 Subtracting $\frac{1}{2}$ from 3 gives:
a. $1\frac{1}{3}$ b. $3\frac{1}{3}$ c. $2\frac{1}{2}$ d. $1\frac{1}{2}$
- 11 20% of 80 is:
a. 16 b. 20 c. 32 d. 40
- 12 The answer of $4 + 32 \div 4 - 2 \times 0$ is :
a. 0 b. 7 c. 11 d. 12
- 13 The expanded form of the number 83792156 is
a. $80000000 + 3700000 + 92000 + + 100 + 50 + 6$
b. $80000000 + 3000000 + 700000 + 90000 + 2000 + 100 + 50 + 6$
c. $8300000 + 700000 + 90000 + 2000 + 100 + 50 + 6$
d. $8000000 + 3000000 + 700000 + 90000 + 2000 + 100 + 50 + 6$
- 14 The number which is divisible by a number other than itself and 1 is called
a. Prime b. Even c. Composite d. Odd
- 15 Solution of $46.3211 - 13.83$ correct upto one decimal place is
a. 32.2 b. 32.4 c. 32.3 d. 32.5
- 16 Sara was born on September 23, 2006. Calculate her age in years, months and dates on 18th March 2016.
a. 9 years, 5 months and 25 days b. 10 years, 6 months and 5 days
c. 9 years 6 months and 5 days d. 10 years 5 Months and 18 days
- 17 Anila divided 8 by $\frac{2}{3}$. Which operation shown below should produce the same result?
a. $\frac{8}{1} \times \frac{3}{2}$ b. $\frac{1}{8} \times \frac{2}{3}$ c. $\frac{8}{1} \times \frac{2}{3}$ d. $\frac{1}{8} \times \frac{3}{2}$
- 18 Zuhaib uses $1\frac{1}{4}$ litre of milk to make one cake. What is the total amount of milk he needs to make 6 cakes?
a. 6 litres b. $6\frac{1}{4}$ litres c. $7\frac{1}{4}$ litres d. 9 litres

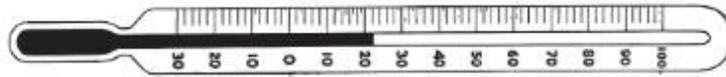


19 Look at the protractor and measure the angle:

- a. 0°
- b. 30°
- c. 150°
- d. 180°



20 Look at the given Celsius thermometer. What will be the temperature if it rises 12°C ?



- a. 34°
- b. 10°
- c. 22°
- d. 46°

Solve these:

21 The length of an ant is 1.7cm. What will be the total length of 120 ants going together? Write your answers in metre and centimetre.

22 Price of 8 books is Rs. 648. Calculate the price of 15 books.

23 A few students from Grade 4 covered a distance of 1.15km, 1.05km, 0.57km, 1.40km and 1.69km from their homes to school daily. Find the average distance from school to home.



24 Draw the following fractions: (You may use pencil and ruler)

a. $\frac{5}{8}$

b. $\frac{7}{3}$

c. $1\frac{1}{4}$

25 Add $\frac{11}{9}$ and $\frac{13}{7}$

26 Ahmed, Hamza, Ehsan and Ali received Eid gifts. The total number of gifts is represented in the following picture graph where each  = 5 gifts

| Name | Number of Gifts | |
|-------|---|--|
| Ahmed |  | |
| Hamza |  | |
| Ehsan |  | |
| Ali |  | |

Look at the graph and answer the following questions:

- I. Who got the most number of gifts? _____
- II. Who got more gifts, Ali or Ahmed _____
- III. How many gifts did Hamza and Ali get altogether? _____
- IV. Who got ten gifts? _____
- V. How many more gifts did Ahmed receive than Ehsan? _____



**2.2** ► **English****Q. Read the passage and answer the questions:**

The bird is a flying feathered creature, with strong wings and legs. It can fly in the sky and travel long distances in the air. Its tail helps it to keep balance in the air, and the two legs for hopping. It lays eggs, and hatches the young ones. It builds nest on the trees, and eats insects, fish, grains, etc. There are various species of birds, some smaller and some bigger in size. They are of various colours. The tiny birds fly in flocks. The bigger size birds like eagle or the long necked cranes are fond of fish. The vultures are fond of flesh of dead animals. The owls can see even in darkness. Some of the beautiful birds are trained in cages by men.

- 27) The body of the birds are covered with:
a. Hair b. Scales c. Feather d. Shell
- 28) The sentence "The birds fly in flocks" means
a. Birds fly in pair b. Birds fly single c. Birds fly alone d. Birds fly in group
- 29) Some of the beautiful birds are trained in cages by men
The underline word in the sentence is
a. Verb b. Adverb c. Adjective d. Noun
- 30) It lays eggs, and hatches the young ones.
The underline word in the sentence is
a. Verb b. Adjective c. Adverb d. Noun
- 31) Sound of the bird is called
a. Bark b. Roar c. Chirp d. Mew
- 32) The opposite of "tiny" is
a. Small b. Huge c. Little d. Many
- 33) Which of the following sentence is grammatically correct:
a. Birds sung a song. b. Birds singing a song. c. Birds sings a song. d. Birds sing a song.

Q. Read the poem and answer the given questions:

IncyWincy spider climbing up the spout
Down came the rain and washed the spider out
Out came the sun and dried up all the rain
IncyWincy spider went up the spout again.

Incywincy spider climbed up the winter tree.
Down came the snow and made the spider freeze.
Out came the sun and melted all the snow. So incywincy spider had another go.

- 34) This poem is about
a. Water b. Sun c. Spider d. Tree



- 35) The rainy water dries up due to?
a. Sunlight b. Cloud c. Tree Shade d. Air
- 36) In which season, spider climbed up the tree?
a. Summer b. Autumn c. Winter d. Spring
- 37) What made spider freeze?
a. Air b. Water c. Shade d. Snow
- 38) The opposite of melting is
a. Boiling b. Evaporating c. Freezing d. Heating

Q. Circle the correct answer:

- 39) When she is asked, she _____ a song.
a. Singing b. Sings c. Sang d. Sung
- 40) Select the sentence which is correctly punctuated.
a. Oh, I have cut my finger. b. Oh: I have cut my finger.
c. Oh! I have cut my finger. d. Oh! I have cut my finger?
- 41) The dog is _____.
a. Bark b. Barking c. Barks d. Barker
- 42) He is _____ astronaut.
a. of b. to c. an d. a
- 43) Identify past perfect tense from the following sentences:
a. Nadeem has gone to Lahore. b. Nadeem had gone to Lahore.
c. Nadeem went to Lahore. d. Nadeem was going to Lahore.
- 44) What is the noun of the verb "produce."
a. Production b. Produced c. Producing d. Producing
- 45) The tube is filled _____ water.
a. By b. Of c. With d. From
- 46) "Honesty" is an example of _____ noun.
a. Common b. Concrete c. Proper d. Abstract



- 47) The feminine of nephew is :
a. Niece b. Sister c. Cousin d. brother

- 48) As brave as _____
a. Bear b. Lion c. Wolf d. Fox

- 49) Tick the correct option.

Ali and Sara lives in a _____ (village, villages). There are many _____ (houses, house) in the village but only one _____ (schools, school) for children. They study in _____ (class, classes) five. They take two _____ (pencil, pencils) and few _____ (erasers, eraser) daily to the school to help other children.

- 50) Write an application to your head teacher requesting him/her to provide sports funds for annual sports day.



- 51) Write a story on the given picture between 200 – 250 words.

Use the key components of story: Title, Beginning, Characters, Problem, Solution/Ending



End of English





2.3

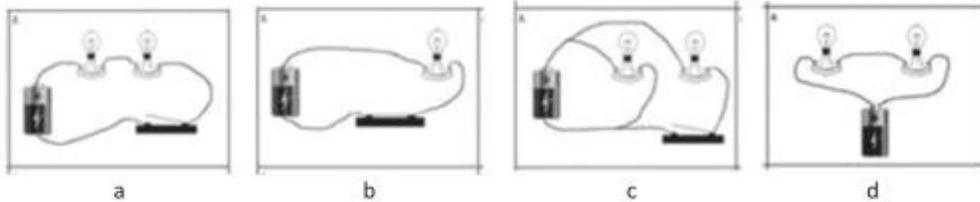
► Science

Q. Select the correct answer:

- 52) Which one is vertebrate?
a. Snail b. Spider c. Starfish d. Snake
- 53) Which of the following is a cause of ring worm?
a. Virus b. Fungi c. Bacteria d. Protozoa
- 54) The change of state from solid to liquid directly is called
a. Melting b. Evaporation c. Boiling d. Sublimation
- 55) All are the luminous objects except
a. Sun b. Candle c. Moon d. Bulb
- 56) Compass always points towards:
a. North – South b. East – West c. South - East d. North – East
- 57) The space between the molecules of the liquid is
a. Same as in solid b. Larger than gas c. Same as in gas d. Larger than solid
- 58) The natural satellite of earth is
a. Sun b. Mars c. Venus d. Moon
- 59) The main cause of air pollution is
a. Burring fuel b. Fertilizers c. Forests d. Garbage
- 60) Monocotyledon seed is
a. Peas b. Peanut c. Grain d. Maize
- 61) The droplet on the grass in the morning is called
a. Frost b. Fog c. Dew d. Rain
- 62) Which surface will offer more friction to the motion of a body
a. Concrete b. Glass c. Wood d. Plastic
- 63) All windows are opaque except
a. Glass window c. Wooden window
b. Steel window d. Iron window
- 64) In which of the following acts, force is not involved
a. Turning a key in the lock c. Opening a door
b. Smelling food cooking d. Putting thread into needle



- 65) Which statement is correct
a. Light travels slower than sound
b. Light and sound have same speed
c. Light travels faster than sound
d. Light and sound do not travel
- 66) All are the characteristics of mammals except
a. Hair on the body
b. Give birth to babies
c. Feed the babies
d. Scales on the body
- 67) A cyclist bends forward and wears helmet to
a. Balance the cycle
b. Reduce air friction
c. Balance himself
d. Increase the speed
- 68) A person standing in moving bus will fall forward suddenly when it stops due to :
a. Friction
b. Inertia
c. Gravity
d. Air resistance
- 69) Which circuit will give light?

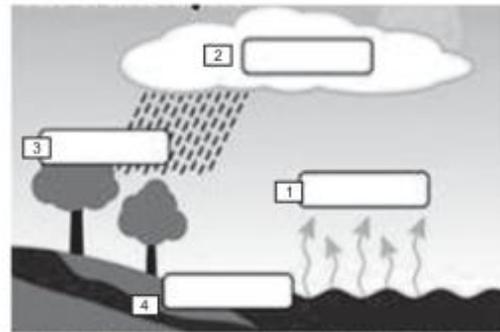


- 70) Which type of worm is called Bio fertilizer?
a. Hook worm
b. Ring worm
c. Earth worm
d. Tape worm
- 71) The cause of polio is
a. Fungi
b. Bacteria
c. Virus
d. Mosquito
- 72) Which cycle is shown in the picture? _____

Label the processes.
Define any two processes in this cycle.

1. _____

2. _____





73 Write the name of any one of the simple machines used in the given pictures.



1. _____



2. _____



3. _____



4. _____

74 Explain the following:

In a lunar eclipse, where will be the position of earth?

Why can we see the stars in the night sky?

75 Draw and label the life cycle of Butterfly.





سوال . درست جواب کے گرد دائرہ (O) بنائیں

(76) الفبائی ترتیب سے لکھے گئے الفاظ کا گروہ ہے

- ا۔ چمکنا تمکین قلابازی سکھش ژالہ باری
ب۔ ژالہ باری تمکین قلابازی سکھش چمکنا
ج۔ چمکنا تمکین ژالہ باری سکھش قلابازی
د۔ چمکنا ژالہ باری تمکین قلابازی سکھش

(77) ”علی صبح اٹھتا ہے۔“ اس جملے میں زمانہ پایا جاتا ہے:

- ا۔ ماضی
ب۔ ماضی بعید
ج۔ حال قریب
د۔ مستقبل قریب

(78) ”ہم کھانا کھا چکے تھے۔“ اس جملے میں زمانہ پایا جاتا ہے:

- ا۔ ماضی
ب۔ ماضی بعید
ج۔ حال قریب
د۔ مستقبل قریب

(79) ”وطن“ کی جمع ہے :

- ا۔ وطنوں
ب۔ وطنیں
ج۔ اوطان
د۔ وطن

(80) طلبا کا واحد:

- ا۔ طالبہ
ب۔ طالب علم
ج۔ طلبہ
د۔ طلب

(81) ”فقیر نے نوجوان کو معاف کر دیا۔“ کا درست متضاد جملہ ہے:

- ا۔ بادشاہ نے بوڑھے کو معاف کیا۔
ب۔ فقیر نے نوجوان کو سزا دی۔
ج۔ فقیر نے بوڑھے کو سزا دی۔
د۔ بادشاہ نے بوڑھے کو سزا دی۔

(82) ”ابو کے درزی نے نانا کے کپڑے سی کر دیے۔“ درست موٹا الفاظ کا جملہ ہے:

- ا۔ ابو کے درزی نے نانی کے کپڑے سی کر دیے۔
ب۔ امی کی درزن نے نانی کے کپڑے سی کر دیے۔
ج۔ امی کے درزی نے نانی کے کپڑے سی کر دیے۔
د۔ ابو کی درزن نے نانا کے کپڑے سی کر دیے۔



83) ”واہ! کتنا خوبصورت پھول ہے۔“ جملہ پہچانیے:

- ا۔ اشتہار یہ ب۔ تاشخی
ب۔ نمائش د۔ اشتہار یہ

سوال - اشتہار پڑھ کر درج ذیل سوالات کے درست جواب کے گرد دائرہ بنائیں۔

اشتہار برائے داخلہ

روزنامہ اخبار منورہ یکم اگست ۲۰۱۵

خلع پشاور سے باہر رہنے والوں کے لیے سنہری موقع!

گورنمنٹ کالج پشاور نے اس سال ایف ایس سی میں داخلے کے لیے پچاس نشستیں خلع سے باہر کے طلباء کے لیے مختص کر دی ہیں۔ یہ نشستیں پہلے آئے پہلے پائیے کی بنیاد پر پُر کی جائیں گی۔

فارم داخلہ کالج سے بعوض ۱۰۰ روپے مل سکتا ہے۔ فارم کی آخری تاریخ ۸ اگست ۲۰۱۵ ہے۔

شرائط:

۱۔ وہ تمام طلبہ فارم جمع کرانے کے اہل ہوں گے جنہوں نے میٹرک میں ۸۰٪ نمبرز حاصل کیے ہیں۔

۲۔ طلبہ کو کالج کا انٹرنیٹ ٹیسٹ پاس کرنا ہوگا۔

سوالات:

84) یہ اشتہار کیوں دیا گیا ہے؟

- ا: فیس بڑھانے کے لیے
ب: نوکری کے لیے

- ب: داخلہ کے لیے
د: کمرے بنانے کے لیے

85) یہ اشتہار کس نے دیا ہے؟

- ا: اخبار والوں نے
ب: محلہ تعلیم نے

- ب: خلع پشاور کی انتظامیہ نے
د: کالج کے پرنسپل نے

86) یہ اشتہار کس کے لیے دیا گیا ہے؟

- ا۔ ۸۰٪ نمبرز کے ساتھ ایف ایس سی طلبہ کے لیے
ب۔ ۸۰٪ نمبرز کے ساتھ میٹرک پاس طلبہ کے لیے

- ب۔ تمام میٹرک پاس طلبہ کے لیے
د۔ صرف پشاور کے طلبہ کے لیے



87) اس اشتہار کی تاریخ بتائیے۔

- ب۔ ۱۸ اگست ۲۰۱۵
د۔ ۱ اگست ۲۰۱۵

- ا۔ ۱۸ اگست ۲۰۱۵
ج۔ ۲۸ اگست ۲۰۱۵

88) اس اشتہار کو دہینے سے ادارے کو کون سا فائدہ ہوگا؟

- ب۔ مالی
د۔ تمام

- ا۔ تعلیمی
ج۔ عددی

سوال۔ نظم پڑھ کر دیے گئے سوالات کے جوابات دیجیے۔

ہمدردی

ٹہنی پہ کسی شجر کی تنہا
کہتا تھا کہ رات سر پہ آئی
ہتھوں کس طرح آشیاں تک
سُن کر ٹہلی کی آہ وزاری
حاضر ہوں مدد کو جان و دل سے
کیا غم ہے جو رات ہے اندھیری
اللہ نے دی ہے مجھ کو شعل
ہیں لوگ وہی جہاں میں اچھے
آتے ہیں جو کام دوسروں کے

ٹہلی تھا کوئی اداس بیٹھا
اُڑنے چکنے میں دن گزارا
ہر چیز پہ چھا گیا اندھیرا
جگنو کوئی پاس ہی سے بولا
کیڑا ہوں اگرچہ میں ڈراما
میں راہ میں روشنی کروں گا
چمکا کے مجھے دیا بنایا

89) موضوع کے اعتبار سے درج بالا کلام ہے۔

- ا۔ حمد ب۔ نعت ج۔ نظم د۔ گیت

90) اس کلام میں مکالمہ ہے

- ا۔ شاعر اور جگنو کا ب۔ ٹہلی اور جگنو کا
ج۔ شاعر اور ٹہلی کا د۔ کیڑے اور جگنو کا

91) "ٹہلی تھا کوئی اداس بیٹھا" میں "ٹہلی" ہے۔

- ا۔ مفعول ب۔ فعل ج۔ فاعل د۔ صفت

92) جگنو راہ میں کرتا ہے

- ا۔ رہنمائی ب۔ روشنی ج۔ اندھیرا د۔ انتظار



93) اس لفظ کا مرکزی خیال ۴ سے ۳ جملوں میں تحریر کریں۔

94) جملے بنائیں

آہو زاری: -----
دل و جان سے: -----
آشیاں: -----

95) مترادف لکھیں:

شجر ----- اندھیرا ----- مشعل -----



96) اپنے والد کو آنے والی چھٹیوں کی سرگرمیوں سے آگاہ کرنے کے لیے خط لکھیں۔



97) جدید طریقہ ہائے تدریس کے بارے میں دو اساتذہ کے درمیان مکالمہ تحریر کریں۔



End of Urdu



1. Teachers Competency Survey

Survey of Teaching 2016 – Teacher Observation Form

| | | | | | | | | | | | | | |
|--|--|------------------|--------------------|------------------------------|-----------------------|--|-----------------|-----------------|----------|--------------------------|-----------|--------------|---------------|
| 1.1 District | | | 1.2 School name | | | | | | | | | | |
| 1.3 EMIS code | | | | 1.4 Total no. of teachers | | | | | | 1.5 Students in class | | Boys present | Girls present |
| 1.6 Teacher qualification & Date of Appointment | Academic qualification at time of appointment | | | | | Professional qualification at time of appointment | | | | | | | |
| | Matric Date | Inter Date | BA Date | MA Date | Other Date | PTC Date | Dip Ed Date | CT Date | ADE Date | B.Ed. Date | M.Ed Date | | |
| 1.7 Teacher qualification & Date of qualification | Current academic qualification | | | | | Current professional qualifications | | | | | | | |
| | Matric Date | Inter Date | BA Date | MA Date | Other Date | PTC Date | Dip Ed Date | CT Date | ADE Date | B.Ed Date | M.Ed Date | | |
| 1.8 Years teaching experience | | | | 1.9 Teacher's gender | | | Male | | Female | | | | |
| 1.10 Multi-grade class | Yes / No | 1.11 Subject | | Maths / English / Science | | | | | | | | | |
| 1.12 Topic of lesson | | | | | | | | | | | | | |
| 1.13 Classroom | Separate classroom | Shared classroom | | Verandah | | Outside | | Other (specify) | | | | | |
| 1.14 Furniture & seating | Tables & chairs | Desks & benches | | Sitting on tatt | Sitting on bare floor | | Other (specify) | | | | | | |
| 1.15 Black/white Board | Good condition | Poor condition | | No board available | 1.16 Textbooks | | All have | Some Have | | Very few have | | None have | |

Lesson observation marking sheet

| | | Agree | Agree to some extent | Disagree | Evidence / Remarks |
|---------------------------------|--|-------|----------------------|----------|--------------------|
| 2 Lesson planning | | | | | |
| 2.1 | The teacher has a written lesson plan | | | | |
| 2.2 | The teacher can explain the lesson plan in his/her mind | | | | |
| 2.3 | Learning objectives are defined for the lesson | | | | |
| 2.4 | Introduction, elaboration, summary and assessment are included in the plan | | | | |
| Procedure of the lesson | | | | | |
| Introduction | | | | | |
| 3.1 | Teacher introduces the topic of the lesson | | | | |
| 3.2 | Teacher involves students in introduction | | | | |
| 3.3 | Teacher refers to students' previous learning | | | | |
| Elaboration and practice | | | | | |
| 3.4 | Teacher explains key points in an understandable way | | | | |
| 3.5 | Teacher uses English as medium of instruction with supportive use of Urdu and/or local languages | | | | |
| 3.6 | Teacher uses black/white board to show and explain | | | | |
| 3.7 | Teacher uses teaching aids to show and explain | | | | |
| 3.8 | Teacher pauses to ensure that students have understood | | | | |
| 3.9 | Teacher elicits content from students (does not do all the explanation him/herself) | | | | |
| 3.10 | Teacher uses question and answer | | | | |
| 3.11 | Teacher asks questions which help the students to think, understand, or find out | | | | |
| 3.12 | Students answer individually, (and not in a chorus) | | | | |
| 3.13 | Teacher passes questions on to other students | | | | |
| 3.14 | Students ask questions and/or give comments | | | | |
| 3.15 | Teacher encourages & welcomes questions from the students | | | | |
| 3.16 | Teacher provides immediate and clear feedback | | | | |
| 3.17 | Teacher gives tasks to the students | | | | |
| 3.18 | Teacher does <u>not</u> ask individual students to read out loud | | | | |
| 3.19 | Teacher does <u>not</u> ask class to repeat after reading of one student | | | | |

| | | Agree | Agree to some extent | Disagree | Evidence / Remarks |
|--|--|-----------|----------------------|----------|--------------------|
| 3.20 | Individual students do <u>not</u> do a task on the board, while other students observe | | | | |
| 3.21 | All students are working on a task | | | | |
| 3.22 | Tasks are challenging and interesting for students | | | | |
| 3.23 | Students use materials and/or teaching aids for the tasks | | | | |
| 3.24 | Students work on the tasks in groups or pairs or individually | | | | |
| 3.25 | Teacher assists students working in groups, pairs or individually | | | | |
| 3.26 | Teacher does <u>not</u> read from the textbook while students listen | | | | |
| 3.27 | Teacher does <u>not</u> ask students to copy long sentences from the blackboard | | | | |
| 3.28 | Teaching and learning activities are well structured | | | | |
| 3.29 | Teacher uses varied activities (e.g. a game/ role play/ involves students in demonstrations / drawing / takes class outside, etc) | | | | |
| 3.30 | Teacher gives opportunities for active participation | | | | |
| 3.31 | Teacher takes account of differing abilities of students | | | | |
| 3.32 | Classroom activities develop students' abilities to think and reflect critically | | | | |
| Summary assessment & homework | | | | | |
| 3.33 | Teacher recaps and summarises the lesson | | | | |
| 3.34 | Teacher involves students in recapitulation /summary | | | | |
| 3.35 | Teacher assesses what students have learnt | | | | |
| 3.36 | Teacher gives meaningful homework | | | | |
| 4 | Teaching & learning environment | | | | |
| 4.1 | Students are attentive and focussed on topic | | | | |
| 4.2 | Students are participating actively in the lesson | | | | |
| 4.3 | Teacher is friendly and supportive to the students | | | | |
| 4.4 | Teacher keeps order in the classroom in a positive way | | | | |
| 4.5 | Posters /charts/models are displayed | | | | |
| 4.6 | Students' work is displayed on the walls | | | | |
| TOTALS (Total no. of "Agree", "To some extent", "Disagree") | | | | | |
| Observer 1 | Name | Signature | | | |
| Observer 2 | Name | Signature | | | |

| | | Agree | Agree to some extent | Disagree | Evidence / Remarks |
|------|--|---------------------------|----------------------|----------|--------------------|
| Date | | Time of arrival at school | | | |