

Baseline – Endline Assessments - Overview

1. What is a Baseline / Endline assessment?

- 2 similar assessments that are done (1) once at the beginning, and (2) once at the end of an intervention
- Measure performance of intervention schools Vs. other schools
- Helps us measure the effect of our intervention
- Helps us understand the direction and degree of change

2. How is it different from other ongoing assessments?

- Main purpose of other assessments (conducted by BRPs, BEEOs) is for providing mentoring and formative feedback to schools and teachers
- Main purpose of Baseline / Endline is for a controlled, central, in-depth assessment of learning levels
- Assessments are conducted in intervention schools as well as non-intervention schools
- Baseline / Endline measurements need to be conducted at the same time across all schools
- No good or bad judgment is associated with school performance.

Baseline – Endline Assessment of Pedagogical Interventions in 280 schools

1. **Baseline:** December, 2014
Endline: Annual LLO census assessments (March, 2015)
2. **Who will be tested?**
 - 280 intervention schools across all 21 districts
 - 106 other schools across 20 districts (selected randomly; excludes Kurukshetra)
3. **What will they be tested on?**
 - Grades 3 and 5 will be tested in all these schools
 - Each grade will be tested on the competencies being covered from now till March
4. **Management structure for conducting the BASELINE assessment in December:**
 - Support structure: SCERT → BEEOs → Surveyors
 - BEEOs are the responsible point persons who will lead the implementation in their blocks

Schedule of Baseline assessment on 24 December, 2014 (Wed)

10:00 am – 11:30 am

Class 3

- **Hindi: 45 mins** (10:00 am – 10:45 am)
- **Math: 45 mins** (10:45 am – 11:30 am)

12:00 pm – 1:30 pm

Class 5

- **Hindi: 45 mins** (12:00 pm – 12:45 pm)
- **Math: 45 mins** (12:45 pm – 1:30 pm)

2:00 pm – 4:00 pm

Surveyors fill up the summary sheet for student responses

By 4:30 pm – Surveyors deposit all papers to BEEO office

Roles and responsibilities of BEEOs

Summary

Date	Role
<p>22-Dec (Monday)</p>	<p>1. Surveyor Allocation</p> <ul style="list-style-type: none"> • Allocate surveyors to schools as per guidelines and upload SDP online • Call surveyors to come to BEEO offices on Tuesday, 23-Dec • Issue Release Letters to the school heads for releasing surveyors
<p>22-Dec (Monday)</p>	<p>2. DEEOs to pick up papers from SCERT, Gurgaon</p> <ul style="list-style-type: none"> • Timings for pick –up: Monday, 22-Dec (10:00 am – 1:00 pm) • BEEOs to coordinate and ensure that papers are delivered to block offices by Monday, end of day
<p>23-Dec (Tuesday)</p>	<p>3. Meet surveyors and give instructions</p> <ul style="list-style-type: none"> • Ensure all surveyors come to BEEO offices to discuss test administration guidelines, pick up question papers and confirm their attendance • Ensure all necessary information is printed and provided to surveyors (one copy of the test administration guidelines has been provided to you)
<p>24-Dec (Wednesday)</p>	<p>4. Conduct tests and supervise</p> <ul style="list-style-type: none"> • Arrange spot visits to the schools in your block • Fill up Field Monitoring pro forma and upload online • Supervise collection of sealed papers from surveyors back to BEEO offices at ~4 pm

Roles and responsibilities of BEEOs

Allocation of Surveyors – 22 Dec (Monday)

Steps:

- I. **BEEOs** identify PGTs/TGTs for supervision as surveyors in the schools.
 - Previous list of assigned PGTs/TGTs is uploaded online. The list is old, and can be incorrect - BEEOs can use it only as a reference.
 - BEEOs should use the following guidelines for surveyor allocation:

Guidelines for allocating surveyors:

1. Assign PGTs/TGTs from **different schools, NOT same school**
2. The duty school should be **within 6 km radius** of the assigned school of the PGT/TGT
3. Assign **minimum 3 surveyors** per school
4. There should be at least 1 surveyor for **every 30 students**

- II. **IMPORTANT: Upload the final names and details of finalized surveyors online by the same day - Monday, 22-December. Upload Link: <http://bit.ly/SDPBaseline>**

III. **Call** these surveyors to BEEO office_on Tuesday, 23-Dec

IV. **Issue "Release Letters"** for the surveyors for their respective school heads

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Roles and responsibilities of BEEOs

Meet surveyors and give them information and instructions – 23 Dec (Tuesday)

Steps:

- I. **Meet the surveyors** in Block offices on Tuesday, 23-Dec.
- II. **Provide them the following documentation:**
 1. 1 copy each of "Instruction Sheets for Surveyors" (one copy has been already been provided to you. You are responsible for photocopying these or printing more copies and ensuring that each surveyor has one copy. Soft copy is available on the department website)
 2. 1 copy of Release Letter that was sent by you to their school heads
 3. **Sealed** question paper booklets (that were picked from SCERT on Monday, 22-Dec)
 - Emphasize the importance of papers remaining sealed till the next morning
 - School heads to sign the top of envelope to check for sealed envelopes, and report open envelopes
- III. **In-person, discuss:**
 1. Purpose of test, and date, time and other details
 2. Test administration instructions (Provided today)
 3. Instructions for filling up the summary sheet
 4. Discuss the time by when they should deposit the papers back to the Block office on the same day (latest by ~4 pm)
 5. Check that the number of Question Papers provided to them is according to the school enrollment numbers for Grades 3 and 5.

Roles and responsibilities of BEEOs

Collection & distribution of question papers on all days –22, 23, 24, & 29 Dec

Steps:

I. DEEOs to pick up papers from SCERT, Gurgaon on 22-Dec (10:00 am to 1:00 pm)

1. BEEOs to coordinate with DEEOs and ensure that question packets are received in Block Offices by end of day on Monday
2. Collecting authority at Block Office to verify the number of packets being picked is according to schools

II. BEEOs to distribute papers to surveyors on 23-Dec in Block Offices, when they come to confirm their attendance and discuss test administration guidelines.

III. Collect papers back from surveyors after the test, on the same day - on 24-Dec

- BEEOs to assign one receiving authority for collecting papers from surveyors by evening
- Receiving authority to check the following:
 - Check that the HMs have signed on top of envelope that "Sealed packets were received in the morning in the school, and packets were opened in front of HM"
 - Collect all papers: Used and Unused
 - Surveyors have provided the "filled up Summary Response Sheets" along with all student booklets
- Store these papers safely

IV. Deposit all collected papers to District Offices on 29-Dec

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Roles and responsibilities of BEEOs

Supervise and monitor schools on the day of the assessment - 24 Dec

Steps:

- I. **Visit 5 schools in your block on the day of the assessment**
 - BEEOs can share or assign responsibility with other senior and accountable post holders in the block office to visit schools

- II. **Field Monitors should carry one copy of the Field Monitoring Pro Forma with them during school visits, to note observations**

- III. **Upload the Field Monitoring pro forma online by 26 Dec**
 - Link: <http://bit.ly/FM-Proforma>

Printed documents you should receive today

1. Roles and Responsibilities of BEEOs

- So that you can refer to the process anytime for clarity

2. List of 386 schools being tested and OLD (Sample) surveyor allocation list

- Overall 386 (i.e. 280 + 106) schools across 21 districts
- A sample list of PGTs allocated to schools for 2013-14 LLO assessments
- Since this list is not updated, the BEEOs can use this list only as a sample – for reference to allocate surveyors in similar manner.
- Upload final surveyor deployment plan online after allocation: <http://bit.ly/SDPBaseline>

3. Instructions for Surveyors

- BEEOs should provide printouts / photocopies of these instructions to the surveyors when they come to block office on Tuesday, 23-Dec.