



## **NOTIFICATION**

### **Assessment and examination of Non-Formal Education Programmes**

No. SO (Acad)1-2-/2017/Edn\_\_\_\_\_ Based on the approved assessment and examination system for Non-Formal Education (NFE), the Government of Balochistan, Secondary Education Department (SED), is pleased to notify that the Balochistan Assessment & Examination (BAEC) will conduct standardized examination of all Non-Formal Education Programmes, including for Non-Formal Basic Education (NFBE) and Adult Literacy programmes (both public and private). Director schools and Director Literacy & NFE are required to disseminate the same to all concerned in their constituencies to ensure strict compliance.

#### **Contents of Assessment and Examination of Non-Formal Education Programmes**

##### **1. CONSTITUTION OF TECHNICAL WORKING GROUP (TWG):**

The Technical Working Group (TWG) is hereby constituted to oversee and steer the process of development and implementation of Assessment and Examination system for Non-Formal Education (Non-Formal Basic Education and Adult Literacy) programmes in Balochistan province. The TWG will guide and formulate the technical and institutional arrangements to conduct assessment and examination of NFE programme and continue to provide leadership and guidance for improvement. The TWG is composed of:

1. CEO, Balochistan Assessment and Examination Commission (BAEC)
2. Representative, BAEC
3. Director Literacy & Non-Formal Education (L&NFE)
4. Director schools, Secondary Education Department (SED)
5. Focal Person / Representative Policy, Planning and Implementation Unit (PPIU)
6. Director, Bureau of Curriculum and Extension Center (BOC&EC)
7. Principal, Provincial Institute for Teacher Education(PITE)
8. Provincial representative, National Commission for Human Development (NCHD)
9. Provincial representative, Basic Education Community Schools (BECS)
10. Representative, Balochistan Technical Education Vocational Authority (B-TEVTA)
11. Representative, technical testing board
12. Representative, UNICEF
13. Representative, UNESCO
14. Representative, JICA (AQAL project)

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15. Representative, National level NGOs operating in Balochistan

## 2. CONSTITUTION OF DISTRICT EXAMINATION COMMITTEES (DECs)

District Examination Committees (DECs) are hereby constituted to conduct assessment and examination of NFE programmes (NFBE and Adult Literacy) falling within their constituencies (all districts where NFBE and adult literacy programmes are in operation).

The district examination committee is composed of:

No	Position	Role
1	District Education Officer (male)	Overall in-charge / registrar of the District Examination Committee (DEC)
2	District Education Officer (Female)	Deputy registrar of the District Examination Committee (DEC)
3	District Literacy Officer (DLO)	Coordination among Directorate of Literacy & NFE, lead NF-EMIS learners' data and coordination with NFE centers
4	In-charge Non-Formal Education Management Information System	Registration, issuance of roll number slips, record keeping and maintaining of examination data of learners and sharing the same with DEMIS
5	In-charge District Education Management Information System (DEMIS)	Integrating learners' data (obtained through NF-EMIS) with learners of formal education and issuance of final roll number slips

## 3. SCOPE OF THE ASSESSMENT & EXAMINATION SYSTEM

All Non-Formal Basic Education (NFBE) and Adult Literacy Programmes, run by Government and Non-Government actors are directed to participate in following examination categories:

1. Primary level NFBE examination
2. Middle level NFBE examination
3. Adult literacy terminal stage examination including examination for life and income generation/ saving skills under adult literacy programme

## 4. PROCEDURES FOR ASSESSMENT & EXAMINATION

### 4.1 Registration of learners

Registration of learners will take place through NF-EMIS at the beginning of the academic session as per the programme nature (different for NFBE and for Adult Literacy programmes). The registration process will undergo a process of verification at least two months before the examination is scheduled. The process will be steered by the District Literacy Officer (Directorate of Literacy & NFE) under District Examination Committee.

### 4.2 Issuance of roll number slips

The director L&NFE, DLO and the In-charge of District Examination Committee will jointly create a scheme of roll numbers and allot to all the districts and respective centers/ schools. After

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having an agreement on the roll numbers' scheme, the NF-EMIS will issue roll number slips to the learners at least one month before the examination of specific NFE programme.

#### 4.3 Selection of subjects and division of marks

Subjects for NFBE and adult literacy programme are as under:

##### NFBE primary level accelerated programme:

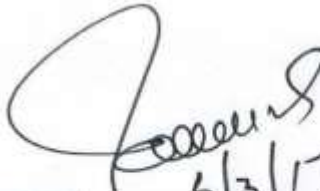
All subjects in Package C, including

No	Subjects	Total marks	Passing marks
1	English	100	33
2	Urdu	100	33
3	Islamiat/ Ethics	100	33
4	Social studies	100	33
5	Science	100	33
6	Mathematics	100	33

##### Adult Literacy Programme

All subjects in adult literacy course including:

No	Subjects	Total marks	Passing marks
1	Urdu literacy	100	33
2	English literacy	50	17
3	Mathematics Basic arithmetic	50	17
4	Life skills	100	33
5	Income generation/ saving skills	100	33

  
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#### 4.4 Development of test items for NFE programmes

TWG with active engagement of assessment experts and subject specialists will develop a bank of test items for each subject under NFBE and adult literacy programmes. The test item developers will refer to the curriculum, contents and assessment techniques proposed therein as well as the teaching & learning materials to ensure its compatibility and avoid the possibility of developing any item which is not in course.

#### 4.5 Development of question papers and their format

Development of question papers will be managed by CEO, BAEC, which may comprise officials from BAEC and DL&NFE. The experts will refer to the bank of test items and develop at least three sets of question papers for each subject. The CEO, BAEC will have an authority to select any one from the three available and select the same for examination.

The question papers will primarily be objective, however subjective type questions will also be included depending upon the grades and the nature of answers. The objective type questions may include dichotomous, MCQs, comparative type and short answers etc.

#### **4.6 Confidentiality**

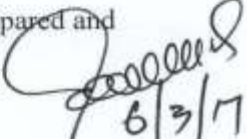
The CEO, BAEC will have the authority to change any paper at any time before delivering the same to the District Examination Committee. The confidentiality will continue to be assured throughout the delivery/ transportation process till the question papers reach the examination center well sealed.

#### **4.7 Printing of question papers and answer sheets**

The BAEC will print the questions papers, answer sheets and any other publication/ guidelines in this connection. Directorate of Literacy & NFE will pay the printing cost to the BAEC, which may vary from time to time and situation of NFBE or Adult Literacy programmes.

#### **4.8 Supervisory staff/ invigilators, center inspector and venue for examination**

Nomination of 1) supervisory staff/ invigilators, 2) center inspector and 3) venue for examination will jointly be arranged/ nominated by the CEO, BAEC, Director Literacy & NFE, Director Schools and the in-charge DEC of the respective district. As a result of the discussion, a final list of supervisory staff/ invigilators, center inspector and venue for examination will be prepared and the in-charge DEC will notify the same finally and circulate to all concerned.

  
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#### **4.9 Conduction of Examinations**

The DEC's with active support from BAEC and Directorate L&NFE will conduct examination in the respective district for a particular programme initiated by the Directorate of L&NFE.

#### **4.10 Coding and decoding of papers**

Codes shall be allotted to all solved answer sheets to ensure the secrecy during marking. DEOs and DLOs in consultation with in-charge District Examination Committee shall be responsible for the selection of coders already trained by BAEC at district level.

#### **4.11 Marking teams**

The District Examination Committee will constitute a marking team and get it approved by the Director schools and CEO, BAEC. The committee, after approval, will carry out marking of papers at district level and monitor the process carefully.

#### **4.12 Examination results**

The District Examination Committee, after completing the marking, prepare/ compile the result at district level in close cooperation with the NF-EMIS. The in-charge NF-EMIS, after recording entire assessment/ examination data in system, will share the results with BAEC for centralize announcement.

#### 4.13 Certification

Certificates will be prepared and issued by the BAEC solely as per the certification scheme provided in the assessment and examination system approved earlier.

#### 4.14 Commencement of Examination

The commencement of the examination for both NFBE and Adult Literacy programmes will be initiated by the Director Literacy & NFE. The DL&NFE will inform the BAEC about the examination schedule and the BAEC as well as the District Examination Committee will accordingly arrange the rest of the activities.

  
6/3/17

**(Aziz Ahmed Jamali)**

Additional Secretary (Dev:)

Secondary Education Department, Government of Balochistan

#### Copy to:

1. Secretary, Social Welfare, Special Education, Literacy & NFE and Human Rights, Department, Government of Balochistan
2. PS to Secretary, Secondary Education Department, Government of Balochistan.
3. PS to Additional Secretary, Secondary Education Department, Government of Balochistan & Focal person, PPIU
4. Director Schools, Secondary Education Department, Balochistan
5. Chief Executive Officer Balochistan Assessment & Examination Commission (BAEC)
6. Director Bureau of Curriculum and Extension Center Quetta
7. Chairman Balochistan Textbook Board (BTBB)
8. Principal, Provincial Institute for Teacher Education (PITE)
9. District Education Officer (All)
10. Director – Directorate of Literacy & Non-Formal Education, Balochistan
11. Education Specialist UNICEF Balochistan
12. Provincial Coordinator UNESCO Balochistan
13. Director Operations NCHD, Balochistan
14. Provincial Director BECS, Balochistan
15. All Adult Literacy & Non Formal Basic Education Providers in Balochistan.
16. All Concerned NGOs operating in Balochistan
17. Chief/ Deputy Chief Advisor JICA-AQAL Project.

**Section Officer ( - )**