Guidelines for Assessment and Certification of   Neo-Literates For Basic Literacy Programme

A COLLABORATIVE INITIATIVE OF NLMA   &   NIOS

National Institute of Open Schooling
A-24/25, Sector-62, Institutional Area, NOIDA, U.P

CONTENTS

Guidelines for Assessment and Certification of Neo-Literates For Basic Literacy Programme

1. **Introduction**

Assessment programmes need to be periodically conducted in order to gauge the competence of the population in literacy skills, the results of which would also act as indicators on the success and outcomes of the Saakshar Bharat Programme. Assessment programmes can also be instrumental in promoting courage and self confidence amongst individual learners as they begin to recognize the level of their achievements in their attempt to attain an equivalency to formal education which would facilitate their vertical mobility for higher learning and understanding.

Assessment processes provide feedback on how well the learners are able to understand and internalize the content delivered to them. Educational assessment also indicates the competencies and skills acquired by the learner as s/he participates in the learning process. Learner assessment is a process of ascertaining the outcomes of the programmes on two aspects; one, the proficiency level attained by a learner in achieving literacy skills (3Rs) and two, the empowerment experienced through participation in the programme assessment of literacy skills. The proposed assessment will be done using the tools constructed as per the norms of NLM. The proficiency levels would be ascertained through tools constructed to assess skills of the reading, writing and numeracy as per the norms of NLM.

This basic literacy assessment programme will be of huge dimensions and will thus require the active involvement of various governmental and non-governmental institutions/departments ranging from national level organisations to Panchayati Raj Institutions.

2. **Objectives of Assessment and Certification**

The main objectives of assessment of neo-literates are as under-

(i)   Assessing the proficiency levels of attained functional literacy skills (3Rs).
(ii)   Recognizing the level of achievements at basic literacy level through certification.
(iii) Inspiring them towards a vertical mobility in education.
(iv)   Enhancing informal experience and provide equitable access to appropriate learning and life skills.

3. **Rationale for Assessment and Certification**

The system of learner assessment includes assessing literacy skills as well as general awareness and empowerment through participation in various activities. Therefore, this assessment will assist in gauging the effectiveness of the programme and providing inputs for learner specific needs. Following are the rationale for learner assessment-

(i)   Gains in literacy skills would facilitate the learner's participation in lifelong learning process through formal and non-formal systems.

(ii)   The assessment process is expected to build the self- esteem of the learner on the one hand and provide valuable feedback to the programme, on the other.

(iii)   Participation in literacy and centre- based activities would contribute to the learner's overall personal and social development.

(iv)   Building self-esteem and self-confidence of the learner have been recognized as important components of the Saakshar Bharat Programme.

(v)   Active participation in developmental processes at the grassroots level requires awareness and empowerment of the learners. These are important components of the Adult Education Programme.

4. Principles of Assessment

The basic principles underlining the process of assessment will include the following –

(i)   It would be **non- incursive** in nature and would promote courage and self confidence. The assessment would be summative in nature.

(ii)   The total assessment will be of 150 marks, 50 marks will be allocated for each skill (reading, writing and numeracy).

(iii)   The learner will be awarded marks for each of the three following components:
    (a) Reading   :   50 marks
    (b) Writing   :   50 marks
    (c) Numeracy   :   50 marks

(iv)   The learner will be free to work towards achievement of marks in all components at his/her own pace.

(v)   There will be three levels of grades – A, B and C as under:

Total Marks in % age	Explanation	Grade
60 % and above	Good	A
40 % and above	Satisfactory	B
Less than 40%	Needs improvement	C

(vi)   NIOS will process the results and the Grade Sheet-cum-Certificate will be a joint certificate of NIOS and NLMA which has been designed and developed by NIOS in consultation in NLMA, will be a joint certificate of NIOS and NLMA. Only grades will be reflected in the Grade sheet-cum-Certificate.

(vii)   The Grade sheet-cum-Certificate will be prepared for all the learners participating in the assessment programme. It will be printed by NIOS and dispatched to each SLMA for onward distribution.

(viii)   The learners securing grade 'C' in any of the component may re-appear in the subsequent assessment programme to improve their level of competency.

5. Areas of Assessments

A learner will be assessed in his/her proficiency in reading, writing and numeracy skills through external summative written tests of 3 hours duration.

6. Designing and Development of Summative Assessment Tools/QPs

(i) The test will assess the competencies acquired by a learner in the 3 Rs i.e. reading, writing and numeracy.

(ii) The summative assessment tool will be developed by NIOS in Hindi in collaboration with SRCs resource persons. It will then be translated into a Regional Language by the respective SRCs.

(iii) The Question Answer booklet will have the space for writing answers. The candidates will be required to write the answers in the space provided. and No separate sheet will be provided for writing the answers. The candidates will not be allowed to take QA booklet out of the examination Hall.

(iv) The required number of QA booklets will be printed by respective SLMAs and will be seal-packed and despatched by SLMAs to all BLSS/GPLSS for onward distribution to the examination centres.

(v) On the basis of the previous assessment model QP, each SRC will prepare 3 sets of QA booklets in their respective languages which would be provided to NIOS (with soft copy and hard copy). The QA booklet will be finalised in a workshop organised by DAE in Delhi. The NIOS will also participate in the workshop.

(vi) The total score for all the three components is 150 marks. Following is the break up of the test scores-

Sr. No.	Component	Marks
1.	Reading	50
2.	Writing	50
3.	Numeracy	50
	Total	**150**

7. Periodicity, Time and Date for Final Assessment

(i) The assessment will be Twice in a year on the following schedule.

(a) Suitable date of Sunday
in **March** every year

(b) Suitable date of Sunday
in **August** every year

(ii)   Unsuccessful candidates can re-appear as many times as they requires until he/she is eligible for certification.

(iii)   The duration of the external assessment will be 3 hours between 10:00 a.m. to 5:00 p.m. on examination date whenever the candidate comes in the examination centre as per his/her convenience he/she should be allowed. Differently abled learners will be given lawful facilities as a writer, extra time etc. on the production of the certificate.

8. Operational Issues, Role Identification and Management of Learners Assessment Programme

The efficient operation and management of the assessment programme will need a multi-level and a multi-party involvement of various stake holders as indicated below –

(i)   Orientation Programme

(a) The DAE/SRCs, in collaboration with NIOS/SLMA, will hold Orientation Workshops on the conduct of the examination and the registration process for the assessment programme. This workshop would be conducted for the functionaries of Saakshar Bharat Programme.
(b) Issues like funds for assessment and delineating the specific roles and responsibilities of the stakeholders (SLMA/SRCs/JSS) in the conduct of examination will be decided in this meeting. Sufficient budget for conducting the test, providing fund allocation for all activities would be made.
(c) The district level RPs in turn would orient the field level functionaries.

(ii)   Registration/Re-registration for assessment

(a) The target groups, ready to be assessed, will be identified by SLMAs, SRCs, ZLSS, BLSS and GPLSS.

(b) The registration form has been revised by NIOS and is available at the NIOS website. A hard copy of the same is enclosed herewith for onward forwarding to SLMA/SRCs. The same may be, printed and made available to SLMAs by SRCs even in Regional Languages.

(c) Registration should be a continuous process and may be conducted up to the date of examination. The advance registration will start on the next day of Previous assessment till 10 days before the current assessment. In case a learner is unable to register well in time, his/her registration can be done through spot registration from the next day of the last date of advance registration till the day of current assessment.

(d) Registration of the candidates will be done at the SLMA/AECs/GPs by allotting an enrolment number to each candidate. They will issue the acknowledgement bearing the enrolment number on the spot, while receiving the registration form. The enrolment number will be of 15 digits as suggested by NIC and will be generated as under:-

Y	Y	Exam No.	Type of Programme (1=BL 2=BE)	6 Digit "**GP Identification Code**" To be taken from directory of GP Identification Codes	AEC No. (Two AECs allowed in the Programme)	1 or 2 for Surveyed Candidate or Lateral Candidate	3 Digit Serial No. of Candidate

Example of the Enrolment No.

For the Year 2013		First Exam No. of 2013	Type of Programme (1=BL Basic Literacy 2=BE	6 Digit "GP Identification Code" taken from directory of GP Identification Codes						1st AEC of the GP	2 for Lateral Candidate	1st Candidate		
1	3	1	1	1	2	3	4	5	6	1	2	0	0	1

The following Steps to be followed for Assessment Enrolment/Registration and preparation of assessment data:

"**GP Identification Codes**", Guidelines and Assessment Enrolment Form cum Award Format along with the instructions can be obtained from NIOS portal www.nios.ac.in

Download blank "**Assessment Enrollment Form**" (AE Form) from NIOS portal www.nios.ac.in This is an Excel Form.

The award data should be entered in the same Excel Form (AE Form) and only one consolidated file from each SCR/SLMA may be forwarded to NIOS.

The Learners already registered, the validity of the registration will be effective for a period of 5 yrs of BLP Assessment & he/she may use the same Enrollment No. already allotted by SLMA for the subsequent assessment till the validity of the registration for the purpose of certification. In this case, re-registration is not required.

(e) JSS (wherever present)/neighbouring JSS, Schools (Head Master) and President of Gram Panchayat may be involved in the Registration process, conduct of tests and test supervision with support from SLMA/ZLSS. Further at the village level, Anganwadi workers, local school teachers, ASHA/SHGs, Mahila Mandal may also be involved in the smooth conduct of the test. For smooth functioning of the assessment the steering committee comprising the officers of Education Department, DIET, SRC, SLMA/ZLSS/JSS be formed. The DIET should be taken as an agency providing academic support in the assessment process. Adequate representation may be given to DIET officials in SLMA/SRCs programmes.

(f) There will be enough propaganda and publicity by NLMA using different media (Advertisement in National/ local state Newspapers, TV, Radio, etc.) and its successive functionary offices and structures up to grass roots level.

(g) On completion of the registration process, the registration form will be forwarded to ZLSS for computerization with the help of JSS & NIC. The computerized registration data will be prepared on the format to be provided to them by NIOS. A soft copy of the format will be provided to DAE by NIOS for onward transmission to SLMAs/SRCs.

(h) A CD containing consolidated file of the computerized registration data along with award of each state will be forwarded to NIOS through DAE by the SLMAs. There will be only one file containing the registration and award data.

(i) SLMA will be fully responsible for conducting the test including registration and computerization of the data.

(iii)   Examination Centres

(a) The examination centres will be identified by SLMA/ZLSS with the support of GPs and AECs. Primarily these centres will be at Panchayat / AEC level to be housed in AEC building /Panchayat Bhavan/Govt. School depending on the facilities available.

(b) Any number of examinees may register for assessment and accordingly examinations may be held in one or more buildings in different villages under the GPs.

(c) The Head master of a Govt. School will be the examination centre in-charge and will be responsible for all the activities connected with the conduct of the examination and will be assisted by SLMAs/SRCs and GPLSS and other stake holders available there.

(d) The invigilation will be managed by the centre in-charge with the help of other teachers and persons like Preraks of AECs/Anganwadi workers/Ashas/Gram Sewaks.

(e) Proper arrangements like seating, provision of drinking water in the examination hall will be made. A Ballpoint Pen (blue) besides the Question Answer Booklet would be provided to the assesses.

(f) Unlike formal education, the neo-literates appearing for the test would be allowed to appear for the next equivalency test.

(iv) Monitoring and Transportation of Question Answer Booklets

(a) Packets of final QA booklet, along with a soft copy, would be supplied to the DAE for onward transmission, printing and distribution to the examination centres by SLMAS.

(b) The SLMA/ ZLSS/ BLSS/ GPLSS will deploy one observer in each examination centre who will be also be responsible for fair and smooth conduct of the examinations. The observer will carry the QA booklet packets to the concerned examination centre on the day of the examination. After completion of the examination, the same observer will receive the question-cum-answer booklets, sealed and handed over to him/her by the centre in-charge. He/she would take these back to ZLSS/BLSS immediately after the examination.

(c) It will be the responsibility of SLMA/ZLSS/BLSS to keep the question-cum-answer booklets in safe custody before and after the examination till the evaluation takes place.

(v) Evaluation process

(a) The evaluation work will be done on a centralised basis at ZLSS/BLSS level by academic staff managed and supervised by the Principal of a secondary/senior secondary school and controlled by the ZLSS/BLSS authorities.

(b) The evaluators will fill the marks obtained in each of the 3 components on the title page of Question-cum-Answer booklet and on the award list.

(c) ZLSS will get these awards computerized in the same Assessment-Enrolment Form (AE Form) used for the registration data, which is available on the NIOS portal www.nios.ac.in and forward the soft copy to NIOS through concerned SLMA/SRCs. **The SLMA/SRC will forward one single file of registration and award to NIOS through DAE**. ZLSS/BLSS will keep the Question-cum-Answer booklets, remaining copies of award list and attendance sheets in safe custody for future reference till the next final assessment programme or up to 6 months, whichever is earlier. After that these can be destroyed through pulping under the

supervision of ZLSS authorities. A certificate of pulping of these items may be provided to SRCs.

(d) NIOS through its Regional Centres may depute a team to the examination centre for surprise checking of the conduct of examination and to the spot evaluation centre of SLMA.

(e) SLMA will conduct the training for the functionaries /Evaluators/Moderators in consultation with SRCs and JSS before start of the registration and assessment process.

(f) The calendar for each activity of the whole process is enclosed in the form of an Activity Chart and PERT Chart with this guideline as annexure.

(vi)   Declaration of Results:

(a) After due processing of the result data supplied by SLMAs to NIOS in computerised form, NIOS will declare the result after due verification and processing of the result data.

(b) The time limit for the receipt of computerized data of registration and award from respective SLMA through DAE is 40 days from the date of test for each assessment.

(c) The time limit for announcement of the results is 15 days from the date of receipt of all data from SLMA through DAE latest by 31st October 2013 for **August** Assessment & 31st May for **March** Assessment.

(d) These results will be made available on NIOS website www.nios.ac.in to be checked, seen and downloaded as and when necessary. These results will remain on the website for a period of one year or so.

(e) The communication of the results to be announced within 45 days from the date of the test and the issue of Gradesheet-cum-Certificate to the learners within 60 days from the date of test.

9.   Certification and forwarding of Results :

(i)   The successful learner in the assessment will be awarded a joint Grade sheet-cum-Certificate of NLMA and NIOS as designed and developed by NIOS.

(ii)   The learner getting grade "C" in any of the three components will be awarded only the Grade sheet.

(iii)   Only the grades A, B, and C will be shown on Grade sheet-cum-Certificates.

(iv)   The Grade sheet-cum-Certificates will be printed by NIOS and will be dispatched to respective SLMAs for onward distribution to the Learners.

(v)   Generally Grade sheet-cum-Certificates will be distributed to the learners before the next summative assessment is held.

NATIONAL INSTITUTE OF OPEN SCHOOLING
ACTIVITY CHART
(NLMA – NIOS Basic Literacy Assessment Programme to be held on 25th August, 2013)

S. No.	ACTIVITIES	ACTION BY	TIME FRAME
1.	Preparation of assessment guidelines and tools Objectives of Assessment and Certification. Rationale for Assessment and Certification Principles of Assessment Areas of Assessments Designing and Development of Summative Assessment Tools/QPs Periodicity, Time and Date for final assessment Operational Issues, Role Identification and Management of Learners Assessment Programme. Certification and forwarding of Results	NIOS in consultation with DAE	Prepared by NIOS & provided to NLMA/DAE
2.	Advocacy (Publicity) i. Radio spots ii. Print Media iii. Television iv. Teleconferencing	NLMA, SRC & SLMA	Till 25th August, 2013
3.	Identification of target area	SRC,SLMA, ZLSS, BLSS, GPLSS	Till 25th August, 2013
4.	Advance registration (In the prescribed format)	SLMA, SRC, ZLSS, BLSS, GPLSS, NIC	Till 17th August, 2013

5.	Spot registration	SLMA, SRC, ZLSS, BLSS, GPLSS, NIC	18th to 25th August 2013
6.	Computerization of admission data *	SLMA, SRC, ZLSS, BLSS, GPLSS, NIC	By 30th August, 2013
7.	Orientation of functionaries	DAE / SRCs in collaboration with NIOS	June & July, 2013
8.	Development of QAB	NIOS in collaboration with SRCs	By 18th July 2013

9.	Printing of QAB	SLMA	Till 6th August 2013
10.	Identification of Assessment Centres	SLMA, BLSS,GPLSS	June & July 2013
11.	Identification of Observers	SLMA, BLSS,GPLSS	By 31st July, 2013
12.	Monitoring &distribution of QAB	NIOS, DAE, BLSS, GPLSS	By 18th August, 2013
13.	**Conduct of Assessment**	**SLMA, ZLSS, BLSS, GPLSS**	**On 25th August, 2013** 10:00 a.m. to 5:00 p.m.
14.	Monitoring of Assessment	SLMA, ZLSS, BLSS	On 25th August, 2013 10:00 a.m. to 5:00 p.m.
15.	Evaluation of QAB	ZLSS, BLSS	By 20th Sep 2013
16.	Computerization of Exam data	SLMA	By 30th September 2013
17.	Data Transfer (One single file from each SLMA **	SLMA-SRC-DAE-NIOS	By 5th Oct, 2013
18.	Validation, editing, verification and Result Processing	NIOS	By 20th Oct 2013
19.	Preparation Approval & Declaration of Result	NIOS & NLMA	By 30th October 2013
20.	Printing of Grade Sheet-cum-Certificate	NIOS	1st Nov. to 30th November 2013
21.	Transportation/Dispatch of grade sheet cum Certificates	NIOS SLMA	1st December to 15th December 2013
22.	Distribution of grade sheet cum certificate	SLMA Learners	By 20th December 2013
23.	Analysis of assessment	NIOS and DAE/ NLMA	By 20th December 2013
24.	Documentation of assessment	NIOS and DAE/ NLMA	By 30th December 2013

"**GP Identification Codes**", Guidelines and Assessment Enrolment Form cum Award Format can be obtained from NIOS website www.nios.ac.in

* Download blank "**Assessment Enrollment Form**" (AE Form) from NIOS portal www.nios.ac.in This is an Excel Form.

** The award data should be entered in the same Excel Form (AE Form) and only one consolidated file from each SCR/SLMA may be forwarded to NIOS.

NIOS-NLMA Assessment Programme for 25th August 2013
Programme Evaluation & Review Technique (PERT CHART)

S.No.	ACTIVITIES	June 2013	July 2013	Aug. 2013	Sep. 2013	Oct. 2013	Nov. 2013	Dec. 2013
1.	Preparation of assessment guidelines and tools							
2.	Advocacy (Publicity)			• (Till 25th Aug.)				
3.	Identification of target area			(Till 25th Aug.)				
4.	Advance registration(in the prescribed format)			• (Till 18th Aug.)				
5.	Spot registration			• (18th-25th Aug.)				
6.	Computerization of admission data *			• (30th Aug.)				
7.	Orientation of functionaries	▬▬▬▬▬ June –July						
8.	Development of QAB	• (By 18th July)						
9.	Printing of QAB			By 6th August				
10.	Identification of Assessment Centres	▬▬▬▬▬ June-July						
11.	Identification of observers by SLMA, BISS, GPLSS		31st July					

S.No.	ACTIVITIES	June 2013	July 2013	Aug. 2013	Sep. 2013	Oct. 2013	Nov. 2013	Dec. 2013
12.	Monitoring & distribution of QAB			• Bψ (18th Aug.)				
13.	**Conduct of Assessment**			• **(25h. Aug.)**				
14.	Monitoring of Assessment			• (25h Aug.)				
15.	Evaluation of QAB			30th August to	20th Sept.			
16.	Computerization of exam data				By 30th Sept			
17.	Data Transfer (One single file from each SLMA **					• (5th October		
18.	Validation, editing, verification and Result Processing					• (20th October		
19.	Preparation, Approval & Declaration of Result					30th October		
20.	Printing of Grade Sheet-cum- Certificate						1st Nov. to 30th Nov.	
21.	Dispatch of Grade Sheet-cum- Certificates							1st Dec.to 15th Dec.
22.	Distribution of grade sheet cum certificate							20th Dec.
23.	Analysis of assessment							20th Dec.
24.	Documentation of assessment							30th Dec.