



No. SO(ER-I)1-19/2018
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore, the 16th September, 2024

To

1. **All Deputy Commissioners / Administrators,**
District Education Authorities, Punjab.
2. **All Chief Executives Officers,**
District Education Authorities, Punjab.

Subject: **SCHEDULE / DATE SHEET FOR FIRST TERM SCHOOL BASED ASSESSMENT (SBA) 2024 AND IMPLEMENTATION OF SOPs IN SCHOOLS ACROSS THE PUNJAB**

I am directed to refer to the subject cited above and to enclose herewith schedule / date sheet for First Term School Based Assessment (SBA), 2024 for Grades 1 to 8 across the Punjab and to convey that the following instructions / directions be adhered in letter & spirit: -

- i. Item bank will be uploaded on Item Bank System (IBS) on 13th September, 2024. The 1st Terms Assessment has been developed in accordance with the syllabus as prescribed in the Academic Calendar.
- ii. All the question papers will be provided bilingually except English, Urdu. Tarjuma-tul-Quran-ul-majeed and Ethis however, the schools have been given the option to generate the subject papers either in English or Urdu.
- iii. Every school will generate question papers by logging into the Item Bank System (IBS) with QR code showing complete information of the school with EMIS code (which can be scanned through QR Code Scanning App).
- iv. The system-generated paper for each subject (Grade 3 to 8) will be of One Page with QR code. Marking will be done as per keys & rubrics generated along with the papers through IBS.
- v. From 2024-25 & onwards, the first term of grade 1 & 2 is to be conducted however, the assessment of grade 1 & 2 will be oral for all subjects with five questions of 10 marks each, whereas only one question for each subject of English & Urdu will be in writing to assess the writing skill. One colored print of each subject paper having Two Pages is required for grade 1 & 2 for teachers only.
- vi. The assessment of listening, speaking and reading skills in the subjects of English and Urdu will be conducted on the same day along with the subject paper. The question for assessment of these skills have been provided in the Rubrics.
- vii. Papers for optional subjects will be developed and conducted by the schools themselves on PEC pattern i.e 10 MCQs of 15 marks and 3 CRQs of 35 marks and will be reflected in the student report card accordingly.
- viii. The schools will arrange Parent Teacher Meeting (PTM) on 4th October, 2024 and the Student Report Cards prepared on prescribed

format as available in the school IBS login and the same will be shared in the meeting. All the Schools will maintain and keep updated the Assessment Register.

- ix. The CEOs-DEAs are requested to take necessary measures to ensure that the schools have generated papers through IBS by using their school login. It will also be ensured that SBA is conducted in accordance with the SOPs. Its implementation shall be inspected by the monitoring teams during the conduct of the 1st Term SBA.

2. I am therefore, directed to request you to implement the aforementioned instructions in true letter & spirit for successful completion of SBA.

A/6⁰⁹/₂₄

(AZEEM-UD-DIN)
SECTION OFFICER (ER-I)

No. & Date Even:

A copy is forwarded for information & necessary action to:

1. The Secretary, School Education Department, South Punjab, Multan.
2. The Secretary, Literacy & Non-Formal Basic Education Department, Af-Falah Building, the Mall Road, Lahore.
3. The Secretary, Special Education Department, 31-Sher Shah Block, New Garden Town, Lahore.
4. The Secretary, Punjab Workers Welfare Fund, F/A-1, Khyber Block, Allama Iqbal Town, Lahore.
5. The Managing Director / Chief Operating Officer, Punjab Daanish Schools & Centers of Excellence Authority, Lahore.
6. The Chief Executive Officer, Punjab Examination Commission, Lahore.
7. The Chief Executive Officer, Punjab Education Initiatives & Management Authority, Lahore.
8. The Managing Director, Punjab Education Foundation, Lahore.
9. The Managing Director, Punjab Curriculum & Textbook Board Lahore
10. The Director Public Instructions (SE/EE), Punjab.

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(AZEEM-UD-DIN)
SECTION OFFICER (ER-I)

CC:

1. PS to Secretary, School Education Department.
2. PS to Special Secretary, School Education Department.
3. PS to Additional Secretary (ER), School Education Department.
4. PA to Deputy Secretary (ER), School Education Department.

DATE SHEET

FIRST TERM SCHOOL BASED ASSESSMENT (SBA) 2024-25

MORNING SHIFT TIMING: 9:00 AM TO 11:00 AM

AFTERNOON SHIFT TIMING: 01:30 PM TO 3:30 PM (Friday 3:00 pm To 5:00 pm)

DATE	DAY	GRADE-1	GRADE-2	GRADE-3	GRADE-4	GRADE-5	GRADE-6	GRADE-7	GRADE-8
19/09/2024	Thursday	English	GK	Islamiyat / Ethics	Mathematics	Islamiyat / Ethics	Mathematics	Computer / Arabic	Science
20/09/2024	Friday	Tajveedi Qaida	Nazra Quran	Nazra Quran	Social Studies	Urdu	Urdu	Tarjuma-tul-Quran-ul-Majeed	Urdu
23/09/2024	Monday	Mathematics	Islamiyat / Ethics	Mathematics	English	English	Science	Science	Mathematics
24/09/2024	Tuesday	---	---	---	Nazra Quran	---	Islamiyat / Ethics	English	Tarjuma-tul-Quran-ul-Majeed
25/09/2024	Wednesday	Urdu	Mathematics	GK	---	Science	Computer / Arabic	Islamiyat / Ethics	Hist. & Geo.
26/09/2024	Thursday	---	---	---	Urdu	Social Studies	Tarjuma-tul-Quran-ul-Majeed	Hist & Geo.	Computer / Arabic
27/09/2024	Friday	Islamiyat / Ethics	English	English	Islamiyat / Ethics	Nazra Quran	English	Urdu	Islamiyat / Ethics
30/09/2024	Monday	GK	Urdu	Urdu	Science	Mathematics	Hist. & Geo	Mathematics	English
01/10/24	Tuesday	---	---	---	---	---	Optional Sub.	Optional Sub.	Optional Sub.