



PUNJAB EXAMINATION COMMISSION

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(www.pec.edu.pk)

No 913 PEC Date: 15-11-19

To

All Chief Executive Officers,
District Education Authorities,
All Punjab.

Subject: STANDARD OPERATING PROCEDURES (SOPs) FOR CONDUCT OF ANNUAL EXAMS OF GRADE 8 AND MARKING OF PAPERS, 2020.

Kindly refer to the subject cited above.

2. PEC annual examination for Grade 8 shall be held from February, 2020. Conduct of these exams in a fair and transparent manner is a matter of great importance; credibility of exams is critically linked with the accurate assessment of students through fair and transparent mechanism. In view of the sensitivity of the exam following standard operating procedures should be observed for strict compliance.

A. Establishment of District Examination Committee (DEC) for PEC Exam 2020.

The CEO-DEA will establish District Examination Committee (DEC) comprising of the following members:

1. CEO DEA - **Head** of District Examination Committee.
2. DEO (SE) - **District Controller of Examination.**
3. DMO - **Member.**
4. DEO (EE) Male - **Focal Person.**
5. DEO (EE) Female - **Member.**
6. Deputy District Education Officer (Dy. DEO) Male and Female – **Members** (of their respective tehsils).
7. Registrar Departmental Examination/Assistant Director Examination – **Member.**

B. Registration of Candidates for Grade 8:

The timeline for registration is 21st October 2019 to 31st December 2019.

I. Registration Forms:

All kind of registration forms will be available at www.pec.edu.pk.

II. SED Public School Students:

School heads will submit their Grade 8 students to OSRS through SIS, in this regard tehsil wise master trainers have been trained by PEC from each District.

III. Other Public School Students

Registration of other public school students including BECS, NFBE, Worker Welfare, etc., will be done by submitting registration forms at nearest Examination Cluster Centers (ECCs).

IV. PEF School Students

Registration of other PEF school students will be done by submitting registration forms at nearest Examination Cluster Centers (ECCs).


15/11/19

V. Private Schools

All private schools may register their candidates at their nearest Examination Cluster Centers (ECCs).

VI. Individual private candidates

Individual private candidates who intend to appear in examination may register themselves at any Examination Cluster Center (ECC) in Punjab.

Following documents are compulsory for registration:

1. Two recent attested pictures of the candidate (1 x 1).
2. Attested photocopy of computerized ID card of the candidate's father/mother or guardian.
3. Attested photocopy of candidate's birth certificate/B-Form or School's admission/withdrawal register.

C. Deployment of Supervisory Staff:

1. District Examination Committee will be responsible for the deployment of Supervisory staff at examination centers, according to following criteria.

Sr. No.	Duty During Examination	Designation	Criteria for Selection
1	Resident Inspector	Head / Deputy Head of the School	Head / Deputy Head of the Proposed Examination Center.
2	Superintendent	SST/Headmaster/SS/SSS or equivalent. (Grade 16 or above)	Out of Tehsil for male and out of cluster for female staff.
3	Deputy Superintendent	EST/SST/Headmaster/SS/SSS or equivalent. (Grade 14 or above)	Out of Tehsil/Cluster for male and out of cluster for female staff.
4	Invigilator	PST/EST	Out of cluster one invigilator against 30 students.
5	Support Staff	Class IV employee	One Class IV employee against one examination center.

2. Nomination of supervisory and paper marking staff according to PEC criteria will be done in the Online System by ECC Heads who have been issued special Login and password.
3. All DEOs will ensure provision of 100% data of supervisory and paper marking staff.
4. District Examination cell will ensure 100% deployment of supervisory and paper marking staff.
5. PEC will use credentials of teachers for proposed duty in examination e.g., Superintendent, Deputy Superintendent, Invigilator, Head Examiner, Examiner, I.T etc.
6. District Examination cell will ensure 100% attendance of appointed supervisory and paper marking staff.
7. I.T Wing of Punjab Examination Commission shall maintain central database of nominated supervisory staff.
8. PEC shall throw back the data of registered staff to CEO-DEA for reconfirmation.

9. CEO-DEA will verify the data of registered staff and submit a certificate to PEC regarding conformance to PEC criteria.
10. PEC shall confirm deployment of supervisory staff strictly as per selection and deployment criteria.
11. No staff member shall be appointed at an examination center where his/her school's students or relatives are appearing.
12. A reserve pool of trained supervisory staff (all categories) shall be maintained by CEO-DEA.
13. In case of any shortage/absence of any invigilating staff, ECC head will immediately contact Deputy District Controller of Examinations for replacement from reserve pool.
14. It must be ensured that the replacement official has received the mandatory training.
15. One invigilator will be appointed against 30 candidates in case of hall and one for a separate room.

D. Training:

1. Training of IT Master Trainers, Cluster Heads and IT Teachers/Personnels of each cluster on Online System is mandatory.
2. Training of IT Master Trainers will be organized by PEC.
3. IT Master Trainers will cascade the training on OSRS and online registration system to Cluster Heads and IT Teachers/Personals of each cluster and school at their relevant tehsil head quarter in field. Cluster Heads will further cascade training to school Heads on student registration through SIS.
4. Supervisory staff shall be informed by DEC established at CEO office in writing about the duties assigned through online system.
5. Training of Supervisory staff is mandatory; only trained staff shall be deployed for exam duty.
6. Training of Master Trainers and District Controller of Examinations will be conducted at PEC.
7. Additional District Controller of Exams, Deputy District Controller of Exams, Cluster Heads, Resident Inspectors (RI) and Superintendents will be trained by Master Trainers in their respective districts.
8. Other supervisory staff will be trained at their concerned Examination Cluster Centers by Cluster Heads.
9. It is imperative to mention here that ensuring proper conduct of training and making availability of trainers and trainees will be the responsibility of District Examination Committee.

E. Establishment of Exam Centers:

1. District Examination Committee (DEC) will be responsible to declare suitable exam centers for candidates.
2. Exam Centers will be allocated by ECC Head by ensuring maximum candidates allocation to minimize the count of exam centers.
3. Minimum strength at an exam center will be of 90 candidates while maximum upto 300 candidates.
4. In case of any problem in creation of exam center, the District Examination Committee will decide on case to case basis.

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5. Separate examination centers will be established for male and female candidates and in case strength of the candidates is less than 90 then an examination center can be merged/established with male exam center or vice versa. The decision of combining examination Centers will be made by ECC Head in consultation with Deputy District Controller of Examination.
6. If strength of students assigned to a particular exam center exceeds 300 by up to 10 students, they may be accommodated in the same examination center. The decision to accommodate additional students shall be taken by ECC Head in consultation with Deputy District Controller of Examination.
7. Separate room will be allotted to female candidates who will be invigilated by female staff.
8. Candidates will not be assigned to an examination center which is their own school.
9. In case of unavoidable circumstances, security threat or other special dispensation, special permission will be acquired from PEC through CEO-DEA.

F. Issuance of Roll Number Slips:

1. Heads of Examination Cluster Center (ECC Head) will issue roll number slips through Online Student Registration Software (OSRS).
2. DEC will ensure error free roll number slips for candidates and cut lists for exam centers.
3. Pasting of candidate's photograph is mandatory. Photograph of the candidates on each roll number slip will be signed and stamped by the Head of Examination Cluster Center.
4. Head of Examination Cluster Center will ensure distribution of Roll Number Slips to the Head of schools/Private candidates. They will also provide the cut lists to the Resident Inspectors of his/her attached examination center.
5. Any correction in roll number slip will be made by PEC through DEC.
6. Photographs of the candidates must be pasted on the cut lists.

G. Receiving and Distribution of Question Papers:

1. Security, Secrecy and Distribution of papers is the sole responsibility of the Chief Executive Officer-District Education Authority of the district.
2. Seal packed examination paper shall be handed over to the authorized representative, (not below Grade-17) of CEO-DEA at the printing press.
3. Special authority letter containing attested signatures and photograph of the paper collector will be issued by the CEO-DEA.
4. Format of authority letter will be provided by PEC.
5. The authorized representative/paper collector shall travel in the transportation vehicle from the printing press to their respective districts.
6. The authorized representative/paper collector will not use private vehicle to travel to the printing press, as he is required to travel back in the delivery vehicle.
7. CEO-DEA or DEO (SE/EE) will receive the papers from the designated/authorized officer.
8. Deputy District Education Officer (M/F) will receive the papers of his/her tehsil or assigned clusters from CEO-DEA.

 15/7/21

9. Head of Examination Cluster Centers will receive the papers of his/her clusters from the Deputy District Education Officer.
10. Resident Inspector will receive the papers of his/her exam center from the Head of Examination Cluster Center.
11. Handing over and taking over the exam material will be done on Form "SF-9" provided by PEC. This form is also available in "Exam Conduct Guidelines" and on PEC website.

H. Monitoring:

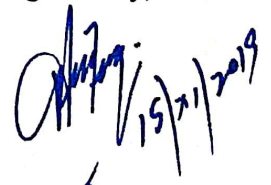
1. Officers from Director Public Instructions (DPI) will perform as Provincial Monitoring Officers.
2. Officers of School Education Department will also be deployed as provincial monitors.
3. District Monitoring Officers and Monitoring and Evaluation Assistants of Chief Minister's Monitoring Force.
4. Officers from Punjab Examination Commission (PEC) will perform as Provincial Monitoring Officers.
5. District Education Officers (Literacy).
6. Assistant Education Officers (AEOs).
7. Third Party Monitors will also monitor exam/paper marking centers.

I. Paper Marking:

1. Duties of paper marking staff must be notified by District Examination Committee, according to following criteria.

Sr. No	Description	Remarks
1	Incharge paper marking center	<ul style="list-style-type: none"> • Headmaster/Headmistress/Principal will be the Incharge of the paper-marking center.
2	Head examiner	<ul style="list-style-type: none"> • Teachers: Master's degree in the relevant subject. • Two years' experience as Examiner/Head Examiner
3	Examiner	<ul style="list-style-type: none"> • Teachers: Graduate in the relevant subject preferably teaching to 8th grade students.
4	Assistant	<ul style="list-style-type: none"> • Graduate from School Education Department.

2. Training of paper marking staff is mandatory.
3. Inter tehsil syndicate marking in triangular arrangement will be ensured.
4. Separate marking centers shall be established for each subject in each Tehsil.
5. Head Examiner will mark 15 papers of each Examiner before start of marking as test installment and 10% paper of each examiner on daily basis.
6. No examiner will mark more than 50 papers in a day.
7. Head examiner will be responsible for fair and transparent paper marking for which PEC will issue guidelines.
8. Head of paper marking centers will be overall responsible for ensuring security, secrecy and fair marking of papers.
9. Monitoring of paper marking will also be conducted by PEC.


15/7/2019

10. Head of paper marking centers will submit daily report of paper marking through Online System to PEC.
11. Top 20 answer sheets of high scorers from each district will be re-checked/re-marked at PEC office before declaration of the result to declare the position holders.

J. Preparation of Award Lists and compilation of results:

1. System generated award list will be used for preparation of results.
2. Award lists will be printed at the Paper Marking Center.
3. Award lists will be prepared on the same day of marking and data entry of results will be done on the next day.
4. Award list for Islamiat Nazra will be provided by PEC and can also be downloaded from PEC website.
5. Column of award list mentioning the "Total Marks" in figures will be covered with transparent tape to avoid any change in the result.
6. Data Entry of results will be ensured at marking centers by the concerned IT Teacher/Personnel through Online Student Registration Software (OSRS).
7. After data entry of results, one copy of award list will be sent to the District Examination Committee and Head of Marking Center will retain the original copy for his/her record.
8. Tehsil Verification Committee comprising of three members (Head of Marking Center, One Grade 17/18 Officer and One IT Teacher/Personnel) will check minimum 10% result entries of each marking center.
9. Paper re-checking committee comprising of Master Trainers of all subjects who took training on Rubrics/Paper marking at PEC, under the supervision of District Education Officer Secondary will be notified for re-checking of papers.

K. Others:

1. Use of mobile phones, any electronic device and unauthorized material by candidates and supervisory staff will be strictly prohibited in the examination center.
2. Unauthorized person(s) will not be allowed to enter the examination center.
3. Imposition of Section 144 of Cr.P.C. at the examination and marking centers must be ensured to avoid any untoward incident during conduct of exams.
4. Online live monitoring through specially developed monitoring module and through other means will also be done to ensure transparency.
5. MEAs shall perform live reporting through online dashboard.
6. MEAs shall be trained on the dashboard by Master Trainers trained by PEC.
7. Policy of zero tolerance will be adopted for any malpractice at the examination centers.
8. Corrective measures will be promptly taken in response to any discrepancy/short coming reported by the Mobile inspector(s)/MEAs.
9. Photocopying of question paper is not allowed. It has been ensured that exact number of papers matching the number of registered students plus additional eight papers are provided to each exam center therefore the possibility of paper shortage will not arise.
10. District Examination Committee shall be responsible to maintain the record of superintendent files (SF-1,5,6,7,8, MCF-2, MCF-3 and RIF-I Forms) at CEO-DEA office or DEO (SE) office.

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11. Any remuneration or claim will not be considered for payment without online attendance of supervisory staff in OSRS.

Note: Detailed instructions have also been given in the Booklet of Supervisory and Paper Marking Staff (Available on PEC website).


**DIRECTOR (ADMIN & FINANCE)
PUNJAB EXAMINATION COMMISSION**

cc.

1. PS to Secretary School Education Department, Govt. of the Punjab, Lahore.
2. The Special Secretary (Schools), School Education Department, Lahore.
3. The Special Secretary (Budget and Planning), School Education Department, Lahore.
4. The Chairperson Punjab Examination Commission, Lahore.
5. The Chief Executive Officer, Punjab Examination Commission, Lahore.
6. The Project Director, PMIU, Lahore.
7. The DPI (SE/EE) in Punjab.
8. All Commissioners in Punjab.
9. All Deputy Commissioners in Punjab.
10. All Divisional Directors of Education in Punjab.
11. Office File.