<u>**C2T Post Assessment - Volunteer Guideline**</u>

This document helps a volunteer understand the objective of C2T post assessment and know how to do it properly.

Objective of C2T post assessment:

As part of C2T (Challenge to Teach) campaign, volunteers have conducted pre-assessment in English or Math for Class 4, 5, 6 and 7. Based on the pre assessment result, volunteers identified students who need support in basics of English reading and Math arithmetic chose a goal for each student and taught for 5 weeks according to the goal. The post assessment is conducted to understand the improvement of the children in the chosen goal.

How to do the post Assessment:

A simple tool (<u>post assessment sheet</u>) helps the volunteer evaluate the students' ability in the chosen goal. The 5 possible goals are as follows.

<u>English – All Classes -</u> Assessment has to be one-one since the reading ability has to be evaluated.

Goal E1 Letters | Goal E2 Words | Goal E3 Sentences

<u>Math – All Classes –</u> Assessment can be executed like a test.

Goal M1 Subtraction | Goal M2 Division (3-digit by 1-digit)

WHAT ARE THE VARIOUS REQUIREMENTS TO DO THIS ASSESSMENT?

1. **S**tudents who were taught regularly during C2T. Every student shall bring a notebook / paper and pen / pencil. Other students shall not be included.
1. **Volunteers** to assess the students. **For English**
    a. Every volunteer needs a pen / pencil for English post assessment.
    b. It takes 2 to 3 minutes to conduct post assessment in English for 1 student.
    c. 1 volunteer / teacher to manage the students yet to be assessed and completed.
2. **Documents Needed**:
    1. **Post assessment volunteer guideline** – 1 copy per volunteer
    2. **Post assessment question papers** – Choose post assessment sheet(s) in English / Math based on the school's goal statement. 2 question paper sets are attached for each goal for fair conduct of post assessments.
        a. English - 1 copy per volunteer of 2 question papers, based on goal statement
        b. Math – 1 copy per student based on goal statement. Half the students shall be given question paper 1 and the other half question paper 2.
    3. **Pre Assessment result sheet** that you shared with us to identify the name, class and goal taught for each student who will be assessed - 1 copy per volunteer

Examples:
English: Let us assume 15 students are taught English in a school in C2T out of which 10 are taught Words and 5 are taught sentences - we have 3 volunteers for post assessment. We need to print

- 2 copies each of E2 Words Question paper 1 and 2 for 2 volunteers. Volunteer 1 and 2 will assess 10 students who were taught Words
- 1 copy each of E3 Sentences Question paper 1 and 2 for 1 volunteer. Volunteer 3 will assess 5 students who were taught Sentences.

Math: Let us assume 25 students are taught Math in a school in C2T out of which 15 are taught Subtraction and 10 are taught Division - we have 3 volunteers for post assessment. We need to print

- 8 copies M1 Subtraction Question paper 1 for 8 students who were taught Subtraction & 7 copies M1 Subtraction Question paper 2 for remaining 7 students who were taught Subtraction
- 5 copies M2 Division Question paper 1 for 5 students who were taught Division & 5 copies M2 Division Question paper 2 for 5 students who were taught Division

STEPS TO BE FOLLOWED TO DO THE POST ASSESSMENT

Orientation & Allocation: POC has to mandatorily orient each volunteer on conducting post assessment for at least 15 minutes. A group of students shall be assigned to each volunteer for English.

Execution:

Math

The respective math question papers can be given to all students who were taught for C2T. Students have to be seated with adequate space between each other to **prevent copying**. 8 answers have to correct for a student to be considered proficient in that level.

English

Since English post assessment has to be 1 student per volunteer at a time, 1 more dedicated volunteer / teacher has to manage the students who are yet to be assessed and who have completed their post assessment.

Letters - All 10 letters have to be pronounced correctly to be considered proficient.

Words - A minimum of 8 words have to be pronounced correctly to be considered proficient

Sentences - A minimum of 8 sentences have to be pronounced and all words have to correct to be considered proficient

DOs:

- Every student should take up post assessment only once
- A student should not be assessed by the same volunteer who taught the student.
  - New volunteers are recommended for post assessment with proper orientation.
  - If new volunteers cannot be mobilized, volunteers of same school can swap the students
- After the post assessment, every student should be informed that they have improved
- Certificate of participation shall be handed over to students (if available) right after post assessment completion
- For English, only reading ability needs to be evaluated and not comprehension (meaning)

DONTs:

- Declaration of results as pass or fail to students by volunteer or teacher
- Any form of discouragement to students who do not clear the post assessment
- Have zero tolerance to copying in Math assessment
- No re-assessment of students even if the volunteer who taught has a different opinion.
- No interaction should be allowed between students who completed and yet to complete the post assessment.

Documentation: After the student leaves and before the next student comes, note the number of correct answers in English near the student name. The same has to be followed for each student. For Math, all papers have to be collected, evaluated and the number of correct answers have to be entered in the result sheet of the respective school and shared with city champion and core team.