

## PoC Guide for Conducting Assessment

Each volunteer has to read this document fully and clarify questions before conducting pre-assessment.

This document helps a volunteer

- understand the purpose of learning assessment
- know how to conduct it properly

### **WHY ASSESSMENT:**

Each volunteer has to meet 2 objectives after completing the assessment

1. Identify the correct learning level of every student in the selected subject (English / Math)
2. Ensure the student's confidence is not affected after the assessment if found lagging in learning levels.

The assessment is followed by identification of children who need attention. Volunteers shall group them based on their learning level and teach the relevant basics to them in small groups (about 1 volunteer for every 5 children) to improve their English / Math learning level. The assessment, though may look simple, needs attention and understanding from each volunteer to ensure its result is reliable. The assessment result will decide the choice of students for further training.

### **WHAT WILL THE ASSESSMENT HELP IDENTIFY?**

A simple tool (learning assessment sheet) helps the volunteer identify the basic learning level of the student(s). Details of basic learning levels are as follows.

#### English – Class 4 to 7

Level 1 – Capital Letters (English Alphabet)		Level 2 – Small Letters (English Alphabet) (Standard 1 Level)
Level 3 – Simple Words (3 to 5 letters)		Level 4 – Simple Sentences (3 to 5 words) (Standard 2 Level)

#### Math – Class 4 to 7

Level 1 – Numbers 1 to 99 (Standard 1 Level)		Level 2 – Addition
Level 3 – Subtraction		Level 4 – Multiplication
Level 5 – Division (3-digit by 1-digit)		

### **WHAT ARE THE VARIOUS REQUIREMENTS TO DO THIS ASSESSMENT?**

1. A Group of **students** who need to be assessed.
  - a. Every student shall bring a notebook / paper and pen / pencil
  - b. All students in the selected class have to be assessed.
2. **Volunteers** to assess the students
  - a. Plan to engage as many volunteers as possible. Some of them could turn up as regular volunteers inspired by the interaction with the child.
  - b. Volunteers who can talk the local language are preferred.
  - c. Every volunteer has to have a pen / pencil

- d. It takes about 5 minutes for a volunteer to properly assess a student. For a Class of 4 students, it takes about 1 hour to assess in one subject with 5 volunteers. If the assessment is planned for 1 hour, each volunteer can be assigned 6 to 8 students
- 3. **Documents Needed:**
  - a. Volunteer guide for Learning Assessment hard copy – 1 per volunteer
  - b. Respective Assessment sheet hard copy both pages – 1 per volunteer

### **WHAT ARE THE STEPS TO BE FOLLOWED TO DO THE ASSESSMENT?**

The various steps involved in learning assessment are as follows.

**Orientation & Allocation:** POC shall orient volunteers on the assessment for 15 minutes using this sheet. After the orientation, the POC shall assign a group of students to each volunteer.

**Connect with student group:** The PoC volunteer can have a casual interaction with the student group for few minutes to make them comfortable.

**Assessing students one by one:** Avoid giving a test to all or any common question to all and assessing them based on that. Avoid having other students nearby while assessing every student or any room for them to copy from others.

There can be 1 or 2 volunteers to take care of all the students who are waiting for their turn for assessment or done with their assessment. Ensure this is in place before starting the one-one assessment else it will be a disturbance to the assessment.

The volunteers who will conduct the assessment shall get settled at different places in the classrooms and start calling students one after the other for assessment. Write the student name, class (and section if applicable) in the paper. Start with the most basic level in the assessment sheet as per the guidance given in the end. If they are able to go through the first level comfortably as mentioned below, the volunteer can move to the next level and so on till the fourth level. If the student stumbles or is not able to go through any level comfortably, you can stop your assessment there. The volunteer has to note down the highest level the student is able to go through comfortably. If the student is not able to go through the first level itself, the volunteer has to mark “Beginner”.

For example, if a student is able to recognize numbers and perform addition but is not able to perform subtraction, the level of the student will be addition.

**Documenting:** After the student leaves and before the next student comes, write their learning level in each of the different levels. If there are any specific comments the volunteer has to mention to the PoC, the volunteer can write them in the comments section. Ensure volunteer writes the right word for each level (from the options in Column name) and does not write any other word. The same has to be followed for each student.

Volunteers shall record all the comments in the paper as it will be documented and will help in future. Even simple comments and ideas are encouraged to be recorded in the assessment tracker.

Once assessment is completed, volunteer has to check with POC / teacher before leaving the class. Sometimes if one batch of students comes out early, they may disturb the other batch.