



To,

All the Licensees,
PEIMA (PSSP) Schools

Subject: **INSTRUCTIONS REGARDING DAILY QUICK TESTS AND MONTHLY ASSESSMENTS OF STUDENTS**

Reference to the subject cited above.

It is hereby directed by the Competent Authority that all licensees of PEIMA shall ensure the strict and uniform implementation of the following instructions in all public schools under their administrative control:

- **Daily Quick Test:** A 10-minute quick test shall be conducted daily for all students to assess their understanding, retention, and application of the concepts covered during the teaching-learning process. The test shall be aligned with the content taught during the respective lesson/day.
 - **Monthly Assessment:** A comprehensive monthly assessment of all students shall be conducted to monitor their academic progress and identify learning gaps.
 - **Student-wise Performance Record:** The performance of each student in the monthly assessment shall be recorded on a monthly basis in a register. The record shall be maintained regularly and kept updated.
 - **Analysis and Remedial Measures:** The assessment results shall be analyzed by the concerned teacher(s) to identify areas of weak performance and individual learning gaps. Appropriate remedial measures, including additional practice, revision, targeted support, and follow-up assessment, shall be undertaken for students requiring improvement.
 - **Monitoring and Verification:** To ensure effective implementation and regular monitoring of the above assessment activities through the relevant supervisory staff. During supervisory visits, the assessment records, student performance registers, and evidence of remedial measures shall be reviewed and verified to ensure compliance and effective utilization of assessment results for improving student learning outcomes.
 - **Availability of Record:** All assessment and performance records shall be properly maintained at the school level and kept readily available for inspection, verification, and monitoring by authorized officers during official visits.
2. Every student monthly test and SBA marks in each subject and total be entered on portal database and every student be tracked. All licensees will ensure this.
3. You are further informed that during the visit of the Representatives of SED, PEIMA and PECTAA, the assessment register will be specifically reviewed to monitor the implementation of these instructions and to assess the academic progress of students.


Deputy Director (A&R)



**PUNJAB EDUCATION INITIATIVES
MANAGEMENT AUTHORITY**

CC.

A copy is forwarded for information and necessary action to the:-

- Director Programm (is requested to ensure the compliance and effective monitoring of these instructions through the Districts Focal Persons).
- Director M&E (is requested to ensure the compliance and effective monitoring of these instructions through the Districts Focal Persons).
- PS to CEO PEIMA