



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

Subject: **SCHEDULE / DATE SHEET FOR MID-TERM SCHOOL BASED ASSESSMENT (SBA) 2024-25 AND IMPLEMENTATION OF SOPs IN SCHOOLS ACROSS THE PUNJAB**


In pursuant to the School Education Department letter No. SO(ER-I)1-19/2018 dated 03-12-2024, I am directed to coordinate regarding the subject matter, the following schedule is hereby communicated to conduct the **Mid-Term** School Based Assessment (SBA 2024-25) for Grades 1 to 8 across the Punjab.

Sr. #	Activity	Schedule
1.	Uploading of Item Bank	4 <sup>th</sup> December, 2024
2.	Paper Generation from IBS	Up to 8 <sup>th</sup> December, 2024
3.	Conduct of Mid-Term SBA (As per date sheet)	9 <sup>th</sup> – 19 <sup>th</sup> December, 2024
4.	Marking and Report Card Preparation	9 <sup>th</sup> – 20 <sup>th</sup> December, 2024
5.	Sharing of Result/Report Cards with Parents	1 <sup>st</sup> Working Day After the Winter Break

### **Standard Operating Procedures**

- I. Item Bank will be uploaded on Item Bank System (IBS) on **4<sup>th</sup> December, 2024**. The **Mid-Term** SBA 2024-25 has been developed in accordance with the attached syllabus (**Annex-A**) and paper pattern (**Annex-B**).
- II. All the question papers will be provided bilingually except English, Urdu, Tarjuma-tul-Quran-ul-Majeed and Ethics. However, the schools are given the option to generate the subject papers either in English or Urdu.
- III. Every school will generate question papers by logging into the 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 (Grades 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. The assessment of grades 1 & 2 will be oral for all subjects with five (05) questions of ten (10) marks each, whereas, only one question for each subject of English and Urdu will be in writing to assess the writing skill. One colored print of each subject paper having **Two Pages**, is required for grades 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 questions for assessment of these skills have been provided in 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 **the first day after the winter break** and the **Student Report Cards** prepared on prescribed format which is 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 will take necessary measures to ensure that the schools have generated papers through IBS by using their school login. It will also be ensured that the SBA is conducted in accordance with the date sheet **(Annex-C)** and SOPs. Its implementation shall be inspected by the especially constituted monitoring teams during the conduct and marking of the Mid-Term SBA 2024-25.
2. The CEO-DEAs are requested to take all necessary appropriate measures to ensure that all the Standard Operating Procedures (SOPs) regarding **Mid-Term SBA 2024-25** are being implemented in letter and spirit.

  
(Dr. Abdul Waheed Raza)  
CHIEF EXECUTIVE OFFICER  
PUNJAB EXAMINATION COMMISSION

**No. & Date Even**

A copy is forwarded for information and necessary action to:

1. The Secretary, School Education Department, Government of the Punjab
2. The Secretary, School Education Department, South Punjab, Multan
3. The Secretary, Literacy and Non-Formal Basic Education, Punjab Lahore
4. The Secretary, Special Education Department, Government of the Punjab
5. The Secretary, Punjab Workers Welfare Fund, Lahore
6. The Special Secretary, School Education Department, Lahore
7. The Managing Director/COO, Punjab Danish Schools & Centers of Excellence Authority, Lahore
8. The Managing Director, Punjab Education Foundation, Lahore
9. The Managing Director, Punjab Curriculum & Textbook Board, Lahore
10. The Chief Executive Officer, Punjab Education Initiatives & Management Authority, Lahore
11. The Director Public Instructions (SE/EE), Punjab
12. The Director Public Instructions (SE/EE), South Punjab
13. All Deputy Commissioners/Administrators DEAs, Punjab
14. The Director (Assessment & Framework), Punjab Examination Commission, Lahore
15. Notification File

  
(Dr. Abdul Waheed Raza)  
CHIEF EXECUTIVE OFFICER  
PUNJAB EXAMINATION COMMISSION

**Annex-A**

**Syllabus for Mid Term SBA 2024-25**

Grade	English		Mathematics		Urdu		GK/Science		Islamiyat		SST/History				Computer Science		Ethics	TQM	
	Chapter	Page #	Chapter	Page #	Chapter	Page #	Chapter	Page #	Chapter	Page #	Geography		History		Chapter	Page #	Chapter	Chapter	Page #
											Chapter	Page #	Chapter	Page #					
1	Unit 5-8	42-85	Unit-2(Numbers and Operation ) ( page#63-74) Unit 3:(Measurement) complete Unit 4( Money) Complete Unit 5: (Time) till page#102	(Page#63-102)	2 to 9	81 to 126	7 to 10	Page(28 -40)	3&4	24 to 37								Unit 2	UNIT 7 TO 14 (سورة الفلق)
2	Unit 5-9	42-98	Unit 2: Number Operations (Page 73-93) Unit-3(Fraction) complete Unit-4 (Measurement) till page#114	(Page#73-114)	10 to 14	62 to 93	7 to 10	Page(47 -76)	3&4	26 to 36								Unit 2	پارہ نمبر 2 (نصف)
3	Unit 5-8	47-92	Unit 3: Fractions (Page 81-95) Unit 4: Measurement (Length, Mass and Capacity) Complete Unit 5: Measurement (Time) till page#140	Page#(81-140)	9 to 14	58 to 104	7 to 10	Page(44 -82)	3rd Half, 4 And 5	33 to 50								Unit 2	پارہ نمبر 5 تا 6
4	Unit 7-10	67-106	Unit-5(Measurement)Complete Unit-6(Geometry)Complete	Page#(101-162)	10 to 16	58 to 96	5 to 7	58 to 94	3rd Half, 4 And 5	36 to 63	SST Grade 4 Unit 4 to 5 (Page 45-93)						Unit 2 to Unit 3	پارہ نمبر 13 تا 15	
5	Unit 7-10	66-108	Unit-6(Unitary Method) Complete Unit-7(Geometry)Complete Unit-8(Perimeter and Area)Complete	Page#(110-161)	10 to 17	69 to 121	5 to 7	59 to 110	3rd Half, 4 And 5	42 to 70	SST Grade 5 Unit 4 to 5 (Page 33-85)						Unit 2	پارہ نمبر 23 تا 26	
6	Unit 6-9	56-100	DOMAIN-1/Subdomain -4 and 5 4-Rate Ratio and Percentage 5-Sets DOMAIN-2/Subdomain-1,2(1-Algebraic Expression 2-Linear Expressions and equation) Domain-3 complete Domain-4/SubDomain-1(Surface Area and Volume, Symmetry)	Page#(69-133)	9 to 16	57 to 109	5 to 9	52 to 118	3rd Half, 4 And 5	39 to 73	Geography G 6 7 8		History G 6 7 8		4 to 5	53 to 86	Unit 3 complete and Unit 4 till Page 41	سورة النصر تا سورة الاناس مع ترجمہ کے لیے مختص سورة الاخلاص، سورة الفلق اور سورة الاناس	
7	Unit 6-9	50-90	DOMAIN-2/Subdomain -2 ,3(2-Algebraic Expression 3-Linear Equations) DOMAIN-3/Subdomain 1,2(1-Distance,Speed and Time 2-Perimeter and Area) DOMAIN-4/Subdomain 1,2(1-Practical Geometry 2-Angle properties of Polygons)	Page#(94-156)	8 to 15	48 to 108	5 to 9	61 to 118	3rd Half, 4 And 5	56 to 95	Unit 3 to 5	(Page 33-62)	Unit 2 to 3	(Page 46-78)	3 to 4	43 to 80	Unit 4	سورة البروج تا سورة الشمس مع ترجمہ کے لیے مختص سورة العديت، اور سورة القارعة	
8	Unit 6-9	57-95	Domain-2/Subdomain-1,2,3(1-Number Sequence and pattern 2-Expansion and Factorization 3-Linear Equation and Inequalities)	Page#(87-129)	10 to 17	57 to 107	7 to 10	76 to 132	3rd Half, 4 And 5	37 to 70	Unit 3 to 4	(Page 34-55)	Unit 4	(Page 43-67)	5 to 6	49 to 101	Unit 3 to Unit 4	سورة الرحمن تا سورة الجن مع ترجمہ کے لیے مختص سورة البقرہ اور سورة نوح	

## **Annex-B**

<b>Paper Pattern of Mid Term SBA 2024-25</b>	
<b>Assessment</b>	Mid-Term SBA 2024-25
<b>Timeline</b>	2nd & 3rd Week of December 2024
<b>Paper/Item Bank</b>	Item Bank

<b>Grade</b>	1	2
<b>Assessment</b>	Oral	Oral
<b>MCQs</b>	1	1
<b>Fill in the Blank</b>	1	1
<b>True/False</b>	1	1
<b>Column Matching</b>	1	1
<b>Short Question/Writing (in languages)</b>	1	1
<b>Weightage</b>	50	50

**Note: Each item/question will be comprised of 10 marks**

<b>Grade 3 to 5</b>	<b>No. of MCQs</b>	10
	<b>Marks of MCQs</b>	20
	<b>No. of CRQs</b>	3
	<b>Marks of CRQs</b>	30
<b>Grade 6 to 8</b>	<b>No. of MCQs</b>	10
	<b>Marks of MCQs</b>	15
	<b>No. of CRQs</b>	3
	<b>Marks of CRQs</b>	35
<b>Total Marks</b>		50





## Annex-C



**SCHEDULE FOR MID TERM ASSESSMENT (SBA) 2024-25**  
**MORNING SHIFT TIMING: 10:30 AM To 12:00 Noon (Friday 10:00 AM To 11:30 AM)**  
**AFTERNOON SHIFT TIMING: 2:30 PM To 4:00 PM**



DATE	DAY	GRADE-1	GRADE-2	GRADE-3	GRADE-4	GRADE-5	GRADE-6	GRADE-7	GRADE-8
09/12/24	Monday	English	GK	Islamiat / Ethics	Mathematics	Islamiat / Ethics	Mathematics	Computer / Arabic	Science
10/12/24	Tuesday	---	Nazra Quran	Nazra Quran	Social Studies	---	Urdu	Tarjuma-tul-Quran-ul-Majeed	Urdu
11/12/24	Wednesday	Mathematics	Islamiat / Ethics	---	English	Urdu	Islamiat / Ethics	Science	Tarjuma-tul-Quran-ul-Majeed
12/12/24	Thursday	Urdu	Mathematics	---	Nazra Quran	English	Science	English	Mathematics
13/12/24	Friday	---	---	Mathematics	---	Nazra Quran	Computer / Arabic	Optional Sub.	Hist. & Geo.
16/12/24	Monday	Tajveedi Qaida	---	English	Urdu	Social Studies	Tarjuma-tul-Quran-ul-Majeed	Hist. & Geo.	Computer / Arabic
17/12/24	Tuesday	---	English	---	Islamiat / Ethics	---	Optional Sub.	Urdu	Optional Sub.
18/12/24	Wednesday	GK	---	GK	Science	Mathematics	Hist. & Geo.	Islamiat / Ethics	Islamiat / Ethics
19/12/24	Thursday	Islamiat / Ethics	Urdu	Urdu	---	Science	English	Mathematics	English