

# Field Notes

(TO BE FILLED BY FIELD INVESTIGATOR)

## National Achievement Survey

### Class III, V, VIII

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**Complete all entries before administration of tools, even if the enrollment of students is less than 30 (thirty) in a class.**

1. Date of Survey [in **DD MM YYYY** format]

D	D	M	M	Y	Y	Y	Y
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2. UDISE Code

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3. Name of the School \_\_\_\_\_

4. Name of the State \_\_\_\_\_

5. Name of the District \_\_\_\_\_

6. Area Code of the School (**1** – Rural, **2** – Urban)

7. Is it a replacement school? If yes, reasons for replacement \_\_\_\_\_

8. Class, Section, Medium in which test administered (Use medium code as per sample list) :

Class

Section

Medium

9. Name of the Head Teacher/Principal \_\_\_\_\_

(Sign. of the Field Investigator)

(Name in capital letters) \_\_\_\_\_

**10. a. In case, the class has only one section:**

i. Number of students enrolled in the class

ii. Number of students who took the test

iii. Number of selected students absent on the day of testing

**b. In case, the class has more than one Sections:**

i. Number of sections of the class

ii. Number of students enrolled in all the sections of the class

iii. The serial number of the sampled section

iv. Number of students enrolled in the sampled section

v. Number of students who took the tests

vi. Number of selected students absent on the day of testing

**11. Details of teachers teaching the sampled section:**

S.No.	Name of the Teacher	Subject(s)
1.		
2.		
3.		
4.		

**12. Provide following information for all sections/class**

Number of students belonging to different SOCIAL GROUPS	
Social Group	No. of Students Enrolled
SC	
ST	
OBC	
General	
<b>Total Students</b>	

Number of students belonging to different DISABILITY GROUPS	
Disability Group	No. of Students
<b>LD</b> -Locomotor Disability	
<b>VI</b> -Visual Impairment	
<b>HI</b> -Hearing Impairment	
<b>S&amp;LD</b> -Speech & Language Disability	
<b>ID</b> -Intellectual Disability	
<b>OthD</b> -Other Disabilities	
<b>Total Students</b>	

## Procedure for the Selection of a Section

**(If the class has more than one section)**

If there are **more than one section** in the selected school in a class then select only one section through random sampling method as specified below:

**Note down the following information:**

S.No. of Section	Section Name	Number of Students Enrolled	No. of Students Present on the Day of Assessment	Selected Section (Please tick <input type="checkbox"/> mark)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>Total Students</b>				

### UDISE Code System

0	1	1	2	0	3	1	2	3	1	3
State Code		District Code		Block Code		Village Code		School Code		

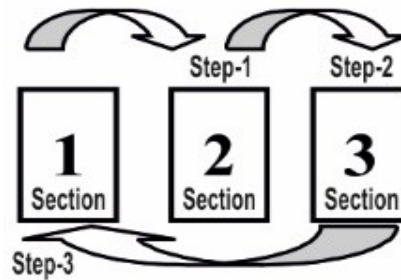
**Stage-1:** Add together the two digits of the district code and the two digits of the school code. Write down the result.

*Example:*

District code '12' and School code '13'

Result = 1 + 2 + 1 + 3 = 7

**Stage-2:** Write down the serial numbers of the sections in a line as shown in the figure. Starting from section '1', move to next section at a time in a cyclic fashion, and continue till you get to the number calculated at Stage-1 above as a result. The section where you stop is the section selected.



Starting at section sr. no. '1' to 7 steps bring us to section sr. no. '2' i.e. Section-B.

Test the students in section 'B'.

## Procedure for the Selection of Students

If there are more than 30 students in the sampled section in a class, then select only 30 students as per procedure given below:

**Step-1:** List all the students of the sampled section/class as per school register in **Sheet-I**.

**Step-2:** Calculate the Sampling Interval (SI) by using formula given below or follow the table of SI:

$$\text{Sampling Interval (SI)} = \frac{\text{Total number of students enrolled in sampled section/class in the school}}{30}$$

**Example:** Suppose the total enrollment in the sampled section/class in the school is 58, then

$$\text{SI} = \frac{58}{30} = 1.93 \text{ (rounded to 2)}$$

**Example:** Suppose the total enrollment in the sampled section/class in the school is 44, then

$$\text{SI} = \frac{44}{30} = 1.46 \text{ (rounded to 1)}$$

**Note:** If the value after decimal is more than 0.50 then it would be rounded to next whole number and if the value after decimal is less than or equal to 0.50 then it would be rounded to preceding whole number.

**Table: Ready Reckoner for Sample Interval (SI)**

Number of Students in the sampled section/class in the school	31-44	45-74	75-104
Sample Interval	1	2	3

**Step-3:** In order to select the first student by Random Start (RS) method, follow the procedure as below:

**Example:** If the **District Code** = 12  
 and **School Code** = 13  
 Add the **District code + School Code** = 1+2+1+3  
 Then, Random start (RS) = 7

**Step-4:** Select your first student from serially arranged students' list (**Sheet-I**) at S.No.'7' (take reference of Step-3 above). The next student will be selected as per following method:

**RS+SI; RS+2SI; RS+3SI; RS+4SI, likewise...**

**For example:** If SI is 2, then the selected students would be at serial number 7, 9, 11, 13, 15, 17, 19...

RS	+	SI	=	9	;	RS	+	2SI	=	11	;	RS	+	3SI	=	13
7		2				7		4				7		6		

**Step-5:** If you get the end of list before getting 30 students, then continue the process from the beginning until you have selected 30 students.

**Step-6:** If by chance you get again to a student already selected in this process, then select the immediate next student and continue your counting following the same process until you get 30 students.

**Step-7:** Allot Student ID against each selected student in **Sheet-I**. Transfer students' names, Roll Nos. (As per class register), and other details in **Sheet-II** as per their Student IDs serially.



## Sheet - II

List of 30 Selected Students arranged serially according to Student ID (in case the sampled section/class has less than 30 students, then list all the students and allot student ID)

Name of the Sampled Section \_\_\_\_\_

Student ID	Name of the Student	Roll No. as per Class Register	Attendance	Gender	Category	CWSN	Test Form Number
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

**Note:** 1. Please copy the Test Form Number from the Test Booklet given to the individual Student.

2. Please mark absent 'A' in the column 'Attendance' for the sampled student who could not appear in the test.

**GENDER:** 1- Boy, 2- Girl ● **CATEGORY:** 1- SC, 2- ST, 3- OBC, 4-General

**CWSN (Type of Disabilities) :**

1- **LD** (Locomotor Disability);

2- **VI** (Visual Impairment);

3- **HI** (Hearing Impairment);

4- **S&LD** (Speech & Language Disability);

5- **ID** (Intellectual Disability);

6- **OthD** (Other Disabilities).

**TEST FORM NUMBER:** Class III- 31, 32; Class V - 51, 52; Class VIII- 81, 82

<b>Medium Codes</b>		
<b>Sl.No.</b>	<b>Medium of Instruction</b>	<b>Code</b>
1.	Assamese	11
2.	Bengali	12
3.	English	13
4.	Gujarati	14
5.	Garo	15
6.	Hindi	16
7.	Kannada	17
8.	Khasi	18
9.	Konkani	19
10.	Marathi	20
11.	Malayalam	21
12.	Manipuri	22
13.	Mizo	23
14.	Oriya	24
15.	Punjabi	25
16.	Tamil	26
17.	Telugu	27
18.	Urdu	28
19.	Bodo	29
20.	Kokborok	30