National Achievement Survey (NAS) – 2017
Classes 3, 5 & 8

FREQUENTLY ASKED QUESTIONS

I. ABOUT NAS

Que 1. What is NAS?

Ans. *National Achievement Survey is a large-scale assessment exercise designed to determine educational standards across the country.*

NAS uses a representative sample of students and must be carefully designed to fit the group being assessed. NAS is not an examination. It checks the general health of the education system: NAS doesn't test individual students.

Que 2. Who is responsible for NAS at the National level?

Ans. *National Council of Educational Research and Training (NCERT).*

Que 3. What purpose does NAS serve?

Ans. *The findings from the NAS will be used as inputs in policy, planning and designing pedagogical intervention to improve the students learning outcomes at district, state and country level.*

Que 4. What are the various levels of different functionaries who contribute in the activities of NAS?

Ans. *At National level   – NCERT*

At States/UTs level   - SCERTs/SIEs/STCs/SPDs

At District level   - DIETs/DEOs

II. Roles and Functions of Different Stakeholders

Que 1. What are the roles and functions at National Level?

Ans. *At the National level, NCERT is the National Coordinator. Some important roles and functions of the National Coordinator are given below:*

- *development, finalization and quality assurance of survey tools (Achievement Tests; Questionnaires–PQ, TQ and SQ; OMR Sheets) Guidelines-cum-Training Manual; Field Notes; Pro forma for Monitoring the Administration of Tools; Module for Test Administration (For Field Investigators and Observers) and Student Sampling Protocol,*

- *facilitation of translation in regional languages with the help of States,*

- *development of Sampling Framework and preparation of sampled schools' list, development of Sampling Manual,*

- *conduct of training of State and District Coordinators in implementation of NAS,*

- *coordination of Test Administration with the SCERTs/SIEs,*

- *monitoring of NAS activities with the SPD-SSA's office, monitoring of Administration of Tests in the schools on the Day of Assessment,*

- *development of Analysis Framework,*
- *development of State/National Reports,*
- *development & facilitation of implementation of quality interventions based on NAS findings & so on.*

Que 2. What is the support one can get from control room for NAS?

Ans. *A control room has been set up at NCERT for resolving NAS related issues/queries. States can submit their queries at esdhead@gmail.com and/or call at 011-26865909.Reply would be given within 24 working hours. Control room would be functional for 24 working hours, five days before the Day of Assessment.*

Que 3. What are the important abbreviations used and their meaning related to NAS?

Ans.

Abbreviations and their meaning	
1. *CD*	*Compact Disc*
2. *CSV*	*Comma Separated Values*
3. *CWSN*	*Children with Special Needs*
4. *DIET*	*District Institute of Education and Training*
5. *DPC*	*District Project Coordinator*
6. *DVD*	*Digital Versatile Disc/ Digital Video*
7. *ESD*	*Educational Survey Division*
8. *EVS*	*Environmental Studies*
9. *FI*	*Field Investigators*
10. *HI*	*Hearing Impairment*
11. *ID*	*Intellectual Disability*
12. *LD*	*Locomotor Disability*
13. *MIS*	*Management Information System*
14. *NCERT*	*National Council of Educational Research &Training*
15. *No.*	*Number*
16. *NAS*	*National Achievement Survey*
17. *OMR*	*Optical Mark Recognition*
18. *OthD*	*Other Disabilities*
19. *PQ*	*Pupil Questionnaire*
20. *S&LD*	*Speech & Language Disability*
21. *SCERT*	*State Council of Educational Research & Training*
22. *SIE*	*State Institute of Education*
23. *SPD*	*State Project Director*
24. *SQ*	*School Questionnaire*
25. *SSA*	*Sarva Shiksha Abhiyan*
26. *TQ*	*Teacher Questionnaire*
27. *UDISE*	*Unified District Information System for Education*
28. *UT*	*Union Territories*

Que 4. What are the roles and functions of State Coordinators?

Ans. *Some important roles and functions of the State Coordinator are as below:*

1. *He/she will identify the two Associate State Coordinators, one District Coordinator and one Assistant District Coordinator for each district,*

2. *Translate tests in regional languages, vett Tests developed in regional languages from source language, i.e., English*

3. *Provide list of sampled schools to District Coordinators for finding class-wise medium(s) of instruction in the school. Printing of Achievement tests, Questionnaires (Pupil, Teacher, School), OMR sheets, Field Notes, Module for Test Administration and Pro forma for Monitoring the Administration of Tools as per the requirement,*

4. *Provide survey material as per the verified list of sampled school, i.e., Achievement Tests as per the medium,*

5. *Provide expenditure Norms (State/UT Norms) to District Coordinator(s),*

6. *Facilitate District Coordinators in timely procurement of data capturing software and scanners for OMR scanning at the district level, uploading '.csv' file and so on.*

For further details, please see Guideline cum Training Manual of NAS-2017.

Que 5. Who can be nominated as State Coordinator from State/UT?

Ans. *Director SCERT/SIE/STC can be nominated as the State Coordinator.*

Que 6. What are the roles and the responsibilities of the District Coordinator of the State/UTs?

Ans. *Some important roles and responsibilities of the District Coordinator of the State/UTs are as follows: He\she will verify the availability of schools and medium(s) of instruction of the sampled school in a class as per list of sampled schools, communicate the Day of Assessment to the Headmaster/Principal of sampled schools for tools administration well in advance, select Field Investigators (FIs) and rigorously conduct a training programme for test administration, dispatch survey material to the sampled schools, pay FIs, get OMR sheets scanned, verify, upload the '.csv', and so on. For further details, please see Guideline cum Training Manual of NAS-2017.*

Que 7. What are the roles of SCERT/SIE etc. of the States/UTs?

Ans. *Director, SCERT/SIE will be the State Coordinator of the NAS-2017. He can engage his/her officials in the task of NAS-2017.*

Que 8. What are the roles of SPD of SSA of States/UTs?

Ans. *Some important roles of SPD of SSA in implementation of NAS-2017 are:*

SPD will facilitate and support the quality implementation of NAS at State, District and School levels, ensure the quality of the trainings of the FIs at the district level, facilitate the selection of the Observer (at least one observer in each block for the Day of Assessment) for monitoring the administration of the test in each sampled

section/class. After the successful administration of the test on the 'Day of Assessment', SPD will depute the MIS team for scanning, verification of OMR sheets with physical sheets (Hard copy) of Achievement Tests, Questionnaires and Field Notes and provide suitable space for the purpose. He / She will ensure that quality data is being uploaded on the server and subsequent development of State/District reports. He will also support the implementation of quality interventions based on NAS findings. For further details, please see Guideline cum Training Manual of NAS-2017.

Que 9. What are the roles of the Field Investigators?

Ans. *Field Investigators are responsible for the administration of tests in the school in the sampled section/class. He/She will sample the section and students, fill the information in the field notes, conduct test in all available classes, transfer the responses to the OMR sheets (for classes III and V). He/she will fill the questionnaire PQ, TQ and SQ in pan interview mode and pack the entire material as per the given instruction and submit to the District Coordinator/Assistant District Coordinator. For further details, please see Guideline cum Training Manual of NAS 2017.*

Que 10. What is the role of the Observer on the 'Day of Assessment'?

Ans. *On the 'Day of Assessment', the Observer will monitor the administration of the test in the sampled schools at block level and fill his/her observations in the pro-forma of Monitoring the Administration of Tools and submit to the DPC-SSA's office after the administration of test. Observer should ONLY observe and NOT intervene in the process or give any instruction.*

Que 11. What are the roles of the District MIS Coordinator for NAS?

Ans. *SPD-SSA will nominate one MIS coordinator. The role of MIS coordinator is to organize scanning of survey tools and cross checking the scanned data with the Field Note.*

Que 12. Is it the responsibility of the Field Investigator to hand over the survey material to the school head?

Ans. *No, the responsibility of handing over the survey material to the school head is of the District Coordinator.*

Que 13. Who should arrange the funds for NAS?

Ans. *For implementation of NAS-2017, MHRD is the funding agency for the NCERT as well as States/UTs.*

Que 14. Who amongst the SPD and the SCERT is responsible for getting the test material printed?

Ans. *SPD and SCERT should work in collaboration with each other to get the test material printed.*

Que 15. What are the training provisions for the various functionaries of the state and districts?

Ans. *The training programs have been scheduled at different levels. NCERT has conducted training cum orientation programs for the State Coordinators. At State level, NCERT, UNICEF and CSF officials will provide training to the*

District Coordinator. At District level, District Coordinators who were trained in the State level training programs will provide training to the Field Investigators in implementation of NAS-2017.

Que 16. Can FI training be organized for more than one day?

Ans. *The State can organize the FI training for more than one day as needed.*

III. Appointment of Different Stakeholders

Que 1. Who cannot be appointed as the Field Investigator?
Ans. *Following are the individuals who cannot be appointed as the Field Investigator-*

a.   *Teachers from Govt./Govt. Aided schools (if the teachers' salary is met from Govt funds)*

b.   *14.97 lakh teachers registered under NIOS portal*

Que 2. Who cannot be an Observer?
Ans. *The CRCs/BRCs cannot be appointed as Observers.*

Que 3. Who can be a Field Investigator?
Ans. *The field investigator should preferably be a DIET student. If the states have none or less number of DIET trainees, they can select the FIs from B.Ed./M.Ed., trained teachers who are not working in government schools, retired school teachers, Master of Social Work students, private school teachers, in the given order.*

Que 4. Can States have extra MIS Coordinators?

Ans. *Yes. The state can have one associate MIS coordinator who can support in conducting required activities.*

IV. About Survey Material

Que 1. What does the Survey Material contain?
Ans. *Survey materials contain used-unused test booklets, questionnaire (PQ, TQ and SQ), field notes and OMR sheets.*

Que 2. What are the Questionnaires?
Ans. *There are three questionnaires in NAS-2017 namely Pupil Questionnaire (PQ), Teacher Questionnaire (TQ) and School Questionnaire (SQ) used to collect background variable information from pupil, teacher and school respectively.*

Que 3. What are the various OMR Sheets to be used in NAS?
Ans. *In NAS-2017, six different OMR sheets are being used. Three for each Class III, V and VIII achievement test. And another three for Pupil Questionnaire, School Questionnaire and Teacher Questionnaire.*

Que 4. What are the Field Notes and its uses?

Ans. *The Field Notes are documents to write the list of students appears on the register of that sample section/class and list of sampled students from that section/class along with some information. It also contains procedure for the selection of a section and of student in the section/class.*

Que 5. What are the materials to be packed and submitted to the schools by the District Coordinator for the survey?

Ans. *The materials to be packed and submitted to the schools by the District Coordinator for the survey are (as per requirement) as below:*

Class-wise (for one School) Quantity of Survey material

Survey Material		Class III	Class V	Class VIII
Field Notes		1	1	1
Achievement Tests	Test Form-31	15		
	Test Form-32	15		
	Test Form-51		15	
	Test Form-52		15	
	Test Form-81			15
	Test Form-82			15
Questionnaires	Pupil (PQ)	1	1	1
	Teacher (TQ)	1	1	1
	School (SQ)	1	1	1
OMR Sheets	Achievement Tests	30	30	30
	PQ	30	30	30
	TQ	3	3	4
	SQ	1	1	1

Que 6. What are the materials to be packed and submitted to District Coordinator by the Field Investigator after the conduct of the survey?

Ans. *The materials to be packed and submitted to District Coordinator by the Field Investigator after the conduct of the survey are as below:*

Packet-1 *(Used Material)*	• *Arrange Test Booklets Test Form-wise separately* • *Arrange filled-in OMR sheets Test Form-wise separately (arranged serially)* • *Filled in OMR sheets of PQ, TQ & SQ (separately in three different packets, arranged serially)* • *Filled-in Field Notes*	*To be packed and submitted to District Coordinator by Field Investigator*
Packet-2 *(Unused Material)*	• *Test booklets* • *OMR Sheets* *Field Notes* • *PQ, TQ & SQ*	

Que 7. If there are more than one medium of instruction in the sampled school then how will the materials be packed?

Ans. *DC needs to ensure that required materials will be packed separately in all mediums of instruction.*

Que 8. What type of sealing is required on the packet of survey material done by the printing press?

Ans. *The sealing on the packets of survey material will be like any normal sealing of confidential documents e.g. stamping or color tape. It is done to maintain the confidentiality of survey material.*

Que 9. What is the retention schedule of the survey material at the District level?

Ans. *After the conduction of the test, the packets of used Test Booklets Test Forms, filled-in OMR sheets Test Form wise separately (serially arranged) and unused test forms are retained safely at District Level by District Coordinator for at least six months.*

V. About Administration of NAS

Que 1. What is the 'Day of Assessment'?

Ans. *It is the day when achievement test of all sampled students from all sampled schools in all districts of all 36 states/Union Territories will be conducted.*

Que 2. Which day is 'Day of Assessment'?

Ans. *The day 13th November 2017 has been declared as the 'Day of Assessment' for NAS-2017.*

Que 3. When will the section be selected (if required)?

Ans. *If in a school, at class III or V or VIII, there is more than one section, then the selection of section will be required.*

Que 4. When will the selection of students be required to be done?

Ans. *In the selected section/class, the enrolled students in the class register is more than 30 then select 30 students randomly and objectively, as per the procedures laid out in guideline.*

Que 5. Under what conditions will the District Coordinator go for the replacement school?

Ans. *In following situations ONLY, the District Coordinator will go for the replacement school:*

    (i)   the sampled school does not exist physically;

    (ii)   the sampled school situated in the disturbed area;

    (iii)   occurrence of National Calamity in school area and;

    (iv)   enrollment in the sampled class/section is less than FIVE (5)

Que 6. What will the Field Investigator do if in the sampled section/class in the sampled school has less than 5 students on the 'Day of Assessment' i.e. on 13th November 2017?

Ans. *If in the sampled section/class in the sampled school has less than 5 students then ALSO the Field Investigator will administer the test as per the procedure. He will fill the Field Notes and record his observation.*

Que 7. How much minimum enrollment is required for the administration of test in a school?

Ans. *At the time of verification of the sampled schools, it may be ensured that the schools have a minimum 5 students enrolled in the sampled school and if not, the school may be replaced by another school satisfying this condition. However, if on the day of assessment less than 5 students are present out of the enrolled, then assessment will be conducted with the present students.*

Que 8. On the 'Day of Assessment', if all students are absent then what can the Field Investigator do?

Ans. *In case, all the students are absent on the 'Day of Assessment' i.e. 13th November 2017, then the Field Investigator will not administer the test in that school but he will fill the Field Note and inform to the District Coordinator immediately. In this case, there will be no replacement of school.*

Que 9. How children with Special Needs (CWSN) are to be facilitated?

Ans. *Children with Special Needs (CWSN), if any, are facilitated in following manner:*

    • *30 minutes extra time will be given to complete the test.*

    • *Facility of scribe or amanuensis will be given to the students.*

    • *Resource teacher should be consulted for conducting the test.*

    • *It should be ensured that suitable adaptations are made according to the child's needs.*

Que 10. How to distribute the booklets to the sampled students?

Ans. *If the unit place of UDISE code is ODD, then start distributing the booklets from 31/51/81, i.e. first student will get 31/51/81, second student will get 32/52/82, third student will get 31/51/81, fourth student will get 32/52/82, and so on. In case, if the unit place of UDISE code is EVEN, then start distributing the booklets from 32/52/82, i.e. first student will get 32/52/82, second student will get 31/51/81, third student will get 32/52/82,*

fourth student will get 31/51/81, and so on. The test form allocated to each sampled student should be written in Sheet II of Field Notes.

Que 11. What are the relevant and required codes to be filled in sheet-I, sheet-II and OMR Sheets?

Ans. *Codes to be filled in sheet-I, sheet-II and OMR sheets are:*

- *UDISE Code OMR sheets and Field Notes (Sheet I/II)*
- *Gender (1-Boy, 2-Girl) OMR sheets and Field Notes (Sheet I/II)*
- *Category (1-SC, 2-ST, 3-OBC, 4-General) OMR sheets and Field Notes (Sheet I/II)*
- *CWSN (1-LD, 2-VI, 3-HI, 4-S&LD, 5-ID, 6-OthD) OMR sheets and Field Notes (Sheet I/II)*
- *Test Form Number (31/32/51/52/81/82); Field Notes (Sheet I/II)*
- *Aadhar Number in OMR sheets*
- *Area (1-Rural, 2-Urban) in OMR sheets*
- *School Management in OMR sheets (1 – Govt, 2-Govt Aided)*

Que 12. Who must fill in the responses for the entries of front page of Test Form or OMR Sheet for Classes III, V and VIII?

Ans. *The entries of front page of the test form or OMR Sheet for Class III, V & VIII will be filled by the Field Investigators.*

Que 13. If on the day of assessment, the selected FI does not reach the sampled school then what to do?

Ans. *It is important to intimate the school head while handing over the survey material that they must report whether FI has reached the school or not as soon as morning assembly concludes. If the school head immediately informs that the FI has not come, then the DC needs to send the reserve FI to that school. If the school head does not inform in time or the reserve FI does not reach the school, then assessment will not be done in that school.*

Que 14. Can the students use HB pencil for marking their response on OMR sheet or Test Booklet?

Ans. *The use of HB pencil need to be avoided in all circumstances. They will use only blue/black ball pen.*

Que 15. If some school staff tries to provide extra help to students during the assessment, then what will be the action taken?

Ans. *If some school staff forcefully tries to provide extra help, in such situations, it should be reported to the District Coordinator immediately.*

Que 16. If we find any material missing/lesser in number than required from the sealed packet, then what needs to be done?

Ans. *Inform the District Coordinator immediately about the short or missed material from the sealed packet, to get the missed/short material on time.*

Que 17. If the required subject teacher of a given grade is absent during the survey, then who will fill the TQ?

Ans.*FI will write absent on the TQ and record in the field note.*

Que 18. If a student does not attempt the question in given test booklet then what will be written in OMR sheet?

Ans. *If a student does not attempt a question in test booklet, then its respective place in OMR sheet will be left blank.*

Que 19. Will students sit as per the Allotted Student ID or Roll number?

Ans. *If the class is having 30 or less than 30 students then all of them will appear in the test. In this situation, roll number of the students and the allotted student ID will be same. And they will sit as per allotted student ID. If more than 30, then students will sit as per Allotted Student ID.*

Que 20. Should we consider physical distance of the school as a reason for school's replacement?

Ans. *Physical distance is not a criterion for replacement of the school.*

Que 21. Do we have to see which student is absent or present before sampling students?

Ans. *Before sampling students we do not have to take note of which student is absent or present. It is noted in the field note once the sampling of students is done.*

Que 22. If Grade 3 students of 3 sections sit and study in one classroom (due to lack of teachers), then how to sample section?

Ans. *In this situation, FI should see the record of number of sections and number of students in each section from the school register. And select one section out of three.*

Que 23. Will Grade 8 students be allowed to take the test booklet home after writing response in the OMR sheet?

Ans. *Grade 8 students will submit both the test booklet and OMR sheet after completion of the test to the FI. No survey material whether used or unused will remain with the school or students.*

Que 24. Is the test booklet used by Grade 8 students considered as 'used' Material?

Ans. *Yes, the test booklet used by Grade 8 students will be considered as 'used' material. This is because students ID will be written on it and it will be matched with the filled OMR sheets.*

Que 25. Is the test booklet of ABSENT students considered as 'unused'?

Ans. *The test booklet of ABSENT student is NOT considered as 'unused'. It will be considered as 'used' material.*

Que 26. When should section sampling be done?

Ans. *Section sampling will need to be carried out, prior to the administration of test on the day of survey itself, if there are more than 1 section in the sampled school.*

Que 27. Will the MIS person be involved in sampling students?

Ans. *No. Student sampling will be carried out by Field Investigators ONLY, on the day of assessment i.e. 13 November 2017.*

Que 28. Can student sampling be done prior to the day of assessment?

Ans. *No, students need to be sampled on the day of assessment itself i.e. 13 November 2017. If students are sampled prior to the day of assessment, then there exists a possibility that selected students may be pressurized to deliberately undergo measures for improving their academic performance.*

Que 29. What should the FI do if the seal of the test material is broken?

Ans. *In such a case, the FI should immediately inform the District Coordinator and explicitly report the incident in the Field Notes (FN). And FI should continue with test conduction in the sampled school.*

Que 30. Where would rough work be done by students?

Ans. *Students can do rough work on the test booklet itself.*

Que 31. Even if there are 5 students in the class on 13 November 2017, does the FI still need to use the odd – even rule for distributing the test booklets in the classrooms?
Ans. *Yes, all procedures mentioned in the guidelines need to be followed irrespective of class size.*

Que 32. If a student (of Grade 3 & 5) has marked two responses on the test booklet, then what should be done by the FI while transferring the response from the test booklet to OMR sheet?
Ans. *The FI should transfer both the responses on to the OMR sheet.*

Que 33. When reading out questions, should the FI simplify the questions by using colloquial terms?

Ans. *No, simplification of sentences is not allowed. The FI may repeat the questions twice. He/ she must read the question using the same words as mentioned in the test booklets. Further instructions on how to read the questions are mentioned in the test booklets itself.*

Que 34. Can the Day of Assessment be changed?

Ans. *The day of assessment is fixed i.e. 13 November 2017.*

Que 35. If in the sampled school there are 4 mediums of instruction, how will the FI decide in which medium of instruction the test needs to be administered?

Ans. *On the day of assessment, FI will select one section out of the four. Thereafter, administer NAS to the students keeping in view the medium of selected section.*

Que 36. If in a school all three classes are sampled i.e. 3, 5 and 8 then how many SQ-OMR sheets will be filled by the FI?

Ans. *The FI will fill SQ-OMR sheets separately for each of the sampled classes i.e. 3,5 and 8.*

Que 37. If the language of test items and other materials is different from the medium of instruction in that school?

Ans. *If in a school the survey materials that arrive are of different medium of instruction, FI should immediately inform the District Coordinator. The District Coordinator will take necessary action to resolve the issue.*

Que 38. If material is not available in the language that is the medium of instruction in the selected section, can the section be changed?

Ans. *No, the section selected after sampling will not be changed. The Field Investigator will immediately inform the District Coordinator. The District Coordinator will take necessary action to resolve the issue.*

VI. About Data Upload and NAS Web Application

Que 1. What does the Data Capturing Manual contain?

Ans. *The Data Capturing Manual contains*

1. *OMR Sheet Designing;*
2. *OMR Sheet Printing;*
3. *OMR Sheet Filling by Students;*
4. *OMR Sheet Scanning;*
5. *OMR Sheet Processing; and*
6. *Report Generation*

Que 2. How will the data uploaded in the portal be verified?

Ans. *After scanning the OMR sheets, fix the errors, if any. Once all error messages are resolved, one can extract the data in form of '.**csv**' file. Then upload '.csv' file to NCERT's NAS Web Application (follow upload instructions as stated in NAS Web Application Manual).*

Que 3. Is it required to send the CD of .*csv file* district wise or State wise?

Ans. *The CD in which .csv file will be shared with NCERT should be of a 'STATE' as a whole. However, the.csv file that needs to be uploaded by the state on the Web Portal will be district wise.*

Que 4. Who will cross verify .csv files?

Ans. *After scanning the OMR Sheets, .csv file needs to be cross checked from data cleaning perspective by the MIS Coordinator.*

Que 5. Is there any restriction on number of .csv files to be uploaded at a time?

Ans. *There is no restriction on number of files that can be uploaded. This is because we are uploading .csv file which is of not more than 15 kb. However, it is recommended that from each district minimum of 6 .csv files are uploaded- 1 each for Grade 3, 5 & 8 test response and 1 for PQ; 1 for SQ; 1 for TQ.*

Que 6. How many days are given to a state for uploading the data, post NAS administration?

Ans. *15 days will be given to a state for uploading the data into the NAS web application post 13 November 2017.Last date to upload data is 27November 2017.*

Que 7. Who will update the FI details in the NAS web application?

Ans. *District Coordinator will update the FI details in the NAS web application.*