# ITD Framework 2023

The ITD framework 2023 sets out the guidelines for the purpose and functionality of Independent Testing Department **(ITD)**.

## Purpose of ITD:

- To deliver educational philosophy that encourages all students to achieve personal ability to be successful in final examination.
- Guidelines & good practice around how testing should be undertaken, what needs to be considered, and the various test stages that can be adopted.

## Functions:

Following be ensured to achieve the above objectives:

**(i) Structured Lecture Plan 2023**
Structured lecture plan for each subject taught at SKANS School define the class activity planned and has to observed in it's true spirit. The ITD has to allow test according to Lecture Plan so as to monitor 100% compliance is required.

**(ii) Test Conduct**

All the test shall be conducted and following SOP shall be followed in it's true letter and spirit:

(a) Test shall be allowed at the date of Lecture Plan
(b) The Lecture Plan Test can be re allowed for a period not exceeding 7 days.
(c) In case the scheduled test is not conducted within 7 days it must be reported to CEO requesting approval thereof.

The above was approved by Honorable CEO Mr sadiq vide email dated 5 July 2023. 100% Compliance is expected.

**(iii) Test Coding**

Each test to be allowed in accordance with specific code as determined by Reconciliation coding. One may access to portal for ready reference at Student Portal?

**(iv) Test CBE Control**

A desk top application has to be got uploaded to your system form IT department. The good understanding of this shall help you allow test and re allow test. Please refer CBE control guideline available at policies section available at portal?

**(v) Weekly Test Schedule**

Weekly test schedule can be accessed using Portal Link (Employees)  for **Weekly Test Plan**.

**(vi) Class Test Attendance**

Discuss with the class teacher and ensure class attendance marked for test conducted on Portal by the teacher.

**(vii)Test Marking**

**(a)  Computer Based Testing**

For all computer-based marking paper; please ensure following:

- Check the test marking record using CBE Control Application.
- Report any irregularity found for immediate correction and bug identified by reported to Manager Governance via email.

**(b)  For CAF Paper**

For CAF Paper, ensure following:

- Hand over the Answer scripts forwarded by the class teacher immediately to the designated Paper Checker for checking
- Follow up checking done and preserve answer sheets were properly marked and commented
- Counsel students for the comments made by the checker
- Record feedback of class and share observations

 (c ) **For CRQ Checking**

- Follow up CRQ checking carried out by the class teacher within 3 days from the date of conduct of test and were properly commented.
-  Report any irregularity with respect timelines

**(viii)        Result profile**

 Prepare Result profile report period ended 21$^{st}$ of each month preferably to be forwarded by last day of each month.

(ix)  **Rescheduling of LP Test**

100 % testing according to Lecture Plan is required. Any Rescheduling required is to be dealt according to following:

- Formal reasoned approval of relevant HOA at least two days before the conduct of Test
- Prepare summary in MS Excel regarding all approved tests deviation and share monthly summary with Manager Governance.

**(x)  Test Feed Back (Mandatory for student before he/ she can finish the test)**

Automated student feedback report period ended 21$^{st}$ of each month and an analysis summary thereof be forwarded to Manager Governance.

**Auto Class feedback Content**

**(1)  Quality of question with regard difficulty and relevance to the examining body examination**

**Below Average**                    **Average**                    **Excellent**


**(2)  Topic covered in class covers the test taken**

      **Yes**                                        **No**

**(3)  Computer system and accessories working**

**Below Average**                    **Average**                    **Excellent**


**(4)  Question bank application functionality during test conduct**

**Below Average**                    **Average**                    **Excellent**



**(5)  Over all experience**

**Below Average**                    **Average**                    **Excellent**


**Suggestions  :**