State Council of Educational Research and Training

(An autonomous body under Directorate of Education, Govt. of NCT of Delhi)
Varun Marg, Defence Colony, New Delhi 110024
https://scert.delhi.gov.in, Email- Insetcellscert@gmail.com

No. F3(3)/INSET/SCERT/2022-23/\380-393   Date: 12|4|22

Order

All the programme In-charges/Nodal Incharges of INSET are hereby directed to route their proposals of Trainings or Training programmes etc related with INSET through Nodal Officer (INSET Cell).

The INSET Cell is also releasing a Standard Operating Procedure (SoP) to ensure seamless implementation, monitoring & evaluation of all the training programs.

Proposals for the upcoming training programmes must be sent at least 2 weeks before the start of the training. Additionally following deliverables must be submitted-

- Objective of the training
- Session Flow/plan (Course Design)
- Assessment: Entry Ticket (PreTest) and Exit Ticket (PostTest) for the programme (please find attached the template and framework)
- Facilitator of the training (Example: MTs/DIET faculty/Knowledge partners/RP/etc.)
- Beneficiaries/Trainees (Example:PGT/TGT/PRT/Program Coordinators etc.)
- Intended start date

Once the deliverables and dates have been approved, the final dates of the training session along with the operational plan for it (batches, coordinators, dates & venues etc.) will be finalized by the INSET Nodal Officer. **Training package will be shared by INSET cell with Program Incharges, DIET INSET head, and coordinators 3 days before the proposed training** session which will include final plan, PPT, Google forms, circulars etc. This package will be circulated to all concerned facilitators.

Please send these deliverables on the following Email ID: inset.del@gmail.com.

(RAJANISH SINGH)
DIRECTOR
Dated: 12|4|22

F3(3)/INSET/SCERT/2022-23/\380-393
Copy to:-
1. Joint Director (Academic)
2. Nodal Officer, INSET Cell
3. Nodal/Programme In-Charges
4. WIM, SCERT
5. Guard File
6. PRINCIPAL, DIETs

(RAJANISH SINGH)
DIRECTOR

ASSESSMENTS Framework: ENTRY TICKET AND EXIT TICKET

a. Entry Ticket (PreTest) and Exit Ticket (PostTest) questions to be created **using this framework** (this document contains principles to be followed while designing questions).

TITLE: <NAME OF PROGRAMME>_<NAME OF TRAINING>

BASIC INFO	Your name:		Short answer	-
	Employee ID:		Short answer	-
	School ID:		Short answer	-
KNOWLEDGE CHECKS	1. <knowledge based question> - direct question from content/objective covered during the session	*What is CAMAL approach?*	Multiple choice	1 distinct correct option and 3 obviously not correct options
	2. <knowledge based question> - direct question from content/objective covered during the session	*Which of the following are DONTs during student interviews?*	Multiple choice	1 distinct correct option, 1 tricky option, 2 obviously not correct options
APPLICATION CHECKS	3. <application based question> - indirect question of where to apply what	*Which of these can be used as check-in and check-out activities on Whatsapp?*	Multiple choice	1 correct answer, 3 obviously not correct options
	4. <application based question> - indirect question of where to apply what	*Which online platform would you prefer to use to teach a new concept?*	Multiple choice	1 correct answer, 1 tricky option and 2 obviously not correct options
CASE STUDY QUESTIONS	5. <case study> Classroom	*Situation: The energy in your*	Multiple choice	1 correct answer, 2 tricky option and 1 obviously not

	situation	class is unsettled; students have come back from lunch break. Which of the following is the most appropriate thing to do?		correct options
	6. <case study> Classroom situation	*Situation: Two students in your class with different opinions have gotten into an argument during your Deshbhakti class. Which of these is the most appropriate way to handle it?*	Multiple choice	1 correct answer, 1 tricky option, 2 obviously not correct options

Entry and Exit Ticket template:

QUESTION TYPE	QUESTIONS	OPTIONS (please mark the right answer in bold)
KNOWLEDGE CHECKS	1.	
	2.	
APPLICATION CHECKS	3.	

2C/C

CASE STUDY QUESTIONS	4.	
	5.	
	6.	