



NATIONAL TESTING SERVICE, INDIA

Centre for Testing and Evaluation
Central Institute of Indian Languages
(Ministry of HRD, Government of India)

MYSORE - 570 006

Terms & Conditions

for setting up of **REGIONAL FIELD UNITS**

I

1. The institution which likes to function as Regional Field Unit of NTS (on being selected by a committee constituted for this purpose) requires to provide a room with a few essential furniture, a telefax, and a PC with internet facility within its premises besides entrusting the responsibility of manning the unit to one of its faculty members (as an additional charge).
2. The faculty member nominated by the institution for this purpose may be drawn either from the disciplines of language or literature or education or psychology or statistics, etc. The nominee will be designated as Local Coordinator (LC) of that region, and will have to attend to the NTS work at least 2 hours daily - an hour each in the forenoon and afternoon, on all working days.
3. All the operations of NTS (workshop, seminar, meeting, etc.) meant for that region will be conducted through these field units. The Local Coordinator and the Head of the Institution will get a special honorarium when programmes are organized through the field unit housed in their premises.
4. The Local Co-ordinator as well as the Head of the Institution will have to ensure proportionate coverage of the whole region while selecting teachers for item writing, and also have to ensure achieving the target fixed for that region.
5. Also the LC will have to identify, collect, and pool out the talented / potential teachers of language as well as other disciplines who will be useful for the purposes of training prior to involving them in the process of question / item writing. [The target is to train 6,000 teachers in 5 years through its 60 RFUs (at the rate of 100 per region) in order to create a database of about 16 lakh question items with their quality indices covering about 8000 dimensions and 20,000 operating contexts].
6. The field unit will function not only as a nodal agency for item writing but also as a scrutiny centre (at the initial level) besides facilitating the field administration of tests in their jurisdiction for the purposes of standardization.
7. Similarly, the field unit is expected to ensure in getting the targeted number of question items prepared (along with other details) and transferred the same to the NTS headquarters periodically before getting the required funds for payment to those involved in preparing question items. (The RFU is a vital link between NTS Head Quarters and the actual item writers of that locality. It also will have to arrange periodical interactions with the item writers and teachers in order to obtain feedback.)
8. Further, the LC is required to extend all necessary help and cooperation to the visiting scholars / members of various Task Groups from the NTS headquarters.
9. Besides, it will have to ensure periodical dissemination of information by way of circulating the R & D outcome on evaluation and also the *MILES quarterly* journal.

10. For School Level, being other things equal, preference will be given to the special category schools such as Navodaya, Demonstration schools of NCERT, etc., provided the head of such institution is authorised to sign the MOU with the CIIL. (Obtaining permission from their higher authorities, etc., will not be the CIIL's responsibility).
11. For College Level, those institutions run by Public Sector Undertakings, reputed private managements such as missionaries will be encouraged. Certain number of field units are also earmarked for women and minority institutions.
12. The selected institution will become a RFU of NTS w.e.f the date of MOU. The MOU can be terminated by giving a month's notice applicable on both sides. Any dispute arising out of this will have a legal binding only in the jurisdiction of Mysore Courts and the High Court in Bangalore.

II

1. The educational institution which houses the RFU / Nodal Agency will be eligible to get a token maintenance cost of Rs.10,000/- per month (payable on quarterly basis) initially on an experimental basis. A revision of this amount will be considered during the XI plan period in consultation with the MHRD (Language division).
2. The 20 RFUs per language (10 for Std. XII, and another 10 for Degree) will represent various regions. The preparation of question items will be taken up through these RFUs as per the *format* given by the CT & E preceded by practical orientations to the Item Writers. All the expenditure incurred will be borne by the NTS project.
3. **(a)** The principle is to *obtain question items on payment of ready cash*. Number of question items required to be prepared at the initial stage, will be *four times more than that of the actual requirement*. Then $\frac{1}{4}$ of them will be retained by adopting a *three stage elimination process* as prescribed by the expert committee (the *first* stage at the RFU, *second* stage at the zonal centre, and the *final* stage at the NTS headquarters)
- (b)** The RFUs which monitor the process of item setting will also function as *scrutiny centres* immediately after preparing the question items. Subsequently, they will also take care of the *test administration* and *data collection*, as part of standardising the tests.
4. All those who are involved in the operation viz., the head of the institution (where the test is administered), test administering personnel / invigilators, students (who take the tests) and the paper valuer-cum-tabulator will be paid an appropriate incentive. The institution / department too will be paid a token amount for providing infrastructure. During this time, the LC of the RFUs will be paid sitting charges / honorarium besides the usual TA / DA or LC.
5. All eligible teachers of the institution which houses the RFUs, will be trained in the area of evaluation free of cost by the CIIL, by inviting them on rotation basis.

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