

# REMINDERS

## General instructions:

1. Please follow the instructions carefully as we learned through the training.
2. At the end of the Literacy & Numeracy test, select the 10 students for the interview before you collect the exams. Mark their exams as indicated during the training with the same identifier as their questionnaires.
3. No one in the school can see your notes. Note even partially.
4. Have team members repeat the same task across schools unless it is necessary to do otherwise. For example, the same person gives the numeracy and literacy test during the entire baseline survey.
5. The other two enumerators who did not fill a questionnaire should check it.

## 1. Head Teacher Questionnaire

1. **Respondent:** If the head teacher is there, he must be the respondent. If he is not there, the deputy head teacher or the person in charge (senior teacher) can respond.
2. **Records:** Tell him at the beginning that you will be asking for some records, but if he/she doesn't have it readily available, it is ok.
3. **Open-ended questions:** Give the last page of the questionnaire to the respondent to fill it himself or herself. This applies only to WSD schools.
4. **Disbursement section:** Applies only to WSD and GRANT ONLY groups

## 2. Pupils Questionnaire

1. **The use of local languages** is allowed only when the child cannot speak and understand English. It is allowed but not advised also for the instructions of the oral test.
2. **Seating arrangement:** The child must have a seat and a table, especially during the oral literacy test. Nobody else should be near you and the child. Do not interview more than 1 student at the same time in the same room.

3. **Passage reading:** If after one minute the child did not get even one (1) word correct, you can stop him/her and skip that section.
  - 3 seconds rule: If the child cannot read the word or the letter, tell them the answer after 3 second and encourage them to proceed.
  - Cross the wrong letter/word (including the ones that you had to tell the child) without disturbing the child. Remember to put the bracket after 1 minute.
  - Point to the student letter/word on the student copy as you read the examples in the instructions. Remember the instructions so that you don't have to read them all the time.
4. **Tracking:** Some kids are not on the list you are given for the tracking purpose. Please announce in the relevant classes to try and find all the kids. The kids that are successfully tracked must have the same questionnaire numbers on both the pupils' questionnaire, parent questionnaire, and the written test.
  - Only students marked "Grade 3 in 2008" on the tracking document are being tracked and they are expected to be in grade 5.
5. If some of the kids cannot be tracked for any reason then the newly selected ones should be given new **questionnaire numbers** from 56 after the school code.

### ***3. Classroom Visit***

1. **Class Selection:** You select the class before you step in. Do NOT look for classes with a particular feature (like the ones where the teacher is present teaching). You must select the class before you know what is going on in there. The visit is for two classes other than grades 3 and 5.
2. **Timing:** The visit is 15 minutes from the time you step in the class up to the time where you **start** interviewing the teacher. Then about another 5 minutes to interview the teacher.
3. **Absence of the teacher:** Even when the teacher is absent, the visit must last 15 minutes. Fill the questionnaire accordingly.

### ***4. Pupils Literacy and Numeracy test***

1. **Instructions:** The instructions are to be given section by section. Go around and make sure that they understood the instructions, and that they are all on the same page. You may repeat the instructions if necessary.
2. **Helping students:** You can only help students to write their name or to fill the examples.
3. **Timing:** The timing starts AFTER you have given the instructions.

→ Section 1, Mathematics: 30

→ Section 2, Word match: 10

→ Section 3, Vocabulary: 15

→ Section 4, Missing words: 15

4. Do not disturb during the test. Except if the child asks a question. Tell them to raise their hand if they have a question.
5. No teacher in the room. Only the kids and you
6. Separate grade 3 to grade 5 before you start the exam. That will facilitate the selection for pupils' interview.
7. Tell the pupils that they can skip to the next question if they cannot solve a question
8. Make sure the pupils fill the examples as you demonstrate.

## ***5. Teachers Questionnaire***

1. Explain to the teacher how to fill it and give it to him to fill and then collect it later.

## ***6. Parents Questionnaire***

1. This questionnaire should apply preferably to the students who are being tracked.
2. The respondent is the parent(s) or the caretaker of the child
3. The questionnaire number should match the student questionnaire number.