# Nigeria Teacher Development Programme (TDP) Impact Evaluation of Output 1: In-Service Teacher Training Endline Survey 2017

Classroom attendance instrument.

Excerpt from enumerator endline manual.

**October 2017**

# 1    Classroom attendance and break length

In this module, you will record if teachers and pupils are present in their classrooms at times when classes are meant to take place. **This will happen twice during the day: once 15 minutes after roll call and again 15 minutes after the end of the long break.**

Attendance for **each arm of each class** needs to be recorded. The supervisor also needs to record the **start and end of the long break** to observe whether scheduled break times are adhered to.

**Recording the break length is the supervisor's task.** The supervisor can delegate the task of recording attendance to other team members. The supervisor should check during the long break which team members are available to record attendance after the break.

Conduct the following tasks:

> ➢ **Send team members to each arm of each class 15 minutes after the roll call** to record attendance (that is, if the teacher and the pupils are present in the classroom) using the **Attendance sheet**.

> ➢ **Record the start and end of the long break on your Attendance Sheets**. During the introduction to the head teacher, the supervisor will ask the head teacher when the long break is scheduled to begin. Use this as an indication for when you need to look out for the beginning of the long break. The end of the long break is usually signalled by a bell or by the head teacher/teacher calling the pupils back into their classrooms. Record the time at which you observe the long break ending on your Attendance sheet.

> ➢ **15 minutes after the long break, send the same team members** who recorded attendance before the long break **back to each arm of each class** to record attendance. If the end of the long break is not observed or not clear (for example, because there is no bell), use the scheduled end time that the head teacher gave you during the introduction as an indication. Send data collectors to record attendance 15 minutes after that time.

If there is no long break, attendance must still be recorded a second time. Typically, the long break is 10:00am - 10:30am. **In cases where no long break is scheduled on the day of the survey, attendance should be recorded 15 minutes after the usual time of the end of the long break at 10:45am.**

Try to be discrete and non-disruptive when recording attendance. **Pupil tests should <u>not</u> be disrupted in order to record attendance.**

## 1.1    Recording attendance and break length on the Attendance Sheet

Attendance and break length must first be recorded on paper using **the Attendance Sheets** since these activities are recorded at different times during the day. There should be **one Attendance Sheet for after the roll call** and **another Attendance Sheet for after the long break.**

**The supervisor must collect the relevant information on attendance in each arm from the data collectors and write this information into the Attendance Sheets.**

There is an option to record 'arm could not be visited' if it was not possible to record attendance for a certain arm. If two or more arms are sharing a classroom, record the same attendance information for each of these arms. Make a note on your Attendance Sheet to indicate that these two arms were sharing a classroom. Figure 1 shows an example of a completed Attendance Sheet.

## Figure 1. Example of a completed Attendance Sheet for <u>after the long break</u>

### START AND END OF THE LONG BREAK

| Start of the break: | *1* | *0* | *0* | *0* | End of the break: | *1* | *0* | *2* | *0* | Tick if no long break observed: | |

### ATTENDANCE 15 MINUTES AFTER THE LONG BREAK

| Primary | Attendance | Arms | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** |
| **1** | Teacher and learners present | | *X* | *X* | | | | | | | |
| | Teacher not present, but learners present | *X* | | | | | | | | | |
| | Teacher present, but learners not present | | | | | | | | | | |
| | Neither teacher nor learners are present | | | | | | | | | | |
| | Arm could not be visited | | | | | | | | | | |
| **2** | Teacher and learners present | *X* | | *X* | | | | | | | |
| | Teacher not present, but learners present | | | | | | | | | | |
| | Teacher present, but learners not present | | | | | | | | | | |
| | Neither teacher nor learners are present | | | | | | | | | | |
| | Arm could not be visited | | *X* | | | | | | | | |
| **3** | Teacher and learners present | *X* | | | | | | | | | |
| | Teacher not present, but learners present | | *X* | | | | | | | | |
| | Teacher present, but learners not present | | | | | | | | | | |
| | Neither teacher nor learners are present | | | | | | | | | | |
| | Arm could not be visited | | | | | | | | | | |
| **4** | Teacher and learners present | *X* | *X* | | | | | | | | |
| | Teacher not present, but learners present | *4A and 4B sharing a classroom* | | | | | | | | | |
| | Teacher present, but learners not present | | | | | | | | | | |
| | Neither teacher nor learners are present | | | | | | | | | | |
| | Arm could not be visited | | | | | | | | | | |
| **5** | Teacher and learners present | | *X* | *X* | | | | | | | |
| | Teacher not present, but learners present | *X* | | | | | | | | | |
| | Teacher present, but learners not present | | | | | | | | | | |
| | Neither teacher nor learners are present | | | | | | | | | | |
| | Arm could not be visited | | | | | | | | | | |
| **6** | Teacher and learners present | *X* | *X* | | | | | | | | |
| | Teacher not present, but learners present | | | | | | | | | | |
| | Teacher present, but learners not present | | | | | | | | | | |
| | Neither teacher nor learners are present | | | | | | | | | | |
| | Arm could not be visited | | | | | | | | | | |

## 1.2    Entering the attendance and break length information into CAPI

Once all attendance information has been collected on the **two Attendance Sheets**, go to the questionnaire 'Classroom Attendance and Break Length' in CAPI, and **fill the information from the Attendance Sheet into CAPI.** You can do this at the end of the day if there is not time during the day.

Make sure to also enter any notes you have made on multiple classes sharing a classroom into CAPI.

**CLASSROOM ATTENDANCE AND BREAK LENGTH**
*Send team members to each arm of each class **15 minutes after roll call** to record attendance.*

*Record the start and end of the long break on a **piece of paper**.*

***15 minutes after the long break**, send the **same team members back** to each arm of each class to record attendance.*

*Once you have all of this information on paper, select 'Ready to start' to enter the information from the **two Attendance Sheets.***

○   Ready to start

**MODULE A: NUMBER OF ARMS PER CLASS**
The next questions ask about the number of arms in each primary class.

○   Ready to start

**A01. Arms Primary 1**
*How many arms are in Primary 1?*

**A02. Arms Primary 2**
*How many arms are in Primary 2?*

*A03. Arms Primary 3*
*How many arms are in Primary 3?*

**A04. Arms Primary 4**
*How many arms are in Primary 4?*

**A05. Arms Primary 5**
*How many arms are in Primary 5?*

**A06. Arms Primary 6**
*How many arms are in Primary 6?*

**MODULE B: ATTENDANCE AFTER ROLL CALL**
The next questions ask about attendance of teachers and pupils in the classroom **15 minutes after roll call.**

○   Ready to start

**B01. Attendance Primary Class 1 Arm [LETTER A-J]**
*Record if pupils and teachers are present in **Primary Class 1 Arm [LETTER A-J]** 15 minutes after roll call.*

*This question is repeated for each arm in Primary Class 1 for the number of arms entered in A01. The*

- Teacher and pupils present
- Teacher not present, but pupils present
- Teacher present, but pupils not present
- No teacher and no pupils are present
- Arm could not be visited

*maximum number of arms will be 10 so from arm A (1) to arm J (10).*

### B02. Attendance Primary Class 2 Arm [LETTER A-J]
*Record if pupils and teachers are present in **Primary Class 2 Arm [LETTER A-J]** 15 minutes after roll call.*

- Teacher and pupils present
- Teacher not present, but pupils present
- Teacher present, but pupils not present
- No teacher and no pupils are present
- Arm could not be visited

*This question is repeated for each arm in Primary Class 2 for the number of arms entered in A02. The maximum number of arms will be 10 so from arm A (1) to arm J (10).*

### B03. Attendance Primary Class 3 Arm [LETTER A-J]
*Record if pupils and teachers are present in **Primary Class 3 Arm [LETTER A-J]** 15 minutes after roll call.*

- Teacher and pupils present
- Teacher not present, but pupils present
- Teacher present, but pupils not present
- No teacher and no pupils are present
- Arm could not be visited

*This question is repeated for each arm in Primary Class 3 for the number of arms entered in A03. The maximum number of arms will be 10 so from arm A (1) to arm J (10).*

### B04. Attendance Primary Class 4 Arm [LETTER A-J]
*Record if pupils and teachers are present in **Primary Class 4 Arm [LETTER A-J]** 15 minutes after roll call.*

- Teacher and pupils present
- Teacher not present, but pupils present
- Teacher present, but pupils not present
- No teacher and no pupils are present
- Arm could not be visited

*This question is repeated for each arm in Primary Class 4 for the number of arms entered in A04. The maximum number of arms will be 10 so from arm A (1) to arm J (10).*

### B05. Attendance Primary Class 5 Arm [LETTER A-J]
*Record if pupils and teachers are present in **Primary Class 5 Arm [LETTER A-J]** 15 minutes after roll call.*

- Teacher and pupils present
- Teacher not present, but pupils present
- Teacher present, but pupils not present
- No teacher and no pupils are present
- Arm could not be visited

*This question is repeated for each arm in Primary Class 5 for the number of arms entered in A05. The maximum number of arms will be 10 so from arm A (1) to arm J (10).*

### B06. Attendance Primary Class 6 Arm [LETTER A-J]
*Record if pupils and teachers are present in **Primary Class 6 Arm [LETTER A-J]** 15 minutes after roll call.*

- Teacher and pupils present
- Teacher not present, but pupils present

*This question is repeated for each arm in Primary Class 6 for the number of arms entered in A06 Maximum number of arms will be 10 so from arm A (1) to arm J (10).*

○ Teacher present, but pupils not present
○ No teacher and no pupils are present
○ Arm could not be visited

## MODULE C: START AND END OF LONG BREAK
The next questions ask about the start and end times of the long break.

○ Ready to start

| | |
|---|---|
| **C01. Start of the long break**<br>*Record the time of the start of the long break.*<br><br>*The time format is 24 hours (HHMM) where HH is the hour and MM is the minutes. For example, 1.45pm is entered as 1345 and 9.45am is entered as 0945. If there is long break select 'No long break observed' in the drop-down menu.*<br><br>*Record 9998 if unclear or no long break observed.* | *Range allowed: 0700 - 1759* |
| **End of the long break**<br>*Record the time of the end of the long break.*<br><br>*The time format is 24 hours (HHMM) where HH is the hour and MM is the minutes. For example, 1.45pm is entered as 1345 and 9.45am is entered as 0945. If there is long break select 'No long break observed' in the drop-down menu.*<br><br>*Record 9998 if unclear or no long break observed.* | *The time of the end of the long break must be later than the start time of the long break.* |

## MODULE D: ATTENDANCE AFTER LONG BREAK
The next questions ask about attendance of teachers and pupils in the classroom **15 minutes after the long break.**

○ Ready to start

| | |
|---|---|
| **D01. Attendance Primary Class 1 Arm [LETTER A-J]**<br>*Record if pupils and teachers are present in Primary Class 1 Arm [LETTER A-J] 15 minutes after the long break.*<br><br>○ Teacher and pupils present<br>○ Teacher not present, but pupils present<br>○ Teacher present, but pupils not present<br>○ No teacher and no pupils are present<br>○ Arm could not be visited | *This question is repeated for each arm in Primary Class 1 for the number of arms entered in A01. The maximum number of arms will be 10 so from arm A (1) to arm J (10).* |
| **D02. Attendance Primary Class 2 Arm [LETTER A-J]**<br>*Record if pupils and teachers are present in Primary Class 2 Arm [LETTER A-J] 15 minutes after the long break.*<br><br>○ Teacher and pupils present<br>○ Teacher not present, but pupils present<br>○ Teacher present, but pupils not present<br>○ No teacher and no pupils are present<br>○ Arm could not be visited | *This question is repeated for each arm in Primary Class 2 for the number of arms entered in A02. The maximum number of arms will be 10 so from arm A (1) to arm J (10).* |

| | |
|---|---|
| **D03. Attendance Primary Class 3 Arm [LETTER A-J]**<br>*Record if pupils and teachers are present in Primary Class 3 Arm [LETTER A-J] 15 minutes after the long break.*<br><br>○ Teacher and pupils present<br>○ Teacher not present, but pupils present<br>○ Teacher present, but pupils not present<br>○ No teacher and no pupils are present<br>○ Arm could not be visited | *This question is repeated for each arm in Primary Class 3 for the number of arms entered in A03. The maximum number of arms will be 10 so from arm A (1) to arm J (10).* |
| **D04. Attendance Primary Class 4 Arm [LETTER A-J]**<br>*Record if pupils and teachers are present in Primary Class 4 Arm [LETTER A-J] 15 minutes after the long break.*<br><br>○ Teacher and pupils present<br>○ Teacher not present, but pupils present<br>○ Teacher present, but pupils not present<br>○ No teacher and no pupils are present<br>○ Arm could not be visited | *This question is repeated for each arm in Primary Class 4 for the number of arms entered in A04. The maximum number of arms will be 10 so from arm A (1) to arm J (10).* |
| **D05. Attendance Primary Class 5 Arm [LETTER A-J]**<br>*Record if pupils and teachers are present in Primary Class 5 Arm [LETTER A-J] 15 minutes after the long break.*<br><br>○ Teacher and pupils present<br>○ Teacher not present, but pupils present<br>○ Teacher present, but pupils not present<br>○ No teacher and no pupils are present<br>○ Arm could not be visited | *This question is repeated for each arm in Primary Class 5 for the number of arms entered in A05. The maximum number of arms will be 10 so from arm A (1) to arm J (10).* |
| **D06. Attendance Primary Class 6 Arm [LETTER A-J]**<br>*Record if pupils and teachers are present in Primary Class 5 Arm [LETTER A-J] 15 minutes after the long break.*<br><br>○ Teacher and pupils present<br>○ Teacher not present, but pupils present<br>○ Teacher present, but pupils not present<br>○ No teacher and no pupils are present<br>○ Arm could not be visited | *This question is repeated for each arm in Primary Class 6 for the number of arms entered in A06. The maximum number of arms will be 10 so from arm A (1) to arm J (10).* |
| **MODULE E: CLASSROOM SHARING**<br>In this module you will enter the information about any <u>sharing of classrooms by different arms</u> that you have recorded on the <u>two Attendance Sheets.</u><br><br>○ Ready to start | |
| **E01. Classroom sharing after roll call**<br>Was there sharing of classrooms for <u>any</u> of the primary classes 1 to 6 after <u>roll call</u>?<br><br>○ Yes<br>○ No | **No** → *Skip to question E04.* |

**E02. Primary class sharing 1**
For which <u>primary classes</u> was there classroom sharing after <u>roll call</u>?

*This is a multiple choice question – select all that apply.*

○ Primary class 1
○ Primary class 2
○ Primary class 3
○ Primary class 4
○ Primary class 5
○ Primary class 6

**E03. Primary class sharing 1B**
For primary class [**NUMBER**] after the <u>roll call, who was sharing</u>?
*Record what type of classroom sharing you observed. For example, if primary classes 1 and 2 were sharing a classroom, select 'Different primary classes' or if Arms A, B and C were sharing for primary class 4, select 'Different arms for the same primary class'. Only if you do not know if different primary classes or different arms for the same primary class were sharing, select 'Do not know'.*

○ Different primary classes
○ Different arms for the same primary class
○ Don't know

*This question is repeated for each primary class selected in E02.*

**E04. Classroom sharing after the long break**
Was there sharing of classrooms for <u>any</u> of the primary classes 1 to 6 after <u>the long break</u>?

○ Yes
○ No

*No → Skip to question Data entry status.*

**E05. Primary class sharing 2**
For which <u>primary classes</u> was there classroom sharing after <u>the long break</u>?

*This is a multiple choice question – select all that apply.*

○ Primary class 1
○ Primary class 2
○ Primary class 3
○ Primary class 4
○ Primary class 5
○ Primary class 6

**E06. Primary class sharing 1B**
For primary class [**NUMBER**] after the <u>long break, who was sharing</u>?
*Record what type of classroom sharing you observed. For example, if primary classes 1 and 2 were sharing a classroom, select 'Different primary classes' or if Arms A, B and C were sharing for primary class 4, select 'Different arms for the same primary class'. Only if you do not know if different primary classes or different arms for the same primary class were sharing, select 'Do not know'.*

*This question is repeated for each primary class selected in E05.*

- Different primary classes
- Different arms for the same primary class
- Don't know

**Data entry status**
- Entry of attendance data completed
- Continue entering attendance data