

# Final Arrangements

## 1. Schools per Region

We have 273 schools

Region 2 = 78 schools

Region 3 = 73 schools

Region 4 = 48 schools

Region 6 = 74 schools

Each team should cover 27 or 28 schools during 15 working days. We should consider having Region 6's enumerators to cover 1 or 2 schools less.

## 2. Printing needed (Remember to add about 5% more than needed):

### 2.a: Questionnaires

1. Head teacher questionnaires: 273 copies (1 per school)
2. Classroom visit → 546 copies (2 per school)
3. Pupils questionnaires → 2730 copies (10 per school)
4. Literacy & Numeracy test → 10,920 copies (40 per school)
5. Parent questionnaire → 819 copies (3 per school)
6. Teacher questionnaire → 546 copies (2 per school)
7. Student copy of oral literacy → 30 copies (3 per team of enumerators)

### 2.b: Other documents

1. Sampling file: 20 copies (2 per team)
2. PS' letter: 20 copies (2 per team)
3. Info about the double shifts: 20 copies (2 per teams)
4. Reminder copy: 30 copies (3 per team)
5. Random number sheet 20 copies (3 per team)
6. Tracking document 20 copies (2 per team)

## 3. Other items not to forget

1. Pens, folders, Chalk, erasers (Blackboard), twine, timers *for fieldworkers*
2. Pencils, sharpener, eraser, and scrap paper *for students*

# Reminder for coordinators

## General:

1. Look for empty cells that are not skip patterns
2. The numbering of each questionnaire and consistency across questionnaire. (Pupil questionnaire, parent questionnaire should be the same number)
3. Look for inconsistencies between related questions or consecutive questions.
4. Make sure that the enumerator writing is easily readable
5. Look also at procedures, not only the filled questionnaires. Are they selecting the students randomly? Are they seating the students according to the proper rules? Are they being nice to the children?

## Pupils Questionnaire:

1. More focus on the letter and passage reading (counting, marking, the bracket)
2. Is the total letters/word read within the minute consistent with the 3 seconds rules? (Example when a child read more word than letters in one minute. Or a child could perfectly read the passage but makes many mistakes with letters.)
3. Is the numbering of tracked students correct?

## Written test

1. Timing: 30 Minutes, 10 minutes, 15 minutes, 15 minutes (Instructions not included)
2. Check for children who may have skipped entire pages (especially last page of each page)
3. Check that each child properly filled the examples