



**TANZANIA SERVICE DELIVERY INDICATORS
EDUCATION SURVEY
2014**

Modules 1 – School Information



INTRODUCTION

Hello. My name is _____. I am working with REPOA with authorization from the Ministry of Education and PMO RALG. I am leading the team comprised of myself and my colleagues _____ and _____. We are conducting a survey about education all over Tanzania. The information we collect will help the government to plan for better education services. This school was selected for the survey. We would like to collect some information about the school, the teaching staff and the pupils. We will collect this information in a way that minimizes disturbance to the school. The survey usually takes most of the day. All of the answers you give will be confidential and will not be shared with anyone other than members of our survey team. All information collected will remain confidential. This survey is voluntary and at no cost to you.

Would you have any questions for the team on how this is going to work?

Team Leader/Enumerator: Please listen to the answer and respond as clearly as possible to the Head Teacher. Please make also sure you respond gently.

May I now begin the interview?

11. Did the respondent agree to be interviewed?	1= Yes → START INTERVIEW 2 = No	__
12. If refused, reason for refusal.		

School Facility Questionnaire

Cover Sheet

QUESTIONS 1 – 7 TO BE COMPLETED BEFORE INTERVIEW

Enumerator Note: Please write all responses clearly using CAPITAL LETTERS ONLY!

				Name(s)		Code		
1.	First Visit Enumerator (s)					_ _ _ _ _		
2.	Second Visit Enumerator (s)					_ _ _ _ _		
2a	Region					_ _ _ _ _		
3.	District					_ _ _ _ _		
3a	Ward					_ _ _ _ _		
3b.	Village/Street					_ _ _ _ _		
4.	Rural/Urban/Semi-Urban			1= Urban; 2= Rural; 3= Semi-Urban		_ _		
5.	School Name and Survey Code					_ _ _ _ _		
6	School EMIS Code/Registration Number							
7	GPS Coordinates			S _ _ _ _ ° _ _ ' _ _ _		E _ _ _ _ ° _ _ ' _ _ _		
8	Date of first visit			Day/Month/Year (e.g. 15/04/13)		_ _ _ / _ _ _ / _ _ _		
9	Date of second visit			Day/Month/Year (e.g. 15/04/13)		_ _ _ / _ _ _ / _ _ _		
				Result	Signature	Date		
				1.		2.		
10	Questionnaire Verification	Team leader	a.	_ _		_ _ _ / _ _ _ / _ _ _	<i>Survey results codes</i> 1 = Questionnaire completed 2 = Incomplete questionnaire 3 = School closed 4 = Refused	
		Supervisor	b.	_ _		_ _ _ / _ _ _ / _ _ _		
		Data Entrant	c.	_ _		_ _ _ / _ _ _ / _ _ _		
Visit		Time						
First Visit		11. At what time did you start the survey?			Time in 24 hr. format (e.g. 08:30)		_ _ _ : _ _ _	
		12. At what time did you end the survey?			Time in 24 hr. format (e.g. 14:30)		_ _ _ : _ _ _	
Second Visit		13. At what time did you start the survey?			Time in 24 hr. format (e.g. 08:30)		_ _ _ : _ _ _	
		14. At what time did you end the survey?			Time in 24 hr. format (e.g. 14:30)		_ _ _ : _ _ _	

Enumerator: *Please allow me to ask a few questions about this school*

Section A:

	Question	Codes	Response
0.	What is your name?		
1.	Which position do you occupy in this school (most senior position)?	1 = Owner 2 = Director 3 = Manager 4 = Head teacher/ principal 5 = Deputy head teacher 6 = Senior teacher 7 = Teacher 9 = Other (specify):	<input type="text"/>
2.	Please, can we have your mobile phone number?	Number	<input type="text"/>
3.	What is this school's ownership type? Is it ...? (Enumerator Note: READ RESPONSE OPTIONS)	1 = Public 2 = Private 3 = Private (with religious affiliation) 9 = Other (specify):	<input type="text"/>
4.	What is the school type? Is it ...? (Enumerator Note: READ RESPONSE OPTIONS)	1 = Day school 2 = Boarding school 3 = Both 9 = Other (specify):	<input type="text"/>
4a.	Does this school offer classes specifically for children with special needs/disabilities?	1 = Yes 2 = No -8 = Don't Know	<input type="text"/>
5.	What is the school category?	1 = Boys school 2 = Girls school 3 = Co-Education	<input type="text"/>
6.	When did this school begin operating?	Year -8888= Don't Know	<input type="text"/>

Section B: School Governance

1.	Does the school have a School Committee (SC) or a Board of Directors (BoD)?	1 = Yes 2 = No → Q4	<input type="checkbox"/>
2.	How many times did the SC/BoD meet in 2013?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Can you show me the minutes for the meetings with the SC/BoD?	1 = Yes (Observed) 2 = Yes (Not Observed) 3 = No	<input type="checkbox"/>
3a.	Are minutes/action plans from the latest SC/BoD meeting published on a public noticeboard?	1 = Yes (Observed) 2 = Yes (Not Observed) 3 = No	<input type="checkbox"/>
4.	Does the school have a School Management Team (SMT)?	1 = Yes 2 = No → Q6a	<input type="checkbox"/>
5.	How many times did the SMT meet in 2013?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	Can you show me the minutes for the meetings with the SMT?	1 = Yes (Observed) 2 = Yes (Not Observed) 3 = No	<input type="checkbox"/>
6a.	Does the school have a student government?	1 = Yes 2 = No → Q6d	<input type="checkbox"/>
6b.	How many times did the student government meet in 2013?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6c.	Are minutes/action plans from the latest student government meeting published in public?	1 = Yes (Observed) 2 = Yes (Not Observed) 3 = No	<input type="checkbox"/>
6d.	In what ways can students at this school express their grievances? 1 = Yes 2 = No -3 = N/A -8 = Don't Know	a. Complaints Box	<input type="checkbox"/>
		b. Student bodies/government	<input type="checkbox"/>
		c. School Committee	<input type="checkbox"/>
		d. School Management Team	<input type="checkbox"/>
		e. Direct contact with Head Teacher/Principal	<input type="checkbox"/>
		f. Direct contact with Teachers	<input type="checkbox"/>
		g. Direct contact with Owner/Manager/Directors	<input type="checkbox"/>
		h. Others (Specify)	<input type="checkbox"/>

7.	How many times did the school receive a visit from an official quality assurance officer or school inspector (from the ministry of education or the district education office) in 2013?	Number If 0 → Q9	_____
8.	When was the last visit of the official government quality assurance officer or inspector?	Day, Month, Year DD/ MM/ YY	____/____/____
8a.	Did you receive any written feedback/check list from the quality assurance officer? (Enumerator Note : Ask to see the inspection check list)	1 = Yes (Observed) 2 = Yes (Not Observed) 3 = No -8 = Don't Know	_____
9.	Is there any method for recognizing teachers performance (any recognition or award) at this school?	1 = Yes 2 = No -8 = Don't know	_____

SECTION C: SANITATION AND ACCESSIBILITY

[ENUMERATOR NOTE: PLEASE NOTE THAT FOR ALL SANITATION QUESTIONS, ACTUAL OBSERVATION AND/OR COUNTING ARE REQUIRED]

1.	Does the school have toilet holes for pupils?	1 = Yes 2 = No → Q4b	_____
2.	Are the toilet holes designated for boys and girls?	1 = Yes → Q3 2 = No	_____
2a.	How many toilet holes does the school have?	Number → Q4b	_____
3.	How many boys' toilet holes does the school have?	Number	_____
3a.	How many boys' urinals does the school have?	Number	_____
4.	How many girls' toilet holes does the school have?	Number	_____
4a.	How many toilet holes for pupils with special needs/disabilities does the school have?	Number	_____
4b.	How many separate staff/teacher toilet holes does the school have?	Number	_____
5.	Are the toilet holes clean?	1 = Extremely clean 2 = Reasonably clean 3 = Not clean	_____
6.	Are the toilet holes private (have doors or separating entry way wall)?	1 = Yes 2 = No	_____

Section D: Enrollment and Shifts

Enumerator Read: *Could you please tell us more about the number of pupils in this school?*

(ENROLLMENT NUMBERS SHOULD BE BASED ON THE CURRENT SCHOOL REGISTER)

Class		1. How many streams (e.g., 4A, 4B) are there per class? IF 0 → NEXT	2. What is the total number of pupils currently enrolled in each class?		
			Boys	Girls	Total (Note: Boys + Girls = Total)
			1)	2)	3)
a.	Standard 1	_	_ _ _	_ _ _	_ _ _
b.	Standard 2	_	_ _ _	_ _ _	_ _ _
c.	Standard 3	_	_ _ _	_ _ _	_ _ _
d.	Standard 4	_	_ _ _	_ _ _	_ _ _
e.	Standard 5	_	_ _ _	_ _ _	_ _ _
f.	Standard 6	_	_ _ _	_ _ _	_ _ _
g.	Standard 7	_	_ _ _	_ _ _	_ _ _
h.	Total primary	_ _	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _
i.	Pre-primary 1 or 2	_	_ _ _	_ _ _	_ _ _
j.	Spec. Needs/Disability Classes	_	_ _ _	_ _ _	_ _ _
3.	Are there any multi-grade classes (i.e., classes that combine or group several grades) in your school? (e.g. Nursery/pre-primary, Standard 1 & Standard 2, etc.)		1= Yes 2= No → Q5	_	
4.	Which grades are grouped together?		1-7 = Standards 8 = Pre Primary 1 or 2 9 = Special Needs	a. First grouping: _ _ _	
				b. Second grouping: _ _ _	
				c. Third grouping: _ _ _	
5.	At the end of 2013 academic year, how many of your pupils successfully completed primary school?		[Number of pupils] -8 = Don't Know	_ _ _ _	

ENUMERATOR READ: *Now I would like to ask you questions about the number of teaching hours per day in your school*

6.		How many shifts does the school have?					_ _
7.		What is the official reporting time (starting and ending time) and number of minutes of break during a <u>normal</u> teaching day for Standards 3, 4, and 5?					
		1ST SHIFT			2ND SHIFT		
		ENUMERATOR PLEASE LEAVE BLANK IF THERE IS NO SECOND SHIFT					
		Starting time (e.g. 08: 00)	Ending time (e.g. 17: 00)	Total number of minutes Break and Lunch	Starting time (e.g. 08: 00)	Ending time (e.g. 17: 00)	Total number of minutes Break and Lunch
		1.	2.	3.	4.	5.	6.
a.	Standard 3	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _
b.	Standard 4	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _
c.	Standard 5	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _	_ _ : _ _
8.		What was the actual number of days during which school was in session in the previous school year (2013)?				_ _ _ _	
9.		For each term in 2013 when did the school open and close? <i>Day/Month/Year (e.g. 15/04/13)</i>		Start of Term		End of Term	
				1.		2.	
				a.	Term 1. _ _ / _ _ / _ _	a.	Term 1. _ _ / _ _ / _ _
				b.	Term 2. _ _ / _ _ / _ _	b.	Term 2. _ _ / _ _ / _ _
c.	Term 3. _ _ / _ _ / _ _	c.	Term 3. _ _ / _ _ / _ _				

ENUMERATOR: *Section D, Question 7 asked about the normal schedule. If the schedule on the day of your visit is different from the normal schedule: Briefly record the start and end times in the Comment box below.*

Comments:

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**TANZANIA SERVICE DELIVERY INDICATORS
EDUCATION SURVEY
2014**

Modules 2 – Staff Roster



Staff Roster Questionnaire Cover Sheet

Enumerator Note: Please write all responses clearly using CAPITAL LETTERS ONLY!

				Name(s)		Code	
1.	First Visit Enumerator (s)					_ _ _ _ _ _ _	
2.	Second Visit Enumerator (s)					_ _ _ _ _ _ _	
4.	School Name and Survey Code					_ _ _ _ _ _ _	
6	School EMIS Code/Registration Number						
8	Date of first visit			<i>Day/Month/Year (e.g. 15/04/13)</i>		_ _ _ / _ _ _ / _ _ _	
9	Date of second visit			<i>Day/Month/Year (e.g. 15/04/13)</i>		_ _ _ / _ _ _ / _ _ _	
		Supervision		Result	Signature	Date	
				1.		2.	
10	Questionnaire Verification	Team leader	a.	_ _ _ _		_ _ _ / _ _ _ / _ _ _	<i>Survey results codes</i> 1 = Questionnaire completed 2 = Incomplete questionnaire 3 = School closed 4 = Refused
		Supervisor	b.	_ _ _ _		_ _ _ / _ _ _ / _ _ _	
		Data Entrant	c.	_ _ _ _		_ _ _ / _ _ _ / _ _ _	

Module 2A: Teacher Roster for the current school year (2014)

ENUMERATOR: Please allow me to ask few questions about the teachers who are working in this school (including pre-school and special needs) starting with you, if you teach. Could you give me the names of all the teachers currently teaching including government, contract and volunteer teachers? [Include Teachers ONLY].

1. How many <u>teachers</u> work in this school (Including the head teacher if he/she teaches)? (Note: Include paid and non-paid teachers)									
_ _ _									
Teacher ID	2. First and last names	3. Sex 1 = Male 2 = Female	4. Position in the school 1 = Owner 2 = Director 3 = Manager 4 = Head teacher/ principal 5 = Deputy head teacher 6 = Senior teacher 7 = Teacher 9 = Other (specify):	5. Contract Status 1 = Government 2 = School 3 = Teacher Trainee 4 = Community 5 = Volunteer 6 = No Contract	6. Full-time / Part-time 1 = Full-time 2 = Part-time	7. Taught Math or English to ...			8. Teacher sampled for Module 2B? 1 = Yes 2 = No
						a. Standard 3 LAST year?	b. Standard 4 THIS year?	c. Standard 5 + THIS year?	
01		_	_ _____	_	_	_	_	_	_
02		_	_ _____	_	_	_	_	_	_
03		_	_ _____	_	_	_	_	_	_
04		_	_ _____	_	_	_	_	_	_
05		_	_ _____	_	_	_	_	_	_
06		_	_ _____	_	_	_	_	_	_
07		_	_ _____	_	_	_	_	_	_
08		_	_ _____	_	_	_	_	_	_
09		_	_ _____	_	_	_	_	_	_
10		_	_ _____	_	_	_	_	_	_
11		_	_ _____	_	_	_	_	_	_
12		_	_ _____	_	_	_	_	_	_
13		_	_ _____	_	_	_	_	_	_
14		_	_ _____	_	_	_	_	_	_
15		_	_ _____	_	_	_	_	_	_

Teacher ID	2. First and last names	3. Sex	4. Position in the school	5. Contract Status	6. Full-time / Part-time	7. Taught Math or English to ...			8. Teacher sampled for Module 2B?
						a. Standard 3 LAST year?	b. Standard 4 THIS year?	c. Standard 5 + THIS year?	
		1 = Male 2 = Female	1 = Owner 2 = Director 3 = Manager 4 = Head teacher/ principal 5 = Deputy head teacher 6 = Senior teacher 7 = Teacher 9 = Other (specify):	1 = Government 2 = School 3 = Teacher Trainee 4 = Community 5 = Volunteer 6 = No Contract	1 = Full-time 2 = Part-time	1 = Yes 2 = No	1 = Yes 2 = No	1 = Yes 2 = No	1 = Yes 2 = No
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									

Teacher ID	2. First and last names	3. Sex 1 = Male 2 = Female	4. Position in the school 1 = Owner 2 = Director 3 = Manager 4 = Head teacher/ principal 5 = Deputy head teacher 6 = Senior teacher 7 = Teacher 9 = Other (specify):	5. Contract Status 1 = Government1 2 = School 3 = Teacher Trainee 4 = Community 5 = Volunteer 6 = No Contract	6. Full-time / Part-time 1 = Full-time 2 = Part-time	7. Taught Math or English to ...			8. Teacher sampled for Module 2B? 1 = Yes 2 = No
						a. Standard 3 LAST year?	b. Standard 4 THIS year?	c. Standard 5 + THIS year?	
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									

Enumerator Note: If there are more than 50 teachers working at the school, the first 50 should be listed in the table above. Select 10 teachers (plus 3 alternates) randomly among all teaching staff listed above (except volunteer & part-time teachers) using the *Random Selection Worksheet (see last page)*. Select two digit random numbers. Sample ALL if 13 or less teaching staff are employed (excluding volunteer & part-time teachers).

Module 2B: Teacher Roster

ENUMERATOR: We are conducting a survey on service delivery issues in primary education with the support of the government in selected communities in the country in order to improve education in Tanzania. We would like to ask you a few questions about your background. **Enumerator Note:** Please note that this module MUST NOT be completed during any of the school break times or lunch time. **[For sampled teachers only]**

	1.	2.	3.	4.	5.	6.(SECOND VISIT ONLY)	7.(SECOND VISIT ONLY)
	First and last names	Row number from Module 2A (Teacher ID)	Sex <i>(Fill without asking the question)</i>	What was the teacher doing when you located him/ her on the <u>first</u> visit? <i>Direct Observation</i>	Reason for absence from school on <u>first</u> visit? <i>Ask head teacher</i>	What was the teacher doing when you located him/ her <u>on the second</u> visit? <i>Direct Observation</i>	Reason for absence from school on <u>second</u> visit? <i>Ask head teacher</i>
	(Sampled teachers from Module 2A) Enter teachers' names in the same order as in the table of the Staff Roster list of Module 2A	<i>Number</i>	1 = Male 2 = Female	1 = In classroom- teaching 2 = In classroom- not teaching 3 = In school- not in classroom 4 = In school- teaching outdoors 5 = Absent from school If 1-4 → Q8 If 5 → Q5	1= Not his/her shift 2 = Sick 3 = Maternity leave 4 = In training 5 = Field trip 6 = Funeral 7 = Other approved absence 8 = Gone to retrieve salary 9 = On strike 10 = Not approved Absence 99 = Other (to specify) -8 = Don't know	1 = In classroom- teaching 2 = In classroom- not teaching 3 = In school- not in classroom outdoors 4 = In school- teaching 5 = Absent from school If 1-4 → Q8 If 5 → Q7	1= Not his/her shift 2 = Sick 3 = Maternity leave 4 = In training 5 = Field trip 6 = Funeral 7 = Other approved absence 8 = Gone to retrieve salary 9 = On strike 10 = Not approved Absence 99 = Other (to specify) -8 = Don't know
a.							
b.							
c.							
d.							
e.							
f.							
g.							
h.							
i.							
j.							

Module 2B: Teacher Roster (continued...)

	8.	9.	10.	11.	12.	13.	14.
Name	Position in the school	In which classes do you teach? <i>(multiple responses accepted)</i>	What is the highest level of education that you have completed?	What is the highest level of teacher training that you have completed?	What year did you begin teaching?	Were you born in this district?	Age
	1 = Owner/ Director 2 = Head teacher/ principal 3 = Deputy head teacher 4 = Teacher (government) 5 = Teacher (paid contract) 6 = Teacher (volunteer) 9 = Other (specify)	Number (P1-P7) 8 = Pre-school 9 = Special needs Please enter one number for each class taught, up to 4 classes	1 = Primary complete 2 = Secondary – O Level 3 = Secondary- A Level 4 = Diploma/ Certificate 5 = Postgraduate Diploma 6 = University / Bachelor 7 = University / Master 0 = None	1 = Certificate 2 = Grade A 3 = Diploma (Grade V) in Education 4 = Undergraduate degree in Education 5 = Postgraduate degree in Education 6 = Special needs ed. 7 = None 9 = Other (specify)	Year (e.g. 1990)	1 = Yes 2 = No	Number
a	_____		_____	_____	_____	_____	_____
b	_____		_____	_____	_____	_____	_____
c	_____		_____	_____	_____	_____	_____
d	_____		_____	_____	_____	_____	_____
e	_____		_____	_____	_____	_____	_____
f	_____		_____	_____	_____	_____	_____
g	_____		_____	_____	_____	_____	_____
h	_____		_____	_____	_____	_____	_____
i	_____		_____	_____	_____	_____	_____
j	_____		_____	_____	_____	_____	_____

Classroom Count (second visit)

ENUMERATOR: Complete this in the second visit at the same time as Questions 6 and 7 in the teacher roster.

This module **MUST NOT** be completed during any of the school break times or lunch time.

19.	How many classrooms does the school have?	<i>Number</i>	_ _
20.	How many classrooms contained pupils?	<i>Number</i>	_ _
21.	Of those classrooms, how many classrooms had pupils but no teacher present?	<i>Number</i>	_ _
22.	How many of the classrooms are.... [Number]	<i>(a) Permanent</i>	_ _
		<i>(b) Semi-permanent (Incomplete, plastered without shutters or floor etc.)</i>	_ _
		<i>(c) Temporary (mud, timber, under trees etc.)</i>	_ _

Module 2 Comments:

Module 2a:

Module 2b:

Random Selection Worksheet

Row: Column:

Selection of from . **Note:** Select a maximum of 10 teachers.

Sequence:

Procedure: Write the initial row/column. Take the initial number and its right-hand neighbor. If it identifies an eligible teacher, write down the number in the spaces provided above for “Sequence”. Take the adjacent pair to the right and continue until you have 10 teachers selected. Draw a rectangle around the start point, a line through irrelevant numbers, and a circle around selected numbers. Use the results to complete **Module 2B: Teacher Roster**.

	Columns									
Rows	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50
1	39634	62349	74088	65564	16379	19713	39153	69459	17986	24537
2	14595	35050	40469	27478	44526	67331	93365	54526	22356	93208
3	30734	71571	83722	79712	25775	65178	07763	82928	31131	30196
4	64628	89126	91254	24090	25752	03091	39411	73146	06089	15630
5	42831	95113	43511	42082	15140	34733	68076	18292	69486	80468
6	80583	70361	41047	26792	78466	03395	17635	09697	82447	31405
7	20900	90404	99457	72570	42194	49043	24330	14939	09865	45906
8	05409	20830	01911	60767	55248	79253	12317	84120	77772	50103
9	95836	22530	91785	80210	34361	52228	33869	94332	83868	61672
10	65358	70469	87149	89509	72176	18103	55169	79954	72002	20582
11	72249	04037	36192	40221	14918	53437	60571	40995	55006	10694
12	41692	40581	93050	48734	34652	41577	04631	49184	39295	81776
13	61885	50796	96822	82002	07973	52925	75467	86013	98072	91942
14	48917	48129	48624	48248	91465	54898	61220	18721	67387	66575
15	88378	84299	12193	03785	49314	39761	99132	28775	45276	91816
16	77800	25734	09801	92087	02955	12872	89848	48579	06028	13827
17	24028	03405	01178	06316	81916	40170	53665	87202	88638	47121
18	86558	84750	43994	01760	96205	27937	45416	71964	52261	30781
19	78545	49201	05329	14182	10971	90472	44682	39304	19819	55799
20	14969	64623	82780	35686	30941	14622	04126	25498	95452	63937
21	58697	31973	06303	94202	62287	56164	79157	98375	24558	99241

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Module E3 – School Financial Management



School Facility Questionnaire Cover Sheet

QUESTIONS 1 – 8 TO BE COMPLETED BEFORE INTERVIEW

Enumerator Note: Please write all responses clearly using CAPITAL LETTERS ONLY!

		Name(s)		Code			
1.	First Visit Enumerator			_ _ _ _ _ _ _			
2.	Second Visit Enumerator			_ _ _ _ _ _ _			
7.	School Name and Survey Code			_ _ _ _ _			
8.	School EMIS Code/Registration Number						
10.	Date of first visit	<i>Day/Month/Year (e.g. 15 04 14)</i>		_ _ _ / _ _ _ / _ _ _			
11.	Date of second visit	<i>Day/Month/Year (e.g. 15 04 14)</i>		_ _ _ / _ _ _ / _ _ _			
Supervision		Result		Signature		Date	
		1.				2.	
12	Questionnaire Verification	Team leader	a.	_ _		_ _ _ / _ _ _ / _ _ _	<u>Survey results codes</u> 1 = Questionnaire completed 2 = Incomplete questionnaire 3 = School closed 4 = Refused
		Supervisor	b.	_ _		_ _ _ / _ _ _ / _ _ _	
		Data Entrant	c.	_ _		_ _ _ / _ _ _ / _ _ _	

Section 2: School Financing																																						
No.	Question	Response Code(s)	Response																																			
1	In the 2013 academic year, did this school receive a Capitation Grant from the Ministry of Education and Vocational Training (MoEVT)?	Yes = 1 No = 2 → Q4 Don't Know = -8 → Q4	__																																			
2	In the 2013 academic year, how many separate Capitation grant transfers were received?	[Number of times in 2013] -8 = Don't Know	__ __																																			
3	<p>For the 2013 academic year, could you list the CAPITATION grant transfers actually received from MoEVT/District? Include transfers that arrived in any form (check, direct deposit, etc.).</p> <p>Instruction to Enumerator: Check that the number of transfers in the table matches the number of transfers reported in Q2. If the school received more than 5 transfers, list the remaining transfers on a separate page. Ask to See Transfer Acknowledgement Receipt</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Date (DD/MM/YY)</th> <th>Amt. Received (TZS) Don't Know = -8</th> <th>Purpose of transfer? Earmarked = 1 Not earmarked = 2 Partially earmarked = 3 Other = 9 (specify)</th> <th>Was this transfer on time? Yes = 1 No = 2 Don't Know = -8</th> </tr> <tr> <th></th> <th>1.</th> <th>2.</th> <th>3.</th> <th>4.</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>___/___/___</td> <td></td> <td> __ </td> <td> __ </td> </tr> <tr> <td>b.</td> <td>___/___/___</td> <td></td> <td> __ </td> <td> __ </td> </tr> <tr> <td>c.</td> <td>___/___/___</td> <td></td> <td> __ </td> <td> __ </td> </tr> <tr> <td>d.</td> <td>___/___/___</td> <td></td> <td> __ </td> <td> __ </td> </tr> <tr> <td>e.</td> <td>___/___/___</td> <td></td> <td> __ </td> <td> __ </td> </tr> </tbody> </table>			No.	Date (DD/MM/YY)	Amt. Received (TZS) Don't Know = -8	Purpose of transfer? Earmarked = 1 Not earmarked = 2 Partially earmarked = 3 Other = 9 (specify)	Was this transfer on time? Yes = 1 No = 2 Don't Know = -8		1.	2.	3.	4.	a.	___/___/___		__	__	b.	___/___/___		__	__	c.	___/___/___		__	__	d.	___/___/___		__	__	e.	___/___/___		__	__
No.	Date (DD/MM/YY)	Amt. Received (TZS) Don't Know = -8	Purpose of transfer? Earmarked = 1 Not earmarked = 2 Partially earmarked = 3 Other = 9 (specify)	Was this transfer on time? Yes = 1 No = 2 Don't Know = -8																																		
	1.	2.	3.	4.																																		
a.	___/___/___		__	__																																		
b.	___/___/___		__	__																																		
c.	___/___/___		__	__																																		
d.	___/___/___		__	__																																		
e.	___/___/___		__	__																																		
4	<p>a. For the 2014 academic year, has this school received any CAPITATION grant transfers? If so, kindly fill in the following table to list the transfers received.</p> <div style="float: right; border: 1px solid black; padding: 2px;"> Yes = 1; No = 2 → Q5 </div> <div style="float: right; border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Which date was the transfer received? (DD/MM/YY)</th> <th>What was the amount received? (TZS) Enter "999" if Don't Know</th> <th>Was this transfer on time? Yes = 1 No = 2 Don't Know = 9</th> </tr> </thead> <tbody> <tr> <td>b.</td> <td>___/___/___</td> <td> _ _ _ _ _ _ _ _ _ _ _ _ _ _ </td> <td> __ </td> </tr> <tr> <td>c.</td> <td>___/___/___</td> <td> _ _ _ _ _ _ _ _ _ _ _ _ _ _ </td> <td> __ </td> </tr> <tr> <td>d.</td> <td>___/___/___</td> <td> _ _ _ _ _ _ _ _ _ _ _ _ _ _ </td> <td> __ </td> </tr> </tbody> </table>			No.	Which date was the transfer received? (DD/MM/YY)	What was the amount received? (TZS) Enter "999" if Don't Know	Was this transfer on time? Yes = 1 No = 2 Don't Know = 9	b.	___/___/___	_ _ _ _ _ _ _ _ _ _ _ _ _ _	__	c.	___/___/___	_ _ _ _ _ _ _ _ _ _ _ _ _ _	__	d.	___/___/___	_ _ _ _ _ _ _ _ _ _ _ _ _ _	__																			
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b.	___/___/___	_ _ _ _ _ _ _ _ _ _ _ _ _ _	__																																			
c.	___/___/___	_ _ _ _ _ _ _ _ _ _ _ _ _ _	__																																			
d.	___/___/___	_ _ _ _ _ _ _ _ _ _ _ _ _ _	__																																			
5	How much money is this school entitled to receive per pupil per year in the CAPITATION grant?	[TZS] Don't Know = -8 N/A = -3	_ _ _ _ _ _ _ _																																			
6	Are the CAPITATION grants received by this school earmarked by MOEVT for particular purposes?	Yes = 1 No = 2 Don't Know = -8 N/A = -3	__																																			

7	For the 2013 academic year, was anyone informed about the CAPITATION grants received by this school? In particular, was this information (Enumerator Note: Read All Options): Yes = 1 No = 2 N/A = -3 Don't Know = -8	a.	Provided to the SC?	__
		b.	Provided to the SMT?	__
		c.	Available to community members upon request?	__
		d.	Posted in a public place?	__
		e.	Presented in a format such that community members can understand?	__
8	Does this school charge tuition fees?	Yes = 1 No = 2 → Q11 DK = -8 → Q11		__
9	If you have day pupils, how much did they pay per term for 2013 academic year? (Enumerator Note: Exclude fees for pre-primary classes. If different primary pupils pay different amounts, please indicate the average amount paid per pupil per term.)	(TZS) Don't Know = -8 N/A (no day pupils) = -3		_____
10	If you have boarding pupils, how much did they pay per term for the 2013 academic year?	(TZS) Don't Know = -8 N/A (no boarding pupils) = -3		_____
11	Does this school make requests for contributions from parents?	Yes, Cash = 1 Yes, In Kind = 2 Yes, both in kind & cash = 3 4 = No → Q13 DK = 9 → Q13		__
12	Concerning the above mentioned contributions, how much did the parents contribute for the following per term in the 2013 academic year: (Enumerator Note: Exclude fees for pre-primary classes. If different primary pupils pay different amounts, please indicate the average amount paid per pupil per term.) (TZS) Don't Know = -8 N/A (not part of contribution) = -3	a.	Tuition	
		b.	Lunch/Food	
		c.	Security	
		d.	Examination	
		e.	Development (Eg: Teaching materials, classroom construction)	
		f.	Others 1(specify): _____	
		g.	Others 2 (specify): _____	
		h.	Others 3 (specify): _____	
13	Who gives the final approval for the level of school or SMT fees?	LIST ONLY ONE RESPONSE: 1) SC, including Principal/Head Teacher/Directors 2) SC, not including Principal/Head Teacher 3) Principal/Head teacher alone 4) School Management Team (SMT) approved by District Education/City/Municipal Office 5) Other (specify):		__ _____

14	<p>Please let us now talk about other financial or cash contributions this school receives. From which of the following governmental and non-governmental sources did this school receive financial support (in cash) in the last academic year (2013)? Please provide the exact amounts, or provide an estimate of the amount if exact figures are not available. Do include any program-specific funds (e.g., Most Vulnerable Children grant) or unanticipated funds. Please also note these do not include the CAPITATION grant.</p> <p><i>Instruction to Enumerator: If there are more than 2 "other" sources, continue the list on a blank page. If money was received more than once from the same source during the 2013 academic year, please list the total amount received over the whole year.</i></p>			
		Did this school receive any financial support in the 2013 academic year? Yes = 1 No = 2 → Next Source DK = -8 → Next Source	What was the amount in TZS? [TZS]	Were these funds earmarked for particular purposes? Yes = 1 No = 2 DK = -8
		1.	2.	3.
Governmental Sources:				
a) MoEVT HQ- (not including CAPITATION grant)	__	__	__	
b) District	__	__	__	
c) Ward	__	__	__	
d) Other GoT (excl. districts)	__	__	__	
Non-Governmental Sources:				
e) Private donors (Nationals-Tanzanians) (incl. private companies, individuals, religious groups NGOs, and charities)	__	__	__	
f) Private donors (international) (incl. private companies, individuals, religious groups NGOs, and charities)	__	__	__	
g) Contributions from parents (not including SMT or fees)	__	__	__	
h) Fundraising	__	__	__	
i) Other- 2 (specify)	__	__	__	
15	For the 2013 academic year, what was the total amount of discretionary or unearmarked funds available to the school (that is, funds that were not tied to any specific line item in the budget by an external source. (Refer to Q3 and Q14)?		[TZS]	
16	Do you regularly encounter any other challenges in receiving funds from MoEVT?	Yes = 1 No = 2 → Q18 N/A = -8 → Q18		__
17	What challenges have you encountered during the academic year 2013? (List all that apply)	Received less than expected = 1 Received more than expected = 2 Earmarking / Constraints on how funds are spent = 3 Problem withdrawing/ accessing funds = 4 Received funds too late to be able to spend them by end of academic year = 5 Other (specify) = 9 _____		__ __ __ __

18	BOOKS RECEIVED FROM THE GOVERNMENT (MOEVT, DISTRICT, WARD) FOR 2013 AND 2014				
<p>(Note to Enumerator: Ask to see the Delivery Notes and show an example to the head teacher) Now let me please ask you about books (for pupils and teachers) that the school has received from the Government (i.e. MoEVT, District, or Ward) and which might have been delivered by private contractors. Please indicate how many books, if any, the school received for the last 2 school years 2013 and 2014.</p>					
		How many [] Standard 4 Pupil Books did the school receive from the Government (i.e. MoEVT, District, or Ward)? Mark 0 if None	How many [] Standard 4 Teacher Books did the school receive from the Government (i.e. MoEVT, District, or Ward)? Mark 0 if None	For all other standards, how many [] Pupil Books did the school receive from the Government (i.e. MoEVT, District, or Ward)? Mark 0 if None	For all other standards, how many [] Teacher Books did the school receive from the Government (i.e. MoEVT, District, or Ward)? Mark 0 if None
		a.	b.	c.	d.
1	Core Subjects (Hisabati, Kingereza, Kiswahili, Sayansi)				
2	All Other Subjects (Historia, Jiografia, Uraia, ICT)				
<p>Now please let me ask about books the school received from non-government sources in 2013 and 2014.</p>					
		How many [] Standard 4 Pupil Books did the school receive from other sources? Mark 0 if None	How many [] Standard 4 Teacher Books did the school receive other sources? Mark 0 if None	For all other standards, how many [] Pupil Books did the school receive from other sources? Mark 0 if None	For all other standards, how many [] Teacher Books did the school receive from other sources? Mark 0 if None
		a.	b.	c.	d.
3	Core Subjects				
4	All Other Subjects				
<p>Now please let me ask about the total number of books owned by the school as of today.</p>					
		How many [] Standard 4 Pupil Books does the school own as of today? Mark 0 if None	How many [] Standard 4 Teacher Books does the school own as of today? Mark 0 if None	For all other standards, how many [] Pupil Books does the school own as of today? Mark 0 if None	For all other standards, how many [] Teacher Books does the school own as of today? Mark 0 if None
		a.	b.	c.	d.
5	Core Subjects				
6	All Other Subjects				

19

In-kind/ Non-cash donations: For each item listed below, please indicate whether and from whom the school received these items in the 2013 academic year:

Item	Did you receive this item from any source in the 2013 academic year? Yes = 1 No = 2 → Next DK = -8 → Next	If so, from which source(s) (list up to 3) [see codes at bottom of next page]	What was the quantity Received [number]	Estimated value of all of these items [TZS]
	1.	2.	3.	4.
a) Desks				
b) Boxes of Paper/ Notebooks				
c) Boxes of Pens/ Pencils/ Writing implements				
d) Boxes of Chalk				
e) Sponges/Dusters				
f) Blackboards or chalkboards				
g) Electronic equipment of any kind				
h) Sports equipment				
i) Instructional kits or materials (e.g., science kit)				
Item (continued)	Did you receive this item from any source in the 2013 academic year? Yes = 1 No = 2 → Next DK = 9 → Next	If so, from which source(s) (list up to 3) [see codes below on the next page]	What was the quantity Received [number]	Estimated value of all of these items [TZS]
	1.	2.	3.	4.
j) Maps/Posters/Instructional materials for walls				
k) Uniforms				

Item	Did you receive this item from any source in the 2013 academic year? Yes = 1 No = 2 → Next DK = -8 → Next	If so, from which source(s) (list up to 3) [see codes at bottom of next page]	What was the quantity Received [number]	Estimated value of all of these items [TZS]
l) Food (for students to take home)				
m) Sanitary Towels				
n) Pupil Chairs				
o) Teacher Chairs/Tables				
p) Other (specify)				

Source Codes:
 1) MoEVT
 2) Other GoT Ministries, Departments and Agencies
 3) District
 4) Foundation bodies

5) Private donors(Tanzanian)
 6) Private donors (international inc. UN)
 7) Donated by SC Member
 8) Donated by parent(s)
 10) SMCs
 9) Other (specify)

Section 3: School Expenditures			
No.	Question	Response Code(s)	Response
1	What was the total annual planned budget for the 2013 academic year?	[TZS] N/A (No planned annual budget) = -3 → Q5 Don't know = -8	
2	Who has the primary responsibility for developing the operating budget of the school?	<i>List only one response:</i> 1) SMC 2) Head teacher alone 3) School Committee/Board of Directors 4) District Education Office (DEO) 5) No one specific 9) Other (specify):	__ _____
3	Who gives the final approval for the annual operating budget of the school?	<i>List only one response:</i> 1) SMC 2) Head teacher alone 3) School Committee/Board of Directors 4) No one specific 9) Other (specify):	__ _____
4	In the 2013 academic year, was the operating budget: Yes = 1 No = 2 N/A = -3 Don't Know = -8	a) Provided to the SMC?	__
		b) Provided to the School Committee/Board of Directors?	__
		c) Available to community members upon request?	__
		d) Posted in a public place?	__
		e) Presented in a format such that community members can understand?	__
5	In 2013, who gave the final approval in deciding how to allocate discretionary funds/un-earmarked? By discretionary, I mean funds that were not tied to any line item in the budget by an external source. (Enumerator Note: Cross-check response with that of Sect. 2, Q13).	<i>List only one response:</i> 1) School does not have any discretionary funds 2) SMC 3) Head teacher/ Principal alone 4) School Committee/Board of Directors 5) No one specific 9) Other (specify):	__ _____

10	Who pays non-teachers' salaries?	<i>List all that apply:</i> School = 1 MOEVT = 2 PTA and/or parents = 3 Other (specify) = 9 N/A (no non-teachers at school) = -3	__ _____ __ _____ __ _____	
11	What is your salary scale, as the head teacher at this school? (Enumerator Note: <i>If someone other than the head teacher is being interviewed, ask about the salary of the head teacher.</i>)	Letter goes from A to H Number goes from 1-8	a. Codes A to H	b. Codes 1 to 8
			__	__
11a	What range does your basic gross monthly salary fall into?	[TZS] 0 -199,999 = 1 200,000-399,999 = 2 400,000-599,000 = 3 600,000-799,999 = 4 800,000-999,999 = 5 1,000,000 + = 6 Don't Know = -8	__	
12	What is the total amount of monthly allowances (incl. housing allowance, free meals, etc.) received by you, as the head teacher at this school? [Include the value of any in-kind payments] (Enumerator Note: <i>If someone other than the head teacher is being interviewed, ask about the allowance of the head teacher.</i>)	[TZS] Don't Know = -888		
13	Do you and/or other teachers regularly encounter delays in receiving your salary or monthly allowances?	Yes, almost every time = 1 Frequently, but not always = 2 Infrequently = 3 Never = 4 Don't Know = -8	__	

Section 5: Monitoring and Reporting			
No.	Question	Response Code(s)	Response (Multiple responses allowed)
1	Who is responsible for monitoring the school's use of funds? <i>(list all that apply)</i>	1) MoEVT HQ 2) Local government (district) 3) Local Government (Sub-County) 4) DEOs 5) SMC and/or head teacher 6) Foundation Body 7) NGOs 8) Pupils 9) No monitoring done 10) Directors/Proprietors 11) Other (specify)	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	For each of the following, please indicate whether you regularly report on this data to the DEO and/or MoEVT. By regularly, I mean at least once per year. If so, please indicate how frequently this information is reported to the DEO and/or MoEVT.		
	List one response only:		
	1) Information not reported	a.	Number of pupils enrolled <input type="checkbox"/>
	2) Information submitted once per month	b.	Number of boy and girl pupils enrolled <input type="checkbox"/>
	3) Information submitted once per term	c.	Number of pupils who drop out <input type="checkbox"/>
	4) Information once per academic year	d.	Number of pupils from poor families/receiving bursaries <input type="checkbox"/>
	5) Information is reported, but do not know how often it is submitted	e.	Number of pupils completing primary school each year <input type="checkbox"/>
	6) Don't know whether or not information is reported to DEO or MoEVT	f.	Number of pupils going on to secondary school each year <input type="checkbox"/>
3	Through which of the following mechanisms does the school receive feedback and/or complaints from parents, stakeholders, teachers, community members, or any other source? Yes = 1 No = 2 N/A = -3 Don't Know = -8	a.	Word of mouth (directly) <input type="checkbox"/>
		b.	Word of mouth (via councillor/MP) <input type="checkbox"/>
		c.	Word of mouth (via DEO or MOEVT) <input type="checkbox"/>
		d.	Word of mouth (via PTA or SMC) <input type="checkbox"/>
		e.	Word of mouth (via other source) <input type="checkbox"/>
		f.	Direct letters from stakeholders <input type="checkbox"/>
		g.	Public forums, barazas, and meetings <input type="checkbox"/>
		h.	SMC meetings (open to public) <input type="checkbox"/>
		i.	School Committee meetings (open to public) <input type="checkbox"/>
		j.	Local leaders (district council) <input type="checkbox"/>
		k.	Foundation bodies <input type="checkbox"/>
		l.	NGOs <input type="checkbox"/>
		m.	Heads of Department <input type="checkbox"/>
		n.	Other (specify): _____ <input type="checkbox"/>
4	From which of the following sources did you receive feedback and/or complaints during the 2013 academic year?	a.	Primary school pupils and/or their parents <input type="checkbox"/>
		b.	PTA <input type="checkbox"/>
		c.	SMC members <input type="checkbox"/>

Yes = 1 No = 2 N/A = -3 Don't Know = -8	d.	Teachers, principals, school personnel	__
	e.	Community members	__
	f.	GoT or local officials (e.g. MP, chiefs)	__
	g.	MoES officials (DEO, etc.)	__
	h.	NGOs, CBOs, other community organizations	__
i.	Other (specify): _____		__

--	--

5	What were the 3 most common complaints received during the 2013 academic year?	1) No complaints received in 2013 Or, List up to 3 complaints: 2) Use of school funds 3) Level of school, lunch and other fees 4) Lack of materials/ poor infrastructure 5) Teacher attendance/absenteeism 6) Quality of instruction 7) Discipline of children 8) Poor Head Teacher and Teacher relations 9) Poor Head Teacher and Parent relations 10) Attendance/absenteeism of pupils 11) Politicians interfering in school activities 12) School facilities are too old 13) Teacher accommodation 14) Shortage of Teachers 15) Shortage of Books 99)Other (specify)	_____ _____ _____
---	--	--	-------------------------

(EnumeratorNote: Please record the time below)

6	Ending Time of interview	Hour : Minutes	_ _ : _ _
---	--------------------------	----------------	-------------

ENUMERATOR: Thank you very much for your time and cooperation

(ENUMERATOR NOTE: SECTION 6 [SEE NEXT PAGE] IS TO BE COMPLETED AFTER THE INTERVIEW HAS BEEN CONDUCTED AND SHOULD NOT BE FILLED OUT IN THE PRESENCE OF THE RESPONDENT.)

Section 6. Quality of Records (Enumerator Note: This section is to be completed after the rest of the interview has been conducted.)			
1	Were you able to confirm that the school keeps detailed records of funds received from MoES?	1=Yes 2=No	__
2	Were you able to confirm that the school keeps detailed records of funds received from other sources?	1=Yes 2=No	__
3	Were you able to confirm that the school keeps keep detailed records or receipts from its spending?	1=Yes 2=No	__
4	Did the records kept at this school enable you to answer the questions in Section 2 (School Financing) confidently and accurately?	1=Completely confidently and accurately 2=Figures may be approximate, but generally I am quite confident 3=There may be some holes in the records which compromise the figures' accuracy 4=Not confident of the accuracy of figures: specify problems with providing the requested data in the space below	__
5	If you answered "4" to question 604, specify problems with records:		
6	Enumerator: Please rate the level of cooperation received from the respondent in responding to questions about school finances and expenditures.	1= Very cooperative 2= Moderately cooperative 3= Somewhat uncooperative 4= Very uncooperative	__



**TANZANIA SERVICE DELIVERY INDICATORS
EDUCATION SURVEY**

2014

Module 4 – Classroom Observation



Module 4: Classroom Observation

Class and Teacher Information

QUESTIONS 1 – 4 TO BE COMPLETED BEFORE INTERVIEW

Enumerator Note: Please write all responses clearly using CAPITAL LETTERS ONLY!

		Name(s)		Code		
1.	Enumerator			_ _ _ _		
3.	School Name & Survey Code			_ _ _ _		
4.	School EMIS Code/Registration Number	<i>Official code used by MoEVT</i>				
5.	Subject	<i>1 = Mathematics 2 = English</i>		_		
6.	Scheduled class time	<i>Time in 24 hr. format (e.g. 13:30 to 14:15)</i>		_ _ : _ _ to _ _ : _ _		
7.	Date	<i>Day/Month/Year (e.g. 15/04/12)</i>		_ _ / _ _ / _ _		
8.	Teacher Name			_ _ _		
9.	Teacher ID	<i>(Row number from Module 2A)</i>		_ _		
10.	Supervision		Result	Signature	Date <i>Day/Month/Year (e.g. 15/04/12)</i>	Result codes
	Questionnaire Review	Team Leader	_		_ _ / _ _ / _ _	<u>Codes</u> 1= Questionnaire complete 2= Questionnaire incomplete 3= School closed 4= Refused
		Supervisor	_		_ _ / _ _ / _ _	
		Data Entrant	_		_ _ / _ _ / _ _	

Module 4A: Time on Task

READ TO RESPONDENT: *Good Morning/Afternoon, I am a researcher and we are conducting a survey to learn about education in Tanzania. I would like to observe the activities in the class for the next hour. The school head master has given us permission to do classroom observations. I will sit at the back of the class. Please conduct the lesson as you would normally and ignore my presence. But I would like to request that when you have completed your lesson, you ask the students to remain in their seats so I can ask them a few quick questions.*

Enumerator Note: *If you arrived after class began, how many minutes late were you? (If not late, write "0")
If you arrive late; start recording the same number of minutes afterwards.*

|_|_|

Enumerator Note: *Below write the time you entered the classroom. Ask teacher what time the lesson started*

|_|_|:|_|_| (USE 24 HOUR TIME)

ENUMERATOR NOTE: If the teacher is in class and not teaching indicate so in this module (Module 4A) and skip all questions in Module 4C because they are not applicable.

Instructions: For each minute, record what is happening at that instant. It is intended to be a snapshot of what is happening and not what took place over the one minute interval. Options (1), (2), (3), (4), (5), and (6) are mutually exclusive: only one of them should be chosen. If option (1) is chosen, at least one of (1a) through (1l) should also be indicated.

Teacher's Activity (minutes)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Count
(1) Teacher in class - teaching																															
(1a) Teacher interacts with all children as a group																															
(1b) Teacher interacts with a small group of children																															
(1c) Teacher interacts with children one on one																															
(1d) Teacher reads or lectures to the pupils (pupils only listen)																															
(1e) Teacher supervises pupil(s) writing on the board																															
(1f) Teacher leads kinesthetic group learning activity																															
(1g) Teacher writing on blackboard																															
(1h) Teacher listening to pupils recite/ read																															
(1i) Teacher waiting for pupils to complete task																															
(1j) Teacher testing students in class																															
(1k) Teacher maintaining discipline in class																															
(1l) Teacher doing paperwork																															
(2) Teacher in class - not teaching																															
(3) Teacher not in class – learning activity ongoing																															
(4) Teacher not in class – no learning activity ongoing																															
(5) Break																															
Number of pupils off task (every 5 mins)																															
(6) Class ended																															

Comments:

Module 4A: Time on Task (Continued)

ENUMERATOR NOTE: If the teacher is in class and not teaching indicate so in this module (Module 4A) and skip all the questions in Module 4C because they are not applicable.

Instructions: For each minute, record what is happening at that instant. It is intended to be a snapshot of what is happening and not what took place over the one minute interval. Options (1), (2), (3), (4), (5), and (6) are mutually exclusive: only one of them should be chosen. If option (1) is chosen, at least one of (1a) through (1l) should also be indicated.

Teacher's Activity (minutes)	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	Count	
(1) Teacher in class - teaching																																
(1a) Teacher interacts w ith all children as a group																																
(1b) Teacher interacts w ith a small group of children																																
(1c) Teacher interacts w ith children one on one																																
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(1h) Teacher listening to pupils recite/ read																																
(1i) Teacher w aiting for pupils to complete task																																
(1j) Teacher testing students in class																																
(1k) Teacher maintaining discipline in class																																
(1l) Teacher doing paperw ork																																
(2) Teacher in class - not teaching																																
(3) Teacher not in class – learning activity ongoing																																
(4) Teacher not in class – no learning activity ongoing																																
(5) Break																																
Number of pupils off task (every 5 mins)																																
(6) Class ended																																
<i>Comments:</i>																																

Module 4B: Classroom Environment

1.	How many pupils are in the room?	Number	<input type="text"/>
2.	How many boys?	Number IF GIRLS SCHOOL, ENTER "-3" (N/A)	<input type="text"/>
3.	How many girls?	Number IF BOYS SCHOOL, ENTER "-3" (N/A)	<input type="text"/>
4.	How many total pupils have the textbook for the class (English or mathematics)?	Number	<input type="text"/>
4a.	How many male pupils have the textbook for the class (English or mathematics)?	Number (ask male pupils to hold up books)	<input type="text"/>
4b..	How many female pupils have the textbook for the class (English or mathematics)?	Number (ask male pupils to hold up books)	<input type="text"/>
5.	How many total pupils in the class have a pencil or pen?	Number	<input type="text"/>
5a.	How many male pupils in the class have a pencil or pen?	Number (ask male pupils to hold up pencils or pens)	<input type="text"/>
5b.	How many female pupils in the class have a pencil or pen?	Number (ask female pupils to hold up pencils or pens)	<input type="text"/>
6.	How many total pupils in the class have an exercise book?	Number	<input type="text"/>
6a.	How many male pupils in the class have an exercise book?	Number (ask male pupils to hold up exercise books)	<input type="text"/>
6b.	How many female pupils in the class have an exercise book?	Number (ask female pupils to hold up exercise books)	<input type="text"/>
7.	Is there a "corner library" in the class or additional available books for pupils?	1 = Yes 2 = No	<input type="text"/>
8.	Is there a blackboard and/or whiteboard in the class?	1 = Yes 2 = No	<input type="text"/>
9.	Is there chalk or marker to write on the board available during the lesson?	1 = Yes 2 = No	<input type="text"/>
10.	Does the classroom have a working electricity connection (e.g. electric light)?	1 = Yes 2 = No	<input type="text"/>
11.	Was children's work displayed on the walls?	1 = Yes 2 = No	<input type="text"/>
12.	Other than children's work, were there other materials, such as, charts displayed on the walls?	1 = Yes 2 = No	<input type="text"/>

13.	How would you classify the hygiene in the classroom?	1 = Extremely clean and well maintained	_ _
		2 = Reasonably clean and maintained	
		3 = Not very clean or maintained	
13a.	How many pupils were not sitting on desks? (Enumerator Note : Observe those sitting on floor, bricks, rocks, mats etc. BUT not those made to stand up as a result of punishment)	Number	_ _ _
14.	Does the blackboard have sufficient contrast for reading what is written on the board? (Enumerator Note: read chalk writing on the board from the back of the classroom)	1 = Yes 2 = No	_ _
15.	Is there sufficient light for reading text from the FRONT of the classroom? (Enumerator Note: place printed text on the blackboard to assess visibility)	1= High 2 = Low	_ _
16.	Is there sufficient light for reading text from the BACK of the classroom? (Enumerator Note: place printed text on the blackboard to assess visibility)	1= High 2 = Low	_ _
17.	Lux measure at the chalkboard.	Reading (Number)	_ _ _ _
17a.	Indicate Meter setting	1 = 2,000	_ _
		2 = 20,000	
		3 = 100,000	

Module 4C: Teaching

Use of teaching aids during the lesson			
1.	Was the text book used by the teacher?	1 = Yes 2 = No	_ _
2.	How many pupils used a text book?	Number	_ _ _
2a.	How many male pupils used a text book? (Enumerator Note: include those that share)	Number	_ _ _
2b.	How many female pupils used a text book? (Enumerator Note: include those that share)	Number	_ _ _
3.	Did the teacher write on the black board?	1 = Yes 2 = No	_ _

4.	Did any pupils write on the black board?	1 = Yes 2 = No → Q6	<input type="checkbox"/>
5	How many pupils wrote on the blackboard?	Number (Total from Q5a & Q5b)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5a.	How many male pupils wrote on the blackboard?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5b.	How many female pupils wrote on the blackboard?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	How many pupils used paper (or exercise book) and pencil?	Number (Total from Q6a & Q6b)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6a.	How many male pupils used paper (or exercise book) and pencil?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6b.	How many female pupils used paper (or exercise book) and pencil?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.	Did the teacher use local information from the community to make learning relevant?	1 = Yes 2 = No	<input type="checkbox"/>
Teacher demeanor: Did the teacher EVER do any of these things?			
8.	Was the teacher either sitting or standing in front of the class at any time?	1 = Mostly Sitting 2 = Mostly Standing	<input type="checkbox"/>
9.	Did the teacher visit individual children?	1 = Yes 2 = No → Q11	<input type="checkbox"/>
10	How many pupils did the teacher go to individually?	Number (Total from Q10a & Q10b)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10a.	How many male pupils did the teacher go to individually?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10b.	How many female pupils did the teacher go to individually?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11.	Did the teacher call pupils by name while teaching?	1 = Yes 2 = No → Q13	<input type="checkbox"/>
12.	How many pupils did the teacher call by name?	Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.	Was the teacher smiling, laughing, or joking with pupils?	1 = Yes 2 = No	<input type="checkbox"/>
14.	Did the teacher hit, pinch, or slap a pupil?	1 = Yes 2 = No	<input type="checkbox"/>

<u>Teacher asking questions</u>			
15.	Did the teacher ask questions that required learners to recall information?	1 = Yes 2 = No	<input type="text"/>
16.	Did the teacher ask learners to carry out a task which allowed them to demonstrate their understanding of what they had learned during the lesson?	1 = Yes 2 = No	<input type="text"/>
17.	Did the teacher ask questions that required learners to apply information to new topics?	1 = Yes 2 = No	<input type="text"/>
18.	Did the teacher ask questions which required learners to use their creativity and imagination?	1 = Yes 2 = No	<input type="text"/>
<u>Feedback</u>			
19.	Did the teacher give feedback or praise, moral strengthening, and/or encouragement?	1 = Never 2 = Once 3 = More than once	<input type="text"/>
20.	Did the teacher give feedback that was correcting a mistake?	1 = Never 2 = Once 3 = More than once	<input type="text"/>
21.	Did the teacher give feedback that was scolding at a mistake?	1 = Never 2 = Once 3 = More than once	<input type="text"/>
<u>Introducing and summarizing the lesson</u>			
22.	Did the teacher introduce the lesson at the start of the class?	1 = Yes 2 = No -8 = Don't know	<input type="text"/>
23.	Did the teacher summarize the lesson at the end of the class?	1 = Yes 2 = No -8 = Don't know	<input type="text"/>
<u>Homework</u>			
24.	Did the teacher assign homework to the class?	1 = Yes 2 = No -8 = Don't know	<input type="text"/>
25.	Did the teacher review or collect homework from the class?	1 = Yes 2 = No -8 = Don't know	<input type="text"/>
<u>Language</u>			
26.	Did the teacher use the local language as a medium of instruction? (language other than Swahili or English)	1 = Yes 2 = No	<input type="text"/>

Module 4D: Questions for Teacher

ENUMERATOR (READ TO TEACHER): *Thank you for allowing me to observe your class. I just have a few brief questions that I would like to ask you. They will only take a few minutes.*

Question			
1.	Did you keep official attendance records?	1 = Yes (observed) 2 = Yes (not observed) 3 = No	_
2.	How many pupils are registered in this class currently? (<i>refer to attendance record if available</i>)	Number	_ _ _
3.	How many students are absent from this class? (<i>refer to attendance record if available</i>)	Number	_ _ _
4.	Do you have the schemes of work for the term or year?	1 = Yes (observed) 2 = Yes (not observed) 3 = No	_
5.	Do you have a lesson plan for this lesson?	1 = Yes 2 = No → Q7	_
6.	Enumerator: Ask to see the current day's lesson plan.	1 = Yes (observed) 2 = Yes (not observed) 3 = No	_
7.	Do you have a record of the pupils' continuous assessments?	1 = Yes (observed) 2 = Yes (not observed) 3 = No	_

Teacher characteristics			
8.	Age	Number	_ _ _
9.	Gender	1 = Male 2 = Female	_

10.	Position in the school	1 = Owner 2 = Director 3 = Manager 4 = Head teacher/ principal 5 = Deputy head teacher 6 = Senior teacher 7 = Teacher 9 = Other (specify)	_____
11.	What year did you begin teaching?	Year (e.g. 1990)	_ _ _ _
12.	What year did you begin teaching at this school?	Year (e.g. 1990)	_ _ _ _
13.	Highest level of education completed?	1 = Primary complete 2 = Secondary- Ordinary Level 3 = Secondary – Advanced Level 4 = Diploma/ Certificate 5 = Postgraduate Diploma 6 = University degree (bachelor) 7 = University degree (master) 8 = University degree (doctoral) 0 = None	_
14.	Highest level of teacher training completed?	1 = Certificate 2 = Grade A 3 = Diploma 4 = Bachelors in Education 5 = Masters in Education 6 = Doctorate in Education 9 = Other (specify) 0 = None	_____

Module 4 Comments:

Random Selection Worksheet

Row: Column:

Selection of from . **Note:** Select 13 students or select ALL if 13 or less students.

Sequence:

* * *

Procedure: Write the initial row/column. Take the initial number and its right-hand neighbor. If it identifies an eligible student, write down the number in the “Sequence”. Take the adjacent pair to the right and continue until you have 13 (10 students and 3 extra, as potential substitutes). Draw a rectangle around the start point, a line through irrelevant numbers, a cross through those who are absent, and a circle around selected numbers. Use the results to complete **Module 4E: Roster of Randomly Sampled Grade Four Students** on the next page.

	Columns									
Rows	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50
1	39634	62349	74088	65564	16379	19713	39153	69459	17986	24537
2	14595	35050	40469	27478	44526	67331	93365	54526	22356	93208
3	30734	71571	83722	79712	25775	65178	07763	82928	31131	30196
4	64628	89126	91254	24090	25752	03091	39411	73146	06089	15630
5	42831	95113	43511	42082	15140	34733	68076	18292	69486	80468
6	80583	70361	41047	26792	78466	03395	17635	09697	82447	31405
7	20900	90404	99457	72570	42194	49043	24330	14939	09865	45906
8	05409	20830	01911	60767	55248	79253	12317	84120	77772	50103
9	95836	22530	91785	80210	34361	52228	33869	94332	83868	61672
10	65358	70469	87149	89509	72176	18103	55169	79954	72002	20582
11	72249	04037	36192	40221	14918	53437	60571	40995	55006	10694
12	41692	40581	93050	48734	34652	41577	04631	49184	39295	81776
13	61885	50796	96822	82002	07973	52925	75467	86013	98072	91942
14	48917	48129	48624	48248	91465	54898	61220	18721	67387	66575
15	88378	84299	12193	03785	49314	39761	99132	28775	45276	91816
16	77800	25734	09801	92087	02955	12872	89848	48579	06028	13827
17	24028	03405	01178	06316	81916	40170	53665	87202	88638	47121
18	86558	84750	43994	01760	96205	27937	45416	71964	52261	30781
19	78545	49201	05329	14182	10971	90472	44682	39304	19819	55799
20	14969	64623	82780	35686	30941	14622	04126	25498	95452	63937
21	58697	31973	06303	94202	62287	56164	79157	98375	24558	99241

Module 4E: Roster of Randomly Sampled Standard Four Students

(Enumerator Note: The first 7 pupils selected should be given the English Assessment. Any remaining pupils, up to 3, should be given the Kiswahili Assessment. Please fill out Column 3a carefully.)

	1.	2.	3.	3a
Pupil Code	First and last names	Row number in Standard 4 Daily Attendance Sheet	Sex	Pupil sampled for Kiswahili Assessment?
	<ul style="list-style-type: none"> Enumerator Note: Enter students' names in the same order as they appear in the Standard 4 Daily Attendance Sheet 	Number	1 = Male 2 = Female	1 = Yes 2 = No
1		<input type="text"/>	<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>
8		<input type="text"/>	<input type="text"/>	<input type="text"/>
9		<input type="text"/>	<input type="text"/>	<input type="text"/>
10		<input type="text"/>	<input type="text"/>	<input type="text"/>
*11		<input type="text"/>	<input type="text"/>	<input type="text"/>
*12		<input type="text"/>	<input type="text"/>	<input type="text"/>
*13		<input type="text"/>	<input type="text"/>	<input type="text"/>

Module 4C Auxiliary Page: Counting Questions during Classroom Observation																						
a.BOYS												b.GIRLS										
Q2. How many boys/girls used a text book? (include children that share)																						
1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+
Q5. How many boys/girls wrote on the blackboard?																						
1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+
Q6. How many boys/girls used paper (or exercise book) and pencil?																						
1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+
Q10. How many boys/girls did the teacher visit individually?																						
1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+
Q12. How many children did the teacher call by name?																						
1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+

Module 5a – Pupil Assessment- Enumerator Booklet

SUPPRESSED CONTENT

In order to preserve the confidentiality of the test items, this version of the questionnaire suppresses the module.

Module 5b – Pupil Assessment – Pupil Booklet

SUPPRESSED CONTENT

In order to preserve the confidentiality of the test items, this version of the questionnaire suppresses the module.

Module 6 – Teacher Assessment

SUPPRESSED CONTENT

In order to preserve the confidentiality of the test items, this version of the questionnaire suppresses the module.