

NIGERIA SERVICE DELIVERY INDICATOR SURVEY**SUPERVISOR, READ THE FOLLOWING SCRIPT. SHOW HEAD TEACHER INTRODUCTION LETTER.**

Good morning. My name is _____. My colleagues' names are _____ and _____.

We are working with Practical Sampling International (PSI), with authorization from the Universal Basic Education Commission (UBEC). We are conducting a survey about education in various States of Nigeria. The information we collect will help the government to plan for better education services. This school was randomly selected for the survey. I 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 about five hours. All of the answers you give will be strictly confidential and will not be shared with anyone other than members of our survey team.

Do you have any questions? IF YES: ANSWER ANY QUESTIONS.

May I begin the interview now?

Q 1. Did the respondent agree to be interviewed?	Yes = 1 No = 2 IF YES, → START INTERVIEW	_
Q2. IF "NO" TO Q1: What was the reason for refusal?	Write open-ended response in the next box	

School Facility Questionnaire

Cover Sheet – TO BE COMPLETED BY SUPERVISOR

		Name(s)		Code	
Q 3.	First Visit Enumerator(s)			_ _ _	_ _ _
Q 4.	Second Visit Enumerator			_ _ _	
Q 5.	Geopolitical zone	North East=2, North Central=3, South West=4, South East=5		_	
Q 6.	State	Anambra = 4, Bauchi = 5, Ekiti = 13, Niger = 26		_ _ _	
Q 7.	LGA	See manual for codes.		_ _	
Q 8.	Town/Village	Write name of town/village.			
Q 9.	State School Code (SSC)	Official Code. Record for State Schools Only.		_ _ _ _ _ _ _ _ _	
Q 10.	Private School Code	Official Code. Record for Private Schools Only.		_ _ _ _ _ _ _ _	
Q 11.	School ID	This is our internal survey code to track schools in the sample		_ _ _ _ _ _ _	
Q 12.	GPS Coordinates	Circle one: N / S _ _ ° _ _ . _ _ _ _		E _ _ _ ° _ _ . _ _ _ _	
Q 13.	Date of first visit	Day/Month/Year (e.g. 15 04 13)		_ _ / _ _ / _ _	
Q 14.	Date of second visit	Day/Month/Year (e.g. 15 04 13)		_ _ / _ _ / _ _	
Quality Monitoring		Result	Signature	Date	
Q 15.	Questionnaire Review	Supervisor	_ _		<u>Codes</u> Questionnaire complete = 1 Questionnaire incomplete = 2 School closed= 3 Refused = 4
		Quality Control officer	_ _		
Visit		Time			
First Visit	Q 16. At what time did you <u>arrive</u> at the school?		Time in 24 hr. format (e.g. 07 30)		_ _ : _ _
	Q 17. At what time did you <u>leave</u> the school?		Time in 24 hr. format (e.g. 13 30)		_ _ : _ _
Second Visit	Q 18. At what time did you <u>arrive</u> at the school?		Time in 24 hr. format (e.g. 07 30)		_ _ : _ _
	Q 19. At what time did you <u>leave</u> the school?		Time in 24 hr. format (e.g. 13 30)		_ _ : _ _

Module 1: School Information

Please allow me to ask a few questions about this school

	Question	Response Options	Selected Response
	Respondent Name:	Write Name	
1.	Which position do you occupy in this school? (READ RESPONSE OPTIONS.)	<i>Owner/Proprietor/Proprietress/Director = 1</i> <i>Head teacher/ Principal = 2</i> <i>Assistant Head teacher = 3</i> <i>Teacher (regular - government) = 4</i> <i>Teacher (regular - paid contract) = 5</i> <i>Teacher (volunteer) = 6</i> <i>Teacher (UBE secondment) = 7</i> <i>Other (specify) = 8</i>	<div> <div></div> <div></div> </div>
2.	Can we have your mobile phone number? What is the best number to reach you?	ENTER NUMBER	
3.	What is this school's ownership type? (READ RESPONSE OPTIONS.)	<i>Public = 1</i> <i>Private not for profit (NGO/ Faith based) = 2</i> <i>Private for profit = 3</i> <i>Community = 4</i> <i>Other (specify) = 5</i>	<div> <div></div> <div></div> </div>
4.	Is the school rural, urban, or semi-urban?	<i>Urban = 1</i> <i>Rural = 2</i> <i>Semi-urban = 3</i>	<div> <div></div> <div></div> </div>
5.	What is the school type? (READ RESPONSE OPTIONS.)	<i>Day school only = 1</i> <i>Boarding school only = 2</i> <i>Day and Boarding school = 3</i> <i>Special needs school only (boarding or not boarding) = 4</i> <i>Regular and Special needs = 5</i> <i>Other (specify) = 6</i>	<div> <div></div> <div></div> </div>
6.	What is the school category? (READ RESPONSE OPTIONS.)	<i>Boys school only = 1</i> <i>Girls school only = 2</i> <i>Mixed gender school = 3</i>	<div> <div></div> <div></div> </div>
7.	When did this school begin operating?	Year (Don't Know= -2	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

School governance

8a.	Does the school have a Parent Teacher Association (PTA)?	Yes = 1 No =2 If No, → question 9a	__
8b.	How many times did the Parent Teacher Association meet in the last academic year (2011/2012)?	Enter Number	__ __ __
8c.	Enumerator note: Ask the respondent to show you the minutes of the meetings with the parent teacher association (PTA). Enumerator question: Have you seen any minutes of the Parent-Teacher Association meetings from last academic year (2011/2012)?	Yes = 1 No =2	__
9a.	Does the school have a School Based Management Committee (SBMC) or Board of Governors (BOG)?	Yes = 1 No =2 If No, → question 10	__
9b.	How many times did the School-based Management Committee and/or Board of Governors meet in last academic year (2011/2012)?	Enter Number	__ __ __
9c.	Enumerator note: Ask the respondent to show you the minutes of the meetings with the SBMC/BOG. Enumerator question: Have you seen the minutes of the SBMC/BOG meetings from last academic year (2011/2012)?	Yes = 1 No =2	__
10.	How many times during the last academic year (2011/2012) did the school receive a visit from an official quality assurance officer or inspector from____? a. Federal Ministry of Education (FME) or Universal Basic Education Commission (UBEC) b. State Ministry of Education (SME) or State Universal Basic Education Board (SUBEB) c. Local Government Education Authority (LGEA)	Enter Number If 0 to all three, → question 12a	a. __ __ b. __ __ c. __ __
11.	When was the last visit of the official government quality assurance officer or inspector from____? a. Federal Ministry of Education (FME) or Universal Basic Education Commission (UBEC) b. State Ministry of Education (SME) or State Universal Basic Education Board (SUBEB) c. Local Government Education Authority (LGEA)	Day, Month, Year DD/MM/YY If the response option does not apply, record 99/99/99 for each option.	a. __ __ / __ __ / __ __ b. __ __ / __ __ / __ __ c. __ __ / __ __ / __ __

Sanitation**ENUMERATOR: PHYSICALLY INSPECT TOILETS PERSONALLY.**

12a.	BASED ON ENUMERATOR OBSERVATION: Does the school have toilets for pupils?	Yes = 1 No =2 If No, → question 13	
12b.	BASED ON ENUMERATOR OBSERVATION: Are the toilets designated for boys and girls?	Yes = 1 No =2 If No, → question 12e	
12c.	BASED ON ENUMERATOR OBSERVATION: How many boys' toilets does the school have?	Enter Number	
12d.	BASED ON ENUMERATOR OBSERVATION: How many girls' toilets does the school have?	Enter Number	
12e.	BASED ON ENUMERATOR OBSERVATION: Are the pupil toilets clean?	Yes = 1 No =2	
12f.	BASED ON ENUMERATOR OBSERVATION: Are the pupil toilets private (have doors or separating entry way wall)?	Yes = 1 No =2	
12g.	BASED ON ENUMERATOR OBSERVATION: Are the pupil toilets accessible (i.e., unlocked, not overflowing, in working condition)?	Yes = 1 No =2	
12h.	BASED ON ENUMERATOR OBSERVATION: What type of pupil toilet facilities is used at the school? SELECT ONE OPTION ONLY. IF THERE IS MORE THAN ONE OPTION, SELECT MOST COMMON.	<div> Flush to Piped sewer system = 1 Flush to Septic tank = 2 Flush to Pit latrine = 3 Flush to Somewhere else = 4 Flush to Unknown place = 5 Ventilated Improved Pit latrine (VIP) = 6 Pit latrine with slab = 7 </div> <div> Pit latrine without slab/open pit = 8 Composting toilet = 9 Bucket = 10 Hanging toilet/hanging latrine = 11 No facilities or bush or field = 12 Other (specify) = 13 </div>	<div> _ _ </div> <div> _ _ </div> <div> _ _ </div>
13.	BASED ON ENUMERATOR OBSERVATION: What is the source of drinking water at the school? SELECT ONE OPTION ONLY. IF THERE IS MORE THAN ONE OPTION, SELECT MOST COMMON.	<div> No water source = 1 Piped onto facility grounds = 2 Public tap/standpipe = 3 Tube well/borehole = 4 Protected dug well = 5 Protected spring = 6 Cart w/small tank/drum = 7 Tanker truck = 8 </div> <div> Buy from vendors = 9 Bottled water = 10 Unprotected dug well = 11 Unprotected spring = 12 Rainwater = 13 Surface water = 14 Other (specify) = 15 </div>	<div> _ _ </div> <div> _ _ </div> <div> _ _ </div>

READ TO RESPONDENT: Could you please tell us more about the number of pupils in this school?

ENUMERATOR NOTE: Ensure that the most recent school register (2013) is the source of the current enrollment numbers.

Class	14. How many streams (e.g., 4A, 4B) are there per class?	15. What is the total number of pupils currently enrolled in each class?		
		a. Boys	b. Girls	c. Total (NOTE: BOYS + GIRLS SHOULD EQUAL TOTAL.)
Pre-primary (pre-primary 1,2,3)				
Primary 1				
Primary 2				
Primary 3				
Primary 4				
Primary 5				
Primary 6				
Special Needs				
Total for all classes				
	16. Are there any multi-grade classes or classes that combine or group several grades in your school? Yes = 1 No = 2 If No, → question 18			
	17. If yes, which grades are grouped together? <i>Pre-primary 1 = 1 Grade 1 = 4 Grade 4 = 7</i> <i>Pre-primary 2 = 2 Grade 2 = 5 Grade 5 = 8</i> <i>Pre-primary 3 = 3 Grade 3 = 6 Grade 6 = 9</i>		ENUMERATOR: RECORD CODES HERE	
			First grouping:	
			Second grouping:	
			Third grouping:	

READ TO RESPONDENT: Could you please tell us more about the number of teaching hours per day?

18.	How many shifts does the school have? <i>Enter number of shifts. The number must be 1 or 2.</i>								[]
19.	What is the official reporting time (starting and ending time) and number of minutes of break during a normal teaching day for classes 3, 4, and 5? Please use a 24 hour clock (e.g., 13:00 is 1pm in the afternoon).								
	<u>1st shift</u>				<u>2nd shift (if applicable)</u>				
	a.	b.	c.	d.	e.	f.	g.	h.	
Class	Starting time (e.g. 08: 00)	Ending time (e.g. 13: 00)	Total number of minutes of break	Calculate the total teaching time in minutes per day 1. Hours: (B-A) x 60 2. Subtract C from the answer to #1	Starting time (e.g. 08: 00)	Ending time (e.g. 13: 00)	Total number of minutes of break	Calculate the total teaching time in minutes per day 1. Hours: (F-E) x 60 2. Subtract G from the answer to #1	
Primary 3	[][][][][][][][][]	[][][][][][][][][]	[][][][][]	[][][][][][][][][]	[][][][][][][][][]	[][][][][][][][][]	[][][][][]	[][][][][][][][][]	
Primary 4	[][][][][][][][][]	[][][][][][][][][]	[][][][][]	[][][][][][][][][]	[][][][][][][][][]	[][][][][][][][][]	[][][][][]	[][][][][][][][][]	
Primary 5	[][][][][][][][][]	[][][][][][][][][]	[][][][][]	[][][][][][][][][]	[][][][][][][][][]	[][][][][][][][][]	[][][][][]	[][][][][][][][][]	
20.	What was the actual number of days during which school was in session in the 2011/2012 academic year?							[][][][][][][][][]	

ENUMERATOR: Question 19 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 box below.

Module 1 Comments:

Module 2A: Teacher Roster for the current school year (2013)

ENUMERATOR: Please allow me to ask few questions about the teachers who are currently teaching at this school. Could you give me the name of all the teachers currently teaching including government, contract and volunteer teachers? Please include teachers from both shifts (if applicable), as well as pre-school and special needs teachers. Also, please include yourself if you teach. 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) [][] [][] [][]								
	2. First and last names	3. Gender	4. Position in the school	5. Full-time / Part-time	6. Taught ... 1 = Yes, 2 = No			7. Sampled ?
					a. Math/English to Grade 3 LAST year?	b. Math/ English to Grade 4 THIS year?	c. Math/English to Grade 5 + THIS year?	
		Male = 1 Female = 2	Owner/Proprietor(ess)/Director = 1 Head teacher/ Principal = 2 Assistant Head teacher = 3 Teacher (regular - government) = 4 Teacher (regular - paid contract) = 5 Teacher (volunteer / NYSC) = 6 Teacher (UBE secondment) = 7 Other (specify) = 8	Full-time = 1 Part-time = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2
01		[][]	[][]	[][]	[][]	[][]	[][]	[][]
02		[][]	[][]	[][]	[][]	[][]	[][]	[][]
03		[][]	[][]	[][]	[][]	[][]	[][]	[][]
04		[][]	[][]	[][]	[][]	[][]	[][]	[][]
05		[][]	[][]	[][]	[][]	[][]	[][]	[][]
06		[][]	[][]	[][]	[][]	[][]	[][]	[][]
07		[][]	[][]	[][]	[][]	[][]	[][]	[][]
08		[][]	[][]	[][]	[][]	[][]	[][]	[][]
09		[][]	[][]	[][]	[][]	[][]	[][]	[][]
10		[][]	[][]	[][]	[][]	[][]	[][]	[][]
11		[][]	[][]	[][]	[][]	[][]	[][]	[][]
12		[][]	[][]	[][]	[][]	[][]	[][]	[][]
13		[][]	[][]	[][]	[][]	[][]	[][]	[][]
14		[][]	[][]	[][]	[][]	[][]	[][]	[][]
15		[][]	[][]	[][]	[][]	[][]	[][]	[][]

	2. First and last names	3. Gender	4. Position in the school	5. Full-time / Part-time	6. Taught ... 1 = Yes, 2 = No			7. Sampled ?
					a. Math/English to Grade 3 LAST year?	b. Math/English to Grade 4 THIS year?	c. Math/English to Grade 5 + THIS year?	
		Male = 1 Female = 2	Owner/Proprietor(ess)/Director = 1 Head teacher/ Principal = 2 Assistant Head teacher = 3 Teacher (regular - government) = 4 Teacher (regular - paid contract) = 5 Teacher (volunteer / NYSC) = 6 Teacher (UBE secondment) = 7 Other (specify) = 8	Full-time = 1 Part-time = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								

	2. First and last names	3. Gender	4. Position in the school	5. Full-time / part-time	a. Math/English to Grade 3 LAST year?	b. Math/English to Grade 4 THIS year?	c. Math/English to Grade 5 + THIS year?	7. Sampled ?
		Male = 1 Female = 2	Owner/Proprietor(ess)/Director = 1 Head teacher/ Principal = 2 Assistant Head teacher = 3 Teacher (regular - government) = 4 Teacher (regular - paid contract) = 5 Teacher (volunteer / NYSC) = 6 Teacher (UBE secondment) = 7 Other (specify) = 8	Full-time = 1 Part-time = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								
46								
47								
48								
49								
50								

ENUMERATOR: If there are more than 50 teachers working at the school, the first 50 should be listed in the table above.

SAMPLING: Sample 10 teachers randomly among all teaching staff listed above using the random numbers table. Select two-digit random numbers. Sample all teachers if there are 10 or less teaching staff (except volunteer & part-time teachers).

Module 2A Comments:

MODULE 2A

	Quality Monitoring		Result	Signature	Date	
	Questionnaire Review	Supervisor			/ /	<div>Codes</div> <div>Questionnaire complete = 1</div> <div>Questionnaire incomplete = 2</div> <div>School closed= 3</div> <div>Refused = 4</div>

Module 2B: Teacher Roster

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

	COMPLETE DURING <u>FIRST VISIT</u>					COMPLETE DURING <u>SECOND VISIT</u>	
	1.	2.	3.	4.	5.	6.	7.
	First and last names	Row number in module 2A	Gender (Fill without asking the question)	What was the teacher doing when you located him / her on the <u>first visit</u> ? Direct Observation of Teacher	Reason for absence from school in <u>first visit</u> ? Ask head teacher	DO NOT SHOW QUESTION TO RESPONDENT What was the teacher doing when you located him/ her <u>second visit</u> ? Direct Observation of Teacher	DO NOT SHOW QUESTION TO RESPONDENT Reason for absence from school in <u>second visit</u> ? Ask head teacher
	(Sampled teachers from module 2A) Enter teachers' names <u>in the same order</u> as in the table of the Staff Roster list of Module 2A	Number	Male = 1 Female = 2	<i>In classroom - teaching = 1 In classroom - not teaching = 2 In school - not in classroom = 3 In school- teaching outdoors = 4 Absent from school = 5 If 1-4 → go to question 8 If 5 → go to question 5</i>	<i>Not his/her shift = 1 Sick = 2 Maternity leave = 3 In training = 4 Field trip = 5 Funeral = 6 Other approved absence = 7 Gone to retrieve salary = 8 On strike = 9 Not approved absence = 10 Other (to specify) = 11 Don't know = -2</i>	<i>In classroom - teaching = 1 In classroom - not teaching = 2 In school - not in classroom = 3 In school- teaching outdoors = 4 Absent from school = 5 If 5 → go to question 7</i>	<i>Not his/her shift = 1 Sick = 2 Maternity = 3 In training = 4 Other approved absence = 5 Gone to retrieve salary = 6 On strike = 7 Not approved Absence = 8 Other (to specify) = 9 Don't know = -2</i>
1		_ _	_	_	_ _ _	_	_ _ _
2		_ _	_	_	_ _ _	_	_ _ _
3		_ _	_	_	_ _ _	_	_ _ _
4		_ _	_	_	_ _ _	_	_ _ _
5		_ _	_	_	_ _ _	_	_ _ _
6		_ _	_	_	_ _ _	_	_ _ _
7		_ _	_	_	_ _ _	_	_ _ _
8		_ _	_	_	_ _ _	_	_ _ _
9		_ _	_	_	_ _ _	_	_ _ _
10		_ _	_	_	_ _ _	_	_ _ _

Module 2B: Teacher Roster (Continued)

ENUMERATOR: Ask the sampled teacher questions 8-16 during the first visit. If sampled teacher is not available during first visit: Ask sampled teacher during second visit.

	COMPLETE DURING <u>FIRST</u> VISIT									SECOND VISIT ONLY
	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.
	Position in the school	At which standard level(s) do you teach? ENTER UP TO THREE.	Do you teach Maths and/or English?	What is the highest level of education that you have completed?	What is the highest level of teacher training that you have completed?	Since what year have you been teaching?	Were you born in this LGA?	Age	How many times have you encountered salary delays in the last 12 months?	Was this information collected directly from the teacher?
	Owner/Proprietor/Proprietress /Director = 1 Head teacher/ Principal = 2 Assistant Head teacher = 3 Teacher (regular - government) = 4 Teacher (regular – paid contract) = 5 Teacher (volunteer / NYSC) = 6 Teacher (UBE secondment) = 7 Other (specify) = 8	Number (1-6) Pre-primary = 7 Special needs = 8	Yes = 1 No = 2	Primary complete = 1 Secondary complete = 2 Diploma/ Certificate = 3 University degree bachelor = 4 University graduate degree = 5 None = 8	Grade 2 Certificate = 1 Diploma Certificate in Education = 2 Nigeria Certificate for Education (NCE) = 3 Higher National Diploma = 4 Bachelors in Education = 5 Masters in Education = 6 Doctorate in Education = 7 None = 8	Year (e.g. 1990)	Yes = 1 No = 2	Enter Number	Enter Number (0 – 12)	Yes = 1 No = 2 (NOTE: “NO” SHOULD ONLY BE SELECTED IF TEACHER WAS ABSENT ON BOTH VISITS AND HEAD TEACHER PROVIDED INFORMATION.)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

FIRST VISIT: AFTER COMPLETING MODULE 2B, GIVE 2A, 2B QUESTIONNAIRES TO ENUMERATOR #2

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.

18	How many classrooms does the school have?	Number	_ _
19.	How many classrooms contained pupils? NOTE: ANSWER MUST BE LESS THAN OR EQUAL TO QUESTION 18.	Number	_ _
20.	Of those classrooms, how many classrooms had pupils but no teacher present? NOTE: ANSWER MUST BE LESS THAN OR EQUAL TO QUESTION 19.	Number	_ _

Module 2B Comments:

Module 3: SCHOOL FINANCES
Questionnaire for Principal, Head Teacher, or Financial Officer of Primary School
2013

Instructions: If the respondent is the same person who was interviewed for Modules 1 and 2, then please start from Section B of this Module and fill in Section A after the interview.

Section A: Cover Sheet Information	
1. School Name	
2. School ID	[][][][][]
3. Is the respondent the same as the one for the school facility questionnaire? (1= Yes, 2= No, 3= Same respondent with someone else)	[][]
3a. If an additional respondent or a different respondent, please ask the following: a) Telephone/ Mobile Number b) Gender of Respondent <i>Female = 1</i> <i>Male = 2</i> c) Position at School <i>Owner/Proprietor/Proprietress/Director = 1</i> <i>Head teacher/ Principal = 2</i> <i>Assistant Head teacher = 3</i> <i>Teacher (regular - government) = 4</i> <i>Teacher (regular - paid contract) = 5</i> <i>Teacher (volunteer) = 6</i> <i>Teacher (UBE secondment) = 7</i> <i>Other (specify) = 8</i> d) Number of years in current position	a) _____ b) [] c) [] _____ d) [][]
4a. Name of Enumerator	
4b. Enumerator Code	[][][][]
5. Date of Interview (Day/ Month/ Year)	[][][]/[][][]/[][][][]

Quality Monitoring: Questionnaire Review				
	Result	Signature	Date	Codes
Supervisor	[][]		[][][]/[][][]/[][][][]	Codes Questionnaire complete = 1 Questionnaire incomplete = 2 School closed= 3 Refused = 4
Quality Control officer	[][]		[][][]/[][][]/[][][][]	

Section B: School Finances – General Information

ENUMERATOR, TELL RESPONDENT: “It would be useful if you have with you the school budget records or school book records to help answer some of the questions.”

No	Question	Response Code(s)	Response
1	For the 2011/12 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)?	Amount [Naira]	
2	Do you regularly encounter delays in receiving funds/supplies from the Government (FME/UBEC/SMoE/SUBEB/LGEA)?	1) Yes 2) No -2) Don't Know If DK → skip to 5 -6) N/A (doesn't receive funds from Gvt) If N/A → skip to 5	[][]
3	Do you regularly encounter any other challenges in receiving funds/supplies from (FME/UBEC/SMoE/SUBEB/LGEA)?	1) Yes 2) No if No → skip to question 5 -2) Don't Know if DK → skip to question 5 -6) N/A if N/A → skip to question 5	[][]
4	If yes, what are the top 3 challenges you have encountered in the past 12 months?	<i>List the top three:</i> 1) Received less than expected 2) Received more than expected 3) Earmarking / Constraints on how funds are spent 4) Problem withdrawing/ accessing funds 5) Received funds/supplies too late to be able to spend them before end of academic year 6) Not consulted on supply needs 7) Other (specify)	a) [] b) [] c) []
5	For the 2011/12 academic year, was information about the total amount of funds received by the school: a) Provided to the SBMC? b) Provided to the PTA? c) Available to community members upon request? d) Posted in a public place? e) Presented in a format such that community members can understand?	1) Yes 2) No -2) Don't Know -6) Not Applicable	a) [][] b) [][] c) [][] d) [][] e) [][]
6	For the 2011/12 academic year, was anyone informed about the total amount of supplies received by this school? In particular, was this information: a) Provided to the SBMC? b) Provided to the PTA? c) Available to community members upon request? d) Posted in a public place? e) Presented in a format such that community members can understand?	1) Yes 2) No -2) Don't Know -6) Not Applicable	ENTER A RESPONSE FOR A – E: a) [][] b) [][] c) [][] d) [][] e) [][]
7	Does this school charge any tuition fees? Enumerator: Cross-check with Section C, Item code 9.	1) Yes 2) No if No, → skip to 10 -2) Don't Know if DK, → skip to 10	[][]

8	If so, what is the total fee paid per pupil per term (excluding those on scholarships) for the 2011/12 academic year? ENUMERATOR: Exclude fees for pre-primary classes. If different primary pupils pay different amounts, please indicate the average amount paid per pupil per term.	[Naira] Write "-2" for Don't Know.	
9	Who gives the final approval for the level of school fees?	List only one response: 1) Proprietor/Director/School Board 2) SBMC, including Principal/Head Teacher 3) SBMC, not including Head Teacher 4) Head teacher/ Principal alone 5) Parent-Teacher Association 6) LGEA 7) SMOE 8) Other (specify) _____ -2) Don't Know	[][]
10	Does this school charge any levies (e.g., contribution to feeding program)? ENUMERATOR: Cross-check with Section C, Item code 9.	1) Yes 2) No → skip to Question 13 -2) Don't Know → skip to Question 13	[][]
11	If so, who gives the final approval for the level of the fees?	List only one response: 1) Proprietor/Director/School Board 2) SBMC, including Principal/Head Teacher 3) SBMC, not including Head Teacher 4) Head teacher/ Principal alone 5) Parent-Teacher Association 6) LGEA 7) SMOE 8) Other (specify) _____ -2) Don't Know	[][]
12	If so, what is the total amount of all levies paid per pupil per term for the 2011/12 academic year? a) Sports fee/levy b) Library fee/levy c) Building levy d) Book levy e) PTA levy f) Examination fee g) School development levy h) Other levy ENUMERATOR: Exclude levies for pre-primary classes. If different primary pupils pay different amounts, please indicate the average amount paid per pupil per term.	[Naira] Write "-2" for Don't Know. Write "-6" for N/A.	a) b) c) d) e) f) g) h)
13	Did this school have students on scholarships paid for by the school during the 2011/2012 academic year?	1) Yes 2) No → skip to Next Section (C) -2) Don't Know → skip to Next Section (C)	[][]
14	If so, how many pupils were on scholarships PARTLY paid for by the school during the 2011/12 academic year?	Enter Number Write "-2" for Don't Know. If 0 → skip to Next Section (C)	[][][][]
15	What is the total fee paid per pupil per term by students with scholarships partly paid for by the school during the 2011/12 academic year? ENUMERATOR Exclude fees for pre-primary classes. If different pupils pay different amounts, indicate the average amount paid per pupil per term.	[Naira] Write "-2" for Don't Know.	

Section C – Monetary support from government and non government sources

Source Description	Source Code	1. Did this school receive financial support (in cash) from any of the following governmental and non-governmental sources during the last academic year (2011/12)? 1) Yes 2) No -> Skip 2-5, then <u>go to next source</u> -2) Don't Know -> Skip 2-5, then <u>go to next source</u>	2. Total Amount Please provide the exact amounts, or provide an estimate of the amount if exact figures are not available. Naira -2) Don't Know	3. Were these funds earmarked for particular purposes? 1) Yes 2) No → question 5 -2) Don't Know → question 5	4. For what purpose were these earmarked for? [List up to 3 purposes the funds were earmarked for.] Instructional Kits or Materials (excluding pupil books) = 1 Textbooks for Pupils = 2 Sporting Equipment = 3 Classroom Furniture = 4 School infrastructure = 5 Other = 6, (Specify) Don't Know = -2			5. How regularly did the school receive financial support from this source in the past 3 years ? 1) Always 2) Occasionally 3) Rarely 4) Never -2) Don't Know
					(a)	(b)	(c)	
Governmental Sources:								
UBEC (incl. community self-help project Fund)	1	[][]		[][]	[][]	[][]	[][]	[][]
SMoE	2	[][]		[][]	[][]	[][]	[][]	[][]
SUBEB	3	[][]		[][]	[][]	[][]	[][]	[][]
Local authorities LGEA	4	[][]		[][]	[][]	[][]	[][]	[][]
Constituency Allocation	5	[][]		[][]	[][]	[][]	[][]	[][]
Other Gvt of Nigeria	6	[][]		[][]	[][]	[][]	[][]	[][]
Private donors (Nigeria)	7	[][]		[][]	[][]	[][]	[][]	[][]
Private donors (international)	8	[][]		[][]	[][]	[][]	[][]	[][]
Tuition fees and/or levies Enumerator: Cross-check with Section B question 7 & 10	9	[][]		[][]	[][]	[][]	[][]	[][]
PTA	10	[][]		[][]	[][]	[][]	[][]	[][]
Other funds from parents (not including PTA or fees)	11	[][]		[][]	[][]	[][]	[][]	[][]
Fundraising activities	12	[][]		[][]	[][]	[][]	[][]	[][]
Alumni (Old Boys/Girls)	13	[][]		[][]	[][]	[][]	[][]	[][]
Other- 1 (specify)	14	[][]		[][]	[][]	[][]	[][]	[][]
Other- 2 (specify)	15	[][]		[][]	[][]	[][]	[][]	[][]

Section D – Government and non-government non-monetary support (supplies)

Item Description	Item Code	1. Did you receive this item from any Government or Non-government source during the academic year 2011/12? Yes=1 No=2 → Next item -2) Don't Know → Next item	If so, what source (List up to 3) Source Codes: UBEC (incl. community self-help project Fund) = 1 SMoE =2 SUBEB =3 LGEA =4 Constituency Allocation =5 Other Gvt of Nigeria =6 Private donors (Nigeria) =7 Private donors (international) =8 PTA =9 Alumni (Old Boys/Girls) =10 Other- (specify) =11 Don't Know = -2								
			SOURCE #1			SOURCE #2			SOURCE #3		
			2a. Source	2b. Qty Don't Know=-2	2c. Est. Value (Naira), Don't Know=-2	3a. Source	3b. Qty. Don't Know=-2	3c. Est. Value (Naira), Don't Know=-2	4a. Source	4b. Qty Don't Know=-2	4c. Est. Value (Naira), Don't Know=-2
Desks	1										
Books	2										
Paper/ Notebooks	3										
Pens/Pencils/ Writing implements	4										
Chalk	5										
Sponges	6										
Blackboards or chalkboards	7										
Electronic equipment of any kind	8										
Sports equipment	9										
Instructional kits or materials (e.g., science kit)	10										
Maps/ posters/ instructional materials for walls	11										
Uniforms	12										
Food (for student meals)	13			N/A			N/A			N/A	
Food (for students to take home)	14			N/A			N/A			N/A	
Sanitary Towels	15										
Other (LIST ONE ITEM ONLY) (specify)	16										

Section E: School Expenditures- General Information			
No.	Question	Response Code(s)	Response
1	What was the total annual planned budget for the 2011/12 academic year?	Naira <i>If school does not have a planned annual budget, write "-6" and skip to 5. Write "-2" if Respondent doesn't know</i>	
2	Who has the primary responsibility for developing the operating budget of the school?	<i>List only one response:</i> 1) Proprieter(ess)/Director/School Board 2) School Based Management Committee (SBMC), including head teacher 3) School Based Management Committee SBMC, not including head teacher 4) Head teacher alone 5) Parent-Teacher Association 6) Other (specify): _____ -2) Don't Know	[][]
3	Who gives the final approval for the annual operating budget of the school?	<i>List only one response:</i> 1) Proprieter(ess)/Director/School Board 2) SBMC, including Principal 3) SBMC, not including Principal 4) Head teacher/ Principal alone 5) Parent-Teacher Association 6) Other (specify): _____ -2) Don't Know	[][]
4	In the 2011/12 academic year, was the approved operating budget: a) Provided to the SBMC? b) Provided to the PTA? c) Available to community members upon request? d) Posted in a public place? e) Presented in a format such that community members can understand?	1) Yes 2) No -2 = Don't Know -6: Not Applicable	a) [][] b) [][] c) [][] d) [][] e) [][]
5	In 2011/12, who gave the final approval in deciding how to allocate discretionary funds? By discretionary, I mean funds that were not tied to any line item in the budget by an external source. Enumerator: Cross-check response with that on Section B question 1. The two answers must be consistent. If they are not consistent, probe respondent and resolve inconsistency. IF RESPONDENT ANSWERED "0" TO SECTION B QUESTION 1, THE ANSWER SHOULD BE "N/A." FOR THIS QUESTION. AND VICE-VERSA.	<i>List only one response:</i> 1) School does not have any discretionary funds 2) SBMC, including Principal 3) SBMC, not including Principal 4) Head teacher/ Principal alone 5) Parent-Teacher Association 6) Other (specify): _____ -2) Don't Know -6: Not Applicable	[][]
6	Who has responsibility for purchasing instructional materials (including text books) for the school?	<i>List one response only:</i> 1) Proprieter(ess)/Director/School Board 2) Head teacher alone 3) SBMC alone 4) SBMC with head teacher 5) SBMC, head teacher, teacher(s) 6) SBMC, head teacher, teacher(s), parents 7) SUBEB 8) LGEA 9) UBEC 10) Other (specify): _____ -2) Don't Know	[][]

7	When purchasing instructional materials (including text books), is the school required to obtain quotes from more than 1 supplier?	1) Yes 2) No -2) Don't Know -6) Not Applicable	[][]
8	When purchasing instructional materials (including text books), is information on the total amount spent sent to the following: a) Provided to the SBMC? b) Provided to the PTA? c) Available to community members? d) Posted in a public place? e) Presented in a format such that community members can understand?	1) Yes 2) No -2) Don't Know -6) Not Applicable	a) [][]
			b) [][]
			c) [][]
			d) [][]
			e) [][]
9	Who pays the salaries of teachers who are not paid by the government?	1 = Yes; 2 = No 1) School 2) SUBEB 3) LGEA 4) PTA and/or parents 5) Other (specify) _____ -2) Don't Know -6) No non-Government teachers at this school	1) [][]
			2) [][]
			3) [][]
			4) [][]
			5) [][]
			-6) [][]
10	If SUBEB remits salary payment to the school, what was the total amount received from SUBEB in the 2011/12 academic year?	[Naira] Write "-6" if SUBEB does not remit salary payment to the school. Write "-2" if respondent doesn't know	
11	What is your basic gross monthly salary, as the head teacher at this school? Note to enumerator: If someone other than the head teacher is being interviewed, ask about the salary of the head teacher.	[Naira] Write "-2" if respondent doesn't know.	
12	What is the total amount of monthly allowances received by you, as the head teacher at this school (incl. housing allowance, free meals, etc.)? Note to enumerator: If someone other than the head teacher is being interviewed, ask about the allowances of the head teacher.	[Naira] [Include the value of any in-kind payments] Write "-2" if respondent doesn't know.	
13	Do you and/or other teachers regularly encounter delays in receiving your salary or monthly allowances?	1) Yes, almost every time 2) Frequently, but not always 3) Infrequently 4) Never -2) Don't Know	[][]
14	Was there any unused balance in the school bank account(s) left over from the 2011/12 academic year?	1) Yes 2) No → skip to Q. 16 -2) Don't Know → skip to Q. 16	[][]
15	What happened to the unused balance?	1) Remained with school for use in subsequent year 2) Sent back to SUBEB/UBEB?LGEA 3) Spent on other uses 4) Other (specify): _____ -2) Don't Know	[][]
16	Does this school have an Authority to incur expenditure (AIE)? AIE is Authorization from the government to receive discretionary government funds and spend it as the school wishes.	1) Yes 2) No -6) N/A (ALL PRIVATE SCHOOLS SHOULD BE "N/A" FOR THIS QUESTION)	[][]

Section F – Expenditure breakdown				
1 (a) Item	1 (b) Item Code	2) In the 2011/2012 academic year, how much did the school spend on each of the following expenses ? <i>Instructions to Enumerator: Include only the amount spent directly by the school on the item.</i> <i>Write "0" if no money was spent on an item and move on to the next item.</i> <i>Write "-2" for don't know and move onto next item.</i> Amount [Naira]	3) Was the amount spent on this item more or less than the amount that was allocated for this item in the school budget? 1) More 2) Less 3) Exactly the same 4) Item was not in the budget 5) No budget -2 Don't know	4) Enumerator: Did you see the record, or was this amount estimated by the respondent? 1) Reviewed records 2) Estimated by Respondent 3) Other (Specify):
Teacher Salaries (Government)	1		[]	[]
Teachers (Non-government incl. PTA)	2		[]	[]
Other expenditures on teachers (e.g., training, allowances, bonuses)	3		[]	[]
Instructional materials, including books, writing paper and implements, chalk, etc.	4		[]	[]
Desks and furniture	5		[]	[]
Construction (School Infrastructure)	6		[]	[]
Maintenance & repairs (including cleaning, gardening, school grounds)	7		[]	[]
School lunch for pupils	8		[]	[]
Non-teaching staff (incl. Janitorial and Security services)	9		[]	[]
Other 1 specify: _____ _____	10		[]	[]
Other 2 specify: _____ _____	11		[]	[]

Section G: Accessibility and School Facilities			
No.	Question	Response Code(s)	Response
1	Is this school located next to a tarred road?	1= Yes → go to Question 3 2= No	[]
2	Is this school accessible by foot only (i.e., you cannot go there in a vehicle)?	1= Yes 2= No	[]
3	From which of the following do pupils eat lunch? READ RESPONSE OPTIONS AND MARK YES/NO FOR EACH. 1) Free lunch provided by school 2) Free lunch provided by donor or other source 3) Lunch is included in pupils' fees 4) Pupils bring their own food and eat at school or pay for lunch 5) Pupils are sent home for lunch and then come back 6) School day ends before lunch time 7) Other (specify)	Enter yes/no for each option 1 = Yes; 2 = No	1) [] 2) [] 3) [] 4) [] 5) [] 6) [] 7) []
4	If free lunch is provided, is it for all pupils?	1) No free lunch provided 2) Yes, free lunch for all pupils 3) No, free lunch only for targeted pupils	[]

Section H: Monitoring and Reporting			
No.	Question	Response Code(s)	Response
1	Who is responsible for monitoring the school's use of funds? 1) SUBEB 2) LGEA 3) UBEC 4) SMoE 5) FME 6) SBMC and/or head teacher 7) No monitoring done 8) Other (specify)	Enter yes/no for each option 1 = Yes 2 = No -2 = Don't Know -6 = Not Applicable	1) [] 2) [] 3) [] 4) [] 5) [] 6) [] 7) [] 8) []
2	For each of the following, please indicate whether you regularly report on this data to the LGA Education Secretary and/or SMoE/SUBEB/UBEC/FME. By regularly, I mean at least once per year. If so, please indicate how frequently this information is reported.		
	a. Number of pupils enrolled	List one response only: 1) Information not reported 2) Monthly 3) Once per term 4) Annually 5) Information is reported, but do not know how often it is submitted -2) Don't know whether or not information is reported	a) []
	b. Number of boy and girl pupils enrolled		b) []
	c. Number of pupils who drop out		c) []
	d. Number of pupils from poor families		d) []
	e. Number of pupils completing primary school each year		e) []
	f. Number of pupils going on to secondary school each year		f) []

3	At the end of the 2011/12 academic year, how many pupils successfully completed Class 6?	[Number of pupils] Write "-2" if Don't Know Write "-6" if Not Applicable	[][][][]
4	In 2011/12 academic year, how many official Quality Assurance visits from Education Inspectors did this school have from the following outside officials or organizations: a. LGEA b. SUBEB c. SMoE d. UBEC e. FME f. House Representative Member/Members of the House/Senators g. Other FGN officials h. Donors (local or international)	[Number of visits] -2= Don't Know -6 = Not Applicable	a) [][] b) [][] c) [][] d) [][] e) [][] f) [][] g) [][] h) [][]
5	Through which of the following mechanisms does the school receive complaints and/or feedback from parents, stakeholders, teachers, community members, or any other sources? a. Word of mouth (directly) b. Word of mouth (via Legislative members) c. Word of mouth (via LGEA/SUBEB/SMoE/UBEC/FME) d. Word of mouth (via PTA or SBMC) e. Word of mouth (via other source) f. Direct letters from stakeholders g. Public forums, town hall meetings h. SBMC meetings (open to public) i. PTA meetings (open to public) j. Other (specify): _____	1) Yes 2) No -2) Don't Know -6) Not Applicable	a) [][] b) [][] c) [][] d) [][] e) [][] f) [][] g) [][] h) [][] i) [][] j) [][]
6	From which of the following sources did you receive complaints and/or feedback during the 2011/12 academic year? a. Primary school pupils and/or their parents b. PTA c. SBMC members d. Teachers, principals, school personnel e. Community members f. FGN or local officials (e.g. House Reps, chief) g. Education officials (FME/UBEC/SMoE/SUBEB/LGEA) h. NGOs, Community Development Associations, other community organizations i. Community self-help initiative Project Implementation Committee j. Other (specify)	1) Yes 2) No -2) Don't Know -6) Not Applicable	a) [][] b) [][] c) [][] d) [][] e) [][] f) [][] g) [][] h) [][] i) [][] j) [][]

7	What were the 3 most common complaints received during the 2011/12 academic year?	<p>1) No complaints received in 2011/12 (ENUMERATOR NOTE: If no complaints received, enter "1" in "First Complaint.")</p> <p><i>Or, List up to 3:</i></p> <p>2) Use of school funds 3) Level of school fees 4) Lack of materials/ poor infrastructure 5) Teacher attendance 6) Quality of instruction 7) Content of curriculum 8) Common entrance/Placement tests (<u>No primary completion exams</u>) 9) Discipline of children 10) Other (specify)</p>	<p>First complaint: [][]</p> <p>Second complaint: [][]</p> <p>Third complaint: [][]</p>
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Section I. Quality of Records (ENUMERATOR: Complete this section AFTER the rest of Module 3 has been completed.)			
1	Were you able to confirm that the school keeps detailed records of funds and supplies received from LGEA/SUBEB/SMoE/UBEC/FMoE?	1=Yes 2=No -6=N/A (No funds are received from these sources)	[][]
2	Were you able to confirm that the school keeps detailed records of fees and levied received?	1=Yes 2=No -6=N/A (No funds are received from these sources)	[][]
3	Were you able to confirm that the school keeps detailed records of funds and supplies received from other sources?	1=Yes 2=No	[]
4	Were you able to confirm that the school keeps detailed records or receipts from its spending?	1=Yes 2=No	[]
5	Did the records kept at this school enable you to answer the questions in Sections C-F (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	[]
6	If you answered "4" to question 5, specify problems with records:	Comment: _____ _____ _____ _____	
7	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	[]

Module 4: Classroom Observations

Class and teacher information
QUESTIONS 1 – 8 TO BE COMPLETED BEFORE INTERVIEW

		Name(s)		Code	
Q 1.	Enumerator			[][][][]	
Q 2.	State	<i>Anambra = 4, Bauchi = 5, Ekiti = 13, Niger = 26</i>		[][][][]	
Q 3.	LGA	<i>See manual for codes.</i>		[][][][]	
Q 4.	Town/Village	<i>Write name of town/village.</i>			
Q 5.	State School Code	<i>Official Code. Record for State Schools Only</i>		[][][][][][][][][][]	
Q 6.	Private School Code	<i>Official Code. Record for Private Schools Only</i>		[][][][][][][][][][]	
Q 7.	School ID	<i>This is our internal survey code to track schools</i>		[][][][][][][][][][]	
Q 8.	Class ID number	<i>Write the ID number from Classroom Sampling Form</i>		[][][]	
Q 9.	Subject	<i>Mathematics = 1; English = 2</i>		[][]	
Q 10.	Scheduled class time	<i>Time in 24 hr. format (e.g. 1130 to 1215)</i>		[][]:[][][] to [][]:[][][]	
Q 11.	Date	<i>Day/Month/Year (e.g. 15 04 12)</i>		[][]/[][][]/[][][]	
Q 12.	Teacher Name	<i>Official first, middle and last names</i>		_____	
Q 13.	Teacher ID	<i>Enter row number from Module 2A</i>		[][][]	
Q 14.	Supervision		Result	Signature	Date <i>Day/Month/Year (e.g. 15 04 12)</i>
	Questionnaire Review	Supervisor	[][]		[][][]/[][][][]/[][][][]
		Quality Control Officer	[][]		[][][]/[][][][]/[][][][]
<div style="text-align: right;"> <u>Codes</u> Questionnaire complete = 1 Questionnaire incomplete = 2 School closed = 3 Refused = 4 </div>					

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 Nigeria. I would like to observe the activities in the class for the duration of the lesson. The Head Teacher 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.

ENUMERATOR: If you arrived after class began, how many minutes late were you? (If not late, write "0").

[][]

a. Time lesson began: [][]:[][] (USE 24 HOUR TIME) (ASK TEACHER IF NEEDED)

b. Time lesson ended: [][]:[][] (USE 24 HOUR TIME)

ENUMERATOR NOTE: If teacher does not come to class at all, or arrives late, mark (3) or (4) below (Teacher not in class) for each minute.

Instructions: For each minute, record what is happening at that instant. This 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 for each minute. If option (1) is chosen, at least one of (1a) through (1l) should also be indicated.

Teacher's Activity	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/lectures to pupils (pupils only listen)																															
(1e) Teacher supervises pupil(s) writing on the board																															
(1f) Teacher leads kinesthetic group learning activity																															
(1g) Teacher writing on the 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 minutes)																															
(6) Class ended																															

COMMENTS:

Module 4A: Time on Task (Continued)

Instructions: For each minute, record what is happening at that instant. This 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 for each minute. If option (1) is chosen, at least one of (1a) through (1l) should also be indicated.

Teacher's Activity	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 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/lectures to pupils (pupils only listen)																															
(1e) Teacher supervises pupil(s) writing on the board																															
(1f) Teacher leads kinesthetic group learning activity																															
(1g) Teacher writing on the 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 minutes)																															
(6) Class ended																															
COMMENTS:																															

Module 4B: Classroom Environment

ENUMERATOR: Answer these questions directly after completing the classroom observation.

1.	How many pupils are in the room?	Number	[][]
2.	How many boys?	Number IF GIRLS SCHOOL, ENTER "-6" (N/A)	[][]
3.	How many girls?	Number IF BOYS SCHOOL, ENTER "-6" (N/A)	[][]
4.	IF MATH LESSON: ASK THE PUPILS TO HOLD UP MATH TEXTBOOKS. How many pupils in the class have Math textbooks (if observing a Math lesson)	Number IF ENGLISH LESSON, ENTER "-6" (N/A)	[][]
5.	IF ENGLISH LESSON: ASK THE PUPILS TO HOLD UP ENGLISH TEXTBOOKS. How many pupils in the class have English textbooks (if observing an English lesson)	Number IF MATHS LESSON, ENTER "-6" (N/A)	[][]
6.	ASK PUPILS TO HOLD PENCILS/PENS UP: How many pupils in the class have a pencil or pen?	Number	[][]
7.	ASK PUPILS TO HOLD EXERCISE BOOKS UP: How many pupils in the class have an exercise book?	Number	[][]
8.	Is there a "corner library" in the class or additional available books for pupils?	Yes = 1; No = 2	[]
9.	Is there a blackboard or whiteboard in the class?	Yes = 1; No = 2	[]
10.	Is there chalk/marker to write on the blackboard available during the lesson?	Yes = 1; No = 2	[]
11.	Does the classroom have a working electricity connection (e.g. electric light)?	Yes = 1; No = 2	[]
12.	Was children's work displayed on the walls?	Yes = 1; No = 2	[]
13.	Other than children's work, were there other materials like charts displayed on the walls?	Yes = 1; No = 2	[]
14.	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	[]

15.	How many desks are in the classroom?	Enter number	<u> </u> <u> </u> <u> </u> <u> </u>
16.	How many desks in the classroom are BROKEN?	Enter number MUST BE LESS THAN OR EQUAL TO QUESTION 15	<u> </u> <u> </u> <u> </u> <u> </u>
17.	Does the blackboard have sufficient contrast for reading what is written on the board? ENUMERATOR: USE STENCIL AND WRITE LETTERS ON BOARD WITH CHALK. THEN OBSERVE FROM THE BACK OF THE CLASSROOM.	Yes = 1; No = 2	<u> </u>
18.	Is there sufficient light for reading text from the front of the classroom?	High = 1; Low = 2	<u> </u>
19.	Is there sufficient light for reading text from the back of the classroom?	High = 1; Low = 2	<u> </u>
20.	Lux measure at the chalkboard. (DO NOT RECORD IF CLASS IS HELD OUTSIDE) ENUMERATOR: SET THE LUX METER TO 2000	Enter Number Reading from Lux Meter	<u> </u> <u> </u> <u> </u> <u> </u>

Module 4C: Teaching

Enumerator: Please answer these questions based on the lesson you observed.

Using of teaching aids during the lesson			
21.	Was the text book used by the teacher?	Yes = 1; No = 2	<u> </u> / <u> </u>
22.	How many children <u>used</u> a text book? <i>(include children that share)</i>	Number	<u> </u> <u> </u>
23.	Was the black board written on by the teacher?	Yes = 1; No = 2	<u> </u> / <u> </u>
24.	Was the black board written on by the children?	Yes = 1; No = 2 <i>(If NO, → to 26)</i>	<u> </u> / <u> </u>
25.	If YES to 24, how many children wrote on the black board?	Number	<u> </u> <u> </u>
26.	How many children used paper (or exercise book) and pencil?	Number	<u> </u> <u> </u>
27.	Did the teacher use local information such as information from the community to make learning relevant?	Yes = 1; No = 2	<u> </u> / <u> </u>
Teacher demeanor: Did the teacher EVER do any of these things?			
28.	Teacher ever sat OR stood in front of the class?	Yes = 1; No = 2	<u> </u> / <u> </u>
29.	Teacher ever went to individual children?	Yes = 1; No = 2 <i>(If NO, → to 31)</i>	<u> </u> / <u> </u>
30.	If YES to 29, how many children did the teacher visit individually?	Number	<u> </u> <u> </u>
31.	Teacher ever called children by name while teaching?	Yes = 1; No = 2 <i>(If NO, → to 33)</i>	<u> </u> / <u> </u>
32.	If YES to 31, how many children did the teacher call by name?	Number	<u> </u> <u> </u>
33.	Teacher ever smiled, laughed or joked with children?	Yes = 1; No = 2	<u> </u> / <u> </u>
34.	Teacher ever hit, pinched or slapped a child?	Yes = 1; No = 2	<u> </u> / <u> </u>

<u>Teacher asking questions</u>			
35.	Did the teacher ask questions that required learners to recall information?	Yes = 1; No = 2	<u> </u> / <u> </u>
36.	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?	Yes = 1; No = 2	<u> </u> / <u> </u>
37.	Did the teacher ask questions that required learners to apply information to new topics?	Yes = 1; No = 2	<u> </u> / <u> </u>
38.	Did the teacher ask questions which required learners to use their creativity and imagination?	Yes = 1; No = 2	<u> </u> / <u> </u>
<u>Feedback</u>			
39.	Did the teacher give feedback of praise, moral strengthening or encouragement?	Never = 1 Once = 2 More than once = 3	<u> </u> / <u> </u>
40.	Did the teacher give feedback that was correcting a mistake?		<u> </u> / <u> </u>
41.	Did the teacher give feedback that was scolding at a mistake?		<u> </u> / <u> </u>
<u>Introducing and summarizing the lesson</u>			
42.	Did the teacher introduce the lesson at the start of the class?	Yes = 1; No = 2; Don't know = -2	<u> </u> / <u> </u> / <u> </u>
43.	Did the teacher summarize the lesson at the end of the class?	Yes = 1; No = 2; Don't know = -2	<u> </u> / <u> </u> / <u> </u>
<u>Homework</u>			
44.	Did the teacher assign homework to the class?	Yes = 1; No = 2; Don't know = -2	<u> </u> / <u> </u> / <u> </u>
45.	Did the teacher review or collect homework from the class?	Yes = 1; No = 2; Don't know = -2	<u> </u> / <u> </u> / <u> </u>
<u>Language</u>			
46.	Did the teacher use the local language of instruction? (language other than English)	Yes = 1; No = 2	<u> </u> / <u> </u>
Comments: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			

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. **Before we can start, could you please show me some documents? You may or may not have them. The documents are: (1) the official attendance record, (2) scheme of work, (3) lesson plan and, (4) pupil's achievement records/assessment sheet.**

Question			
47.	Do you keep official attendance records? ENUMERATOR: SELECT YES ONLY IF YOU OBSERVE THE RECORDS.	Yes = 1 No = 2	<input type="text"/>
48.	How many pupils are registered in this class currently? <i>(refer to attendance record if available)</i>	Number	<input type="text"/> <input type="text"/>
49.	How many students are absent from this class? <i>(refer to attendance record if available)</i>	Number	<input type="text"/> <input type="text"/>
50.	Do you have the schemes of work for the month or term? ENUMERATOR: SELECT YES ONLY IF YOU OBSERVE THE SCHEMES.	Yes = 1 No = 2	<input type="text"/>
51.	Do you have a lesson plan for this lesson? ENUMERATOR: SELECT YES ONLY IF YOU OBSERVE THE LESSON PLAN.	Yes = 1 No = 2	<input type="text"/>
52.	ENUMERATOR: : Did the lesson seem planned? <i>(e.g. use of materials prepared previously or pre-planned activity)</i>	Yes = 1 No = 2 Don't know = -2	<input type="text"/> <input type="text"/>
53.	Do you have a record of the pupils' achievement records (assessment sheet/ broad sheet)? Could I please see it? ENUMERATOR: SELECT YES ONLY IF YOU OBSERVE THE ACHIEVEMENT RECORDS.	Yes = 1 No = 2	<input type="text"/>
54.	How often do pupils take textbooks home?	Often = 1 Sometimes = 2 Never = 3	<input type="text"/>

Teacher characteristics			
55.	Age	Number	_ / _ /
56.	Gender	Male = 1; Female =2	_ /
57.	Position in the school	Owner/Proprietor/Proprietress/Director = 1 Head teacher/ Principal = 2 Assistant Head teacher = 3 Teacher (regular - government) = 4 Teacher (regular - paid contract) = 5 Teacher (volunteer) = 6 Teacher (UBE secondment) =7 Other (specify) = 8 specify:	_ / _ /
58.	Since what year have you been teaching?	Year (e.g. 1990)	_ _ _
59.	Highest level of education completed?	Primary complete = 1 Secondary complete = 2 Diploma/ Certificate = 3 University degree bachelor = 4 University degree = master = 5 University degree = doctoral = 6 None = 8	_ / _ /
60.	Highest level of teacher training completed?	Grade 2 Certificate = 1 Diploma Certificate in Education = 2 Nigeria Certificate for Education (NCE) = 3 Higher National Diploma = 4 Bachelors in Education = 5 Masters in Education = 6 Doctorate in Education = 7 None = 8 Other (Specify) = 9	_ /

Module 4 Comments:

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.