

Interviews :

Region

District

School

Team

Enumerator



EQUIP-T SchoolRecords End V4.3

Please select...

Please select...

Please select...

Please select...

Please select...

New Interview

Start

Q.1 **Interviewer:** Mark start of the interviewees

Get time

Interviewer: Consult the Head Teacher.

If the Head Teacher is absent, then select a respondent who knows the school records well (Assistant Head Teacher or another senior teacher).

Start

Pupil Sampling

Pupil Absenteesism

Teacher attendance

Open days

Pupil Attendance and Enrolment

PT and SC outcome

End

Pupil Sampling

Sampling help

Q.1 How many Standard 3 pupils are present today?

Sampled pupils

ID	Selection number	Q.2 Selection number	Pupil code	Q.3 Pupil name	Q.4 Replaced	Q.5 Replacement ID	Q.6 Reason for replacement
1			1			Please...*	Please select...*
2			2			Please...*	Please select...*
3			3			Please...*	Please select...*
4			4			Please...*	Please select...*
5			5			Please...*	Please select...*
6			6			Please...*	Please select...*
7			7			Please...*	Please select...*
8			8			Please...*	Please select...*
9			9			Please...*	Please select...*
10			10			Please...*	Please select...*
11			11			Please...*	Please select...*
12			12			Please...*	Please select...*
13			13			Please...*	Please select...*
14			14			Please...*	Please select...*
15			15			Please...*	Please select...*

Sampling help

Sampling help

Interviewer:

- Do not start until you have all standard 3 pupil attendance registers filled in for today.
- In pencil, write a series of numbers, starting at 1, beside the names of pupils who are present today.
- Continue your pencil number series on to the next register, and then the next register etc.
- 21: enter the final number in your pencil number series, this is the total number of pupils present today.
- CAPi will produce 15 pupil selection numbers (shown in red).
- 23: Look at your pencil number series, find the pupil name which corresponds to the first pupil selection number. Write pupil's name into the sample table **REPEAT** for all other selection numbers, until you have recorded 15 pupils in the table.
- If the selection number is 0.0, use the selection number 1.0.

Replacement protocol (refer to the manual for the full replacement protocol- Your team needs to test all 15 sampled pupils. If for some important reasons, you need to replace a pupil who cannot take the pupil test, go to the row of that pupil in the table and tick the replaced box (Q4).

- Then in Q5, select the ID of the replacement pupil. This ID will be 16 for the first pupil you replace and 17 for the second pupil you replace and so on. - Then select the reason for replacement of the pupil.

- Go to the new row that was added at the bottom of the table. Fill in the selection number of the replacement pupil in Q2. This number should be equal to the selection number of the replaced pupil + 1 (unless this gives you a number that is greater than the total number of pupils present on the day. In that case, the selection number of the replacement pupil should be equal to the selection number of the replaced pupil - 1.

- Look at your pencil number series, find the pupil name which corresponds to the selection number of the replacement pupil and enter this in Q3.

Start

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Pupil Absenteesim

Interviewer: Use the standard 3 pupil attendance registers for all tested children and record:

- the number of days the attendance register is filled in for the given month

- the number of days the pupil was ABSENT in the month. Count any day the child was not present during the entire day, including partially absent days and illness.

Write 99 if no standard 3 pupil attendance register was available for the pupil. Make sure to not double count if attendance is taken in the morning and evening.

Student Attendance

ID	Name	Selection number	Q.1 January 2018 days filled in	Q.2 January 2018 days absent		Q.3 February 2018 days filled in	Q.4 February 2018 days absent		Q.5 March 2018 days filled in	Q.6 March 2018 days absent
1	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
2	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
3	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
4	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
5	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
6	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
7	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
8	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
9	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
10	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
11	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
12	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
13	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
14	(unanswered)	(unanswered)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Teacher attendance

ASK THE HT

What time does the school parade start?

Q.1 [Inter-view](#), Use 24 hour time HH MM

Hour

Q.2 Minutes

Inter-view: TEACHER ATTENDANCE, ask to see the teacher attendance register

Fill in the dates

Record the information below using the teacher attendance register. Use the time the school starts that you recorded in Q1 & Q2 to assess which teachers came on time and which teachers were late. In a school where some classes shift, ignore teachers who are not expected to arrive until the second shift.

If information is not available write 99

Days refer to today and previous 5 days when school was open for teaching.

Teacher attendance

ID	Siku za schule	Q.3 Month	Q.4 Day	Q.5 Total number of teachers on time including head teacher	Q.6 Total number of teachers late including head teacher	Q.7 Is the head teacher present on (day)?
1	Today	<div>Please select...</div>	<div></div>	<div></div>	<div></div>	<div><div>Yes (1)</div><div>No (2)</div><div>Not</div></div>
2	Day 1	<div>Please select...</div>	<div></div>	<div></div>	<div></div>	<div><div>Yes (1)</div><div>No (2)</div><div>Not</div></div>
3	Day 2	<div>Please select...</div>	<div></div>	<div></div>	<div></div>	<div><div>Yes (1)</div><div>No (2)</div><div>Not</div></div>
4	Day 3	<div>Please select...</div>	<div></div>	<div></div>	<div></div>	<div><div>Yes (1)</div><div>No (2)</div><div>Not</div></div>
5	Day 4	<div>Please select...</div>	<div></div>	<div></div>	<div></div>	<div><div>Yes (1)</div><div>No (2)</div><div>Not</div></div>
6	Day 5	<div>Please select...</div>	<div></div>	<div></div>	<div></div>	<div><div>Yes (1)</div><div>No (2)</div><div>Not</div></div>

Open days

Interviewer: Record information on how many days the school was open each month in the past school year (2017). Use the teacher attendance register to count the days.
Write 00 if not available

School Open Days	
ID	Miezi ya shule
Q.1 How many days was the school open for pupils in each month in 2017?	
1	January 2017
2	February 2017
3	March 2017
4	April 2017
5	May 2017
6	June 2017
7	July 2017
8	August 2017
9	September 2017
10	October 2017
11	November 2017
12	December 2017

Start

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Pupil Attendance and Enrollment

Q.1

Does this school have second premises/ satellite school?

Interviewer:

Only say yes if HC can not be done on the same premises

Yes (1)

No (2)

How many streams are in each standard?

Interviewer: Record the number of streams for each standard.

Streams by Standard

ID	Standard	Q.2 Number of streams
1	Standard 1	2
2	Standard 2	1
3	Standard 3	1

Interviewer: Ask to see the pupil attendance registers for standards 1, 2 and 3 (all streams). Record the number of pupils enrolled in 2018, using the class attendance registers. Write 999 if record is not available.

Pupil attendance

ID	Standard	Stream	Q.3 Is this stream taught in the second premises?	Q.4 Enrollment Boys Write 998 if DK	Q.5 Enrollment Girls Write 998 if DK	Attendance
1	1	A	<input type="radio"/> Yes (1) <input checked="" type="radio"/> No (2)	<input type="text"/>	<input type="text"/>	Attendance
2	1	B	<input type="radio"/> Yes (1) <input type="radio"/> No (2)	<input type="text"/>	<input type="text"/>	Attendance
15	2	A	<input checked="" type="radio"/> Yes (1) <input type="radio"/> No (2)	<input type="text"/>	<input type="text"/>	Attendance
29	3	A	<input type="radio"/> Yes (1) <input checked="" type="radio"/> No (2)	<input type="text"/>	<input type="text"/>	Attendance

Attendance

Attendance

Interviewer: The roster displays today's date and the dates of the previous 5 days when the school was open for teaching. Record the number of pupils PRESENT DURING THE WHOLE DAY on each date from the pupil attendance registers. Write 999 if attendance was not taken.

Standard 3 Stream A

Attendance

ID	School day	Date	Q.1 Boys	Q.2 Girls
1	Today	/	<input type="text"/>	<input type="text"/>
2	Day 1	/	<input type="text"/>	<input type="text"/>
3	Day 2	/	<input type="text"/>	<input type="text"/>
4	Day 3	/	<input type="text"/>	<input type="text"/>
5	Day 4	/	<input type="text"/>	<input type="text"/>
6	Day 5	/	<input type="text"/>	<input type="text"/>

PT and SC outcome

Record at the end of the day from your colleagues

PT and SC result			
ID	Name	Pupil code	
1	(unanswered)	1	Q 1 Record result PT
2	(unanswered)	2	Q 2 Record result SC
3	(unanswered)	3	
4	(unanswered)	4	
5	(unanswered)	5	
6	(unanswered)	6	
7	(unanswered)	7	
8	(unanswered)	8	
9	(unanswered)	9	
10	(unanswered)	10	
11	(unanswered)	11	
12	(unanswered)	12	
13	(unanswered)	13	
14	(unanswered)	14	
15	(unanswered)	15	

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End

Q.1 Interviewer: Select interview result

Complete (1)

Partially complete (2)

Get time

Q.2 Interviewer: Mark the end of the interview/test

Q.3 Interviewer: Has there any issue, question or irregularity with this interview?
Select all that applies and specify.

No, everything went fine (1)

There were issues with CAPi, e.g. Q5 in Teacher did not open (specify) (2)

There were issues with the protocols, e.g. we were late (specify) (3)

There was a issue with the respondents/school/interview, e.g. not very cooperative (specify) (4)

Something was not clear to me (specify) (5)

There was something else noteworthy (specify) (6)

Q.4 Comment for enumerator

Please select.