



**TANZANIA SERVICE DELIVERY INDICATORS  
EDUCATION SURVEY  
2016**

**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 Note: *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?

I1. Did the respondent agree to be interviewed?	1 = Yes → <b>START INTERVIEW</b> 2 = No	__
I2. If refused, reason for refusal.		

# School Facility Questionnaire

## Cover Sheet

### QUESTIONS 1 – 6 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= Peri-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)		_ _ _ / _ _ _ / _ _ _	
Supervision				Result 1.	Signature	Date 2.	
10	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.	_ _ _		_ _ _ / _ _ _ / _ _ _	
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?	<i>Please write first, middle, and last name</i>	
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):	_ _ _ _
2.	Please, can we have your mobile phone number?	<i>Number</i>	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
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):	_ _ _ _
4.	What is the school type? Is it ...? (Enumerator Note: READ RESPONSE OPTIONS)	1 = Day school 2 = Boarding school 3 = Both 9 = Other (specify):	_ _ _ _
4a.	Does this school offer classes specifically for children with special needs/disabilities?	1 = Yes 2 = No -8 = Don't Know	_ _
5.	What is the school category?	1 = Boys school 2 = Girls school 3 = Co-Education	_ _
6.	When did this school begin operating?	Year -8888= Don't Know	_ _ _ _ _

## 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="text"/>
2.	How many times did the SC/BoD meet in 2015?	Number	<input type="text"/>
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="text"/>
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="text"/>
4.	Does the school have a School Management Team (SMT)?	1 = Yes 2 = No → Q6a	<input type="text"/>
5.	How many times did the SMT meet in 2015?	Number	<input type="text"/>
6.	Can you show me the minutes for the meetings with the SMT?	1 = Yes (Observed) 2 = Yes (Not Observed) 3 = No	<input type="text"/>
6a.	Does the school have a student government?	1 = Yes 2 = No → Q6d	<input type="text"/>
6b.	How many times did the student government meet in 2015?	Number	<input type="text"/>
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="text"/>
6d.	In what ways can students at this school express their grievances?  1 = Yes 2 = No -3 = N/A -8 = Don't Know  <b>[Enumerator Note : Please take a response for each of the options a-h]</b>	a. Complaints Box	<input type="text"/>
		b. Student bodies/government	<input type="text"/>
		c. School Committee	<input type="text"/>
		d. School Management Team	<input type="text"/>
		e. Direct contact with Head Teacher/Principal	<input type="text"/>
		f. Direct contact with Teachers	<input type="text"/>
		g. Direct contact with Owner/Manager/Directors	<input type="text"/>
		h. Others (Specify): _____	<input type="text"/>

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 2015?	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? ( <b>Enumerator Note</b> : 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 → Q4a	_ _ _
3.	How many <b>boys'</b> toilet holes does the school have?	Number	_ _ _
3a.	How many <b>boys'</b> urinals does the school have?	Number	_ _ _
4.	How many <b>girls'</b> 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 If 0 → Q9	_ _ _
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	_ _

7.	Are the toilet holes accessible (unlocked, not overflowing, etc.)?	1 = Yes 2 = No	____
8.	Are there functional (soap and/or water) hand washing facilities near or in the toilet holes?	1 = Yes 2 = No	____
9.	What type of pupil toilet hole facilities is used at the school?  <b>Enumerator: SELECT ONE OPTION ONLY. IF THERE IS MORE THAN ONE OPTION, SELECT MOST COMMON.</b>	1 = Flush toilet hole 2 = Ventilated Improved Pit latrine (VIP) 3 = Covered pit latrine with slab 4 = Covered pit latrine without slab OR open pit 5 = Uncovered pit latrine with slab 6 = Uncovered pit latrine without slab OR open pit 7 = Composting toilet hole 8 = Bucket 10 = No facilities; Use bush or field 99 = Other (specify)	____  ____ _____
10.	What kind of drinking water source is used at this school?	1 = Piped water into dwelling or household connection 2 = Piped water to yard/plot or yard connection 3 = Public tap or standpipe 4 = Tubewell or borehole 5 = Protected dug well 6 = Unprotected dug well 7 = Protected spring 8 = Unprotected spring 9 = Rainwater 10 = Tanker-truck OR Cart with small tank/drum 11 = Surface water 12 = No water source available	____  ____ _____
11.	This school is accessible by what type of road?	1 = tarmac road 2 = gravel road 3 = packed dirt road 4 = foot path only	____
12.	What means of transport do you usually use to get to the district education office?	1 = Car 2 = Motorcycle (Eg: Bajaj, Boda Boda) 3 = Bicycle 4 = By foot 5 = By animal	____
13.	Using this method of transport, what is the approximate traveling time from this school to the district education office? <b>(Enumerator Note: give answer in total minutes)</b>	Total Minutes	____ ____ ____



## 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	_____	_____	_____	_____		
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 -3 = N/A (if no second or third grouping)	a. First grouping: _____				
			b. Second grouping: _____				
			c. Third grouping: _____				
5.	At the end of 2015 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?						
		<b>1<sup>ST</sup> SHIFT</b>			<b>2<sup>ND</sup> SHIFT</b>			<b>ENUMERATOR NOTE: PLEASE LEAVE BLANK IF THERE IS NO SECOND SHIFT</b>
		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	
		<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>	
<b>a.</b>	Standard 3	_ _ _ _ : _ _ _ _  	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	
<b>b.</b>	Standard 4	_ _ _ _ : _ _ _ _  	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	
<b>c.</b>	Standard 5	_ _ _ _ : _ _ _ _  	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	_ _ _ _ : _ _ _ _	
8.		What was the actual number of days during which school was in session in the previous school year (2015)?					_ _ _ _ _ _ _	
9.		For each term in 2015 when did the school open and close? <i>Day/Month/Year (e.g. 13/04/15)</i>		<b>Start of Term</b>		<b>End of Term</b>		
				<b>1.</b>		<b>2.</b>		
				<b>a.</b>	Term 1.  _ _ _ _ / _ _ _ _ / _ _ _ _	<b>a.</b>	Term 1.  _ _ _ _ / _ _ _ _ / _ _ _ _	
				<b>b.</b>	Term 2.  _ _ _ _ / _ _ _ _ / _ _ _ _	<b>b.</b>	Term 2.  _ _ _ _ / _ _ _ _ / _ _ _ _	
				<b>c.</b>	Term 3.  _ _ _ _ / _ _ _ _ / _ _ _ _	<b>c.</b>	Term 3.  _ _ _ _ / _ _ _ _ / _ _ _ _	

**ENUMERATOR NOTE:** 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:

***STRICTLY CONFIDENTIAL***

***16 July 2016***

***STRICTLY CONFIDENTIAL***

***16 July 2016***



**TANZANIA SERVICE DELIVERY INDICATORS  
EDUCATION SURVEY  
2016**

**Modules 2 – Staff Roster**





# Staff Roster Questionnaire

## Cover Sheet

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

				Name(s)		Code	
4.	First Visit Enumerator (s)					_ _ _ _ _ _ _	
5.	Second Visit Enumerator (s)					_ _ _ _ _ _ _	
6.	School Name and Survey Code					_ _ _ _ _ _ _	
6	School EMIS Code/Registration Number						
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)		_ _ _ _ / _ _ _ _ / _ _ _ _	
Supervision				Result	Signature	Date	
				1.		2.	
10	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.	_ _ _ _		_ _ _ _ / _ _ _ _ / _ _ _ _	





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

**Enumerator Read:** 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 Contract 3 = Teacher Trainee 4 = Community 5 = Volunteer	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	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
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 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 10 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 visit</u> ?  <i>Direct Observation</i>	Reason for absence from school on <u>first visit</u> ?  <i>Ask head teacher</i>	What was the teacher doing when you located him/ her on the <u>second visit</u> ?  <i>Direct Observation</i>	Reason for absence from school on <u>second visit</u> ?  <i>Ask head teacher</i>
	(Sampled teachers from Module 2A)  Enter teachers' names in the same order as they were randomly selected.	Number	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  <b>If 1-4 → Q8</b> <b>If 5 → Q5</b>	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 4 = In school- teaching outdoors 5 = Absent from school  <b>If 1-4 → Q8</b> <b>If 5 → Q7</b>	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  <b>Please enter one number for each class taught, up to 4 classes</b>	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) 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		_____	_____	_____	_____	_____	_____	_____

		15.	15a.	16.	17.	18.
	Name	How many times have you encountered salary delays in the last 12 months?	Do you have any other unpaid claims? (Such as leave, hardship, relocation allowances, etc.)  (Multiple responses accepted, up to 4)	How often does the administrator or head teacher observe your classroom?	In what performance areas does the administrator or head teacher comment after observing your classroom?  (Multiple responses accepted, up to 4)	(Enumerator Note: answer without asking question to respondent) Was this information collected directly from the teacher?
		Enter Number (0 – 12)	1= None 2= Leave 3= Hardship pay 4= Relocation allowance 5= Salary Arrears 6= First appointment allowance 9= Other (specify)	1 = Every week 2 = 1-3 times per month 3 = 1-2 times per term 4 = 1-2 times per year 5 = Never →Q18	1 = Content of lessons 2 = Teaching methods (group work, participatory method, etc.) 3 = Use of materials for teaching and learning 4 = Discipline of students 5 = Assessment of students 6 = Attendance record 7 = Lesson planning 9 = Other (specify) -8 = Don't know	1 = Yes 2 = No
a.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Classroom Count (second visit)

**ENUMERATOR NOTE:** Complete this in the second visit at the same time as Questions 6 and 7 in the teacher roster. ACTUAL OBSERVATION AND/OR COUNTING REQUIRED.

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

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

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



***STRICTLY CONFIDENTIAL***

***12 July 2016***

***STRICTLY CONFIDENTIAL***

***12 July 2016***



# **TANZANIA SERVICE DELIVERY INDICATORS EDUCATION SURVEY**

**2016**

## **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		
6.	First Visit Enumerator				_ _ _ _ _ _ _		
7.	Second Visit Enumerator				_ _ _ _ _ _ _		
7.	School Name and Survey Code				_ _ _ _ _ _ _		
8.	School EMIS Code/Registration Number						
10.	Date of first visit		Day/Month/Year (e.g. 15 04 14)		_ _ _ _ / _ _ _ _ / _ _ _ _		
11.	Date of second visit		Day/Month/Year (e.g. 15 04 14)		_ _ _ _ / _ _ _ _ / _ _ _ _		
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.	_ _ _		_ _ _ / _ _ _ / _ _ _	

### Module 3: Public Expenditure Tracking Survey (PETS) Questionnaire for Head Teacher of Primary School

**Instructions:** This questionnaire is to be administered to the Head Teacher of every primary school which is visited for the PETS Survey. Only in exceptional cases should a substitute be interviewed instead of the head teacher (e.g., if the head teacher is on extended leave, then the acting head teacher may be interviewed).

*If the respondent is the same one who was interviewed for the SDI Modules 1 and 2, then please start from Section 2 of this Module and fill in Section 1 after the interview.*

[illegible]

Section 2: School Financing																																							
No.	Question		Response Code(s)	Response																																			
1	In the 2015 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 2015 academic year, how many separate Capitation grant transfers were received?		[Number of times in 2015] -8 = Don't Know	__ __																																			
3	<p>For the <b>2015</b> 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><b>Instruction to Enumerator:</b> 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"> <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>For the <b>2016</b> academic year, has this school received any CAPITATION grant transfers?</p> <p>[Enumerator Note: If "Yes", kindly fill in the following table to list the transfers received. Otherwise, go directly to Q5.]</p> <p>[Enumerator Note: The table below is continued on the last page if more space is needed.]</p> <div style="text-align: right;">Yes = 1; No = 2       __ </div> <table border="1"> <thead> <tr> <th>No.</th> <th>Which date was the transfer received? (DD/MM/YY)</th> <th>What was the amount received? (TZS) Don't Know = -8</th> <th>Was this transfer on time? Yes = 1 No = 2 Don't Know = -8</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>___ / ___ / ___</td> <td></td> <td> __ </td> </tr> <tr> <td>2</td> <td>___ / ___ / ___</td> <td></td> <td> __ </td> </tr> <tr> <td>3</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) Don't Know = -8	Was this transfer on time? Yes = 1 No = 2 Don't Know = -8	1	___ / ___ / ___		__	2	___ / ___ / ___		__	3	___ / ___ / ___		__																			
No.	Which date was the transfer received? (DD/MM/YY)	What was the amount received? (TZS) Don't Know = -8	Was this transfer on time? Yes = 1 No = 2 Don't Know = -8																																				
1	___ / ___ / ___		__																																				
2	___ / ___ / ___		__																																				
3	___ / ___ / ___		__																																				
5	How much money is this school <b>entitled</b> 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 N/A = -3 Don't Know = -8	__																																				

7	For the 2015 academic year, was anyone informed about the CAPITATION grants received by this school? In particular, was this information <b>(Enumerator Note: Read All Options):</b>  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 2015 academic year? <b>(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.)</b>	(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 No = 4 → Q13 DK = -8 → Q13		__
12	Concerning the above mentioned contributions, how much did the parents contribute for the following per term in the 2015 academic year: <b>(Enumerator Note: Read All Options)</b>  <b>(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.)</b>  (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?	<b>LIST ONLY ONE RESPONSE:</b> 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) N/A (Not applicable) 9) Other (specify):		__ _____

14	<p>Please let us now talk about other financial or cash contributions this school receives. From which of the following <b>governmental</b> and <b>non-governmental</b> sources did this school receive <b>financial support (in cash)</b> in the last academic year (2015)? Please provide the <b>exact amounts</b>, or provide an <b>estimate</b> of the amount if exact figures are not available. Do include any program-specific funds (e.g., Most Vulnerable Children grant) or unanticipated funds. <b>Please also note these do not include the CAPITATION grant.</b></p> <p><i><b>Instruction to Enumerator:</b> 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 2015 academic year, please list the total amount received over the whole year.</i></p> <table border="1"> <tr> <td></td> <td>           Did this school receive any financial support in the 2015 academic year?            Yes = 1            No = 2 → <b>Next Source</b>            DK = -8 → <b>Next Source</b> </td> <td>           What was the amount in TZS?             [TZS]         </td> <td>           Were these funds earmarked for particular purposes?            Yes = 1            No = 2            DK = -8         </td> </tr> <tr> <td></td> <td><b>1.</b></td> <td><b>2.</b></td> <td><b>3.</b></td> </tr> </table> <p><b>Governmental Sources:</b></p> <table border="1"> <tr> <td>a) MoEVT HQ- (not including CAPITATION grant)</td> <td> __ </td> <td></td> <td> __ </td> </tr> <tr> <td>b) District</td> <td> __ </td> <td></td> <td> __ </td> </tr> <tr> <td>c) Ward</td> <td> __ </td> <td></td> <td> __ </td> </tr> <tr> <td>d) Other GoT (excl. districts)</td> <td> __ </td> <td></td> <td> __ </td> </tr> </table> <p><b>Non-Governmental Sources:</b></p> <table border="1"> <tr> <td>e) Private donors (Nationals-Tanzanians) (incl. private companies, individuals, religious groups NGOs, and charities)</td> <td> __ </td> <td></td> <td> __ </td> </tr> <tr> <td>f) Private donors (international) (incl. private companies, individuals, religious groups NGOs, and charities)</td> <td> __ </td> <td></td> <td> __ </td> </tr> <tr> <td>g) Contributions from parents (not including SMT or fees)</td> <td> __ </td> <td></td> <td> __ </td> </tr> <tr> <td>h) Fundraising</td> <td> __ </td> <td></td> <td> __ </td> </tr> <tr> <td>i) Other- 2 (specify)</td> <td> __ </td> <td></td> <td> __ </td> </tr> </table>				Did this school receive any financial support in the 2015 academic year? Yes = 1 No = 2 → <b>Next Source</b> DK = -8 → <b>Next Source</b>	What was the amount in TZS?  [TZS]	Were these funds earmarked for particular purposes? Yes = 1 No = 2 DK = -8		<b>1.</b>	<b>2.</b>	<b>3.</b>	a) MoEVT HQ- (not including CAPITATION grant)	__		__	b) District	__		__	c) Ward	__		__	d) Other GoT (excl. districts)	__		__	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)	__		__
	Did this school receive any financial support in the 2015 academic year? Yes = 1 No = 2 → <b>Next Source</b> DK = -8 → <b>Next Source</b>	What was the amount in TZS?  [TZS]	Were these funds earmarked for particular purposes? Yes = 1 No = 2 DK = -8																																												
	<b>1.</b>	<b>2.</b>	<b>3.</b>																																												
a) MoEVT HQ- (not including CAPITATION grant)	__		__																																												
b) District	__		__																																												
c) Ward	__		__																																												
d) Other GoT (excl. districts)	__		__																																												
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 2015 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 → <b>Q18</b> N/A = -3 → <b>Q18</b>	__																																												
17	What challenges did you encountered during the academic year 2015? (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	<b>BOOKS RECEIVED FROM THE GOVERNMENT (MOEVT, DISTRICT, WARD) FOR 2015 AND 2016</b>				
<p><b>(Note to Enumerator: Ask to see the Delivery Notes and show an example to the head teacher)</b></p> <p>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 2015 and 2016.</p>					
		How many <b>Standard 4 Pupil Books</b> did the school receive from the Government (i.e. MoEVT, District, or Ward)?  [ ] <b>Mark 0 if None</b>	How many <b>Standard 4 Teacher Books</b> did the school receive from the Government (i.e. MoEVT, District, or Ward)?  [ ] <b>Mark 0 if None</b>	For all other standards, how many <b>Pupil Books</b> did the school receive from the Government (i.e. MoEVT, District, or Ward)?  [ ] <b>Mark 0 if None</b>	For all other standards, how many <b>Teacher Books</b> did the school receive from the Government (i.e. MoEVT, District, or Ward)?  [ ] <b>Mark 0 if None</b>
		<b>a.</b>	<b>b.</b>	<b>c.</b>	<b>d.</b>
<b>1</b>	<b>Core Subjects</b> (Hisabati, Kingereza, Kiswahili, Sayansi)				
<b>2</b>	<b>All Other Subjects</b> (Historia, Jiografia, Uraia, ICT)				
<p><b>Now please let me ask about books the school received from non-government sources in 2015 and 2016.</b></p>					
		How many <b>Standard 4 Pupil Books</b> did the school receive from other sources?  [ ] <b>Mark 0 if None</b>	How many <b>Standard 4 Teacher Books</b> did the school receive other sources?  [ ] <b>Mark 0 if None</b>	For all other standards, how many <b>Pupil Books</b> did the school receive from other sources?  [ ] <b>Mark 0 if None</b>	For all other standards, how many <b>Teacher Books</b> did the school receive from other sources?  [ ] <b>Mark 0 if None</b>
		<b>a.</b>	<b>b.</b>	<b>c.</b>	<b>d.</b>
<b>3</b>	<b>Core Subjects</b> (Hisabati, Kingereza, Kiswahili, Sayansi)				
<b>4</b>	<b>All Other Subjects</b> (Historia, Jiografia, Uraia, ICT)				

Now please let me ask about the <b>total number of books owned by the school</b> as of today.					
		How many <b>Standard 4 Pupil Books</b> does the school own as of today? [ ] <b>Mark 0 if None</b>	How many <b>Standard 4 Teacher Books</b> does the school own as of today? [ ] <b>Mark 0 if None</b>	For all other standards, how many <b>Pupil Books</b> does the school own as of today? [ ] <b>Mark 0 if None</b>	For all other standards, how many <b>Teacher Books</b> does the school own as of today? [ ] <b>Mark 0 if None</b>
		<b>a.</b>	<b>b.</b>	<b>c.</b>	<b>d.</b>
<b>5</b>	<b>Core Subjects</b> (Hisabati, Kingereza, Kiswahili, Sayansi)				
<b>6</b>	<b>All Other Subjects</b> (Historia, Jiografia, Uraia, ICT)				

  

19	In-kind/ Non-cash donations: For each item listed below, please indicate whether and from whom the school received these items in the 2015 academic year:				
	Item	Did you receive this item from any source in the 2015 academic year? Yes = 1 No = 2 → <b>Next Item</b> DK = -8 → <b>Next Item</b>	If so, from which <b>source(s)</b> (list up to 3) <i>[see codes at bottom of next page]</i>	<b>What was the quantity Received</b> [number]	Estimated <b>value</b> of all of these items [TZS]
		<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
	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 2015 academic year? Yes = 1 No = 2 → <b>Next</b> DK = 9 → <b>Next</b>	If so, from which <b>source(s)</b> (list up to 3)  [see codes below on the next page]	<b>What was the quantity Received</b>  [number]	Estimated <b>value</b> of all of these items  [TZS]
	<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
j) Maps/Posters/Instructional materials for walls	__			
k) Uniforms	__			
l) Food (for student meals)	__			
m) Food (for students to take home)	__			
n) Sanitary Towels	__			
o) Pupil Chairs	__			
p) Teacher Chairs/Tables	__			
q) Other (specify)	__			

**Source Codes:**

1) MoEVT	5) Private donors(Tanzanian)
2) Other GoT Ministries, Departments and Agencies	6) Private donors (international inc. UN)
3) District	7) Donated by SC Member
4) Foundation bodies	8) Donated by parent(s)
	9) SMCs
	99) Other (specify)

Section 3: School Expenditures				
No.	Question	Response Code(s)		Response
1	What was the total annual planned budget for the 2015 academic year?	<b>[TZS]</b> 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 2015 academic year, was the operating budget: <b>(Enumerator Note: Read All Options)</b> 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 2015, 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.  <b>(Enumerator Note: Cross-check response with that of Sect. 2, Q13).</b>	<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):		__ _____

6	<p>In the 2015 academic year, which of the following expenses were paid for by this school?</p> <p><b>Instructions to Enumerator:</b> Include only the amount spent <u>by the school</u> on the item. Write "0" in Column (a) if no money was spent on an item and move on to the next item. Write "-888" for don't know and move onto next item.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>a) Amount spent [TZS]  If 0 → Next  DK = -888 → Next</th> <th>b) Amount budgeted [TZS]  If 0 → Next  DK = -888 → Next</th> <th>c) Enumerator: Did you see the record, or was this amount estimated by the respondent? Reviewed records = 1 Estimated by Respondent = 2 Other (Specify) = 9</th> </tr> <tr> <th></th> <th>1.</th> <th>2.</th> <th>3.</th> </tr> </thead> <tbody> <tr> <td>a. Wages (Teacher Salaries)</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>b. Allowances, rewards</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>c. Instructional materials, including books, stationery, chalk, etc.</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>d. Desks and furniture</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>e. Construction, rehabilitation, (including cleaning, gardening, school grounds).</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>e1. Teacher accommodation</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>f. School lunch for pupils</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>g. Non-teaching staff (incl. Janitorial and Security services)</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>h. Examinations</td> <td></td> <td></td> <td> __ _____</td> </tr> <tr> <td>i. Other specify</td> <td></td> <td></td> <td> __ _____</td> </tr> </tbody> </table>			Item	a) Amount spent [TZS]  If 0 → Next  DK = -888 → Next	b) Amount budgeted [TZS]  If 0 → Next  DK = -888 → Next	c) Enumerator: Did you see the record, or was this amount estimated by the respondent? Reviewed records = 1 Estimated by Respondent = 2 Other (Specify) = 9		1.	2.	3.	a. Wages (Teacher Salaries)			__ _____	b. Allowances, rewards			__ _____	c. Instructional materials, including books, stationery, chalk, etc.			__ _____	d. Desks and furniture			__ _____	e. Construction, rehabilitation, (including cleaning, gardening, school grounds).			__ _____	e1. Teacher accommodation			__ _____	f. School lunch for pupils			__ _____	g. Non-teaching staff (incl. Janitorial and Security services)			__ _____	h. Examinations			__ _____	i. Other specify			__ _____
Item	a) Amount spent [TZS]  If 0 → Next  DK = -888 → Next	b) Amount budgeted [TZS]  If 0 → Next  DK = -888 → Next	c) Enumerator: Did you see the record, or was this amount estimated by the respondent? Reviewed records = 1 Estimated by Respondent = 2 Other (Specify) = 9																																																
	1.	2.	3.																																																
a. Wages (Teacher Salaries)			__ _____																																																
b. Allowances, rewards			__ _____																																																
c. Instructional materials, including books, stationery, chalk, etc.			__ _____																																																
d. Desks and furniture			__ _____																																																
e. Construction, rehabilitation, (including cleaning, gardening, school grounds).			__ _____																																																
e1. Teacher accommodation			__ _____																																																
f. School lunch for pupils			__ _____																																																
g. Non-teaching staff (incl. Janitorial and Security services)			__ _____																																																
h. Examinations			__ _____																																																
i. Other specify			__ _____																																																
7	What was the total amount of teachers' salaries in 2015 as per payroll?	(TZS) Don't Know = -888	_____																																																
8	Who has responsibility for purchasing instructional materials (including books) for the school?	<b>List one response only:</b> 1) Head teacher alone 2) SMC alone 3) SMC and teacher(s) 4) SMC, teachers, and parents 5) Directors/Proprietors 6) Head of Department 7) School Finance Committee 8) MoeVT 9) Other (specify):	__ _____																																																
9	When purchasing instructional materials (including books), is the school required to obtain quotes from more than 1 supplier?	Yes = 1 No = 2 Don't Know = -8	__																																																

10	Who pays non-teachers' salaries?	List all that apply: 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? <b>(Enumerator Note: If someone other than the head teacher is being interviewed, ask about the salary of the head teacher.)</b>	Letter goes from A to H Number goes from 1-8  Don't Know = -8 N/A = -3 (If a private school)	__   __
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] <b>(Enumerator Note: If someone other than the head teacher is being interviewed, ask about the allowance of the head teacher.)</b>	[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

Section 6: Monitoring and Reporting			
No.	Question	Response Code(s)	Response (Multiple responses allowed)
1	<p>Who is responsible for monitoring the school's use of funds?</p> <p><i>(list all that apply)</i></p>	<p>1) MoEVT HQ</p> <p>2) Local government (district)</p> <p>3) Local Government (Sub-County)</p> <p>4) DEOs</p> <p>5) SMC and/or head teacher</p> <p>6) Foundation Body</p> <p>7) NGOs</p> <p>8) Pupils</p> <p>9) No monitoring done</p> <p>10) Directors/Proprietors</p> <p>11) Other (specify)</p>	<p> __ </p> <p> __ </p> <p> __ </p> <p> __ </p> <p> __ </p>

2	<p>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.</p>																																											
	<table border="1"> <tr> <td data-bbox="213 241 611 763" rowspan="6"> <p><b>List one response only:</b></p> <p>1) Information not reported</p> <p>2) Information submitted once per month</p> <p>3) Information submitted once per term</p> <p>4) Information once per academic year</p> <p>5) Information is reported, but do not know how often it is submitted</p> <p>6) Don't know whether or not information is reported to DEO or MoEVT</p> <p>7) Information submitted once per quarter</p> </td> <td data-bbox="611 241 715 315">a.</td> <td data-bbox="715 241 1294 315">Number of pupils enrolled</td> <td data-bbox="1294 241 1481 315"> __ </td> </tr> <tr> <td data-bbox="611 315 715 383">b.</td> <td data-bbox="715 315 1294 383">Number of boy and girl pupils enrolled</td> <td data-bbox="1294 315 1481 383"> __ </td> </tr> <tr> <td data-bbox="611 383 715 450">c.</td> <td data-bbox="715 383 1294 450">Number of pupils who drop out</td> <td data-bbox="1294 383 1481 450"> __ </td> </tr> <tr> <td data-bbox="611 450 715 517">d.</td> <td data-bbox="715 450 1294 517">Number of pupils from poor families/receiving bursaries</td> <td data-bbox="1294 450 1481 517"> __ </td> </tr> <tr> <td data-bbox="611 517 715 584">e.</td> <td data-bbox="715 517 1294 584">Number of pupils completing primary school each year</td> <td data-bbox="1294 517 1481 584"> __ </td> </tr> <tr> <td data-bbox="611 584 715 763">f.</td> <td data-bbox="715 584 1294 763">Number of pupils going on to secondary school each year</td> <td data-bbox="1294 584 1481 763"> __ </td> </tr> </table>	<p><b>List one response only:</b></p> <p>1) Information not reported</p> <p>2) Information submitted once per month</p> <p>3) Information submitted once per term</p> <p>4) Information once per academic year</p> <p>5) Information is reported, but do not know how often it is submitted</p> <p>6) Don't know whether or not information is reported to DEO or MoEVT</p> <p>7) Information submitted once per quarter</p>	a.	Number of pupils enrolled	__	b.	Number of boy and girl pupils enrolled	__	c.	Number of pupils who drop out	__	d.	Number of pupils from poor families/receiving bursaries	__	e.	Number of pupils completing primary school each year	__	f.	Number of pupils going on to secondary school each year	__																								
<p><b>List one response only:</b></p> <p>1) Information not reported</p> <p>2) Information submitted once per month</p> <p>3) Information submitted once per term</p> <p>4) Information once per academic year</p> <p>5) Information is reported, but do not know how often it is submitted</p> <p>6) Don't know whether or not information is reported to DEO or MoEVT</p> <p>7) Information submitted once per quarter</p>	a.		Number of pupils enrolled	__																																								
	b.		Number of boy and girl pupils enrolled	__																																								
	c.		Number of pupils who drop out	__																																								
	d.		Number of pupils from poor families/receiving bursaries	__																																								
	e.		Number of pupils completing primary school each year	__																																								
	f.	Number of pupils going on to secondary school each year	__																																									
3	<table border="1"> <tr> <td data-bbox="213 763 611 1420" rowspan="14"> <p>Through which of the following mechanisms does the school receive feedback and/or complaints from parents, stakeholders, teachers, community members, or any other source?</p> <p>Yes = 1 No = 2 N/A = -3 Don't Know = -8</p> </td> <td data-bbox="611 763 715 815">a.</td> <td data-bbox="715 763 1294 815">Word of mouth (directly)</td> <td data-bbox="1294 763 1481 815"> __ </td> </tr> <tr> <td data-bbox="611 815 715 866">b.</td> <td data-bbox="715 815 1294 866">Word of mouth (via councillor/MP)</td> <td data-bbox="1294 815 1481 866"> __ </td> </tr> <tr> <td data-bbox="611 866 715 918">c.</td> <td data-bbox="715 866 1294 918">Word of mouth (via DEO or MOEVT)</td> <td data-bbox="1294 866 1481 918"> __ </td> </tr> <tr> <td data-bbox="611 918 715 969">d.</td> <td data-bbox="715 918 1294 969">Word of mouth (via PTA or SMC)</td> <td data-bbox="1294 918 1481 969"> __ </td> </tr> <tr> <td data-bbox="611 969 715 1021">e.</td> <td data-bbox="715 969 1294 1021">Word of mouth (via other source)</td> <td data-bbox="1294 969 1481 1021"> __ </td> </tr> <tr> <td data-bbox="611 1021 715 1072">f.</td> <td data-bbox="715 1021 1294 1072">Direct letters from stakeholders</td> <td data-bbox="1294 1021 1481 1072"> __ </td> </tr> <tr> <td data-bbox="611 1072 715 1124">g.</td> <td data-bbox="715 1072 1294 1124">Public forums, barazas, and meetings</td> <td data-bbox="1294 1072 1481 1124"> __ </td> </tr> <tr> <td data-bbox="611 1124 715 1176">h.</td> <td data-bbox="715 1124 1294 1176">SMC meetings (open to public)</td> <td data-bbox="1294 1124 1481 1176"> __ </td> </tr> <tr> <td data-bbox="611 1176 715 1227">i.</td> <td data-bbox="715 1176 1294 1227">School Committee meetings (open to public)</td> <td data-bbox="1294 1176 1481 1227"> __ </td> </tr> <tr> <td data-bbox="611 1227 715 1279">j.</td> <td data-bbox="715 1227 1294 1279">Local leaders (district council)</td> <td data-bbox="1294 1227 1481 1279"> __ </td> </tr> <tr> <td data-bbox="611 1279 715 1330">k.</td> <td data-bbox="715 1279 1294 1330">Foundation bodies</td> <td data-bbox="1294 1279 1481 1330"> __ </td> </tr> <tr> <td data-bbox="611 1330 715 1382">l.</td> <td data-bbox="715 1330 1294 1382">NGOs</td> <td data-bbox="1294 1330 1481 1382"> __ </td> </tr> <tr> <td data-bbox="611 1382 715 1433">m.</td> <td data-bbox="715 1382 1294 1433">Heads of Department</td> <td data-bbox="1294 1382 1481 1433"> __ </td> </tr> <tr> <td data-bbox="611 1433 715 1485">n.</td> <td data-bbox="715 1433 1294 1485">Other (specify): _____</td> <td data-bbox="1294 1433 1481 1485"> __ </td> </tr> </table>	<p>Through which of the following mechanisms does the school receive feedback and/or complaints from parents, stakeholders, teachers, community members, or any other source?</p> <p>Yes = 1 No = 2 N/A = -3 Don't Know = -8</p>	a.	Word of mouth (directly)	__	b.	Word of mouth (via councillor/MP)	__	c.	Word of mouth (via DEO or MOEVT)	__	d.	Word of mouth (via PTA or SMC)	__	e.	Word of mouth (via other source)	__	f.	Direct letters from stakeholders	__	g.	Public forums, barazas, and meetings	__	h.	SMC meetings (open to public)	__	i.	School Committee meetings (open to public)	__	j.	Local leaders (district council)	__	k.	Foundation bodies	__	l.	NGOs	__	m.	Heads of Department	__	n.	Other (specify): _____	__
<p>Through which of the following mechanisms does the school receive feedback and/or complaints from parents, stakeholders, teachers, community members, or any other source?</p> <p>Yes = 1 No = 2 N/A = -3 Don't Know = -8</p>	a.		Word of mouth (directly)	__																																								
	b.		Word of mouth (via councillor/MP)	__																																								
	c.		Word of mouth (via DEO or MOEVT)	__																																								
	d.		Word of mouth (via PTA or SMC)	__																																								
	e.		Word of mouth (via other source)	__																																								
	f.		Direct letters from stakeholders	__																																								
	g.		Public forums, barazas, and meetings	__																																								
	h.		SMC meetings (open to public)	__																																								
	i.		School Committee meetings (open to public)	__																																								
	j.		Local leaders (district council)	__																																								
	k.		Foundation bodies	__																																								
	l.		NGOs	__																																								
	m.		Heads of Department	__																																								
	n.	Other (specify): _____	__																																									
4	<table border="1"> <tr> <td data-bbox="213 1485 611 1910" rowspan="9"> <p>From which of the following sources did you receive feedback and/or complaints during the 2015 academic year?</p> <p>Yes = 1 No = 2 N/A = -3 Don't Know = -8</p> </td> <td data-bbox="611 1485 715 1536">a.</td> <td data-bbox="715 1485 1294 1536">Primary school pupils and/or their parents</td> <td data-bbox="1294 1485 1481 1536"> __ </td> </tr> <tr> <td data-bbox="611 1536 715 1588">b.</td> <td data-bbox="715 1536 1294 1588">PTA</td> <td data-bbox="1294 1536 1481 1588"> __ </td> </tr> <tr> <td data-bbox="611 1588 715 1639">c.</td> <td data-bbox="715 1588 1294 1639">SMC members</td> <td data-bbox="1294 1588 1481 1639"> __ </td> </tr> <tr> <td data-bbox="611 1639 715 1691">d.</td> <td data-bbox="715 1639 1294 1691">Teachers, principals, school personnel</td> <td data-bbox="1294 1639 1481 1691"> __ </td> </tr> <tr> <td data-bbox="611 1691 715 1742">e.</td> <td data-bbox="715 1691 1294 1742">Community members</td> <td data-bbox="1294 1691 1481 1742"> __ </td> </tr> <tr> <td data-bbox="611 1742 715 1794">f.</td> <td data-bbox="715 1742 1294 1794">GoT or local officials (e.g. MP, chiefs)</td> <td data-bbox="1294 1742 1481 1794"> __ </td> </tr> <tr> <td data-bbox="611 1794 715 1845">g.</td> <td data-bbox="715 1794 1294 1845">MoES officials (DEO, etc.)</td> <td data-bbox="1294 1794 1481 1845"> __ </td> </tr> <tr> <td data-bbox="611 1845 715 1897">h.</td> <td data-bbox="715 1845 1294 1897">NGOs, CBOs, other community organizations</td> <td data-bbox="1294 1845 1481 1897"> __ </td> </tr> <tr> <td data-bbox="611 1897 715 1948">i.</td> <td data-bbox="715 1897 1294 1948">Other (specify): _____</td> <td data-bbox="1294 1897 1481 1948"> __ </td> </tr> </table>	<p>From which of the following sources did you receive feedback and/or complaints during the 2015 academic year?</p> <p>Yes = 1 No = 2 N/A = -3 Don't Know = -8</p>	a.	Primary school pupils and/or their parents	__	b.	PTA	__	c.	SMC members	__	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): _____	__															
<p>From which of the following sources did you receive feedback and/or complaints during the 2015 academic year?</p> <p>Yes = 1 No = 2 N/A = -3 Don't Know = -8</p>	a.		Primary school pupils and/or their parents	__																																								
	b.		PTA	__																																								
	c.		SMC members	__																																								
	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 2015 academic year?	1) No complaints received in 2015 <b>Or, List up to 3 complaints:</b> 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 Q4 above, specify problems with records:		
6	<b>Enumerator:</b> 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	__

## Section 2: School Financing, Q4 (cont'd)

4	No.	Which date was the transfer received? (DD/MM/YY)	What was the amount received? (TZS)  Don't Know = -8	Was this transfer on time? Yes = 1 No = 2 Don't Know = -8
	4	___ / ___ / ___		__
	5	___ / ___ / ___		__
	6	___ / ___ / ___		__
	7	___ / ___ / ___		__
	8	___ / ___ / ___		__
	9	___ / ___ / ___		__
	10	___ / ___ / ___		__





**TANZANIA SERVICE DELIVERY INDICATORS  
EDUCATION SURVEY  
2016**

**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	Official code used by MoEVT				
5.	Subject	1 = Mathematics 2 = English		_ _		
6.	Scheduled class time	Time in 24 hr. format (e.g. 13:30 to 14:15)		_ _ _ : _ _ _  to  _ _ _ : _ _ _		
7.	Date	Day/Month/Year (e.g. 15/04/16)		_ _ _ / _ _ _ / _ _ _		
8.	Teacher Name					
9.	Teacher ID	(Row number from Module 2A)		_ _ _		
10.	<b>Supervision</b>		<b>Result</b>	<b>Signature</b>	<b>Date</b> Day/Month/Year (e.g. 15/04/12)	<b>Result codes</b>
11.	Questionnaire Review	a. Team Leader	_ _		_ _ _ / _ _ _ / _ _ _	<u>Codes</u> 1= Questionnaire complete 2= Questionnaire incomplete 3= School closed 4= Refused
		b. Supervisor	_ _		_ _ _ / _ _ _ / _ _ _	
		c. 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.

|\_|\_|:|\_|\_| (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
<b>(1) Teacher in class - teaching</b>																															
(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																															
<b>(2) Teacher in class - not teaching</b>																															
<b>(3) Teacher not in class – learning activity ongoing</b>																															
<b>(4) Teacher not in class – no learning activity ongoing</b>																															
<b>(5) Break</b>																															
Number of pupils off task (every 5 mins)																															
<b>(6) Class ended</b>																															
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 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
<b>(1) Teacher in class - teaching</b>																															
(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																															
(1d) Teacher reads or lectures to the pupils (pupils only listen)																															
(1e) Teacher supervises pupil(s) w riting on the board																															
(1f) Teacher leads kinesthetic group learning activity																															
(1g) Teacher w riting on blackboard																															
(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																															
<b>(2) Teacher in class - not teaching</b>																															
<b>(3) Teacher not in class – learning activity ongoing</b>																															
<b>(4) Teacher not in class – no learning activity ongoing</b>																															
<b>(5) Break</b>																															
Number of pupils off task (every 5 mins)																															
<b>(6) Class ended</b>																															

Comments:

## Module 4B: Classroom Environment

1.	How many pupils are in the room? (Enumerator Note: Ask after lesson has ended)	Number	<input type="text"/>
2.	How many boys are in the room? (Enumerator Note: Ask after lesson has ended)	Number IF GIRLS SCHOOL, ENTER "-3" (N/A)	<input type="text"/>
3.	How many girls are in the room? (Enumerator Note: Ask after lesson has ended)	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)? (Enumerator Note: Ask after lesson has ended)	Number	<input type="text"/>
4a.	How many <b>male</b> pupils have the textbook for the class (English or mathematics)? (Enumerator Note: Ask after lesson has ended)	Number (ask male pupils to hold up books)	<input type="text"/>
4b.	How many <b>female</b> pupils have the textbook for the class (English or mathematics)? (Enumerator Note: Ask after lesson has ended)	Number (ask female pupils to hold up books)	<input type="text"/>
5.	How many total pupils in the class have a pencil or pen? (Enumerator Note: Ask after lesson has ended)	Number	<input type="text"/>
5a.	How many <b>male</b> pupils in the class have a pencil or pen? (Enumerator Note: Ask after lesson has ended)	Number (ask male pupils to hold up pencils or pens)	<input type="text"/>
5b.	How many <b>female</b> pupils in the class have a pencil or pen? (Enumerator Note: Ask after lesson has ended)	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? (Enumerator Note: Ask after lesson has ended)	Number	<input type="text"/>
6a.	How many <b>male</b> pupils in the class have an exercise book? (Enumerator Note: Ask after lesson has ended)	Number (ask male pupils to hold up exercise books)	<input type="text"/>
6b.	How many <b>female</b> pupils in the class have an exercise book? (Enumerator Note: Ask after lesson has ended)	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 pupils' work displayed on the walls?	1 = Yes 2 = No	<input type="text"/>
12.	Other than pupils' 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 at 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. To be done after lesson)	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. To be done after lesson)	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. To be done after lesson.)	1 = High 2 = Low	_
17.	Lux measure at the chalkboard.	Reading (Number)	_ _ _
17a.	Indicate Meter setting	1 = 2,000 2 = 20,000 3 = 50,000 4 = 100,000	_

## Module 4C: Teaching

Enumerator Note: \*Use Auxiliary Page: Counting Questions during Classroom Observation to assist with this questions

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

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

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

Teacher characteristics			
8.	Age	Number	<u>  </u>    <u>  </u>    <u>  </u>    <u>  </u>
9.	Gender	1 = Male 2 = Female	<u>  </u> / <u>  </u> / <u>  </u>

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	_ _____

<u>Module 4 Comments:</u>
---------------------------

## 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 Pupils

**(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"> <li><b>Enumerator Note:</b> Enter pupils' names in the same order as they were randomly selected</li> </ul>	Number	1 = Male 2 = Female	1 = Yes 2 = No
01		<input type="text"/>	<input type="text"/>	<input type="text"/>
02		<input type="text"/>	<input type="text"/>	<input type="text"/>
03		<input type="text"/>	<input type="text"/>	<input type="text"/>
04		<input type="text"/>	<input type="text"/>	<input type="text"/>
05		<input type="text"/>	<input type="text"/>	<input type="text"/>
06		<input type="text"/>	<input type="text"/>	<input type="text"/>
07		<input type="text"/>	<input type="text"/>	<input type="text"/>
08		<input type="text"/>	<input type="text"/>	<input type="text"/>
09		<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										
<b>Q2. How many boys/girls used a text book? (include pupils that share)</b>																						
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+
<b>Q5. How many boys/girls wrote on the blackboard?</b>																						
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+
<b>Q6. How many boys/girls used paper (or exercise book) and pencil?</b>																						
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+
<b>Q10. How many boys/girls did the teacher visit individually?</b>																						
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+
<b>Q12. How many children did the teacher call by name?</b>																						
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.