



International

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Population and Dwelling Count II 1995
National Institute of Geographic and Computing Statistics
United Mexican States

Enumeration

Questionnaire Notebook

A. Geographic Identification

- ☐ Federal Entity
☐ Municipality or Delegation
☐ Locality
☐ AGEB Key
☐ City Block
☐ Segment

☐ Folder of the packet
☐ Sequential number of the packet

B. Names of those responsible

Enumerator _____
 Head of enumerator's _____
 Validator _____

C. Sketch

Draw the sketch of the city block (segment), with respect to geographic north.
[Below the text is a blank space with "North, South, East and West."]

Observations _____
 Sequential number of the dwelling _____
 Questionnaire _____ of _____ of the dwelling

I. Characteristics of the Dwelling

1. Class of dwelling

- ☐ 1 Dwelling or fixed construction
☐ 2 Mobile dwelling
☐ 3 Shelter

1.1 Water in a pipe

Do the occupants of this dwelling receive water in a pipe:

Read all the options

- ☐ 1 Within the dwelling?
☐ 2 Away from the dwelling, but within the plot of land?
☐ 3 From a public faucet or hydrant?
☐ 4 Does not receive water in a pipe?

1.2 Drainage

Does this dwelling have drainage:

Read the options until getting an affirmative answer.

- ☐ 1 Connected to the public system? Go to 1.5
☐ 2 Connected to a septic tank? Go to 1.5
☐ 3 With a discharge to a gully or crack? Go to 1.5

- ☐ 4 With discharge to a river lake (or sea)? Go to 1.5
- ☐ 5 Does not have drainage?

1.3 Waste waters

In this dwelling do excrements go to a pipe with discharge:

[Question 1.3 was asked of dwellings that did not have drainage, per question 1.2.]

Read the options until getting an affirmative answer

- ☐ 1 To a gully or crack? Go to 1.5
- ☐ 2 To a river, lake (or sea)? Go to 1.5
- ☐ 3 To a septic tank? Go to 1.5
- ☐ 4 To a public system? Go to 1.5
- ☐ 5 Does not have pipes for discharge?

1.4 Soapy waters

In this dwelling does the dirty or soapy water go to a pipe with discharge:

[Question 1.4 was asked of dwellings that did not have drainage, and pipes for discharge, per questions 1.2, 1.3.]

Read the options until getting an affirmative answer

- ☐ 1 To a gully or crack?
- ☐ 2 To a river, lake (or sea)?
- ☐ 3 To a septic tank?
- ☐ 4 To a public system?
- ☐ 5 Does not have pipes for discharge?

1.5 Electricity

Is there electric light in this dwelling?

- ☐ 1 Yes
- ☐ 2 No

II Characteristics of the usual residents of the dwelling

2.1 Registration number

[Below the text are numbers for each resident, number 1 to 12.]

List of people

2.2 Please, tell me the name of every one of the people who normally live in this dwelling, beginning with the head, do not forget small children or the elderly.

[Below the text is the word "Name" and two blank lines.]

Verification

2.3 So, there are ____ people who live here?

- ☐ 1 Yes
- ☐ 2 No. Verify and correct the list

For all people

[Applies to questions 2.4 and 2.5]

2.4 Sex

Is (Name) man or woman?

- ☐ ((Name) is a man)
- ☐ ((Name) is a woman)

[Under the text are two boxes. The box for men is numbered 1. The box for women is numbered 2.]

2.5 Age

How many completed year old is (Name)? ____

Less than one year 000

Des not know 999

[Below the text is a box labeled "Years," and under the text are three boxes.]

For people 5 years old or older.

[Applies to questions 2.7, 2.8 and 2.9]

2.6 Illiteracy

Does (Name) know how to read or write a message?

☐ 1 Yes

☐ 2 No

Indigenous language

2.7 Does (Name) speak any indigenous language or dialect ____?

If "No," go to the next person

☐ 1 Yes

☐ 2 No

2.8 What indigenous language or dialect does (Name) speak ____?

2.9 Does (Name) speak Spanish also?

☐ 1 Yes

☐ 2 No

If there are more than 12 people in this dwelling, use another questionnaire and continue with the list.

Confidentiality

It conforms to the regulations of Article 38, first paragraph of the Statistical and Geographic Information Law enforcing "The data and information that they provide for statistic purposes or is provided from administrative or civil registers will be managed, for the effects of this law, under the observation of principals of confidentiality and reserve and will not be communicated, in any case, in any nominative or individualized form, nor will be evidence before administrative or physical authority, nor in or nor outside a trial."

Obligatory nature

In agreement with Article 42, first paragraph of the Statistical and Geographic Information Law enforcing that, "The informants will be obliged to provide with veracity and opportunity the data and information that the competent authorities ask them for statistical, census and geographical purposes, and to provide the aid and cooperation that are required."

Observations ____

Questionnaire

1. Geographic Identification

____ Federal Entity

____ Municipality or Delegation

____ Locality

____ AGEB Key

____ City Block

____ Segment

Folder of the packet ____

Sequential number of the packet ____

Control number (UPM) ____

Dwelling sheet ____

Household ____

Questionnaire ____

Folder of the packet _____
Sequential number of the questionnaire _____

Address of the Dwelling

Street, Avenue, Alley, Highway, Road

Exterior number _____

Interior number _____

Colony, Division, Neighborhood, Habitual Unity

2. Results of the visit (*)

Number of the visit _____

[Next to the text are 5 columns labeled, "1a, 2a, 3a, 4a, 5a."]

Name of the Enumerator _____

Date _____

Result _____

(*) Code for the result of the visit

- 01 Complete interview
- 02 Incomplete interview
- 03 Inadequate informant
- 04 Absent of occupants at the moment of the visit
- 05 Refused to give information
- 06 Interview postponed (make a date)
- 07 Uninhabited dwelling
- 08 Dwelling of temporary use
- 09 Other (specify in Observations)

3. Supervision and validation

[There are two columns labeled "Supervised by" and "Validated by."]

Name _____

Date _____

I. Characteristics of the Dwelling

1.1 Walls

What material is the largest part of the walls of this dwelling?

- ☐ 1 Waste material
- ☐ 2 Cardboard sheets
- ☐ 3 Asbestos or metal sheets
- ☐ 4 Reed, bamboo or palm
- ☐ 5 Mud or adobe
- ☐ 6 Wood
- ☐ 7 Adobe
- ☐ 8 Brick, concrete block, stone rock from a quarry or cement

1.2 Roofs

What material is the largest part of the roof of this dwelling?

- ☐ 1 Waste material
- ☐ 2 Cardboard sheets
- ☐ 3 Asbestos or metal sheets
- ☐ 4 Palm, tile strips or wood
- ☐ 5 Tile
- ☐ 6 Concrete planks, bricks or flat roofs with joists

1.3 Floors

What material is the largest part of the floor of this dwelling?

- ☐ 1 Earth
- ☐ 2 Cement or solid earth
- ☐ 3 Wood, mosaic or other coverings

1.4 Kitchen

Does this dwelling have a room for cooking?

- ☐ 1 Yes
- ☐ 2 No. Go to 1.6

1.5 Exclusive kitchen

In the room where they cook, do they sleep also?

[Question 1.5 was asked of dwellings that had kitchen, per question 1.4]

- ☐ 3 Yes
- ☐ 4 No

1.6 Rooms for sleeping

How many rooms are used for sleeping, without counting hallways?

Bedrooms _____

1.7 Number of rooms

How many total rooms does this dwelling have, without counting hallways or bathrooms?

Count the kitchen.

Total number of rooms _____

1.8 Water in a pipe

Do the occupants of this dwelling have water in a pipe:

Read all options.

- ☐ 1 Within the dwelling?
- ☐ 2 Away from the dwelling, but within the plot of land?
- ☐ 3 From a public faucet or hydrant?
- ☐ 4 Do not have water in a pipe?

1.9 Sanitary services

Do the occupants of this dwelling have:

Read the options until getting an affirmative answer.

- ☐ 1 Lavatory or sanitary services?
- ☐ 2 Toilet or latrine?
- ☐ 3 (Septic) tank?
- ☐ 4 Black hole or blind well?
- ☐ 5 Do not have sanitary services? Go to 1.13

[Questions 1.9-1.12 were asked of dwellings that had sanitary services.]

1.10 Exclusive sanitary services

Do only the occupants of this dwelling use (Mention the service) [sanitary services per question 1.8]?

- ☐ 1 Yes
- ☐ 2 No

1.11 Water connection

Does (mention the service) [sanitary services per question 1.8] have a water connection?

- ☐ 3 Yes. Go to 1.13
- ☐ 4 No

1.12 Admission of water

Does (mention the service) [sanitary services per question 1.8] come from a tank?

- ☐ 5 Yes
- ☐ 6 No

1.13 Drainage

Does this dwelling have drainage:

Read the options until getting an affirmative answer.

- ☐ 1 Connected to the public system? Go to 1.16
- ☐ 2 Connected to a septic tank? Go to 1.16
- ☐ 3 With a discharge to a gully or crack? Go to 1.16
- ☐ 4 With discharge to a river lake (or sea)? Go to 1.16
- ☐ 5 Does not have drainage? If it has sanitary services per question 1.9, go to 1.14 otherwise go to A1.15

1.14 Waste waters

In this dwelling do excrements go to a pipe with discharge:

Read the options until getting an affirmative answer

- ☐ 1 To a gully or crack? Go to 1.16
- ☐ 2 To a river, lake (or sea)? Go to 1.16
- ☐ 3 To a septic tank? Go to 1.16
- ☐ 4 To a public system? Go to 1.16
- ☐ 5 Does not have pipes for discharge?

1.15 Soapy waters

In this dwelling does the dirty or soapy water go to a pipe with discharge:

Read the options until getting an affirmative answer

- ☐ 1 To a gully or crack?
- ☐ 2 To a river, lake (or sea)?
- ☐ 3 To a septic tank?
- ☐ 4 To a public system?
- ☐ 5 Does not have pipes for discharge?

1.16 Electricity

Is there electric light in this dwelling?

- ☐ 1 Yes
- ☐ 2 No

1.17 Fuel

Is the fuel most used for cooking food:

Read the options until getting an affirmative response.

- ☐ 1 Gas?
- ☐ 2 Firewood or coal?
- ☐ 3 Gasoline?
- ☐ 4 Electricity?

1.18 Ownership

Is this dwelling:

Read the options until getting an affirmative response.

- ☐ 1 Owned, being paid for?
- ☐ 2 Owned?
- ☐ 3 Rented?
- ☐ 4 Is in another situation?

II Residents in the dwelling and number of households

2.1 Number of people in a dwelling

How many people normally live in this dwelling?

Do not forget small children and the elderly

Total number of people ____

2.2 Common expenses

Do the (total number of people) who live in this dwelling share the same eating expenses?

- ☐ 1 Yes; go to 3.2
- ☐ 2 No

2.3 Number of households

Then, how many groups of people or households have separate eating expenses, counting your own?

Number of household ____

When there exists more than one household or group of people in a dwelling, use a questionnaire for each household, starting with question 3.2.

III General Information

[This page has questions and lines for answers for 10 people. Only the line for person 1 is translated, because the other lines are identical.]

3.1 Registration number

For all people on the list

3.2 List of people

Here I am going to ask you about some characteristics of the group of people who form this household.

Please, tell me the name of each person who normally lives here, beginning with the Head of household; do not forget small children and the elderly.

Circle in 3.1 the registration number of the informant

Name ____

3.3 Verification of the list

So, there are ____ people who form this home?

- ☐ 1 Yes
- ☐ 2 No. Verify and correct the list

3.4 Relationship

What is (Name) to the Head of household?

(What relationship does (Name) have with (Name of the Head of household)?)
[The first of the ten lines has "Head" in this space. The other nine spaces are blank.]

3.5 Sex

Is (Name) a man or woman?

☐ ((Name) is a man.)

☐ ((Name) is a woman)

☐ 1 Man

☐ 2 Woman

3.6 Age

How many completed years old is (Name)?

Less than a year 00

98 years old or older 98

Does not know 99

Years ____

[This page has identical questions and lines for answers for 10 people]

Registration number

For all the people on the list

[Applies to questions 3.7 and 3.8]

3.7 Place of birth

In what state of the Republic of Mexico or country was (Name) born.

☐ 3A Here

☐ 3B State or country ____

3.8 Condition of residency

Does (Name):

Read the options until getting an affirmative answer.

☐ 1 Live in another place although is here for now? Go to 5.1

☐ 2 Live in another place because of working, studying or for other reasons? Go to 5.1

☐ 3 Normally live here?

☐ 4 Live here although for now lives in another place?

☐ 5 Live here temporarily, because of not having another place to live?

Residence ____

IV Migration

[This page has identical questions and lines for answers for 10 people]

Registration number ____

Condition of migration

4.1 Has (Name) lived in another state or country, even for a short time?

☐ 1 Yes. Go to 4.3

☐ 2 No

☐ 9 Does not know

4.2 So, has (Name) lived (Age) years in (the interview location)?

- ☐ 3 Yes. Go to 4.7
- ☐ 4 No
- ☐ 9 Does not know

Place of previous residence

4.3 In what state did (Name) live before living in (the interview location)?

State or Country _____

Time of previous residence

4.4 How many months or years did (Name) live in (the previous location)?

Write down a single answer

Less than a month 00 write down in 4.4A

Does not know 99 Write down in 4.4A

4.4A Months _____

4.4 B Years _____

Time of current residence

4.5 How many months or years has (Name) been living in (the interview location) (since coming for the last time)?

Write down a single answer

Less than a month 00, Write down in 4.5A

Does not know 99, Write down in 4.5A

4.5A Months _____

4.5B Years _____

For people five years old or older who are habitual residents

[Applies to questions 4.6 and 4.7]

Place of residence in 1990

4.6 Five years ago, in November 1990, in what state of the Republic or country did (Name) live?

If the country is different than Mexico, go to 5.1.

In what municipality (delegation)? Go to 5.1

4.6A State or country _____

4.6B Here (1)

4.6C Municipality or delegation

4.6D Here (2)

4.7 Five years ago, in November 1990, in what municipality (delegation) did (Name) live?

4.7A Municipality or delegation _____

4.7B Here

V Educational characteristics

For people 5 years old or older

[Applies to questions 5.1 to 5.4]

Illiteracy

5.1 Does (Name) know how to read and write a message?

- ☐ 1 Yes

☐ 2 No

Attendance

5.2 Does (Name) currently go to school?

☐ 3 Yes, go to 5.4

☐ 4 No

5.3 Did (Name) go to school at any time?

[Question 5.3 was asked of persons who do not currently go to school, per question 5.2]

☐ 5 Yes

☐ 6 No, go to 6.1

Level of instruction

5.4 What is the last year or grade that (Name) spent or passed in school?

Level:

00. None

1. Preschool or kindergarten

2. Primary

3. Secondary

4. Preparatory

5. Basic normal

6. Professional

7. Post graduate

99. Does not know

5.4A Grades ____

5.4B Level ____

For people 12 years old or older

[Applies to questions 5.5 to 5.7]

Other studies

5.5 Does or did (Name) study any technical or commercial career?

1. ☐ Yes

2. ☐ No, go to 6.1

9. ☐ Does not know

5.6 How many years did (Name) spend (pass) in this career?

Less than a year 0

Does not know 9

Years ____

5.7 To enter this career, what studies were requested of (Name)?

0. None

1. Primary finished

2. Secondary finished

3. Preparatory

9. Does not know

Requirement ____

VI Nuptial information

For people 12 years old or older

[Applies to questions 6.1 to 6.4]

Civil state

6.1 Is (Name) currently:

Read the options until getting an affirmative answer.

- ☐ 1 Living in free union?
- ☐ 2 Widowed?
- ☐ 3 Separated?
- ☐ 4 Divorced?
- ☐ 5 Married?
- ☐ 6 Single? Go to 7.1

Number of unions

6.2 How many times has (Name) been married or in free union?

Unions _____

Age at the first union

6.3 How old was (Name) when married or lived in free union (for the first time)?

Age _____

Age at the first break up

Ask: Those who are widows, separated or divorced and also those married or in free union more than one time.

[Applies to question 6.4]

6.4 At what age was (Name) widowed, separated or divorced for the first time?

Age _____

VII Economic characteristics

For people 12 years old or older

[Applies to questions 7.1 and 7.2]

Condition of activity

7.1 Last week, did (Name):

Read the options until getting an affirmative answer.

- ☐ 1 Work? Go to 7.3.
- ☐ 2 Not work, but had a job? Go to 7.3.
- ☐ 3 Look for work?
- ☐ 4 (Name) a student?
- ☐ 5 Does (Name) do chores in the household?
- ☐ 6 Is (Name) retired or pensioned?
- ☐ 7 Is (Name) permanently disabled from working? Go to 7.10
- ☐ 8 Does (Name) not work?
- ☐ 9 Does not know

Condition of activity _____

Verification of condition of activity

7.2 Along with (Condition of 7.1), last week did (Name):

Read the options until getting an affirmative answer.

- ☐ 1 Sell any products (clothes, cosmetics, food or drinks, etc)? Go to 7.4
- ☐ 2 Help work in a family business? Go to 7.4

- ☐ 3 Make any product to sell (food or drinks, handicrafts, clothes) Go to 7.4
- ☐ 4 Clean, iron or sew in exchange for payment? Go to 7.4
- ☐ 5 Help work in agricultural activities or in the raising of animals? Go to 7.4
- ☐ 6 Do any other type of work (activity) in exchange for payment? Go to 7.4
- ☐ 7 Did (Name) not work? Go to 7.10
- ☐ 9 Does not know

Verification of condition of activity _____

For people 12 years old or older
[Applies to questions 7.3 to 7.11]

Occupation or office

7.3 What is the office or position (post) that (Name) has in the (main) job?

Office, position or post _____

7.4 What are the duties or functions that (Name) has in the job (activity)?

Duties or functions _____

Situation in the job

7.5 Was (Name) in the job (activity) last week:

Read the options until getting an affirmative response.

- ☐ 1 Employed or a worker?
- ☐ 2 A weekly or daily worker?
- ☐ 3 A boss or businessperson (who hires workers)?
- ☐ 4 A self-employed worker (does not hire workers)?
- ☐ 5 A worker without pay in a family business or plot of land?

Situation _____

Hours

7.6 How many hours did (Name) work at the job(s) (activity (activities)) last week?

- 98. 98 hours or more
- 99. Does not know

Hours _____

Economic activity

7.7 Where does (Name) work?

If the answer is the same as one of the options, write down the code in 7.7A

- ☐ 1 Country, go to 7.9
- ☐ 2 Private house, go to 7.9
- ☐ 3 At the job, go to 7.9
- ☐ 4 Grocery store, go to 7.9
- ☐ 5 School, go to 7.9
- ☐ 6 Hospital, go to 7.9
- ☐ 7 Taxi, go to 7.9
- ☐ 8 Restaurant, go to 7.9

If it is another place write it down in 7.7B.

7.7A Key _____

7.7B Other place _____

7.8 What does the place where (Name) works make (what is produced)?

Economic activity ____

Income for work

7.9 How much does (Name) earn for the work (activities)?

Period:

Once a week

Every other week

Once a month

Once a year

Does not receive an income 00000

N\$ 98000 or more

Does not know 99999

Write down in new pesos

7.9A Income ____

7.9 Period ____

Other incomes

7.10 (Other than the aforementioned income) does (Name) receive income from:

Read all the options and write down up to three keys.

☐ 1 Being retired or pensioned?

☐ 2 Help of family members from another country?

☐ 3 Rent or interest from banks?

☐ 4 Help from Procampo?

☐ 5 Grant or aid from other institutions?

☐ 6 Another type?

☐ 7 None? Go to next person

☐ 9 Does not know

Type of income

7.10A ____

7.10B ____

7.10 C ____

7.11 How much does (Name) receive for (Type of income from 7.10)?

Ask the question for each of the answers written down in 7.10.

Period:

1. Once a week

2. Every other week

3. Once a month

4. Once a year

5. N\$ 98000 or more 98000

6. Does not know 99999

Write down in new pesos

7.11A Income ____

7.11B Period ____

7.11C Income ____

7.11D Period ____

7.11E Income ____

7.11F Period ____

VIII Social subsidies, health and disability services

8.1 Social subsidies

Now I am going to ask you some characteristics of the group of people who form this household.

Currently, do any people of this household receive:

Read all the options and circle the keys where an affirmative answer is obtained.

- ☐ 1 Milk?
- ☐ 2 Tortilla?
- ☐ 3 Scholarships for students?
- ☐ 4 School lunches?
- ☐ 5 Work disability grants?
- ☐ 6 None of the previous

8.2 Health services

In this household, how many people have benefits to medical service:

Read the options and write down in each one the number of people that it indicates.

Nobody 00

In Social Security? ____

In the ISSSTE? ____

Provided by public or para-state institutions like Pemex, Army, Navy, etc? ____

Paid for by private businesses like factories, banks, etc? ____

In another type of institution? ____

Specify ____

How many people do not have benefits to the aforementioned medical services? ____

8.3 Disability

Are (or do) any people of this household:

Read the options and write down in each one the number of people that it indicates.

If yes, ask, How many people?

Mute or have difficulty speaking? ____

Blind or cannot see even though they wear glasses? ____

Deaf or have difficulty hearing? ____

Missing any or all part of an arm or leg? ____

Need an apparatus or the help of another person to move around or walk? ____

Have mental problems or problems of the head? ____

Have other physical or mental impediments or deficiencies? ____

How many people do not have any problems of this type? ____

IX International migration

Copy the registration from 3.1 and the name of the people who have keys 1 or 2 in question 3.8

If there are no people with keys 1 or 2 in 3.8, go to 9.11.

9.1 Registration number

Identification

9.2 Registration number from 3.1 and name

9.2A 3.1 ____

9.2B Name ____

Condition of migration

9.3 During the last five years, that is, from November 1990 to this date, did (Name) go to work or study

(live) in another country?

☐ 1 Yes

☐ 2 No, go to the next person

Age

9.4 How old was (Name) when he or she left the last time ____?

Less than a year 00

Does not know 99

Place of origin

9.5 What state was (Name) living in when he or she left the last time?

State ____

Date of emigration ____

9.6 In what month and year did (Name) leave the last time?

Does not know 99 99

Month ____

Year ____

Place of destination

9.7 What country did (Name) go to?

Country ____

Number of emigrations

9.8 How many times has (Name) gone to work or study (live) in (Country of 9.7), in the last five years, counting the last time?

Number ____

Current residence

9.9 In what country does (Name) currently live?

If the country is different than Mexico, go to the next person.

Country ____

Date of return ____

9.10 In what month and year did (Name) return to the Republic of Mexico?

Does not know 99 99

Month ____

Year ____

9.11 (Other than the people already written down), during the last five years, that is, from November 1990 to this date, did any person who lives or lived with you (in this household) go to live in another country?

9.11A

1. Yes

9.11 B How many people? ____ Go to 9.13

2. No. Finish

9.12 Registration number

Identification

9.13 Please tell me the name of each one of the people who left to live in another country during the last five years.

9.13A 3.1

9.13B Name

Condition of residence

9.14 When (Name) left (the last time), did he or she live with you?

If no, go to the next person.

☐ 1 Yes

☐ 2 No

Relationship

9.15 What is (Name) to the head of household?

Relationship _____

Sex

9.15 Is (Name) a man or a woman?

☐ 1 M

☐ 2 W

Age

9.17 How old was (Name) when he or she left the last time?

Less than a year 00

Does not know 99

Years _____

Place of origin

9.18 In what state did (Name) live when he or she left to live in another country?

State _____

Registration number

If there are more than 6 people, use another questionnaire and continue with the list.

Date of emigration

9.19 In what month and year did (Name) go to live in another country for the last time?

Does not know 99

Month _____

Year _____

Place of destination

What country did (Name) go to?

Country _____

Number of emigrations

How many times did (Name) go to (Country of 9.20) in the last 5 years, counting the last time?

Number _____

Current residence

9.22 What country does (Name) currently live it?

If the country is different that Mexico, go to the next person.

Country _____

Date of return

9.23 In what month and year did (Name) return to the Republic of Mexico?

Does not know 99

Month _____

Year _____

Condition of residence

9.24 Does (Name) currently form a part of this household?

☐ 1 Yes

☐ 2 No

Confidentiality

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Obligatory nature

In agreement with Article 42, first paragraph of the Statistical and Geographic Information Law enforcing that, "The informants will be obliged to provide with veracity and opportunity the data and information that the competent authorities ask them for statistical, census and geographical purposes, and to provide the aid and cooperation that are required."

Observations _____

General instructions of filling out

A) Fill out the questionnaire at the moment of the interview

B) Write with blue ink. If you need to correct, do not scratch out or erase. Only draw two horizontal lines over the incorrect response.

C) In the majority of questions with options, circle or register a single code, except where it indicates that more than one response is accepted.

D) When you write down numbers, do it in the spaces meant for them. Be careful that they are clear so that it is separate from other numbers that could alter the answer.

E) If you write down words, write them in capital letters and preferably printed. Do not use abbreviations.