



# IMPACT EVALUATION – TANZANIA SECONDARY EDUCATION DEVELOPMENT PLAN

## HEAD MASTER QUESTIONNAIRE

### SECTION A: IDENTIFICATION PARTICULARS

1. REGION NAME (Jina la Mkoa):										2. REGION CODE (Kodi ya Mkoa):																	
3. DISTRICT NAME (Jina la Wilaya):										4. DISTRICT CODE (Kodi ya Wilaya):																	
5. WARD NAME (Jina la Kaya):										6. WARD CODE (Kodi ya Kaya):																	
7. SCHOOL NAME (Jina la Shule):										8. SCHOOL REGISTRATION CODE (Namba ya Usajili ya Shule):																	
9. SCHOOL ADDRESS- LOCATION NOTE (Anwani ya Shule- Hakiki mahala ilipo):																											
10. RESPONDENT UNIQUE CODE (Namba ya kipekee ya mhojiwa):																											
11. NAME OF HEAD MASTER (First Name, Last Name) Jina la Mkuu wa Shule (Jina la Kwanza na la Mwisho):																											
12. SCHOOL/HEAD MASTER PHONE No. (Namba ya simu ya shule/mwalimu mkuu)																											
13. ALTERNATIVE PHONE No. (Namba ya Simu mbadala)																											
14. NAME OF SMC CHAIRPERSON (First Name, Last Name):																											
15. SMC CHAIRPERSON PHONE No.																											
16. NAME OF INTERVIEWER (First Name, Last Name): Jina la Mhojaji (Jina la Kwanza na la Mwisho)																											
17. INTERVIEWER CODE (Kodi ya Mhojaji):																											
18. INTERVIEWER SIGNATURE (Sahihi ya Mhojajii):																											

19. DATE OF INTERVIEW (dd/mm/yyyy): Tarehe ya Mahojiano (tarehe/mwezi/mwaka):				24. DATE OF VERIFICATION (dd/mm/yyyy): Tarehe ya Uthibitisho (tarehe/mwezi/mwaka):			
20. START TIME OF INTERVIEW (Use 24 hour clock): Muda wa Kuanza mahojiano (tumia saa ya masaa ishirini na nne)				25. CALLBACK NEEDED: <div>1= YES 2 = NO</div>			
21. END TIME OF INTERVIEW (Use 24 hour clock): Muda wa Kumaliza Mahojiano (tumia saa ya masaa ishirini nan ne)							
22. STATUS OF QUESTIONNAIRE:		<div>1= QUESTIONNAIRE COMPLETE 2 = QUESTIONNAIRE PARTLY FILLED 3 = OTHER (SPECIFY)</div>		26. STATUS OF QUESTIONNAIRE:			<div>1= QUESTIONNAIRE COMPLETE 2 = QUESTIONNAIRE PARTLY FILLED 3 = OTHER (SPECIFY)</div>
23. REMARKS BY INTERVIEWER (Maoni ya Mhojaji):							
27. GPS COORDINATES FOR SCHOOL:							
	D		M		S		P
LAT/S	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
LONG/E	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Waypoint	<div></div>	<div></div>	<div></div>				
Elevation	<div></div>	<div></div>	<div></div>				
Accuracy	<div></div>						

SECTION B: CHARACTERISTICS OF HEAD MASTER

<div>1. What is your name? <i>(First Name, Last Name )</i></div> <div>1. Tafadhali nijulishe jina lako?  <i>(Jina la kwanza , Jina la pili)</i></div>	<div>2. What is your job title at this school?</div> <div>2. Je, ni nini cheo chako hapa shuleni?</div> <div>1= Head Master 2= Second Master 3= Acting Head Master 4= Academic Master 5= Other (specify)</div>	<div>3. Sex</div> <div>3. Jinsia</div> <div>1= Male 2= Female</div>	<div>4. What is your age in completed years?</div> <div>4. Una umri wa miaka mingapi, miaka iliyo kamili ?</div>	<div>5. Do you belong to a teacher's union?</div> <div>5. Je, wewe ni mwanacham a wa Chama chochote cha Walimu?</div> <div>1= Yes 2= No</div>	<div>6. How long have you been in this position in this school?</div> <div>6. Katika shule hii, umekuwa katika cheo hiki (Sw 6) kwa muda gani?</div> <div>YEARS</div> <div>MONTHS</div>	<div>7. How long did you work as a teacher in total before taking this position?</div> <div>7. Je, umefanya kazi ya ualimu kwa muda gani kabla ya kupata cheo hiki?</div> <div>YEARS</div> <div>MONTHS</div>	<div>8. Are you currently teaching regular classes?</div> <div>8. Je, kwa sasa una vipindi ambavyo unafundisha hapa shuleni?</div> <div>1= Yes 2= No</div>	<div>9. What is the highest level of schooling that you have completed?</div> <div>9. Je, ni kiwango gani cha juu cha elimu ulichohitimu?</div> <div>1=Primary School 2= Secondary School 3= Diploma 4= Bachelor's degree or equivalent 5= Master's degree or higher 6= Other tertiary</div>	

<div>10. What is the highest type of teacher training that you have completed?</div> <div>10. Je, ni kiwango gani cha juu cha mafunzo ya ualimu ulichohitimu?</div> <div>1= None 2= Certificate 3= Diploma in Education 4= Graduate Teacher 5= Other (specify)</div>	<div>11. Have you ever received any kind of training on school management or administration?</div> <div>11. Je, umewahi kushiriki mafunzo katika fani ya uongozi au utawala?</div> <div>1=Yes 2=No</div>	<div>12. When did you last receive such training?</div> <div>12. Ni lini mara ya mwisho ulishiriki mafunzo hayo?</div> <div>1= Days ago 2= Weeks ago 3= Months ago 4= Years ago</div> <div>RECORD THE CODE IN 12a AND THE NUMBER IN 12b</div> <div>12a</div> <div>12b</div>	<div>13. When was the last time you had an individual meeting with a teacher to discuss his/her performance?</div> <div>13. Mara ya mwisho ilikuwa lini kufanya mkutano na mwalimu kujadili kuhusu maendeleo yake?</div> <div>dd/mm/yyyy</div>	<div>14. How often do you meet with parents as a group?</div> <div>14. Je, ni mara ngapi unaendesha mikutano na wazazi wote wa wanafunzi?</div> <div>1 = More than once a month 2 = Once a month 3 = Once every 3 months 4 = Once every six months 5 = Once a year 6 = Never 7= Other (Specify)</div>	<div>15. What action did you take the last time a teacher was absent for an extended period without official clearance?</div> <div>15. Je, ulichukua hatua gani mara ya mwisho ulipogundua kitendo cha mwalimu kutokuwepo kwa kipindi kirefu bila ruhusa?</div> <div>DO NOT PROMPT; INSERT X FOR ALL THAT APPLY</div> <div>USICHOCHEE WALA KUSHAWISHI JIBU</div> <div>1 = No action 2 = Warned teacher 3 = Written query 4 = Report to district education officer 5 = Other, Specify</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div>				

<p>16. Do you know which teachers are performing better?</p> <p>16. Je, unawajua walimu wenye kuonyesha utendaji bora?</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>1 = Yes 2 = No ► SECTION C</p> </div>	<p>17. How do you know which teachers are performing better?</p> <p>17. Je, unatumia mbinu gani kuwatambua walimu wenye kuonyesha utendaji bora?</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>1 = Through Classroom observations 2 = By checking lesson plans 3 = Through student results 4 = Teacher Attendance 5 = Other (Specify)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>Insert X for all those that apply</p> </div>					<p>18. Do you reward teachers who perform better?</p> <p>18. Je, huwa unatoa tuzo kwa walimu wenye kuonyesha utendaji bora?</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>1 = Yes 2 = No ► SECTION C</p> </div>	<p>19. How do you reward teachers? (Write all that apply)</p> <p>19. Je, huwa unawatuza vipi walimu? (Andika yote yanayohusika)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>1 = Financial Reward (Fedha Taslim) 2 = Formal Recognition (Certificate, ceremony, etc) (Utaratibu wa kutambuliwa cheti, sherehe au tafrija, n.k.) 3 = Informal locally organized congratulatory event (Utaratibu unaoandaliwa usio rasmi wa pongezi) 4 = Other (Specify) (Utaratibu mwingine- Taja)</p> </div> <p style="text-align: right; margin-top: 10px;">► ► NEXT SECTION</p>		
	1	2	3	4	5				

SECTION C: CHARACTERISTICS OF SCHOOL

1. What levels are taught in this school?  1.Ni ngazi zipi za elimu zinafundishwa katika shule hii?  <div>1 = O'Level Only 2 = O' and A'Level 3 = Other</div>	2. Approximately, how many public primary schools are within a 20 km radius of this school?  2. Kadiria shule za msingi ngapi za umma zipo ndani ya nusu kipenyo (radius) kilometa 20 kuzunguka shule hii?	3. Approximately, how many other public secondary schools are within a 10 km radius of this school?  3. Kadiria shule za sekondari ngapi za umma zipo ndani ya nusu kipenyo (radius) kilometa 10 kuzunguka shule hii?	4. Approximately, how many private primary schools are within a 20 km radius of this school?  4. Kadiria shule za msingi ngapi za binafsi zipo ndani ya nusu kipenyo (radius) kilometa 20 kuzunguka shule hii?	5. Approximately, how many private secondary schools are within a 10 km radius of this school?  5. Kadiria shule za sekondari ngapi za binafsi zipo ndani ya nusu kipenyo (radius) kilometa 10 kuzunguka shule hii?	6. How many permanent teachers currently work in this school at the secondary level in total?  6. Je kwa ujumla kuna walimu wangapi wenye ajira ya kudumu walioajiriwa kufundisha katika shule hii kwa ngazi ya sekondari?  <b>TOTAL</b>	7. What is the minimum number of hours per week a permanent teacher has to teach in your school to be eligible for full pay?  7. Je, mwalimu anapaswa kufundisha masaa mangapi kwa juma ili astahili mshahara kamili?  [IF THERE IS NO MINIMUM CRITERIA, ENTER: 97]	8. What is the maximum number of hours a teacher teaches per week in your school?  8. Je, mwalimu ambaye anafundisha masaa mengi hapa shuleni hufundisha masaa mangapi kwa juma?

9. How many classrooms does the school have in total?  9. Je kwa ujumla shule hii ina vyumba vingapi vya madarasa?	10. Are any classes held in the open due to lack of classrooms?  10. Je, kuna darasa lolote ambalo masomo huendeshwa nje kwa sababu ya upungufu wa vyumba vya madarasa?  <div>1= Yes 2= No ▶ Q12</div>	11. How many classes are held in the open per week?  11. Je, kuna vipindi vingapi vinavyoendeshwa nje (in the open) kwa wastani kwa juma?	12. How many working toilets does the school have in total?  12. Je, shule ina jumla ya vyoo vingapi vilivyo katika hali nzuri ya kutumika?	13. How many separate working toilets does the school have for girls?  13. Je, shule ina vyoo vingapi vilivyo katika hali nzuri ya kutumika kwa matumizi ya wasichana?	14. How many separate working toilets does the school have for teachers?  14. Je, shule inavyo vyoo vingapi vilivyotengwa maalum kwa walimu na vilivyo katika hali nzuri ya kutumika?	15. Does the school have an electricity connection or other sources of electricity?  15. Je, shule hii imeunganishwa kwenye gridi yeyote ya umeme au ina umeme kutoka chanzo kingine chochote kile?  <div>1= Yes 2= No ▶ Q17</div>	16. How often did the school have electricity in the past 4 weeks?  16. Je, ni mara ngapi shule imekuwa ina umeme katika kipindi cha wiki nne zilizopita?  <div>1= Often, everyday or once a day 2= Sometimes, once per week to once per month 3= Rarely, less than once per month 4= Never</div>	17. Does the school have a generator?  17. Je, shule ina jenereta la umeme?  <div>1= Yes 2= No</div>	18. What is the main source of drinking water in the school?  18. Je, ni kipi chanzo muhimu cha maji ya kunywa shuleni hapa?  <div>1= Private connection to pipeline (Tap) 2= Public taps 3= Bore-hole 4= Protected well/spring 5= Unprotected well/spring 6= River, stream, lake, pond 7= Rain water 8= Other (specify)</div>	19. How far is this school from the nearest tarmac road?  19. Je, shule hii iko umbali gani kutoka barabara ya lami?  (Km)

SECTION D: SCHOOL MANAGEMENT

<div>1. Is the Whole School Development 3-year Plan displayed on the Head Master's office wall?</div> <div>1. Je mpango mzima wa maendeleo ya shule kwamiaka 3 umebandikwa katika ofisi ya mkuu wa shule?</div> <div>1= Yes 2= No</div>	<div>2. Was the Whole School Development Plan developed with stakeholders' participation?</div> <div>2. Je mpango mzima wa maendeleo ya shule ulihusisha washikadau?</div> <div>1= Yes 2= No</div>	<div>3. Was the Whole School Development Plan developed with School Board Participation?</div> <div>3. Je mpango wa maendeleo ya shule ulianzishwa kwa kushirikiana na bodi ya shule?</div> <div>1= Yes 2= No</div>	<div>4. Is the Annual Whole School Development Action Plan displayed on the Head Master's office wall?</div> <div>4. Je mpango kazi wa maendeleo ya shule kwa mwaka mzima umebandikwa katika ofisi ya mkuu wa shule?</div> <div>1= Yes 2= No</div>	<div>5. Is the Annual Whole School Development Action Plan being implemented?</div> <div>5. Je mpango kazi wa maendeleo ya shule kwa mwaka mzima unatekelezwa?</div> <div>1= Yes 2= No</div>	<div>6. Is the School Calendar displayed in the Head Master's Office?</div> <div>6. Je kalenda ya shule umebandikwa katika ofisi ya mkuu wa shule?</div> <div>1= Yes 2= No</div>	<div>7. How many days of the year is the school Calender for?</div> <div>7. Je kalenda ya shule ina siku ngapi kwa mwaka?</div>	<div>8. Are the School Terms adhered to?</div> <div>Enumerator: Check the school term indicated on the school calender to verify this</div> <div>8. Je mihula ya shule inaendana na kalenda ya shule?</div> <div>1= Yes 2= No</div>

<div>9. Is the Time-table displayed in the Head Master's Office?</div> <div>9. Je ratiba ya shule imebandikwa kwenye ofisi ya mkuu wa shule?</div> <div>1= Yes 2= No</div>	<div>10. Is the Daily routine displayed in the Head Master's Office?</div> <div>10. Je kazi za kila siku zimeoneshwa katika ofisi ya mkuu wa shule?</div> <div>1= Yes 2= No</div>	<div>11. Do you keep a daily duty book?</div> <div>11. Huwa unahifadhi kitabu cha zamu cha kila siku?</div> <div>1= Yes 2= No▶ 13</div>	<div>12. Do you refer to your daily duty book for checking teacher attendance?</div> <div>12. Je huwa unatumia kitabu cha zamu kuangalia mahudhurio ya walimu?</div> <div>1= Yes 2= No</div>	<div>13. Is there a Parent-Teacher Association (PTA) for this school?</div> <div>13. Kuna baraza la walimu na wazazi katika shule hii?</div> <div>1= Yes 2= No▶ 16</div>	<div>14. How Often Does the PTA meet?</div> <div>14. Ni kwa mara ngapi hili baraza linakutana (PTA)?</div> <div>1= Weekly 2= Monthly 3= Once a term 4= Once in 6 months 5= Once a year 6= Does not meet 7= Other (Specify)</div>	<div>15. What was the date of the last PTA meeting?</div> <div>15. Tarehe ya mwisho ya mkutano wa PTA ilikuwa lini?</div> <div>dd/mm/yyyy</div>	<div>16. Is there a School Management Committee (SMC) for this school?</div> <div>16. Je kuna kamati ya utawala ya shule?</div> <div>1= Yes 2= No▶ 19</div>

17. How often did the SMC meet in the last 6 months?  17.Je ni kwa mara ngapi mikutano ya (SMC) ilifanyika katika kipindi cha miezi 6 iliyopita?  <div> 1= Weekly  2= Monthly  3= Once a term  4= Once in 6 months  5= Did not meet  6= Other (Specify) </div>	18. What was the date of the last SMC meeting?  18. Tarehe ya mwisho ya SMC kukutana ilikuwa lini?  dd/mm/yyyy	19. Is there a School Board for this school?  19.Je kuna bodi ya shule?  <div> 1= Yes  2= No ▶ 30 </div>	20. How many members does the School Board have?  20.Kuna wajumbe wangapi katika bodi ya shule?	21. How many school staff members does the School Board have?  21.Ni wafanya kazi wangapi wa shule wako kwenye bodi hiyo?	22. Who is the secretary of the School Board?  22.Je ni nani katibu wa bodi ya shule?  <div> 1= The Head Master  2= Other School Staff Member  3= The Regional Education Officer  4= Community Member  5= Other (Specify) </div>	23. How were the non-school staff members of the school board selected?  23.Wajumbe wa bodi ambao sio wafanyakazi wa hii shule, walichaguliwa vipi?  <div> 1= Selected by the Head Master  2= Selected by the Regional Education Officer  3= Selected by School Staff Members  4= Selected by Community Members  5= Other (Specify) </div>	24. Was the School Board elected in accordance with the regulations?  24.Je bodi ya shule ilichaguliwa kwa mujibu wa sheria?  <div> 1= Yes  2= No </div>

25. How many times a year does the School Board meet?  25. Ni masa ngapi kwa mwaka bodi ya shule hukutana?	26. What was the date of the last School Board meeting?  26. Kikao cha mwisho cha bodi ya shule kilikuwa tarehe ngapi?  dd/mm/yyyy	27. Are the minutes from the School Board meetings available?  (Enumerator: Ask to see the minutes)  27.Je mihutasari ya vikao vya ya bodi ya shule inapatikana?  (Mhoji. Uliza kuziona kumbukumbu)  <div> 1= Yes, seen  2= Yes, not seen  3= No </div>	28. Does the School Board adhere to term of office?  (Enumerator: Term of Office is a 3 year period. Members can serve for up to terms in office for a total of 6 years)  28.Je bodi ya shule inazingatia kipindi cha kukaa madarakani?  <div> 1= Yes  2= No </div>	29. Has any board member served for more than 6 years or more than 2 terms?  29.Kuna mjumbe yoyote aliye tumikia kwa zaidi ya miaka sita au zaidi ya mihula miwili?  <div> 1= Yes  2= No </div>	30. How many staff meetings are held in a month?  30.Kuna mikutano mingapi ya wafanyakazi kwa mwezi?	31. Do you keep staff meeting minutes?  (Enumerator : Ask to see the minutes)  31.Mnaweka mihutasari ya vikao vya wafanyakazi?  (Mhoji. Uliza kuona mihutasari)  <div> 1= Yes, seen  2= Yes, not seen  3= No </div>	32. How many academic meetings are held in a month?  32.Kuna mikutano mingapi ya kitaaluma kwa mwezi?	33. How many department /subject meetings are held in a month?  33.Kuna mikutano mingapi ya idara au somo inakuwepo kila mwezi?	34. How many teacher-parent meetings are held in a year?  34.Kuna mikutano mingapi ya walimu na wazazi kwa mwaka?

<p>35. How many disciplinary meetings were held in the last year for students?</p> <p>35.Kuna vikao vingapi vya kamati ya nidhamu kwa wanafunzi vilifanyika mwaka uliopita?</p>	<p>36. Is there a written record of the disciplinary meetings for students?</p> <p>(Enumerator: Ask to see the written record)</p> <p>36.Kuna kumbukumbu zozote za kimaandishi kuhusu vikao vya kamati ya nidhamu kwa wanafunzi?</p> <div> <p>1= Yes, seen</p> <p>2= Yes, not seen</p> <p>3= No</p> </div>	<p>37. How many disciplinary meetings were held in the last year for staff?</p> <p>37. Kuna vikao vingapi vya kamati ya nidhamu kwa wafanyakazi vilifanyika kwa mwaka uliopita?</p>	<p>38. Is there a written record of the disciplinary meetings for staff?</p> <p>(Enumerator: Ask to see the written record)</p> <p>38. Kuna kumbukumbu zozote za kimaandishi kuhusu vikao vya kamati ya nidhamu kwa wafanyakazi?</p> <div> <p>1= Yes, seen</p> <p>2= Yes, not seen</p> <p>3= No</p> </div>	<p>39. How many guidance and counseling meetings are held in one term?</p> <p>39.Kuna mikutano mingapi ya ushauri nasaha hufanywa katika muhula mmoja?</p>	<p>40. How many School Baraza meetings are held in one term?</p> <p>40.Je katika muhula mmoja Baraza la shule hukutana mara ngapi?</p>	<p>41. Do you check schemes of work and lesson plans?</p> <p>41.Huwa unakagua maaazimio ya kazi na maandalio ya somo?</p> <div> <p>1= Yes</p> <p>2= No ▶ 43</p> </div>	<p>42. How often do you check schemes of work and lesson plans for a teacher?</p> <p>42.Ni mara ngapi huwa una kagua azimio la kazi na andalio la somo?</p> <div> <p>1= Daily</p> <p>2= Weekly</p> <p>3= Monthly</p> <p>4= Once a term</p> <p>5= Once a year</p> <p>6= Does not meet</p> <p>7= Other (Specify)</p> </div>	<p>43. Do you conduct staff meetings according to the school calendar?</p> <p>43.Huwa unaendesha vikao vya wafanyakazi kwa kufuatana na kalenda ya shule?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>

<p>44. Do you monitor the students' meetings calender?</p> <p>44.Huwa mnasimamia mikutano ya wanafunzi?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>	<p>45. Do you refer to the Head of Schools' Guide (Kiongozi cha Mkuu wa Shule) for verifying regulations?</p> <p>45.Huwa mnahusisha kiongozi cha mkuu wa shule kwa kuhakikisha/uthibitisho wa kanuni?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>	<p>46. Does the community participate in school events?</p> <p>46.Jamii huwa inahudhuria matukio ya shule?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>	<p>47. Do the students sing the National Anthem or 'Tanzania Nakupenda' every morning in school?</p> <p>47.Wanafunzi huwa wanaimba wimbo wa taifa au 'Tanzania Nakupenda' kila asubuhi shuleni?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>	<p>48. Do the students sing the school song every morning?</p> <p>48.Wanafunzi huwa wanaimba wimbo wa shule kila asubuhi?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>	<p>49. Do the students participate in a school band?</p> <p>49.Wanafunzi huwa wanahudhuria bendi ya shule?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>	<p>50. Is the School Vision displayed and visible on the school premises?</p> <p>50.Dira ya shule imeoneshwa na kuonekana vizuri kwenye jengo la shule?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>	<p>51. Is the School Mission displayed and visible on the school premises?</p> <p>51.Dhamira/dhima ya shule imeoneshwa na kuonekana vizuri kwenye jengo la shule?</p> <div> <p>1= Yes</p> <p>2= No</p> </div>

# SECTION E: TEACHER ROSTER AND CLASSROOM MODULE

Teacher code	1. First name and Last Initial of teacher	2. Gender	3. Is this a permanent teacher?	4. Where is the teacher now?	5. What Form does this teacher teach?	6. What subjects does this teacher teach at Form 1?		7. What subjects does this teacher teach at Form 2?		8. What subjects does this teacher teach at Form 3?		9. What subjects does this teacher teach at Form 4?																							
	1.Jina la kwanza la mwalimu na herufi ya kwanza ya jina la mwisho  For example James H	2. Jinsia  1=Male 2=Female	3. Je, mwalimu huyu ana ajira ya kudumu?  1=Yes 2= No	4. Je, kwa wakati huu mwalimu yuko wapi?  1=In the classroom 2=Out of class/school, on a scheduled break 3=Out of class, should be in class 4=Doing administrative work 5=Absent 6=Accompanying surveyor 99=I don't know	5. Je, mwalimu huyu anafundisha madarasa yapi?	6. Je, mwalimu huyu anafundisha somo lipi katika kidato cha kwanza?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics		7. Je, mwalimu huyu anafundisha somo lipi katika kidato cha pili?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics		8. Je, mwalimu huyu anafundisha somo lipi katika kidato cha tatu?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics		9. Je, mwalimu huyu anafundisha somo lipi katika kidato cha nne?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics																							
					Insert X for all those that apply																														
01		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
02		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
03		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
05		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
06		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
07		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
08		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
09		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9

Teacher code	1. First name and Last Initial of teacher	2. Sex	3. Is this a permanent teacher?	4. Where is the teacher now?	5. What Form does this teacher teach?	6. What subjects does this teacher teach at Form 1?	7. What subjects does this teacher teach at Form 2?	8. What subjects does this teacher teach at Form 3?	9. What subjects does this teacher teach at Form 4?
	1.Jina la kwanza la mwalimu na herufi ya kwanza ya jina la mwisho  <i>For example James H</i>	2. Jinsia  1=Male 2=Female	3.Je, mwalimu huyu ana ajira ya kudumu?  1=Yes 2= No	4. Je, kwa wakati huu mwalimu yuko wapi?  1=In the classroom 2=Out of class/school, on a scheduled break 3=Out of class, should be in class 4=Doing administrative work 5=Absent 6=Accompanying surveyor 99=I don't know	5. Je, mwalimu huyu anafundisha madarasa yapi?	6. Je, mwalimu huyu anafundisha somo lipi katika kidato cha kwanza?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics	7. Je, mwalimu huyu anafundisha somo lipi katika kidato cha pili?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics	8. Je, mwalimu huyu anafundisha somo lipi katika kidato cha tatu?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics	9. Je, mwalimu huyu anafundisha somo lipi katika kidato cha nne?  1 = Math 2 = English 3 = Swahili 4 = Science 5 = Physical Education 6 = Vocational Skills 7 = History 8 = Geography 9 = Civics
Insert X for all those that apply									
13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
16		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
18		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
21		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
22		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
23		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9

10. How was the information for the teacher roster provided by the Head Master?  10. Je, maelezo kuhusu taarifa ya mwalimu (teacher roster) aliyotoa Mwalimu Mkuu ilitokana na nini?  (Write all that apply)  <div style="border: 1px solid black; padding: 5px;"> 1= By memory ►Q13  2= By consulting with other individuals (teachers, administrators) ►Q13  3= By checking records  4= Other (Specify) ►Q13 </div>				11. Which records did the Head Master consult to answer the questions?  11. Ni vielelezo vipi Mkuu wa Shule alivyotumia kujibu maswali?		12. What condition were the records in?  12. Je, vielelezo hivyo vilikuwa kwenye hali gani?  1=Excellent 2=Good 3=Satisfactory 4=Bad 5=Poor	

Forms	13. How many streams are there in each Form?  13. Je, kuna mikondo mingapi kwenye kila kidato?  Please fill "0" if the Form does not exist	14. Do all the students in this Form attend class at the same time?  14. Je, wanafunzi wote wa kidato hiki wanahudhuria darasa kwa wakati mmoja?  <div style="border: 1px solid black; padding: 5px;"> 1 = Yes   2 = No </div>	15. What is the total number of students enrolled in each Form?  15. Wanafunzi wangapi wameandikishwa kwenye kila kidato?  <div style="border: 1px solid black; padding: 5px;"> Enter the number in the first three boxes, and in the 4<sup>th</sup> box, enter "E" if the number was provided as an estimate by the head master, and "A" if the number was an actual number from a school register </div>				16. What is the total number of GIRL students in each Form?  16. Wanafunzi wa kike wako wangapi kwenye kila kidato?  <div style="border: 1px solid black; padding: 5px;"> Enter the number in the first three boxes, and in the 4<sup>th</sup> box, enter "E" if the number was provided as an estimate by the head master, and "A" if the number was an actual number from a school register </div>			
	1. Form 1									
	2. Form 2									
	3. Form 3									
	4. Form 4									

Form	17. How many students are repeating the form this academic year?  17. Je kuna wanafunzi wangapi walikariri darasa mwaka huu wa shule?  (same grade in 2011 and 2012)		18. How many students were enrolled in the school in the last academic year - 2011?  18. Je, wanafunzi wangapi waliandikishwa kwenye shule hii mwaka wa shule uliopita - 2011?		19. How many students dropped out of the school last academic year?  19. Je, wanafunzi wangapi waliacha shule mwaka jana - 2011?  (enrolled but did not finish in 2011)		20. How many students are enrolled in the school this academic year- 2012?  20.Ni wanafunzi wangapi wamejiunga na hii shule mwaka huu wa 2012?		21. How many students passed the form in the last academic year- 2011?  21.Ni wanafunzi wangapi ambao wamefaulu kidato mwaka uliopita ya 2011?	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Form 1										
Form 2										
Form 3										
Form 4										

SECTION F: SCHOOL FINANCES

Enumerator, read the following: “Now, I would like to ask you a few questions about the school finances”  
Mdadisi, msomee mhojiwa yafuatayo: “Sasa ningependa kukuuliza maswali machache kuhusu taarifa kuhusu mapato ya shule”

<div>1. Does this school collect any school fees from the parents?  1. Je, shule inakusanya ada yeyote ile toka kwa wazazi?  <div>1 = Yes 2 = No ▶ Q3</div></div>	<div>2. How much are the school fees (tuition) per term for a student (TZ Shillings)?  2. Je, ni kiwango gani cha ada au tuisheni kwa muhula kwa kila mwanafunzi (TZ Shillings)?  <div>F1F2F3F4</div></div>	<div>3. Does this school collect any other charges from the parents?  3. Je, shule inakusanya malipo mengine yeyote kutoka kwa wazazi?  <div>1 = Yes 2 = No ▶ Q6</div></div>	<div>4. Which of the following charges does this school collect from parents?  4. Je, ni malipo yapi shule inakusanya kutoka kwa wazazi?  A=PTA fees B=Exam fees C=Activity fees (sports, drama, study trips) D=Enrollment/Registration fees X=Other (specify)  Circle for all appropriate</div>							
						A	B	C	D	X

<div>5. How much money in total did the school collect in non-fees charges (charges other than tuition) from parents in the last academic year? (2011)  5. Je, ni kiasi gani cha fedha shule ilikusanya nje ya ada kutoka kwa wazazi mwaka wa shule uliopita? (2011)  (TZ shs)</div>	<div>6. Did this school receive any grants from the government in the last academic year?  6. Je, shule hii ilipokea ruzuku toka serikalini katika kipindi cha mwaka wa shule uliopita?  <div>1 = Yes 2 = No</div> <div>In part (a) and (c) enter the code and in part (b) and (d) record the amount (TZ shs)</div><div>Capitation grantOther grant (specify reason)</div></div>	<div>7. Did this school receive any money from non-government and non-household sources in the last academic year?  7. Je, shule ilipokea fedha zozote kutoka kwa asasi zisizo za kiserikali na kutoka katika vyanzo vingine visivyo vya kifamilia( kaya) katika kipindi cha mwaka wa shule uliopita?  <div>1 = Yes 2 = No</div></div>	<div>8. How much money in total did the school receive from non-government and non-household sources in the last academic year?  8. Je, shule ilipokea fedha kiasi gani kwa jumla kutoka katika asasi zisizo za kiserikali na kutoka katika vyanzo vingine visivyo vya kifamilia( kaya) katika kipindi cha mwaka wa shule uliopita?  (TZ shs)</div>	<div>9. Did the school receive the following materials from non-government and non-household sources in the previous academic year? (2011)  9. Je, shule ilipokea vifaa vifuatavyo kutoka asasi zisizo za kiserikali na kutoka katika vyanzo vingine visivyo vya kifamilia( kaya) katika kipindi cha mwaka wa shule uliopita? - (2011)  <div>1 = Yes 2 = No</div><div>Text booksOther teaching/ learning materialsTeacher trainingBuilding suppliesFood for students</div></div>	<div>10. Do you keep records of school expenditure?  10. Je, shule inatunza rekodi za matumizi yake?  (Ask to see records)  <div>1=Yes, showed records 2=Yes, did not show records 3= No</div></div>
	6a6b6c6d			9a9b9c9d9e	

SECTION G: RECORD KEEPING

	<p>a. Do you have information on _____?</p> <p>a. Je, una taarifa inayohusu _____?</p> <p>1= Yes 2= No ► Next Item</p>	<p>b. Is this information on _____ in the form of written records?</p> <p>b. Je taarifa kuhusu _____ iko kwenye kielelezo cha maandishi</p> <p>1= Yes 2= No ► Next Item</p>	<p>c. Can we see these records on _____?</p> <p>c. Je, ninaweza kuviona vielelezo hivyo kuhusu _____?</p> <p>1= Yes 2= No ► Next Item</p>	<p>d. (Enumerator: Note what is the condition of these records)</p> <p>d. (Mdadisi: Chunguza na ingiza geresho la hali vinavyoonekana vielelezo hivyo)</p> <p>1=Excellent 2=Good 3=Satisfactory 4=Bad 5=Poor</p>
1. Admission Register (Rejesta ya kiingilio)				
2. Teacher Attendance Register (Rejesta ya mahudhurio ya waalimu)				
3. Student Attendance Register (Rejesta ya mahudhurio ya wanafunzi)				
4. Students' Progress Records (Kumbukumbu ya maendeleo ya wanafunzi)				
5. Students' Transfer Records (Kumbukumbu ya kuhamishwa kwa wanafunzi)				
6. Class Journal (Shajara ya darasa)				
7. Duty Book (Kitabu cha kazi)				
8. Staff Permission Log Book (Batli ya ruhusa ya wafanyakazi)				
9. Subject Log Book (Batli ya masomo)				
10. Personnel Files (Faili Binafsi)				
11. Written Job Description for Teachers (Kitabu cha maelezo ya kazi ya walimu)				
12. Stores Ledger (Wanahifadhi leja)				
13. Cash Book (Daftari la fedha taslimu)				
14. Receipt Books (Kitabu cha risiti)				
15. Disciplinary Book (Kitabu cha nidhamu)				
16. School Inventory (Hesabu ya shule)				
17. Visitor's Book (Kitabu cha wageni)				
18. School Log Book (Batli ya shule)				
19. Report on Self-Reliance Activities(Ripoti ya shughuli binafsi ya kujitegemea)				
20. Capitation Grant Information Displayed ()				

