

SACMEQ III PROJECT: SUGGESTED TIMETABLE FOR DATA COLLECTION IN SCHOOLS

IMPORTANT: At least six weeks before data collection provide School Heads with:
(a) Letter, (b) School Form (with examples), (c) School Information Booklet, and (d) Information About the SACMEQ III Project.

Also remind School Heads that ALL GRADE 6 pupils (FROM ALL SHIFTS) and ALL GRADE 6 teachers should be present on the morning of the first day of the data collection (in order to select the random sample of 25 pupils and to select teachers to complete the Teacher Booklets).

IMPORTANT: Before entering the school - please check that
ALL IDENTIFICATION BOXES HAVE BEEN COMPLETED on ALL BOOKLETS FOR:
a) Pupils, (b) Teachers (except 2 digits of Teacher ID Number), and (c) School Head.

First Day of Data Collection

		Data Collectors		
		First	Second	Third
(a) Administration				
07:00 to	7:15	Meet School Head and Teachers to Explain Visit Ask School Head for Completed School Form AND Check that this Document has been Fully Completed		
07:15 to	7:30	Use Attendance Registers to Select Random Sample of 25 Pupils		
07:30 to	8:00	Complete Columns 2 to 11 of Pupil Name Form AND Decide Which Teachers will Complete the Teacher Booklet AND Add two digits of Teacher ID Number to Teacher Booklets Check Pupil/Teacher Testing Rooms and Layout Materials		
(b) Pupil Testing: First Session				
08:00 to	8:30	Assemble the 25 Pupils		
08:30 to	8:45	Explain the Programme to the Pupils		
08:45 to	10:45	<u>Pupils Complete Reading Test</u>		
10:45 to	11:15	Recess Period - Data Collector to Check if all Questions are Answered THEN Data Collector Seals Reading Tests		
(c) Pupil Testing: Second Session				
11:15 to	11:30	Assemble the 25 Pupils - Ensure that they are IN THE CORRECT SEATS		
11:30 to	12:30	<u>Pupils Complete Health Knowledge Test</u> (One Data Collector to Read and the Others to Check Around Room)		
12:30 to	12:45	Data Collector to Check if all Questions are Answered AND To Check that there are No Multiple Responses THEN Collect All Pupil Booklets AND THEN Read out the Correct Answers to the Health Knowledge Test		
12:45 to	13:00	Explain Questions on Pupil Homework Form to Pupils AND Emphasize that they MUST Complete & Return with Forms the Next Day		
13:00 to	13:30	Collect ALL Pencils, Erasers and Sharpeners AND Store All Booklets and All Materials until Next Morning Pupils Leave for Lunch Data Collector Seals the Health Knowledge Test		
(d) School Head and Teacher Data Collection				
09:00 to	9:30	Data Collector and School Head Check School Form		
09:30 to	10:00	Assemble the Teachers - Explain Importance of Not Cheating		
10:00 to	12:30	<u>Teachers Complete Teacher Booklet AND</u> Data Collector Makes Regular Checks on Teachers AND <u>School Head Completes Whole School Head Booklet</u>		
12:30 to	13:00	Data Collector Checks School Head & Teacher Booklets Data Collector Checks School Information Booklet Note: Refer to the Comments in Data Collector's Version of Booklets, AND CONSULT Appendix B in the Manual for Data Collectors Data Collector to Meet with School Head/Teachers Again if Required		

Second Day of Data Collection

(a) School Tour, Complete Pupil Name Form, and Possible Meeting

07:00 to 8:30 School Tour - Compare Library/Toilet Facilities with School Information Booklet Q18/20
 08:30 to 9:30 Work with School Head to Complete Pupil Name Form (Check Columns 16 & 17)
 09:30 to 10:30 If Required - Meet School Head/Teachers Again to Complete/Revise the Questionnaires

Data Collectors		
First	Second	Third

(b) Pupil Testing: Third Session

08:00 to 8:15 Collect All Pupil Booklets and Place on Same Desks as Previous Day
 08:15 to 8:30 Assemble the 25 Pupils - Ensure that they are IN THE CORRECT SEATS

08:30 to 8:45 Explain the Programme to the Pupils

08:45 to 10:45 Pupils Complete Mathematics Test

10:45 to 11:15 | Recess Period - Data Collector to Check if all Questions are Answered THEN
 | Data Collector Seals Mathematics Tests

(c) Pupil Testing: Fourth Session

11:15 to 11:30 Assemble the 25 Pupils - Ensure that they are IN THE CORRECT SEATS

11:30 to 12:00 Pupils Copy the Pupil Homework Form to Beginning of Questionnaire

12:00 to 13:00 Pupils Complete Remainder of Pupil Questionnaire

(One Data Collector to Read and the Others to Check Around Room)

13:00 to 13:30 | Data Collector to Check if all Questions are Answered THEN
 | Pupils Leave for Lunch
 | Pupils should be available for at least one hour after lunch

(d) Final Check Before Leaving the School

From 13:30 | Check that Columns 12 to 15 of the Pupil Name Form are Completed
 | Read through Checklist in the Manual for Data Collectors AND
 | Make Sure All Tasks are Completed AND
 | CONSULT Appendix B in the Manual for Data Collectors, that is
 | *Special Instructions on Data Quality Checks at the School*

| Re-Check all Data Collection Instruments for Completeness AND
 | Check NO BOOKLETS/DOCUMENTS are Left at School AND
 | Visit School Head and Thank Him/Her for Cooperation and Assistance

IMPORTANT: The NRC in each country should adjust the times in this Timetable to fit in with the working hours of the schools.