<u>**VERIFICATION MANUAL**</u>

<u>**PURPOSE OF EDITING / VERIFYING**</u>

Editing/Verifying are key steps in data processing. They constitute the link between the raw data collected by the interviewers and the input for the computer program through which statistical tables can be later generated.

The objective of office editing is cleaning the data. Editing/Verifying help minimise interview and response errors.

<u>**DEFINITIONS:**</u>

<u>**Editing/Verifying**</u> is a process to check whether the information or data in questionnaires are complete, answers are consistent and are recorded in the correct manner and to take appropriate action when these conditions are not met.

<u>**MATERIALS NEEDED:**</u>

For doing the editing/verifying you need:

- a completed questionnaire
- Verification Manual
- a lead pencil or blue pen.

<u>**GENERAL GUIDELINES TO EDITORS/VERIFIERS**</u>

Never assume an entry is correct. The editor/verifier should always look for errors due to wrong entries. The logical inconsistencies observed in the pattern of information recorded on the questionnaire could also give some indication of wrong entries.

In case where age determines the respondents to answer certain questions, verify that respondents were asked the right questions according to their age.

Ensure that the compound numbers for each set of form A of a given E.A are arranged in ascending order of magnitude. If a number is missing in the series of compound numbers ensure that form C shows that the compound has a mosque, unoccupied buildings, ect. Otherwise contact the supervisor.

One or more questionnaire(s) may be completed for some households – in this case, you should ensure that all the questionnaire(s) filled for each household is verified before proceeding to another household.

The arrangement of households according to serial numbering order is important. Also verify that all questionnaires handled belong to the same Local Government Area and Enumeration Area.

<u>**ALWAYS SEEK ASSISTANCE FROM YOUR SUPERVISOR WHENEVER IN DOUBT AT ANY GIVEN STAGE OF EDITION/VERIFYING STAGE.**</u>

THE HOUSEHOLD QUESTIONNAIRE (FORM A) AND
INSTITUTIONAL / OUTDOOR POPULATION (FORM B)

PART 1 OF FORM A/B

1. **Identification Particulars:**

   Should be entered by verifiers if column is blank.

   - Local Government Area
   - District Number
   - Village or Town number
   - Enumeration Area number (E.A)
   - Compound Number (within E.A)
   - Normal group (1 or 2)
   - Household number (within compound).

   The above particulars are very important for ease of reference at later stage of data processing and care must be taken to ensure that the correct spellings for Town/Village, etc and correct codes are used.

   In cases where more than one questionnaire is used, each must contain all the required identification particulars.

   i.   Local government area should consist of a 1 digit entry code

   ii. District, 2 digits

   iii. Village/Town number should consist of a 5 digit entry code

   iv. Enumeration area number, 5 digit entry code

   v.   Compound number within E.A should be 3 digits entry code

   vi. Normal group: For Form A write 1, Form B write 2 if not precoded

   vii. Household number within compound should be 2 digits code

2. **ENTRIES IN GPCS**

   (a). Check entries in GPC 3, GPC 4 and GPC 5 to ensure that the total No. of persons are correct.

   (b). Also check that Part 2 (inside page) contains number of entries equal to sum total of entries in GPC 3 and GPC 4.

   (c). Ensure that persons mentioned in GPC 5 are not included in Part 2. If so, delete them in part 2.

PART 2 OF FORM A/B

SERIAL NO:-

Within a household each person has number marked against his name. This number (2 digit entry) refers to the line on which the name of respondent appears. These line numbers run serially in ascending order. If a number/row is cancelled, the numbering on the questionnaire should be changed to maintain continuous sequence.

Q2 - SEX

If sex of a person is not given, go through the following checks:

Refer to GPC 3 or GPC 4 of form A and check whether the sex of person is stated. If stated in on GPC3 / GPC4, transfer sex to Form A Part 2.

ORDetermine the person's sex by his or her given first name. Refer to relationship on GPC 3/GPC 4 and check relationship to head and **Q19 - Number of children born.** Check if respondent is 12 years and above. In case of Form B consult your supervisor.

Q3 - AGE

Certain questions should only be answered depending on the respondents age:

1. Q13 Literacy (Aged 10 & over)

2. Q14 Full time education (Aged 7 and over)

3. Q15 Type of activity (Aged 10 and over)

4. Q19 and Q20 Fertility (Aged 12 and over)

5. Q16, 17, and 18. Those working or unemployed (Aged 10 and over)

Relate the age of children to those of their parents as a rough consistency check procedure. For example, if a son's age is reported as 35 years, it is obvious that the father's age cannot be 45 years or less. Similarly, the age difference between a mother and child should maintain the expected consistency. Age diffence should be 12 years or more. Bring such cases to the notice of your supervisor.

Q4 - RELATIONSHIP

Refer to GPC 3 / GPC 4 and check relationship to head. If necessary correct codes or contact supervisor.

Q5 - MARITAL STATUS

Check if correct codes are used. Do not try to determine the marital status of a person based on the number of children the person has.

3

Q6 - TYPE OF UNION

Question on type of union should be restricted to those ever married (i.e married, widowed, separated, and divorced). If code 1 is entered in Q5, cancel entries if there is any in Q6.

Q7 - NATIONALITY

For non-Gambians check that country name is readable. Please note that children below age 18 of parents who are both non-Gambians should be treated as non-Gambians (parents nationality).

Q8 - ETHNICITY

If Gambians did not report their ethnicity write 99. If Non-Gambians reported their ethnicity in Q8, write 97.

Q9 - RELIGION

If religion is not stated and age is 18 years or less assign religion of father (or parents). If not stated or blank for 18 years and above, assign 9.

Q10 - BIRTH PLACE

EDITING OF ENTRIES IN QUESTION 10 OF FORMS A & B

I.   If question **10 is (00)** and question **11 is (00)** then if Q12 is answered, cancel entry in Q12.

II. If question 10 **(in other Town/Village)**, check that, the District and Town/Village is entered.

III. If answer to question 10 is **in a specific country outside Gambia**, and Q11 is **in a specific country outside Gambia,** then check for an entry in Q12.

Q11 - PREVIOUS RESIDENCE

If question 11 is 00, check Q12. Cancel entries if any.
If question 11 is 00, check Q10 is also <u>00</u>.

If question 11 **(in another Town/Village)**, check that, the District and Town/Village is entered.

Q12 - DURATION OF STAY

If question 12 is blank, check entry in Q11. If Q11 is **<u>in another town/village or country</u>**, write 99 in Q12.

Q13 - LITERACY AND 14 FULL TIME EDUCATION

EDITING OF ENTRIES IN QUESTION 13 AND 14 OF FORM A/B

1. If question 13(a) has been answered, check age in question 3. If age is less than 10, put a cross over the entry in question 13(a).

2. If entry in question 13(a) is 3, check educational level in question 14(b). If some grade is recorded, correct entry in question 13(a) as 1.

3. If there is no entry in question 13(a), check age in question 3. If age is 10 and over, check educational level in question 14(b). If some grade is recorded, record 1 in 13(a), otherwise record 9.

4. If 13(a) is blank and in 13(b) 1, 2, or 3 is recorded, enter 1 in 13(a).

5. If entry in 14(a) is 1, check educational level in Q14(b). If some grade is recorded correct entry in 14(a) as 2 or 3 depending on the age of the respondent in consultation with your supervisor.

6. In 14(b), if "Dara" is recorded with one of the codes 91 to 96, give code 81. If blank, code 99.

7. If code is "70" or "80", check whether the special Graduate/ Diploma Holder Schedule is filled. **If NOT filled**, consult the supervisor who will prepare a special statement on this.

EDITING OF ENTRIES IN QUESTIONS 15 TO 18

@ : misc. entries   -   @ : Entries to be canceled

15(a)	15(b)	15(c)	15(d)	16	17	18	Edit
1	@	@	@	@	@	@	Cancel 15(b), 15(c)
2	@	@	@	@	@	@	Cancel 15(b), 15(c) and 15(d)
3	@	1		@	@	@	Cancel 15(b)
3		1or2	@				Cancel 15(d)
3		**1or2**	@	@	@	@	Correct "3" in 15(a) to "1" - cancel 15(c)
4	1	@					Cancel 15(c)
4	2	1or2	@				Cancel 15(d)
5	@	@	@	@	@	@	Cancel 15(b), 15(c), 15(d), 16, 17 and 18
6	1	@					Cancel 15(c)
6	2	1or2	@				Cancel 15(d)

Q16 - OCCUPATION AND Q17 INDUSTRY

Check that entries are readable. Check that age is 10 or over. If age of respondent is less than 10, cancel entry.

Q18 - EMPLOYMENT STATUS

Check if age is 10 & over. If age is less than 10 cancel entry. Entry in this question is valid only in following cases:-

I.   Answer to question 15(a) is "working" or

II. Answer to question 15(a) is "had a job but not at work" or

III. Answer to question 15(b) is "Yes" or

IV. Answer to question 15(c) is "Yes", but unemployed person who once had a job. or

V.   Number of days in 15(d) is given.

Q19 - NUMBER OF CHILDREN EVER BORN ALIVE

Q19 Collects information on the number of children born alive to Females aged 12 years and over who were present in different households on census night. It is worth noting that the number of children living in same household with mother, 19(c) and 19(d) is different from those living elsewhere (i.e. column 19(e) and 19(f). In other words these two figures are mutually exclusive.

To be sure that no child is counted more than once or omitted, the number of children born alive to a respondent should be equal to the total of the number of children living with her in the same household, the number of children living elsewhere and the number of children dead. Adobt the following steps:

(i) Check the figures in 19(c) and 19(d) with reference to colums Q2,Q3,Q4 and GPC5, and correct figures in 19(c), 19(d) accordingly.

   (ii)   Correct figures in 19(a) and 19(b) according to this formulas:

   19(a) = 19(c) + 19(e) + 19(g)

   19(b) = 19(d) + 19(f) + 19(h)
If the total of 19(a) + 19(b) exeeds 20 - contact supervisor.

Check the age of the respondent and sex, due to the high risk of "dropping" down to the next line at the time of enumeration.

Q20 - BIRTHS IN THE LAST 12 MONTHS

The question aims at collecting information on number of children born in the last 12 months. Check total number of male and female children in 20(a) and 20(b) respectively. For a woman who did not have a child in the last 12 months, code 0. If left blank, code 9.

Q20(a) and Q20(b)

Number of children born during the last 12 months:
If Q20(a) + Q20(b) is 2 or more, contact supervisor

Q20(c) Year of Birth

>   The year of most recent birth within the last 12 months
>   (92/93)

Q20(d) Month of Birth

Where the month of birth is stated according to the Islamic
calendar, use appropriate conversion.

Q20(e), Q20(f)

Children born in the last 12 months, still alive

Q20(e), Q20(f) collect information on the survival status of
birth during the last 12 months. Check number of male and
number of Female children still alive in 20(e) and 20(f)
respectively. **0** for no survival under male and female.

If Q20(e) + Q20(f) is 2 or more, contact supervisor.
If Q20(e) + Q20(f) is greater than Q20(a) + Q20(b) contact
supervisor.

Q21 - SURVIVAL OF PARENTS

>   This question collects information if the mother and
father of the respondent are still alive or not. In cases
where parents and children live together see the entries here
reflect the situation i.e in these cases, for children, answer
should be 1 in both 21(a) and 21(b).

PART 3 OF FORM A

HOUSING CONDITION

>   Check that only **one** code/answer is circled for each
question. <u>If more than one</u> code/answer is circled refer to
the supervisor.

PART 4 OF FORM A

DEATHS IN THE HOUSEHOLD IN THE LAST 12 MONTHS

>   This question collects information on total number of
deaths in household during the last 12 months by sex and age
of the deceased. Check that sex and age are stated and
readable.

SPECIFICS OF FORM B

>   The household questionnaire (form A) and Form B are very
similar, and the verification assigned to the various answers
given in Form A will also be utilized for Form B. In very few
cases some questions asked in Form A were not covered in Form
B and such questions include the following.

I.   The question of fertility and mortality were omitted in Form B. As a result, the question of verification does not arise.

II.   The code for household number in identification particulars of Form B is not applicable.