

CLASSROOM VISITS

--2011--

METADATA			
100	Region		/_____/
101	Cluster Name		/_____/
102	Sub-cluster Code		/____/____/____/
103	Village/Quarter		/_____/
104	Name of the school		/_____/
105	Code of the School		/____/____/____/____/
106	Treatment Received	1. WSD 2. Grant Only 3. Control	/_____/
107	Number of the questionnaire		/____/____/____/____/____/____/
108	Code of the enumerator		/_____/
109	Code of the survey supervisor		/_____/
110	Code of data entry clerk		/_____/
111	Date	DD/MM/YYYY	/____/____/_____/

112	Start Time of the Visit	HH : MM 24-hour clock: 2pm=14:00	/____/____/: /____/____/
113	What grade are you observing?		/_____/
114	What stream are you observing?	Enter number or color, as the school identifies the stream. 88. Only one stream.	/_____/
115	What subject is being taught	1. Math 2. Science 3. English 4. Social and Env. Study 5. Other: _____	/_____/

TEACHER ACTIVITIES

Explain to the teacher that, as part of a study with the MOBSE, we are observing a few classes. Ask the teacher's permission to sit in the back of the class as he or she continues with his or her regular activities. Make clear that your notes will not be reported back to the school and will not affect his or her career. Therefore encourage him or her to work as he or she normally would.

Observe the class for 20 minutes:

1. Every two minutes, take a few seconds to observe the class, then, fill out the Classroom Observation Snapshot sheet for what happened at that instant
2. During the time you are not making those notes, fill out questions in other sections of the questionnaire.
3. At the conclusion of the 20 minutes, seek the soonest opportunity to ask the teacher the questions at the end of the questionnaire.

200	What was the teacher doing <u>when you arrive</u> at the classroom?	1. In the classroom, teaching the class 2. In the classroom, organizing the class/setting the agenda/ giving directions for test or homework/ supervising a test 3. In the classroom, disciplining students 4. In the classroom, doing paperwork 5. Marking exams or papers 6. In the classroom, napping/reading/chatting with other teachers/ sitting idle while children play 7. Out of classroom on a scheduled break 8. Not attending this class, because teaching another class at the same time 9. Cannot find teacher / absent 10. Accompanying enumerator	/_____/_____/
201	Count the number of girls present in the class		/_____/_____/
202	Count the number of boys present in the class		/_____/_____/
203	In your entire time in the teaching area, which of the following activities do you see the TEACHER doing? 0. No 1. Yes Leave blank if teacher absent the whole time.	1. Give a test	/_____/
		2. Call out to children by their names	/_____/
		3. Address questions to the children during class for students to answer <u>individually</u>	/_____/
		4. Address questions to the children during class for students to answer <u>collectively</u>	/_____/
		5. Ask questions which required students to use their imagination or creativity in order to give an answer?	/_____/

		6. What gender did the teacher address the questions to? 1=only male students 2=mostly male students 3=equal 4=mostly female students 5=only female students 6=nobody in particular	/_____/
		7. Provides individual/small group tutoring as required	/_____/
		8. Encourages the children to participate in class discussions and ask questions	/_____/
		9. Reads out from the text book	/_____/
		10. Makes children read from the text book	/_____/
		11. Used the blackboard	/_____/
		12. Teacher copied the lesson from the book onto the blackboard	/_____/
		13. Teacher provided an example or made a drawing on the blackboard	/_____/
		14. Assigned written homework	/_____/
		15. Provided guidance on how to do the homework	/_____/
		16. Provided feedback/comments on previous homework	/_____/
204	During this lesson, which of the following forms of feedback did you observe from the teachers to the students? 1=never 2=once 3=more than once	1. The teacher monitored throughout the lesson for student understanding, adapting the delivery where appropriate and giving feedback	/_____/
		2. Teacher gave feedback of praise, morale strengthening and/or encouragement	/_____/
		3. Teacher gave feedback that was correcting a mistake	/_____/
		4. Teacher gave feedback that was scolding at a mistake	/_____/
		5. Teacher asked students to give their individual opinion	/_____/
		6. The teacher asked students to carry out a task which allowed them to demonstrate their understanding of what they had learned during the lesson.	/_____/
STUDENT ACTIVITIES			
300	In your entire time in the teaching area, which of the following activities do you see the CHILDREN doing?	1. The children used textbooks during the class	/_____/
		2. The children used workbooks during the class	/_____/

	0. No 1. Yes	3. The children ask questions to the teacher <i>Leave blank if teacher absent the whole time.</i>	/ _____ /
		4. What was the gender of students asking questions? 1=only male students 2=mostly male students 3=equal 4=mostly female students 5=only female students 6=nobody in particular 88 = No questions were asked	/ _____ /
		5. How did the teacher typically respond to the questions? 1=teacher was supportive and gave a response 2= teacher was not supportive of questions 88= No questions were asked	/ _____ /
		6. Repeat for memorization/rote learning	/ _____ /
		7. Work in groups	/ _____ /
		8. Work on independent work if No → j	/ _____ /
		9. If the students worked independently, how many appear to be fully engaged and on task? (judge based on whether students are working hard or are doing other things such as resting, talking to other students, looking around, etc.)	/ _____ / _____ /
		10. The children talking / playing with other children (not working)	/ _____ /
301	How would you describe pupils' participation?	1. Very enthusiastic / alert / active, eager to ask and answer questions 2. Respond only when directly addressed by the teacher 3. Very passive / inactive / tired <i>Leave blank if teacher absent the whole time.</i>	/ _____ /
302	Did the teacher have control over the class? (pupils were disciplined, doing what they were supposed to)	0. No 1. Partially 2. Yes <i>Leave blank if teacher absent the whole time.</i>	/ _____ /
303	During the visit did some of the students move in and out of the class?	0. No 1. Yes, only after finishing the assigned work 2. Yes, even without finishing the assigned work	/ _____ /
CLASSROOM ENVIRONMENT			
400	Is there a chair and table for the teacher in the teaching area?	1. Only chair 2. Only Table 3. Both 4. None	/ _____ /
401	Where are most of the children seated in the class?	1. Bare floor 2. On mats 3. On benches with tables 4. On benches without tables	/ _____ /

402	How were the male and female children seated?	1= Male & female students sit together in the classroom with completely no separation by gender 2= Male & female students sit together in the classroom with largely separation by gender 3= Male & female students sit together in the classroom with largely no separation by gender 4= The classroom is completely separated by gender	/ _____ /																		
TEACHER INTERVIEW ASK THE FOLLOWING QUESTIONS TO THE TEACHER AT THE END OF THE VISIT																					
500	Look at the register and count the number of students enrolled	Leave blank if teacher absent the whole time.	a) Boys / _____ / _____ / b) Girls / _____ / _____ /																		
501	Look at the attendance book and mark the number of students absent for 5 randomly picked days during the past 3 months <i>[Mark XX everywhere if no attendance book]</i>	<table border="1"> <tr> <th></th> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> <th>Day 4</th> <th>Day 5</th> </tr> <tr> <td>Boys</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Girls</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Day 1	Day 2	Day 3	Day 4	Day 5	Boys						Girls						Leave blank if teacher absent the whole time.
	Day 1	Day 2	Day 3	Day 4	Day 5																
Boys																					
Girls																					
502	Does the teacher have a written lesson plan? <i>If yes, ask to see it.</i>	0. No 1. Yes and did not show it 2. Yes, showed it Leave blank if teacher absent the whole time.	/ _____ /																		
503	Does the teacher have a written lesson note for today's lesson? <i>If yes, ask to see it.</i>	0. No 1. Yes and did not show it 2. Yes, showed it Leave blank if teacher absent the whole time.	/ _____ /																		
504	Does your school have a staff code of conduct? <i>If so, then ask for a <u>brief</u> description.</i>	0. No 1. Yes, did not described it 2. Yes, described it Leave blank if teacher absent the whole time.	/ _____ /																		
505	When was the last staff meeting you were expected to attend?	DD/MM/YYYY If cannot remember day, write 99 in day field. Leave blank if teacher absent the whole time.	/ ____ / ____ / _____ /																		
506	What was the main topic of the most recent staff meeting?	1. School Finance 2. Children attendance 3. Children performance 4. Children discipline 5. Teacher attendance / punctuality 6. Other: _____ Leave blank if teacher absent the whole time.	/ _____ /																		
507	How many hours do the students spend learning math every week?	<i>Ask children if teacher absent</i>	/ _____ / _____ /																		

508	How many hours do the students spend learning reading every week?	<i>Ask children if teacher absent</i>	/_____/_____/
509	How would you describe what the children learned as a result of today's lesson? Record your answer in the Observation Notes section at the end of the form.	<u>Write a detailed response of the teacher's answer. If possible, write down the answer verbatim.</u>	
510	How many days of school have you missed in the past month (for any reason)? Do NOT COUNT the weekends and the official holidays?	Leave blank if teacher absent the whole time.	/_____/_____/
511	How many hours of school did you miss yesterday (for any reason)? Do NOT count the regular break time.	Write number of hours. If absent yesterday, mark 99. Leave blank if teacher absent the whole time.	/_____/_____/
OUTCOME			
600	What time did you leave the teaching area?	HH : MM	/____/____/ : /____/____/
601	If the teacher is absent, did he/she come back before the end of the visit?	0. No → end of interview 1. Yes	/_____/
602	If yes, for how long has the teacher been there during your visit?	Mark the number of minutes [must be between 1 and 20]	/_____/_____/

Instructions: For each 60 seconds interval, 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 60 second interval, so ONLY ONE BOX should be checked for a given period.

Student's Activities	Minutes-->	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Count
Receiving instruction																						
Question and answer (recitation)																						
Student asking question																						
Students receiving answer from teacher																						
Reading																						
Copying																						
Written Assignment - individual seatwork																						
Practice drill																						
Discussion																						
Group work																						
Exam																						
No instructional activity																						
Teacher trying to get control of classroom																						
Break																						
Class ended																						

CLASSROOM OBSERVATION SNAPSHOT: Every 2 minutes, take one minute and observe the class. Record what is happening during that minute. It is intended to be a snapshot of what was happening at that minute and not what took place over the whole 2 minutes.

T = Teacher; I = Students

1 = 1 student; S = small group of students (4 or fewer); L = large group of students (5 or more); E = everyone

ACTIVITY		START	2 ND MINUTE	4 TH MINUTE	6 TH MINUTE	8 TH MINUTE	10 TH MINUTE	12 TH MINUTE	14 TH MINUTE	16 TH MINUTE	18 TH MINUTE
1. LEARNING ACTIVITIES	T	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E
	I	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L
2. SOCIAL INTERACTION	T	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E
	I	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L
3. STUDENT (S) UNINVOLVED	T	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E
	I	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L
4. DISCIPLINE	T	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E
	I	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L
5. CLASSROOM MANAGEMENT	T	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E
	I	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L	1 S L
6. CLASSROOM MANAGEMENT ALONE	T	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E
7. TEACHER OUT OF THE ROOM	T	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E	1 S L E

Enumerator 1' notes: Take your notes here to help fill the form at the end of the visit. During the visit, you should focus more on the snapshots on the previous page.

Enumerator 2' notes: Take your notes here to help fill the form at the end of the visit. During the visit, you should focus more on the snapshots on the previous page.