LAO PDR SABER SERVICE DELIVERY

EDUCATION SURVEY

2017

Module 1– School Information (w/EQS/MQS)

MINISTRY OF EDUCATION AND SPORTS
Lao PDR

THE WORLD BANK
IBRD • IDA

INTRODUCTION

Hello, my name is _____. I am working with Indochina Research Ltd. [*Survey Firm*] with authorization from the Ministry of Education and Sports. We are conducting a survey about education in Lao PDR. The information we collect will help the government to plan for better education services. This school was randomly selected for the survey. I would like to collect some information about the school, the teaching staff and the students. We will collect this information in a way that minimizes disturbance to the school. The survey usually takes about 6-8 hours. All of the answers you give will be confidential and will not be shared with anyone other than members of our survey team. Your name will not be reported but will be recorded only for conversation/interview purpose. All individuals interviewed will remain anonymous.

Do you have any questions?

Enumerator: *Please listen to the answer and respond as clearly as possible to the Principal.* *Please also make sure you respond gently.*

May I begin the interview now?

1. Did the respondent agree to be interviewed?	*Yes = 1➔START INTERVIEW* *No = 2*	|____|
2. If refused, reason for refusal.		

School Facility Questionnaire
Cover Sheet
QUESTIONS 1 – 10 TO BE COMPLETED BEFORE INTERVIEW
Enumerator Note: *Please write all responses clearly.*

Enumerator and School Information		Unit/Code	Response
1.	Enumerator (s) Name (First Visit)	*Enter first name*	
		Enter last name	
2.	Enumerator (s) Name (Second Visit)	*Enter first name*	
		Enter last name	
3.	Province	(Customize coding for Laos)	|____|____|___|___|
4.	District	(Customize coding for Laos)	|____|____|____|
5.	Village		
6.	School Location- Rural/Urban	*Urban = 1; Rural= 2*	|_____|
7.	School Name		|____|____|____|
8.	School Code		
9.	GPS Coordinates	*S*|__|__|__|° |__|__|.|__|__|__|	E |__|__|__|° |__|__|.|__|__|__|
10.	Date of first visit (automatic record)	*Day/Month/Year (e.g. 15/04/16)*	|___|___|/|___|___|/|___||___|
11.	Date of second visit (automatic record)	*Day/Month/Year (e.g. 15/04/16)*	|___|___|/|___|___|/|___||___|

Supervision			Code	Response 1.	Signature	Date 2.
12.	**Questionnaire Verification**	a. Enumerator	*Survey results codes :* *Questionnaire completed = 1* *Incomplete questionnaire =2* *School closed = 3* *Refused = 4*	|____|		|___|___|/|___|___|/|___||___|
		b. Team Leader		|____|		|___|___|/|___|___|/|___||___|
		c. Field Supervisor / Coordinator		|____|		|___|___|/|___|___|/|___||___|

Visit		Unit/Code	Response
First Visit	13. At what time did you start the survey?	Time in 24 hr. format (e.g. 08:30)	|____|____|:|____|____|
	14. At what time did you end the survey?	Time in 24 hr. format (e.g. 14:30)	|____|____|:|____|____|
Second Visit	15. At what time did you start the survey?	Time in 24 hr. format (e.g. 08:30)	|____|____|:|____|____|
	16. At what time did you end the survey?	Time in 24 hr. format (e.g. 14:30)	|____|____|:|____|____|

MODULE 1. SCHOOL INFORMATION

Enumerator: *Please allow me to ask a few questions about this school*

SECTION A: Contact information and school type

	Question	Unit/Code	Response
0.	What is your first name?	*Enter first name*	
	What is your last name?	*Enter last name*	
1.	What is your position at the school?	*Owner/ Director = 1* *Principal = 2* *Assistant Principal = 3* *Senior teacher = 4* *Teacher (government) = 5* *Other (specify) = 9*	|____|_____
2.	Please, can we have your mobile phone number?	*Number*	|__|__|__|__|__|__|__|__|__|__|
3.	What is this school's ownership type? Is it …? **Enumerator Note**: *READ RESPONSE OPTIONS*	*Public (government) = 1* *Private non-profit (NGO/ Faith based) = 2* *Private for profit = 3* *Other (specify) = 9*	|____|_____
4.	What is the school type? Is it …? **Enumerator Note:** *READ RESPONSE OPTIONS*	*Day school = 1* *Boarding school = 2* *Both = 3* *Other (specify) = 9*	|____|_____
5.	What is the majority ethnicity of students at this school?	*Lao-Thai = 1* *Mon-Khmer = 2* *Chine-Tibet = 3* *Hmong-Emien= 4* *Other (specify) = 9*	|____|_____
6.	What kinds of classes are offered?	*Single Grade = 1* *Multi-Grade = 2*	|____|
7.	When did this school begin operating?	*Year* *Don't Know = -8*	|___|___|___|___|

SECTION B: School Environment, Education and Learning Materials

ENUMERATOR NOTE: The enumerator is responsible for observing whether or not each of the following items mentioned is available or functioning at the school. This section requires observation, and may require asking a teacher or principal.

		Question	Unit/Code	Response
1.		**Promoting a culture of reading:**		
	1a.	Where does the school provide students with a place to sit and read?*[Choose all that apply]*	*Nearby community building = 1* *School Library = 2* *Classroom reading corner = 3* *Other (specify) = 4* *None = 5*	|___|___|___|___| | __ || __ || __ || __ | _____
	1b.	Does the school provide grade appropriate story books, journals and other reading materials (Minimum of 2 per student)?	*Yes, observed = 1* *Yes, not observed = 2* *No = 3*	|____|
	1c.	Does the school conduct supervised library reading as part of the Lao language curriculum?	*Yes = 1* *No = 2* *If 2 → **Q2***	|____|
	1d.	*Do teachers have n*otes on library sessions?	*Yes, observed = 1* *Yes, not observed = 2* *No = 3*	|____|
2.		**Teacher attendance**		
	2a.	Is there a teacher attendance register?	*Yes, observed = 1* *Yes, not observed = 2* *No = 3→ **Q3***	|____|
	2b.	Does the attendance register include formal requests for leave of absence counter-signed by the Principal?	*Yes, observed = 1* *Yes, not observed = 2* *No = 3*	|____|
3.		Does the school have a copy of its latest EMIS return (annual statistical school survey)?	*Yes, observed = 1* *Yes, not observed = 2* *No = 3→ **Section D***	|____|
4.		**Enumerator:**Record date of annual statistical school survey (day/month/year)	*DD/MM/YYYY*	|___|___|/|___|___|/|___||___|

SECTION C: Enrollment and Shifts

Enumerator Read: *Could you please tell us more about the number of students in this school?*

(ENROLLMENT NUMBERS SHOULD BE BASED ON THE CURRENT SCHOOL REGISTER)

Class		1. How many sections per grade (e.g., 4A, 4B)? IF 0 → NEXT	2. What is the total number of students currently enrolled in each grade?			
			Boys	**Girls**	**Total** (Boys + Girls = Total)	**Within total, number of special needs students (boys + girls)**
			1)	2)	3)	4)
a.	Grade1	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
b.	Grade2	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
c.	Grade3	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
d.	Grade4	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
e.	Grade5	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
f.	**Total primary**	|___|___|	|___||___||___||___|	|___||___||___||___|	|___||___||___||___|	|___||___||___||___|
g.	Pre-primary 1	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
h.	Pre-primary 2	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
i.	Kindergarten	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
j.	Special Needs/Disability Classes	|___|	|___||___||___|	|___||___||___|	|___||___||___|	|___||___||___|
3.	Are there any multi-grade classes (i.e. classes that combine or group several grades) in your school? (e.g. Kindergarten, Pre-primary 1, Pre-primary 2, Grade 1, Grade 2, etc.)		Yes= 1 No = 2→ **Q5**	|___|		
4.	Which grades are grouped together? **Enumerator Note**: Choose all that apply.		Grade 1 = 1 Grade 2 = 2 Grade 3 = 3 Grade 4 = 4 Grade 5 = 5 Pre-Primary 1 or 2 = 6 Kindergarten = 7 Special Needs = 8	a. First grouping: |___||___||___| b. Second grouping:|___||___||___| c. Third grouping:|___||___||___|		

5.	At the end of 2015-2016 academic year, how many of your students successfully passed the exams to complete primary school?	[Number of students] Don't Know = -8	|___||___||___|
6.	Do you have a record book of all students enrolled in the school? **Enumerator Note:** *If yes, Please ask to see the record book.*	Yes, Observed = 1 Yes, Not observed = 2 No = 3➔ **Q7**	|___|
6a.	Does the record book include a list of all children in the school catchment area even if they are not enrolled in school?	Yes, Observed = 1 Yes, Not observed = 2 No = 3	|___|
6b.	Does the record book differentiate children by gender?	Yes, Observed = 1 Yes, Not observed = 2 No = 3	|___|
6c.	Does the record book differentiate children by ethnicity?	Yes, Observed = 1 Yes, Not observed = 2 No = 3	|___|
6d.	When was the record book last updated? **Enumerator Note:** Record the <u>date</u> that the record book was last updated. Day/month/year	Last school year = 1 This school year = 2 Other (specify) = 9	|___|_____
7.	Does your school have a map that displays all households with school aged children in the school catchment area? **Enumerator Note:** *If yes, Please ask to see the map.*	Yes, Observed = 1 Yes, Not observed = 2 No = 3	|___|

8.	What is the official reporting time (starting and ending time) and number of minutes of break during a <u>normal</u> teaching day for the primary grades at your school? ENUMERATOR NOTE: *If the schedule on the <u>day of your visit</u> is different from the <u>normal</u> schedule, briefly record the start and end times in the comment box below.*

OFFICIAL REPORTING TIME [ENUMERATOR NOTE: USE 24 HOUR CLOCK]		
Starting time (e.g. HH:MM)	Ending time (e.g. HH:MM)	Total number of minutes for Break and Lunch
a.	b.	c.
|____||____|:|____||____|	|____||____|:|____||____|	|____||____||____|

9.	What was the actual number of days during which school was in session in the previous school year (2015-2016)?				|____||____||____|

		Start of Term		End of Term
10.	In academic year 2015-16, when did the school open and close in each semester? *Day/Month/Year (e.g.15/04/2015)*	**1.**		**2.**
		a.	Semester 1 |___|___|/|___|___|/|___|___|___|___|	a.	Semester1|___|___|/|___|___|/|___|___|___|___|
		b.	Semester 2 |___|___|/|___|___|/|___|___|___|___|	b.	Semester 2|___|___|/|___|___|/|___|___|___|___|

ENUMERATOR: *Section C, Question 8 asked about the <u>normal</u> schedule. If the schedule on the <u>day of your visit</u> is different from the <u>normal</u> schedule, briefly record the start and end times in the comment box below.*

SECTION D: SANITATIONAND ACCESSIBILITY
[ENUMERATOR NOTE*: PLEASE NOTE THAT FOR ALL SANITATION QUESTIONS, ACTUAL OBSERVATION AND/OR COUNTING ARE REQUIRED*]

1.	Does the school have toilets?	*Yes = 1* *No = 2* *If 2→ Q14*	|____|
2.	How many toilets does the school have for students?	*Number* *If 0→Q8*	|____|____|
3.	Are the toilets designated for boys and girls?	*Yes = 1* *No = 2* *If 2→ Q7*	|____|
4.	How many **boys'** toilets does the school have?	*Number*	|____|____|
5.	How many **boys'** urinals does the school have?	*Number*	|____|____|
6.	How many **girls'** toilets does the school have?	*Number*	|____|____|
7.	How many toilets for students with special needs/disabilities does the school have?	*Number*	|____|____|
8.	How many staff/teacher toilets does the school have?	*Number*	|____|____|

9.	Are the toilets clean?	Extremely clean = 1 Reasonably clean = 2 Not clean = 3	|_____|
10	Are the toilets private (have doors or separating entryway wall)?	Yes = 1 No = 2	|_____|
11	Are the toilets accessible (unlocked, not overflowing, etc.)?	Yes = 1 No = 2	|_____|
12	Are there functional hand washing facilities (soap and/or water) near or in the toilets?	Yes = 1 No = 2	|_____|
13	What type of student toilet facilities are used at the school? **Enumerator Note**: *SELECT ONE OPTION ONLY. IF THERE IS MORE THAN ONE OPTION, SELECT MOST COMMON.*	Flush toilet =1 Dry latrine = 2 Bucket = 3 No facilities; Use bush or field = 4 Other (specify) = 9	|_____||_____|_____ _____
14	What kind of drinking water source is used at this school? **Enumerator**: Choose all that apply.	Piped water = 1 Borehole = 2 Well = 3 Rainwater = 4 Surface water from river, pond, canal, etc = 5 Gravity fed water system = 6 Bottled water = 7 Tank / drum = 8 No water source available = 9	|_____||_____|
15	This school is accessible by what type of road?	Paved road = 1 Gravel road = 2 Packed dirt road = 3 Foot path only = 4 Other (specify) =9	|_____| _____
16	What means of transport do you usually use to get to the district education office?	Bus = 1 Car =2 Motorcycle= 3 Bicycle = 4 Boat = 5 Tractor = 6 By animal = 7 Walk =8 Other (specify) = 9	|_____| _____
17	Using this method of transport, what is the approximate traveling time from this school to the district education office? **Enumerator Note:** *give answer in total minutes*	*Total Minutes*	|____|____|____|

Comments:

Lao PDR SABER SERVICE DELIVERY

EDUCATION SURVEY

2017

Module2 – Staff Roster

MINISTRY OF EDUCATION AND SPORTS
Lao PDR

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Staff Roster Questionnaire
Cover Sheet
Enumerator Note: *Please write all responses clearly!*

Enumerator and School Information		Unit/Code	Response
13.	First Visit, Enumerator(s) Name	*Enter first name*	
		Enter last name	
14.	Second Visit, Enumerator(s) Name	*Enter first name*	
		Enter last name	
3.	School Name		|____|____|____|
4.	School Code	Official code used by MoES	|____|____|____||____|____|____||____|____|____|
5.	Date of first visit	*Day/Month/Year (e.g. 15/04/16)*	|___|___|/|___|___|/|___||___|
6.	Date of second visit	*Day/Month/Year (e.g. 15/04/16)*	|___|___|/|___|___|/|___||___|

Supervision			Code	Response 1.	Signature	Date 2.
7.	**Questionnaire Verification**	a. Enumerator	*Survey results codes :* *Completed questionnaire = 1* *Incomplete questionnaire = 2* *School closed = 3* *School refused = 4*	|____|		|___|___|/|___|___|/|___||___|
		b. Team Leader		|____|		|___|___|/|___|___|/|___||___|
		c. Field Supervisor/ Coordinator		|____|		|___|___|/|___|___|/|___||___|

Module 2A: Teacher Roster for the current school year (2016-2017)

ENUMERATOR Read: *Please allow me to ask a few questions about the <u>teachers</u> who are working in this school (including pre-school and special needs teachers) <u>starting with you.</u> Could you give me your name and the names of <u>all teachers currently teaching including government, contract, and volunteer teachers</u>?*

	1. How many <u>teachers</u> work in this school *(Including the Principal if he/she teaches)***?***(Note: Include paid and non-paid teachers)*									|___||___||___|

Teacher ID	2. First and last names	3.Gender	4. Position in the school	5. Contract Status	6. Full-time / Part-time	7. Teaches Grades 1 and/or 2?	8. Taught Math or Lao Language to …			9. Teacher sampled for Module 2C?
							a. Grade 3 LAST	b. Grade 4 THIS	c. Grade 5 THIS	
		Male = 1 Female = 2	*Owner/ Director = 1 Principal = 2 Assistant Principal = 3 Senior teacher = 4 Teacher = 5 Other (specify) = 9*	*Government/ civic servant = 1 Permanent private sch teacher=2 Volunteer = 3 Contract = 4 Intern =5*	*Full-time = 1 Part-time = 2*	*Yes = 1 No = 2*	*Yes = 1 No = 2*	*Yes = 1 No = 2*	*Yes = 1 No = 2*	*Yes = 1 No = 2*
01	**Principal**	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
02	**Assistant Principal**	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
03		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
04		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
05		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
06		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
07		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
08		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|

Teacher ID	2. First and last names	3. Gender	4. Position in the school	5. Contract Status	6. Full-time / Part-time	7. Teaches Grade 1 and / or Grade 2?	8. Taught Math or Lao Language to …			9. Teacher sampled for Module
							a. Grade 3 LAST year?	b. Grade 4 THIS year?	c. Grade 5 THIS year?	
09		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
10		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
11		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
12		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
13		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
14		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
15		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
		Male = 1 Female = 2	Owner/ Director = 1 Principal = 2 Assistant principal = 3 Senior teacher = 4 Teacher = 5 Other (specify) = 9	Government/ Civil Servant = 1 Permanent private sch. Teacher = 2 Volunteer = 3 Contract = 4 Intern = 5	Full-time = 1 Part-time = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2
16		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
17		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
18		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
19		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
20		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
21		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|
22		|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|	|__|

Teacher ID	2. First and last names	3. Gender	4. Position in the school	5. Contract Status	6. Full-time / Part-time	7. Teaches Grade 1 and / or Grade 2?	8. Taught Math or Lao Language to …			9. Teacher sampled for Module 2C?
							a. Grade 3 LAST year?	b. Grade 4 THIS	c. Grade 5 THIS year?	
		Male = 1 Female = 2	*Owner/ Director = 1 Principal = 2 Assistant Principal = 3 Senior teacher = 4 Teacher = 5 Other (specify) = 9*	*Government/ Civil Servant = 1 Permanent private sch teacher = 2 Volunteer = 3 Contract = 4 Intern = 5*	*Full-time = 1 Part-time = 2*	*Yes = 1 No = 2*	*Yes = 1 No = 2*	*Yes s= 1 No = 2*	*Yes = 1 No = 2*	*Yes = 1 No = 2*
23		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
24		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
25		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
26		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
27		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
28		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
29		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
30		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
31		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
32		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
33		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
34		|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|

35	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
36	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
37	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
38	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
39	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
40	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
41	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
42	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
43	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
44	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
45	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
46	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
47	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
48	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
49	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|
50	|__|	|__| _____	|__|	|__|	|__|	|__|	|__|	|__|	|__|

Module 2B: Principal Questionnaire

Section 1: Principal Roster

Enumerator Note: These questions must be asked to the Principal and the Assistant Principal. Questions 1-6 are asked at the FIRST VISIT. Questions 7-9 are completed during the SECOND VISIT.

Enumerator Read: *Your responses to these questions are confidential. Others in your school will not see your responses.*

	1. First and last names	2. Row number from Module 2A (Teacher ID)	3. Gender *(Fill without asking the question)*	4. What was the principal doing when you located him/ her on the first visit? *Direct Observation*	5. Reason for absence from school on first visit?	6. Is someone else in charge of the school?	7.(SECOND VISIT ONLY) What was the principal doing when you located him/ her on the second visit? *Direct Observation*	8.(SECOND VISIT ONLY) Reason for absence from school on second visit?	9.(SECOND VISIT ONLY) Is someone else in charge of the school?
		Number	*Male = 1 Female = 2*	*In school-in his/her office =1 In school-observing a classroom = 2 In school-not in his/her office nor in the classroom=3 In classroom- teaching = 4 In classroom- not teaching = 5 In school- not in classroom = 6 In school- teaching outdoors = 7 Absent from school = 8* **If 1-7→Sect. 2 If 8→ Q5**	*Not his/her shift = 01 Sick = 02 Maternity leave = 03 In training = 04 Field trip = 05 Funeral = 06 Other approved absence (to specify) = 07 Gone to retrieve salary = 08 On strike = 09 Not approved Absence = 10 Seasonal /community festivals = 11 Weather conditions = 12 Traveling to/from home = 13 Don't know = -8 Other (specify) = 99*	*Yes, assistant principal = 1 Yes, another teacher = 2 No = 3 Other (specify) = 9*	*In school-in his/her office =1 In school-observing a classroom = 2 In school-not in his/her office nor in the classroom=3 In classroom- teaching = 4 In classroom- not teaching = 5 In school- not in classroom = 6 In school- teaching outdoors = 7 Absent from school = 8* **If 1-7→ Module 2C If 8→ Q8**	*Not his/her shift = 01 Sick = 02 Maternity leave = 03 In training = 04 Field trip = 05 Funeral = 06 Other approved absence (specify) = 07 Gone to retrieve salary = 08 On strike = 09 Not approved Absence = 10 Seasonal /community festivals = 11 Weather conditions = 12 Traveling to/from home = 13 Don't know = -8 Other (to specify) = 99*	*Yes, assistant principal = 1 Yes, another teacher = 2 No = 3 Other (specify) = 9*
a.	Principal: 01	|__|	|___|	|__|__| _____	|__|	|___|	|__|__| _____	|__|
b.	Assistant Principal: 02	|__|	|___|	|__|__| _____	|__|	|___|	|__|__| _____	|__|

Section 2: Remuneration

	Teacher ID (Row # from Module 2A)	Position in the school	**2.** How many times have you encountered salary delays in the last 12 months?	**15.** Do you have any other unpaid claims? (Such as leave, hardship, relocation allowances etc.) (*Multiple responses accepted, up to 4*)	**16.** Have you received any pay in addition to your salary, such as an allowance or bonus?	**17.** What was the purpose of the allowance or bonus?	**18.** Approximately, what percentage of your total earnings come from your remuneration as a teacher at this school?
	1.						
			Enter Number (0 – 12)	*None = 1* *Leave = 2* *Hardship pay = 3* *Incentives = 4* *Family Allowances = 5* *Petrol = 6* *Other (specify) = 9*	*Yes = 1* *No = 2* *If 2→Q5*	*Hardship allowance = 1* *Extra teaching responsibility = 2* *Good performance = 3* *Other (specify) = 9*	*0 to 25% = 1* *26 to 50% = 2* *51 to 75% = 3* *76 to 100% = 4*
a.	01	Principal	|___|___|	|__|__|__|__|_____	|__|	|__|_____	|__|
b.	02	Assistant Principal	|___|___|	|__|__|__|__|_____	|__|	|__|_____	|__|

Module 2C: Teacher Questionnaire

Enumerator Note: Randomly select 10 teachers among all teaching staff listed in Module 2A above (except volunteer & part-time teachers) using the electronic tablet. Sample ALL teachers if there are less than 10 teachers employed at the school (excluding volunteer & part-time teachers).

• This questionnaire is for **10 teachers selected randomly in Module 2A** and for **the teacher selected for Module 4 – Classroom Observation (*if this teacher was not already selected for Module 2B*)**.

Enumerator Read: *We are conducting a survey on service delivery issues in primary education with the support of the government in selected communities in the country in order to improve education in Lao PDR. We would like to ask you a few questions about your background and experience in the school system. Your responses to these questions are confidential. Your principal and other teachers will not see your responses.*

Section 1: *Teacher Sample*

	1.	2.	3.	4.	5.	6.	7. (SECOND VISIT ONLY)	8. (SECOND VISIT ONLY)	9. (SECOND VISIT ONLY)
	First and last names	**Row number from Module 2A (Teacher ID)**	**Gender** *(Fill without asking the question)*	**What was the teacher doing when you located him/ her on the <u>first visit?</u>** *Direct Observation*	**Reason for absence from school on <u>first visit?</u>** *Ask Principal*	**What is happening with the absent teacher's class?** (Ask Principal and observe directly if possible)	**What was the teacher doing when you located him/ her <u>on the second visit?</u>** *Direct Observation*	**Reason for absence from school on <u>second visit?</u>** *Ask Principal*	**What is happening with the absent teacher's class?** (Ask Principal and observe directly if possible)
	(Sampled teachers from Module 2A) Enter teachers' names in the same order as they were randomly selected.	*Number*	*Male = 1 Female = 2*	*In classroom- teaching = 1 In classroom- not teaching = 2 In school- not in classroom = 3 In school- teaching outdoors = 4 Absent from school = 5*	*Not his/her shift = 01 Sick = 02 Maternity leave = 03 In training = 04 Field trip = 05 Funeral = 06 Other approved absence (to specify) = 07 Gone to retrieve salary = 08 On strike = 09*	*Substitute teacher is teaching = 1 Class was merged with another class in a different grade = 2 Class was merged with another class in the same grade = 3 Students are in school but not in class = 4*	*In classroom- teaching = 1 In classroom- not teaching = 2 In school- not in classroom = 3 In school- teaching outdoors = 4 Absent from school = 5*	*Not his/her shift = 01 Sick = 02 Maternity leave = 03 In training = 04 Field trip = 05 Funeral = 06 Other approved absence (specify) = 07 Gone to retrieve salary = 08 On strike = 09*	*Substitute teacher is teaching = 1 Class was merged with another class in a different grade = 2 Class was merged with another class in the same grade = 3 Students are in school but not in class = 4*

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			If 1-4→Sect. 2 If 5→ Q5	Not approved absence = 10 Seasonal /community festivals = 11 Weather conditions = 12 Traveling to/from home = 13 Don't know = -8 Other (specify) = 99	Class was dismissed = 5 Other (specify) = 9	If 1-4→Sect. 2 If 5→ Q8	Not approved Absence = 10 Seasonal /community festivals = 11 Weather conditions = 12 Traveling to/from home = 13 Don't know = -8 Other (to specify) = 99	Class was dismissed = 5 Other (specify) = 9
a.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
b.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
c.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
d.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
e.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
f.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
g.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
h.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
i.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
j.	|__|__| |__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|
k.	|__|	|__|	|__|__| _____	|__|	|__|	|__|__| _____	|__|

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Section 2: *Teacher background information*

		1.	2.	3.	4.	5.	6.	7.	8.
	Teacher ID (row # from Module 2A)	**Position in the school**	**Which classes do you teach?** *(multiple responses accepted, up to 4)*	**What is the highest level of education that you have completed?**	**What is the highest level of teacher training that you have completed?**	**What year did you begin teaching?**	**How many years have you taught at this school?**	**Were you born in this district?**	**Age**
		Senior teacher = 1 *Teacher = 2* *Other (specify) =9*	*Grade 1 =1* *Grade 2 = 2* *Grade 3= 3* *Grade 4 = 4* *Grade 5 = 5* *Pre-school = 6* *Kindergarten = 7* *Special needs = 8* *Please enter one number for each class taught, up to 4 classes*	*Primary complete = 1* *Lower Secondary = 2* *Upper Secondary = 3* *Technical / Vocational = 4* *University (bachelor) = 5* *University (master) = 6* *University (doctoral) = 7* *None = 8* *Other (specify): = 9*	*Basic Certificate [5+3 or 5+4] = 1* *Diploma [8+3 or 11 +1] = 2* *Advanced Diploma [11+3 or 12 + 2] = 3* *University = 4* *Graduate degree in Education= 5* *Special needs education = 6* *None = 7* *Other (specify) 9*	*Year (e.g. 1998)*	*Number*	*Yes = 1* *No = 2*	*Number*
a.	|__|__|	|__|_____	|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
b.	|__|__|	|__|_____	|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
c.	|__|__|	|__|_____	|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
d.	|__|__|	|__|_____	|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
e.	|__|__|	|__|_____	|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
f.	|__|__|	|__|_____	|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|

g.	|__|__|	|__|_____	|__|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
h.	|__|__|	|__|_____	|__|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
i.	|__|__|	|__|_____	|__|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
j.	|__|__|	|__|_____	|__|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|
k	|__|__|	|__|_____	|__|__|__|__|	|__|_____	|__|_____	|__|__|__|__|	|__|__|__|	|__|	|__|__|

Section 3: Remuneration

	Teacher ID (row # from Module 2A)	1. How many times have you encountered salary delays in the last 12 months?	2. Do you have any other unpaid claims? (Such as leave, hardship, relocation allowances etc.) (*Multiple responses accepted, up to 4*)	3. During the last 12 months, Have you received any pay in addition to your salary, such as an allowance or bonus?	4. What was the purpose of the allowance or bonus?	5. Approximately, what percentage of your total earnings come from your remuneration as a teacher at this school?
		Enter Number (0 – 12)	*None = 1 Leave = 2 Hardship pay = 3 Incentives = 4 Family Allowances = 5 Petrol = 6 Other (specify) = 9*	*Yes = 1 No = 2 If 2 →Q5*	*Hardship allowance = 1 Extra teaching responsibility = 2 Good performance = 3 Other (specify) = 9*	*0 to 25% = 1 26 to 50% = 2 51 to 75% = 3 76 to 100% = 4*
a.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
b.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
c.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
d.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|

e.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
f.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
g.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
h.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
i.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
j.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|
k.	|__|__|	|__|__|	|__|__|__|__|_____	|__|	|__|_____	|__|

Section 4: Professional Development and Use of Time

		1.	2.	3.	4.	5.	6.	7.
	Teacher ID (row # from Module 2A)	**Did your training to become a teacher include a teaching practicum?**	**How many months was the practicum?**	**During the practicum, on average, how many hours per week were you in the classroom?**	**In the last 12 months, have you received formal or informal feedback on your performance?**	**Who provided the feedback on your performance? (Select all that apply)**	**What performance areas does the Pedagogical Advisor or School Principal comment on after observing your classroom?** *(Multiple responses accepted, up to 4)* ***DO NOT READ OUT LOUD***	**Enumerator:** Was the information from Module 2Ccollected directly from the teacher?
		Yes = 1 *No = 2* *If 2→Q4*	*Months*	*Hours* *0-5 = 1* *6-10 = 2* *11-15 = 3* *16-20 = 4* *21-25 = 5* *26-30 = 6* *31 + = 7*	*Yes = 1* *No = 2* *If 2→Q7*	*Pedagogical Advisor = 1* *School Principal = 2* *Other teacher = 3* *VEDC = 4* *Other (specify) = 9*	*Content of lessons = 1* *Teaching methods (group work, participatory method, etc.) = 2* *Use of materials for teaching and learning = 3* *Discipline of Students = 4* *Assessment of students = 5* *Attendance record = 6* *Lesson planning = 7* *Other (specify) = 9* *Don't know = -8*	*Yes = 1* *No = 2*

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a.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
b.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
c.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
d.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
e.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
f.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
g.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
h.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
i.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
j.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|
k.		|___|	|___|___|	|___|	|___|	|___|_____	|___|___|___|___|_____	|___|

Classroom Count (Second Visit)

Enumerator Note: *Complete this in the SECOND VISIT along with questions 7-9 in Modules 2B and 2C Section 1.*

This module **MUST NOT** be completed during any of the school break times or lunch time.

1.	How many classrooms does the school have?	*Number*	|____|
2.	How many classrooms contained students?	*Number*	|____|

3.	Of those classrooms, how many had students but no teacher present?	*Number*	|_____|
4.	How many of the classrooms are.... *[Number]*	*(a) Permanent*	|_____|
		(b) Semi-permanent (Incomplete, plastered without shutters or floor, etc.)	|_____|
		(c) Temporary (mud, thatch, under trees, etc.)	|_____|

Module 2 Comments:	
Module 2A	
Module 2B	
Module 2C	

Lao PDR SABER SERVICE DELIVERY SURVEY ON EDUCATION 2017

Module 3 - Governance, Management and Finance

MINISTRY OF EDUCATION AND SPORTS
Lao PDR

THE WORLD BANK
IBRD · IDA

		Section I: General Information on School Leadership		
		Enumerator read: Let me ask you some questions about your background		
		A. Principal Experience		
SABER Map		**Questions**	**Unit/Code**	**Response**
	1.	What is your position in this school?	Principal = 1 Assistant Principal = 2 Other (specify): = 9	|＿| ＿＿＿＿＿＿＿
	2.	*(Enumerator note: complete without asking the question)* Gender of person being interviewed.	*Male = 1* *Female = 2*	|＿|
	3.	What is your age?	*Number of years*	|＿||＿|
	4.	What is the highest diploma you have obtained?	Teacher Certificate/ diploma (8+3 or 11+1)= 1 Advanced diploma (11+3 or 12+2) = 2 BA = 3 MA= 4 PhD = 5 Other (specify): = 9	|＿| ＿＿＿＿＿＿
	5.	In what year did you start working in the field of education?	YYYY	|＿|＿|＿|＿|
	6.	Have you ever been a teacher?	Yes= 1 No = 2	|＿|
	7.	What year did you become Principal of this school?	YYYY	|＿|＿|＿|＿|
2CQ1	8.	Who was responsible for appointing you to this school?	Central MoES = 1 PESS = 2 DESB = 3 VEDC = 4 Other (specify): = 9	|＿| ＿＿＿＿＿＿
	9.	Is this your first time running a school?	Yes = 1 No = 2 If 1 → **Q11**	|＿|
	10.	In what year did you get your first post as Principal?	YYYY	|＿|＿|＿|＿|

			Unit / Codes	Responses
	11.	Have you received formal training in the management of a school?	Yes= 1 No = 2 If No → **Q13**	| __ |
	12.	What was the duration of the training?	1 -3 Weeks = 1 1 -3 months = 2 >3 months = 3	| __ |
	13.	Is there a formal system for evaluation of your performance at this school?	Yes= 1 No = 2	| __ |
2CQ2	14.	Who is responsible for evaluating your performance at this school? (Choose all that apply)	Central MoES = 1 PESS = 2 DESB = 3 VEDC = 4 Pedagogical Advisor = 5 Other (specify) = 9	| __ || __ || __ || __ || __ | _____

		Enumerator read: I want to ask you some questions about the use of your time		
		B. Principal's Use of Time		
		Questions	**Unit / Codes**	**Responses**
	15.	Are you required to teach class in addition to your role as school principal?	Yes = 1 No = 2	| __ |
U	16.	During a normal week, what percentage of time do you spend on each activity? (**Enumerator Note:** *Ensure that the sum is equal to 100%. Give Principal* <u>laminated card</u> *with options – Module 3, Section 1B, Q16)*		
		a. Managing teachers and staff/personnel management		| __ || __ || __ | %
		b. Managing school administration (example: budget, planning)		| __ || __ || __ | %
		c. Teaching		| __ || __ || __ | %
		d. Student affairs	*Percentage of time*	| __ || __ || __ | %
		e. Attending meetings (DESB, VEDC, etc.)		| __ || __ || __ | %
		f. Cooperation with community		| __ || __ || __ | %
		g. Asset management (physical facilities, equipment, and materials)		| __ || __ || __ | %
		h. Other (specify) _____		| __ || __ || __ | %

		Questions	Unit / Codes	Responses
	17	In your opinion, what are the **three main constraints** to the functioning of the school? (**Enumerator Note:** *Do not read aloud the options*)	Availability of teaching material = 1 Availability of administrative staff = 2 Number of teachers =3 Teacher absenteeism = 4 Poor school infrastructure = 5 Lack of equipment = 6 Budget shortfall = 8 Delays in teacher payment = 9 Lack of autonomy to make decisions = 10 Student absenteeism = 11 Lack of parental involvement = 12 Accessibility to school =13 No constraints = 14 Other (specify) = 15	| __ || __ || __ | _____

Section II: School Governance

		Enumerator read: Let me ask you some questions about school governance		
		A. Personnel Management		
		Issue	**Unit/Code**	**Response**
2AQ1	1.	Who appoints formal teachers to your school?	Central MoES = 1 PESS = 2 DESB = 3 VEDC = 4 Other (specify): = 9	| __ |
2AQ7i	2.	Who transfers teachers to and from your school?	Central MoES = 1 PESS = 2 DESB = 3 VEDC = 4 Other (specify): = 9	| __ |
	3.	Do you have a system to record teacher absenteeism?	Yes, seen = 1	| __ |

		*(**Enumerator Note**: If "yes", ask to see the document and record the answer)*	Yes, not seen= 2 No = 3	
	4.	How many teachers were absent yesterday (the last school day)?	Number If none, enter "00"	|__|__|
	5.	Is this answer based on the teacher attendance log or memory?	Attendance log = 1 Memory =2	|__|
	6.	When teachers are absent, how does your school cover their class(es)?	Canceled class = 1 No class coverage = 2 Substitute teacher = 3 Combined class with another teacher = 4 Other (specify) = 9	|__|
	7.	In 2015-2016, what percentage of teachers have you met with to evaluate their individual performance?	Percentage	|__||__||__| %
	8.	What are the factors that influence your assessment of teacher performance? (**Enumerator Note:** *Do not read aloud options.*)	Principal specified= 1 Not specified = 2	
		a. Teacher attendance rate		|__|
		b. Teacher preparedness – lesson plans, planning.		|__|
		c. Level of parent satisfaction		|__|
		d. Effective use of materials and teaching methods		|__|
		e. Adaptation to students' needs		|__|
		f. Student performance (exams)		|__|
		g. Class management (discipline)		|__|
		h. Managing difficult situations		|__|
		i. Correct Evaluation of student's knowledge		|__|
		j. Behavior of the teacher (willingness to improve, effort, etc.)		|__|
		k. Other (specify) _____		|__|

B. Decision-making Roles and Responsibilities		
Questions	**Responses**	
	A.	**B.**

		What level primarily makes the following decisions/ takes action: 9. [**Enumerator note:** *The purpose here is not to test whether the respondent knows the rules; the purpose is to find out how things "really happen."*] **Enumerator note**: Please show respondent the card with answer options.	**Unit/Code** MoES Central level = 1 PESS = 2 DESB = 3 Owner/Director = 4 Private School Board or Management Committee = 5 Principal = 6 VEDC = 7 Parent Association = 8 Teachers = 9 NGOs = 10 Private Sector = 11 Other (specify) = 99	==Give laminated card with unit/codes to respondent – Module 3, Section 2B, Q9.==	**How important is your voice as the Principal?** None = 1 A little = 2 A Lot = 3
		MATERIALS AND INFRASTRUCTURE			
		9a. The purchase of school books	|＿||＿|＿＿＿＿＿		|＿|
		9b. Replacement of learning materials	|＿||＿|＿＿＿＿＿		|＿|
		9c. Maintenance of school (roof, walls, furniture …)	|＿||＿|＿＿＿＿＿		|＿|
		9d. Evaluation of the school's needs in school materials	|＿||＿|＿＿＿＿＿		|＿|
		9e. The acquisition of equipment and school supplies	|＿||＿|＿＿＿＿＿		|＿|
		TEACHERS AND PERSONNEL			|＿|
2AQ4		9f. Teacher deployment	|＿||＿|＿＿＿＿＿		
		9g. Teacher promotion	|＿||＿|＿＿＿＿＿		|＿|
2AQ7i		9h. Teacher transfers	|＿||＿|＿＿＿＿＿		|＿|
1CQ2		9i. Setting Teacher salary	|＿||＿|＿＿＿＿＿		|＿|
		9j. The appointment of a teacher to participate in training	|＿||＿|＿＿＿＿＿		|＿|
		9k. Disciplinary action against teachers	|＿||＿|＿＿＿＿＿		|＿|
		9l. Hiring contract teachers	|＿||＿|＿＿＿＿＿		|＿|
2BQ1		9m. Hiring non-teaching staff **Enumerator Note**: If there is no non-teaching staff in the school; ask the principal what if you have non-teaching staff, who makes decision on this?	|＿||＿|＿＿＿＿＿		|＿|
1BQ1		9n. Paying non-teaching staff	|＿||＿|＿＿＿＿＿		|＿|
1BQ2		9o. Setting pay scale guidelines for non-teaching staff	|＿||＿|＿＿＿＿＿		|＿|

		BUDGET			|__|
1AQ1		9p. Prepares your school's operating budget.	|__||__|_____		|__|
1AQ4		9q. Approves of your school's operating budget	|__||__|_____		|__|
1AQ6		9r. Implements/executes your school's operating budget	|__||__|_____		|__|
		NON-CORE CURRICULA			
5FQ3i		9s. Develops course content for non-core (local specialized) curriculum for your school	|__||__|_____		|__|
5FQ4i		9t. Determines which non-core courses are offered at your school	|__||__|_____		|__|
		SCHOOL OPERATIONS			
5FQ5i		9u. Sets the school calendar	|__||__|_____		|__|

Section III: External Governance

A. School Assessment/Inspection and Supervision

		Questions	Unit / Code	Response
4AQ1	1.	How regularly does your school receive an administrative supervision visit from the district (DESB)?	Not on a regular basis = 1 Every few years = 2 Every year = 3 Every year with special topics = 4	|__|
4AQ2	2.	<u>During the school year 2015/16,</u> how many school administrative supervision visits has your school received?	Number of visits *If none, enter "0".*	|__|
	3.	What is the date of the last administrative school supervision?	*MM / YY* Does not know date, but had visit = 97 *No visit = 98*	|__|__|/|__|__|
		Enumerator read: Let me ask you about your school's last administrative supervision visit by the DESB (district).		

	4.	What was the duration of the visit?	*Number of hours (1-24)* *Don't know= -8*	| __ | __ |
	5.	During the visit, what did the assessor(s) do: **(Enumerator note:** *Read aloud the different items)*		
		a. Meet with Principal		| __ |
		b. Meet with Teachers		| __ |
		c. Meet with VEDC		| __ |
		d. Meet with Parent Association		| __ |
		e. Meet with Other (specify)	Yes = 1 No = 2 Do not know = -8	| __ |
		f. Observe teaching within classes		| __ |
		g. Check school records		| __ |
		h. Check school financial records		| __ |
		i. Check school development plan		| __ |
		j. Check school facilities		| __ |
		k. Check school supplies/learning materials		| __ |
	6.	Did the administrative supervision visit result in recommendations (even if these were not in the form of an official report)?	Yes = 1 No = 2 If 2 → Q8	| __ |
	7.	Have the recommendations been shared and discussed with school staff?	Yes = 1 No = 2	| __ |
	8.	Did this visit result in a written supervision report from the assessor? **(Enumerator note:** *Ask to see the document and record the response.)*	Yes, seen = 1 Yes, not seen = 2 No = 3 If 3→ go to Section B	| __ |
4BQ4	9.	Who receives the results of the supervision report? **(Enumerator note:** *Choose all that apply)*	Central level (MoES) = 1 PESS = 2 DESB = 3 School/Principal = 4 VEDC = 5 Teachers = 6 Other (Specify)_____= 99	|__| |__| |__| |__| |__| |__| _____

			Question	Unit / code	Response
		B. Pedagogical Supervision Visits			
			Question	**Unit / code**	**Response**
	10.		How regularly does your school receive a visit from the District Pedagogical Advisor?	Not on a regular basis = 1 Every few years = 2 Every year = 3 Every year with special topics = 4 Every semester = 5 Never had a visit = 6 If 6 → Go to Part C	|__|
	11.		During the school year 2015/16, how many supervision visits did the pedagogical advisor make to your school?	Number of visits If none, enter "0".	|__|
	12.		What is the date of the last pedagogical supervision visit to your school?	MM / YY months and year Does not know, but had visit = 97	|__|__|/|__|__|
	13.		During the Pedagogical Advisor's last visit to your school, what percentage of teachers at your school were reviewed/ observed during this visit(s)?	Percentage	|__|
	14.		Is oral feedback or a written report from the Pedagogical Advisor's supervision visit shared with the teacher?	Oral feedback = 1 Written report = 2 Both - oral feedback & report = 3 No = 4	|__|
	15.		Who are the pedagogical supervision reports shared with? (choose all that apply)	Central level (MoES) = 1 PESS = 2 DESB = 3 School/Principal = 4 VEDC = 5 Teachers = 6 Other (Specify)_____= 99	|__||__| _____
	16.		What are the criteria used by the Pedagogical Advisor to evaluate teacher performance? (**Enumerator note:** *Do not read answers aloud.*) May need prompting. If prompted, record this	Cited = 1 Not cited = 2	
			a. Teaching methods used by the teacher		|__|
			b. Teacher attendance		|__|
			c. Classroom management		|__|
			d. Parent satisfaction		|__|
			e. The quality of student achievement		|__|
			f. Evaluation of knowledge (exams)		|__|

		g. Teacher behavior (desire to improve, effort, etc.)		|＿|
		h. Other (specify) _____		|＿|
	17.	Did this Pedagogical Advisor report raise issues about any of the following school items: **Enumerator Note**: Read options aloud.	Yes = 1 No = 2	
		a. School Development Plan		|＿|
		b. Quality of education provided in schools		|＿|
		c. School Principal Performance		|＿|
		d. Teacher performance		|＿|
		e. Teacher attendance		|＿|
		f. Teacher knowledge (subjects taught)		|＿|
		g. Teacher training		|＿|
		h. Other (specify)		_____
4BQ1	18.	Does your school use feedback from the last school supervision visit to make adjustments?	Yes = 1 No = 2	|＿|
	19.	What kind of adjustments does your school make as a result of the feedback / report? **Enumerator Note**: Read options aloud.	Yes = 1 No = 2	
		a. pedagogical adjustment (e.g. curriculum, teaching methods)		|＿|
		b. personnel adjustments (e.g. training, requesting teachers with certain skills)		|＿|
		c. operational adjustments (e.g. making changes to day-to-day school operations, e.g. use of school space, facilities, timetabling, etc.)		|＿|

C. School-Self Assessment				
		Question	**Unit / Code**	**Response**
4BQ1	20.	How often does your school conduct a school self-assessment? [**Enumerator note**: School self-assessment is a pre-requisite for developing the School Development Plan and annual budget request.]	Never = 1 Every few years =2 Annually = 3 If 1 → **Section D**	|＿|
	21.	When was the last one? *(Enumerator note: Ask to see the self-assessment report)*	Doesn't know = 1 Date, seen = 2 Date, not seen = 3 Date=DD/MM/YY	|＿| Date: ___/__/__

4BQ2	22.	Does your school use school self-assessment results to make the following types of changes or improvements?	Yes = 1 No = 2	|＿|
		a. Pedagogical changes (teaching and learning)		|＿|
		b. Personnel changes (assigning teachers to different classes, requesting other teachers, etc.)		|＿|
		c. Operational changes (making changes to day to day school operations, e.g. use of school spaces, facilities, school schedule, etc.)		|＿|
	23.	Who receives the results of the school self-assessment? *(**Enumerator note:** Choose all that apply)*	Central level (MoES) = 1 PESS = 2 DESB = 3 School/Principal = 4 VEDC = 5 Teachers = 6 Parents/Community = 7 Other (Specify)_____= 99	|＿||＿| |＿||＿| |＿||＿| |＿||＿| _____

D. Student Assessment

			Unit / Code	Response
4CQ1	24.	What kind of <u>standardized</u> student testing does your school use to assess student performance? **Enumerator Note:** Choose all that apply.	National exam = 1 Provincial exam = 2 District exam = 3 School/classroom exam = 4 None = 5 Other (specify) = 99 If 4 only, or 5, or 99 → **Section IV**	|＿||＿| |＿||＿| _____
4CQ2	25.	How often are students assessed at your school using standardized student exams?	Every few years = 1 Every year = 2	|＿|
4CQ3	26.	a. Which students at your school participate in standardized student assessments?	Selected grades in the school = 1 All students in the school = 2 If 2 → Q27	|＿|
		b. Please indicate the selected grades	Grade 1 =1 Grade 2 = 2 Grade 3 = 3 Grade 4 = 4	

			Grade 5 = 5	
	27.	Does your school receive the results from standardized student assessment exams?	Yes = 1 No = 2	| __ |
4DQ1	28.	Does your school use standardized student assessment results to make adjustments?	Yes = 1 No = 2 If **2 → Q30**	| __ |
4DQ2	29.	Does your school use standardized student assessment results to make the following types of adjustments? A. Pedagogical adjustments (e.g. curriculum, teaching methods), B. Personnel adjustments (e.g. training, requesting teachers with certain skills) C. Operational adjustments (e.g. timetabling, etc.)	Yes = 1 No = 2	A. | __ | B. | __ | C. | __ |
4DQ3	30.	Who analyzes your school's standardized student assessment results?	Central MoES = 1 PESS = 2 DESB = 3 School = 4 Other (specify) __	| __ | _____
4DQ4	31.	Who receives <u>your school's</u> standardized student assessment results and recommendations? (**Enumerator note:** *Choose all that apply*)	Central MoES = 1 PESS = 2 DESB = 3 School Administrators = 4 Teachers = 5 Parents = 6 Other, specify_____ = 99	| __ || __ | _____
4EQ1	32.	Who receives the summary results of your school's standardized student assessments? (**Enumerator note:** *Choose all that apply*)	Results not reported = 1 Central MoES = 2 Regional(PESS) = 3 DESB = 4 School Administrators = 5 Teachers = 6 Parents = 7 Other, specify_____ = 99	| __ || __ | _____
5BQ1 5BQ2	33.	Did you compare your performance results on student assessment with other schools in your district in 2015-16?	Yes = 1 No = 2 If 2 → **Section IV**	| __ |

5BQ1 & 5BQ2	34.	If so, how do your school's results compare with the other school(s)?	Don't know = 1 Average = 2 Favorably = 3 Unfavorably = 4	| __ |

Section IV: Social Governance

Enumerator read: I want to ask you questions about the Village Education Development Committee (VEDC).

A. Community involvement

		Question	Unit / Code	Response
3Q1i	1.	a. Does your school have a Parent Association?	Yes = 1 No = 2	| __ |
		b. Does your school have a functioning VEDC or School Management Committee (SMC)? **Enumerator Note**: If school is private, they may have a School Management Committee (SMC) or something equivalent.	Yes = 1 No = 2 If 1 → Q3 If 2 → Q2	| __ |
	2.	If No, why is there no functioning VEDC / SMC at your school?	No interest = 1 No budget = 2 Other (specify) = 99	| __ |Go to Q24
3Q2i	3.	What key roles does the VEDC / SMC play in this school? *(Enumerator note: Read choices aloud)*	Yes = 1 No = 2	
		A. Provides labor and materials to improve school facilities		A. | __ |
		B. Provides financial assistance to improve school facilities		B. | __ |
		C. Volunteers in the classroom		C. | __ |
		D. Volunteers in extra-curricular activities (e.g. sports and social activities)		D. | __ |
		E. Monitoring of student attendance		E. | __ |

		F. Monitoring of teacher attendance		F. | ___ |
		G. Participates in preparing the School Development Plan (planning school projects)		G. | ___ |
		H. Participates in implementing activities within the School Development plan (school projects)		H. | ___ |
		I. Participates in monitoring the School Development Plan;		I. | ___ |
		J. Prepares reports for activities undertaken		J. | ___ |
		K. Validates the school's annual report		K. | ___ |
		L. Other. Please Specify_____	_____	L. | ___ |
3Q3i	4.	What role do you (or your school principal) play on the VEDC / SMC?	*President = 1* *Chair = 2* *Secretary = 3* *Member = 4* *No role = 5* *Other (specify) = 9*	| ___ |
	5.	How often did the VEDC / SMC meet during the academic year 2015/2016?	*Number*	| ___ | ___ |
	6.	Do you have minutes for the meetings? *(Enumerator note: If "yes", ask to see the document)*	Yes, seen = 1 Yes, not seen = 2 No = 3	| ___ |
	7.	Are minutes of the VEDC / SMC meetings posted publicly at the school or disseminated in any way?	Yes = 1 No = 2	| ___ |
3FQ1	8.	Does your school hold open elections of VEDC / SMC members? [test in pilot – we may not need this question, Q9 and Q11 for Laos if no elections.]	Yes = 1 No = 2 If 2 → **Q10**	| ___ |
3FQ4	9.	If yes, how often?	Annual = 1 Every 2 years = 2 Every 3 years = 3 Other (specify)___ = 9	| ___ | _____
	10.	The VEDC / SMC at your school is composed of how many members?	*Number*	| ___ | ___ |

3FQ3	11.	How many members were elected?	Number	|__|__|
	12.	How many members were appointed by you (the school principal)?	Number	|__|__|
	13.	How many members were appointed by the local authority?	Number	|__|__|
	14.	How many members are women?	Number	|__|__|
	15.	Does your school have a limited appointment period for VEDC / SMC members?	Yes = 1 No = 2	|__|
	16.	Did the VEDC / SMC make recommendations to the school regarding school needs/ school support/ school projects <u>during the year 2015-2016</u>?	Yes = 1 No = 2	|__|
3AQ1, 3EQ1	17.	What kinds of recommendations can the VEDC / SMC make to the school? *(**Enumerator note:** Read options aloud. Choose all that apply)*	Budget Planning = 1 Pedagogical input = 2 Personnel Management = 3 Infrastructure Maintenance = 4 Strengthening ties to the community = 5 Fundraising ideas = 6 Inputs to teaching materials / local content = 7 Partnership Development = 8 Other (specify) = 9	|__||__| |__||__| |__||__| |__||__| _____
	18.	What, if any of the recommendations above were implemented? *(**Enumerator note:** Choose all that apply)*	Budget Planning = 1 Pedagogical input = 2 Personnel Management = 3 Infrastructure Maintenance = 4 Strengthening ties to the community = 5 Fundraising ideas = 6 Inputs to teaching materials / local content = 7 Partnership Development = 8 None = 9 Other (specify) = 99	|__||__| |__||__| |__||__| |__||__| _____
3EQ2	19.	Does your school's VEDC / SMC oversee learning inputs at your school?	Yes, for all learning inputs = 1 Yes, for some learning inputs = 2 No = 3	|__|
3EQ3i	20.	Does your school's VEDC / SMC receive training and/or guidelines in the following areas?	Developing School Improvement Plans (School projects) = 1 Preparing a school budget and/or formula funding = 2	|__||__| |__||__|

		*(**Enumerator note:** Read response options. Choose all that apply.)*	Understanding the financial audit = 3 Basic book keeping = 4 Communicating with other parents and community members = 5 Holding meetings = 6 Holding elections = 7 Understanding school/student assessments = 8 Monitoring teacher/student attendance = 9	|__||__ | | _ | _ |
3BQ2	21.	Does your school's VEDC / SMC have the following: *(**Enumerator note:** Read answer choices and Choose all that apply)*	No voice or oversight on budget issues = 1 Voice on budget issues= 2 Oversight on budget issues = 3	|__|
3BQ3	22.	Does your school's VEDC / SMC regularly receive an annual financial audit report for the school's operating budget or school-block grant (SBG)?	Yes = 1 No = 2 If 1 → Q25	|__|
3BQ4	23.	Can the VEDC / SMC request a financial audit of the SBG or the school's operating budget?	Yes = 1 No = 2 If 1 or 2 → Q25	|__|
	24.	Does your school regularly receive an annual financial audit report for the school's operating budget [for private schools] or school-block grant (SBG) [for public schools]?	Yes = 1 No = 2	|__|
3BQ5	25.	Does your school make its financial audit reports available to the public (e.g. parents, etc.)?	Yes = 1 No = 2 If **2** → **Part B**	|__|
	26.	If yes, how are the audit reports make available to the public? **Enumerator Note**: Choose all that apply.	By request = 1 In a meeting = 2 Posted at the school = 3 Other (specify) _____ = 99	|__|_____

		B. Sharing information		
3FQ2	27.	Does your school have <u>guidelines</u> for calling community meetings with parents or the public?	Yes = 1 No = 2	|__|
	28.	<u>During the school year 2015/16</u>, how many times did the school call such community meetings?	Number of times	|__|

	29.	Does your school hold at least one meeting per year with its community to discuss the school development plan?	Yes = 1 No = 2	|＿|
	30.	Do you keep a record of your meetings with the school community? (*Enumerator Note: If yes, please ask to see the records.*)	Yes, Observed = 1 Yes, Not observed = 2 No = 3	|＿|
	31.	What percentage of parents attend the school community meetings? **Enumerator Note:** Record best estimate.	Percentage	|＿||＿||＿|

		C. Data Management and Use	**Unit/Code**	**Response**
	32.	Does your school have a computerized record to track data about your school? (e.g. attendance, student grades, timetable/class schedules, etc.)	Yes = 1 No = 2 If 2 → **Section D**	|＿|
	33.	How often is the information updated?	Every day = 1 weekly = 2 monthly = 3 quarterly = 4 annually = 5 never = 6 Other (specify)_____= 99	|＿||＿|
	34.	Who is responsible for entering the information for your school into the database?	one teacher = 1 several staff members = 2 every teacher = 3 a designated administrative staff = 4 School Principal = 5 Other (specify) = 99	|＿||＿| _____
	35.	Have you used the school database to monitor teacher attendance in <u>2016-17</u>?	Yes = 1 No = 2	|＿|
	36.	Is the school database used in the following core operations?		
		a. School Management		|＿|
		b. Decision-making	Yes = 1 No = 2	|＿|
		c. Teaching and learning		|＿|
		d. To help you in reporting data on student performance		|＿|

Enumerator Note: Part "D" (below) has been adapted for Lao PDR since there is no national standardized student assessment. Answers should be based on subnational student assessment.

		D. Accountability Guidelines for Student Assessments		
5AQ1	37.	Does your school have any guidelines on how to package student assessment results and disseminate this information to parents in a way that they can understand them?	Yes = 1 No = 2 If 2 ➔ **Q40**	|＿|
5AQ2	38.	If yes, which level of the government supplies the guidelines to your school? (***Enumerator note:*** *Choose all that apply*)	Central MoES = 1 PESS = 2 DESB = 3 School level (we create our own) = 4 If 4➔ **Q40**	|＿|
5AQ3	39.	How are the guidelines for the use of results of student assessments made available to your school? (Choose all that apply)	By request = 1 Public = 2 Online =3	|＿||＿||＿|
5AQ4	40.	Can your school's VEDC or parents use the results to demand accountability from the school?	Yes = 1 No = 2 If 2 ➔ **Section V**	|＿|
5AQ5	41.	If yes, are there any consequences to your school? (Must your school take action?)	Yes = 1 No = 2	|＿|

Section V: Resources received

Enumerator read: Let me ask you some questions about the resources that you have received from the government
(Enumerator note:. In Laos the school block grant is equivalent to the school's operating budget.)

		A. School Budget / Capacity building / Accountability	Unit/Code	Response
	1.	<u>Does your school have a bank account?</u>	Yes = 1 No = 2	|＿|
	2.	<u>In the 2015-2016 academic year</u>, did this school receive a school block grant or an operating budget?	Yes = 1 No =2	|＿|
		2a. What kind of budget did your school receive? (**Enumerator Note**: Select all that apply.)	School block grant = 1 General operating budget = 2 Don't know = -8 Other, specify = 99 If 2, -8 or 99 → Q3	|＿| _____
		2b. How much money is this school entitled to receive per student, per year in the school block grant?	[Enter amount in LAK] Don't Know = -8	|＿|
		2c. Are the school block grants received by this school earmarked by MOES for particular purposes?	Yes = 1 No = 2 Don't Know = 9	|＿|
1AQ2&Q7	3.	If the school was involved in the preparation of the budget for the school block grant or the operating budget, its approval, or implementation in 2015-2016, did you receive any guidelines to help you with the task?	Yes = 1 No =2 Not involved in budget = 3	|＿|
	4.	<u>In the 2015-2016 academic year</u>, was information on your school's school block grant or it's school operating budget:		
		a. Made available to the VEDC or School Management Committee (or equivalent)?	Yes = 1 No = 2 N/A = 98 Don't know = -8	|＿||＿|
		b. Made available to the Parent Association?		|＿||＿|
		c. Made available to community members upon request?		|＿||＿|
		d. Posted in a public place?		|＿||＿|
		e. Presented in a format such that community members can understand it?		|＿||＿|

			Date (MM/YYYY)	a. Amount Received in LAK (Enter "-99" if amount not known)	b. Purpose General purpose = 1 Instructional materials = 2 Not specified = 3 Other (specify) = 9	c. Was this transfer made on time? Yes = 1 No = 2 Don't know = -8
	5.		For the 2015-2016 academic year, if you are a public school could you list the school block grant transfers that were received from MOES? If you are a private school can you list the operating budget deposits received? Include transfers that arrived in any form (check, direct deposit, etc.). *(Enumerator note: If the school received more than 6 transfers, list the remaining transfers on a separate page)*			
		1.			|＿|＿＿＿＿＿＿	|＿|
		2.			|＿|＿＿＿＿＿＿	|＿|
		3.			|＿|＿＿＿＿＿＿	|＿|
		4.			|＿|＿＿＿＿＿＿	|＿|
		5.			|＿|＿＿＿＿＿＿	|＿|
		6.			|＿|＿＿＿＿＿＿	|＿|

	B. Government Funding		
	Financial Resources *(other than wages) received from central or local governments*		
		a. Yes = 1 No = 2 If 2, → next line	**b.** Estimated Value of financial resources provided: *(Amounts in LAK)*
1.	For the year 2015/2016, did the school receive financial resources for its operating budget (other than wages) from:		
	a. Central MoES	|＿|	|＿|＿|＿|＿|＿|＿|＿|＿|＿|
	b. PESS	|＿|	|＿|＿|＿|＿|＿|＿|＿|＿|＿|
	c. DESB	|＿|	|＿|＿|＿|＿|＿|＿|＿|＿|＿|
	d. Other government (specify) ＿＿＿＿＿＿ (e.g. Min of Public Works, local government, etc.)	|＿|	|＿|＿|＿|＿|＿|＿|＿|＿|＿|

	2.	<u>For the 2015/2016 year</u>, did the school receive material resources (in kind) from government?	Yes = 1 No = 2 Do not know = -8 If 2 or -8 → **Section C**	|＿|

			a.	b. Quantity	c. Value
	3.	What kind of material resources were received for the 2015/2016 year:	Yes = 1 No = 2 If 2 → **next item**	Number	Amounts (in LAK)
		a. Textbooks	|＿|	|＿|＿|＿|	|＿|＿|＿|＿|＿|＿|
		b. Computers	|＿|	|＿|＿|＿|	|＿|＿|＿|＿|＿|＿|
		c. Tables	|＿|	|＿|＿|＿|	|＿|＿|＿|＿|＿|＿|
		d. Chairs	|＿|	|＿|＿|＿|	|＿|＿|＿|＿|＿|＿|
		e. School supplies	|＿|	|＿|＿|＿|	|＿|＿|＿|＿|＿|＿|
		f. Printers	|＿|	|＿|＿|＿|	|＿|＿|＿|＿|＿|＿|
		g. Other (specify) _____	|＿|	|＿|＿|＿|	|＿|＿|＿|＿|＿|＿|

		C. Additional Funding	Unit / Code	Response
1DQ1	1.	From which sources can your school request additional funds? (**Enumerator**: Choose all that apply)	None =1 Subnational government (PESS, DESB, Local) = 2 Local / Non-governmental organization = 3 Private business = 4 Parents/community members = 5 International organization = 6 Other (specify): = 9	|＿||＿| |＿||＿| |＿||＿| |＿| _____
1DQ2	2.	Did your school request additional funds from any of these sources in <u>2015-2016</u>? ***Enumerator note:*** *Choose all that apply.*	None =1 Subnational government (PESS, DESB, Local) = 2 Non-governmental organization = 3 Private business = 4 Parents/community members = 5 International organization = 6 Other (specify): = 9	|＿||＿| |＿||＿| |＿||＿| |＿| _____

	3.	For the fiscal year 2015/2016, did the school receive transfers (financial or in-kind) from <u>bodies</u> other than <u>the government?</u>	Yes = 1 No = 2 Do not know = 9 If 2 or 9 → **Section D**	|__|

		a.	b.	c.	d.	e.
	4.	Please list the names of the organizations that supported you.	What type of organization is it? (See codes)	Could you tell us the amount of financial support provided by this organization in 2015/2016 (in LAK)?	Could you tell us what is the approximate value of <u>in-kind</u> support provided by this organization in 2015/2016 (in LAK)?	What is the most important kind of support provided by this organization? (See in-kind codes)
		(i)	|__|	|_|_|_|_|_|	|_|_|_|_|_|_|	|__|_____
		(ii)	|__|	|_|_|_|_|_|	|_|_|_|_|_|_|	|__|_____
		(iii)	|__|	|_|_|_|_|_|	|_|_|_|_|_|_|	|__|_____
		(iv)	|__|	|_|_|_|_|_|	|_|_|_|_|_|_|	|__|_____
		(v)	|__|	|_|_|_|_|_|	|_|_|_|_|_|_|	|__|_____

b. Organization Codes:
International Organization/International NGO = 1
Local Non-Governmental Organization (NGO) =2
Local Non-profit Association = 3
Private company = 4
Individuals = 5
School/VEDC fundraising = 6
Other (specify) = 9

e. Code for in-kind resources:
Supplies and equipment = 1
Renovations = 2
Training / Technical Support = 3
Other (specify) = 4

		D. Financial payments (contributions) from parents (2015/2016)	
	1.	What is the average annual amount that parents pay per student at your school for the following?	Average annual amount per student (in LAK)
		a. Uniforms	|_|_|_|_|_|
		b. Transportation	|_|_|_|_|_|
		c. School maintenance	|_|_|_|_|_|
		d. Extra after school classes	|_|_|_|_|_|
		e. School events (e.g. sports day)	|_|_|_|_|_|
		f. Food	|_|_|_|_|_|
		g. Insurance	|_|_|_|_|_|
		h. Other (specify): _____	|_|_|_|_|_|

Thank you for your cooperation.

LAO PDR SABER SERVICE DELIVERY

EDUCATION SURVEY

2017

Module 4 – Classroom Observation

MINISTRY OF EDUCATION AND SPORTS
Lao PDR

THE WORLD BANK
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Module 4: Classroom Observation
Class and Teacher Information

QUESTIONS 1 – 4 TO BE COMPLETED BEFORE INTERVIEW
Enumerator Note: *Please write all responses clearly using CAPITAL LETTERS ONLY*

		Unit / Code	Response
1.	Enumerator Name	*Last name, First name*	
2.	School Name & Survey Code		|___|___|___|
3.	School EMIS Code/Registration Number	*Official code used by MoES*	|___|___|___||___|___|___||___|___|___|
4.	Subject	*Mathematics = 1* *Lao Language = 2*	|___|
5.	Scheduled class time	*Time in 24 hr. format (e.g. 13:30 to 14:15)*	|___|___|:|___|___| to |___|___|:|___|___|
6.	Date	*Day/Month/Year (e.g. 15/04/16)*	|___|___|/|___|___|/|___||___|
7.	Teacher Name	*Last name, First name*	
8.	Teacher ID	*(Row number from Module 2A)*	|___|___|
9.	Is this the regular teacher or a substitute?	*Regular teacher = 1* *Substitute teacher = 2*	|___|
10.	If the teacher was late, how many minutes was he/she late Note: If teacher was not late, mark "00"	*Minutes*	|___|___|

Supervision			Result Codes	Result	Signature	Date *Day/Month/Year (e.g. 15/04/12)*
11. Questionnaire Review	a.	Enumerator	1= Questionnaire complete 2=Questionnaire incomplete 3 = School closed 4 = School refused	|____|		|__|__|/|__|__|/|__||__|
	b.	Team Leader		|____|		|__|__|/|__|__|/|__||__|
	c.	Supervisor		|____|		|__|__|/|__|__|/|__||__|

INSTRUCTIONS: Use the table below to register the activities taking place during the classroom observation (mathematics or Lao language 4th grade class). It is intended to be a picture of what is happening at one specific moment within a minute and not what happened during the whole minute.

There are six teacher activities listed as Options (1), (2), (3), (4), (5), and (6). You should chose only <u>one</u> of them for each of the minutes you are observing. If option (1) is chosen, at least one of the sub indicators from (1a) to (1l) should be marked.

Module 4A: Time on Task		
READ TO RESPONDENT: *Good Morning/Afternoon, I am a researcher and we are conducting a survey to learn about education in Laos. I would like to observe the activities in the class for the next hour. The School Principal and the Ministry of Education have given us permission to do classroom observations. I will sit at the back of the class. Please conduct the lesson as you would normally and ignore my presence. But I would like to request that when you have completed your lesson, you ask the students to remain in their seats so I can ask them a few quick questions.*		
Enumerator Note: *If you arrived after class began, how many minutes late were you? (If not late, write "0")* ***If you arrive late; start recording the same number of minutes afterwards, <u>plus one minute</u>***.	|__|__|	**Enumerator Note:** Below write the time you entered the classroom. *Ask teacher what time the lesson started* |__|__|:|__|__|(USE 24 HOUR TIME)

ENUMERATOR NOTE: If the teacher is in class and not teaching indicate so in this module (Module 4A) and skip all questions in Module 4C because they are not applicable.

Instructions: For each minute, 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 entire minute interval. There are six Options (1), (2), (3), (4), (5), and (6) and only one of them should be chosen. If option (1) is chosen, at least one sub answer from (1a) through (1l) should also be indicated.

Teacher's Activity (minutes)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Count
(1) Teacher in class – teaching																															
(1a) Teacher interacts with all children as a group																															
(1b) Teacher interacts with a small group of children																															
(1c) Teacher interacts with children one on one																															
(1d) Teacher reads or lectures to the students (students only listen)																															
(1e) Teacher supervises student (s) writing on the board																															
(1f) Teacher leads kinesthetic group learning activity																															
(1g) Teacher writing on blackboard																															
(1h) Teacher listening to students recite/read																															
(1i) Teacher waiting for students to complete task																															
(1j) Teacher testing students in class																															
(1k) Teacher maintaining discipline in class																															
(1l) Teacher doing paperwork																															
(2) Teacher in class – not teaching																															
(3) Teacher not in class – learning activity happening																															
(4) Teacher not in class – no learning activity happening																															
(5) Break																															
Number of students not engaged in the task (every 5 minutes)																															
(6) Class ended																															
Comments:																															

Module 4A: Time on Task (Continued)

ENUMERATOR NOTE: If the teacher is in class and not teaching indicate so in this module (Module 4A) and skip all the questions in Module 4C because they are not applicable.

Instructions: For each minute, 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 entire minute interval. There are six Options (1), (2), (3), (4), (5), and (6) and only one of them should be chosen. If option (1) is chosen, at least one sub answer from (1a) through (1l) should also be indicated.																														
Teacher's Activity (minutes)	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	Count
(1) Teacher in class – teaching																															
(1a) Teacher interacts with all children as a group																															
(1b) Teacher interacts with a small group of children																															
(1c) Teacher interacts with children one on one																															
(1d) Teacher reads or lectures to the students (students only listen)																															
(1e) Teacher supervises student (s) writing on the board																															
(1f) Teacher leads kinesthetic group learning activity																															
(1g) Teacher writing on blackboard																															
(1h) Teacher listening to students recite/read																															
(1i) Teacher waiting for students to complete task																															
(1j) Teacher testing students in class																															
(1k) Teacher maintaining discipline in class																															
(1l) Teacher doing paperwork																															
(2) Teacher in class – not teaching																															
(3) Teacher not in class – learning activity happening																															
(4) Teacher not in class – no learning activity happening																															
(5) Break																															
Number of students not engaged in the task (every 5 minutes)																															
(6) Class ended																															
Comments:																															

Module 4B: Classroom Environment		
	Unit / Code	**Response**
How many students are in the room?	Number	|___||___|
How many boys?	Number	|___||___|
How many girls?	Number	|___||___|
1.		
4a. How many **male** students have the textbook for the class (Lao language or mathematics)?	*Number (ask male pupils to hold up books)*	|___||___|
4b. How many **female** students have the textbook for the class (Lao language or mathematics)?	*Number (ask female pupils to hold up books)*	|___||___|
2.		
5a. How many **male** students in the class have a pencil or pen?	*Number (ask male pupils to hold up pencils or pens)*	|___||___|
5b. How many **female** students in the class have a pencil or pen?	*Number (ask female pupils to hold up pencils or pens)*	|___||___|
3.		
6a. How many **male** students in the class have a student workbook?	*Number (ask male pupils to hold up exercise books)*	|___||___|
6b. How many **female** students in the class have a student workbook?	*Number (ask female pupils to hold up exercise books)*	|___||___|
Is there a "library corner" in the class or additional available books for students?	*Yes = 1 No = 2*	|____|
Is there a blackboard and/or whiteboard in the class?	*Yes = 1 No = 2*	|____|
Is there chalk or marker to write on the board available during the lesson?	*Yes = 1 No = 2*	|____|

	Does the classroom have a working electricity connection (e.g. electric light)?	*Yes = 1* *No = 2*	|____|
	Was students' work displayed on the walls?	*Yes = 1* *No = 2*	|____|
	Other than students' work, were there other materials, such as, charts displayed on the walls?	*Yes = 1* *No = 2*	|____|
	How would you classify the hygiene in the classroom?	*Extremely clean and well maintained = 1* *Reasonably clean and maintained = 2* *Not very clean or maintained = 3*	|____|
	How many students were not sitting at desks? (**Enumerator Note:** *Observe those sitting on floor, bricks, rocks, mats etc. BUT not those made to stand up as a result of punishment*)	*Number*	|___||___|
	Does the blackboard have sufficient contrast for reading what is written on the board? (**Enumerator Note:** *Read chalk writing on the board from the back of the classroom*)	*Yes = 1* *No = 2*	|____|
	Is there sufficient light for reading text from the FRONT of the classroom? (**Enumerator Note:** *Pace printed text on the blackboard to assess visibility*)	*High = 1* *Low = 2*	|____|
	Is there sufficient light for reading text from the BACK of the classroom? (**Enumerator Note:** *Place printed text on the blackboard to assess visibility*)	*High = 1* *Low = 2*	|____|
7.	Is there a teacher's desk and chair in the classroom?	*Yes = 1* *No = 2*	|____|
8.	Does the classroom have at least one cupboard?	*Yes = 1* *No = 2*	|____|

Module 4C: Teaching

Use of teaching aids during the lesson			
		Unit / Code	**Response**
1.	Was the textbook used by the teacher?	*Yes = 1* *No = 2*	|___|

2a.	How many **male** students used a textbook? (**Enumerator Note:** *Include those that share*)	*Number*	|___||___|
2b.	How many **female** students used a textbook? (**Enumerator Note:** *Include those that share*)	*Number*	|___||___|
3.	Did the teacher write on the blackboard?	*Yes = 1* *No = 2*	/___/
4.	Did any students write on the blackboard?	*Yes = 1* *No = 2→ Q6*	/___/
5a.	How many **male** students wrote on the blackboard?	*Number*	|___||___|
5b.	How many **female** students wrote on the blackboard?	*Number*	|___||___|
6.			
6a.	How many **male** students used paper (or student workbook) and pencil?	*Number*	|___||___|
6b.	How many **female** students used paper (or student workbook) and pencil?	*Number*	|___||___|
7.	Did the teacher use local information from the community to make learning relevant?	*Yes = 1* *No = 2*	/___/
Teacher demeanor: Did the teacher EVER do any of these things?			
8.	Was the teacher either sitting or standing in front of the class at any time?	*Mostly Sitting = 1* *Mostly Standing = 2*	/___/
9.	Did the teacher visit individual students to help explain the classwork?	*Yes = 1* *No = 2→ Q11*	/___/
10a.	How many **male** students did the teacher go to help individually?	Number	|___||___|
10b.	How many **female** students did the teacher go to help individually?	Number	|___||___|
11.	Did the teacher call students by name while teaching?	*Yes = 1* *No = 2 → Q13*	/___/

12.	How many students did the teacher call by name? **Enumerator Note**: There is an auxiliary page to help record answers for this question. Count only the numbers of students, not the number of times a student is called.	Number	|___||___|
13.	Was the teacher smiling, laughing, or joking with students?	*Yes = 1* *No = 2*	/____/
14.	Did the teacher hit, pinch, or slap a pupil?	*Yes = 1* *No = 2*	/____/

Teacher asking questions

15.	Did the teacher ask questions that required learners to recall information?	*Yes = 1* *No = 2*	/____/
16.	Did the teacher ask learners to carry out a task which allowed them to demonstrate their understanding of what they had learned during the lesson?	*Yes = 1* *No = 2*	/____/
17.	Did the teacher ask questions that required learners to apply information to new topics?	*Yes = 1* *No = 2*	/____/
18.	Did the teacher ask questions which required learners to use their creativity and imagination?	*Yes = 1* *No = 2*	/____/

Feedback

19.	Did the teacher give feedback or praise, moral strengthening, and/or encouragement?	*Never = 1* *Once = 2* *More than once = 3*	/____/
20.	Did the teacher give feedback that was correcting a mistake?	*Never = 1* *Once = 2* *More than once = 3*	/____/
21.	Did the teacher give feedback that was scolding a mistake?	*Never = 1* *Once = 2* *More than once = 3*	/____/

Introducing and summarizing the lesson

22.	Did the teacher introduce the lesson at the start of the class?	*Yes = 1* *No = 2* *Don't know = -8*	/____/
23.	Did the teacher summarize the lesson at the end of the class?	*Yes = 1* *No = 2* *Don't know = -8*	/____/

24.	What was taught in the lesson (e.g. single digit division, spelling, reading, etc.)	*Open ended (specify)*	_____
Homework			
25.	Did the teacher assign homework to the class?	*Yes = 1* *No = 2* *Don't know = -8*	|___|
26.	Did the teacher review or collect homework from the class?	*Yes = 1* *No = 2* *Don't know = -8*	|___|
27.	**Enumerator Note:** *Ask to see teacher's record of marked homework.*	*Yes (observed) = 1* *Yes (not observed) = 2* *No record = 3*	|___|
Language			
28.	Did the teacher use the local language as a medium of instruction? (language other than Lao)	*Yes = 1* *No = 2*	|___|

Module 4D: Questions for Teacher

ENUMERATOR (READ TO TEACHER): *Thank you for allowing me to observe your class. I just have a few brief questions that I would like to ask you. They will only take a few minutes*.

Questions			
		Unit / code	**Response**
	Do you keep official attendance records?	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3*	|___|
	How many students are registered in this class currently? *(Enumerator Note: Refer to attendance record if available)*	*Number*	|___||___|

	How many students are absent from this class today? (***Enumerator Note:*** *Refer to attendance record if available*)	*Number*	|___||___|
1.	Do you have the curriculum for the term or the year?	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3*	|___|
	Do you have a work plan (planning book) for the term or year that covers the required curriculum?	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3➔Q7*	|___|
2.	Is your work plan countersigned by the Principal and Head of Village Education Development Committee (VEDC)? (***Enumerator Note:*** *Ask to see countersignature*)	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3*	|___|
	Do you have a lesson plan for this lesson?	*Yes = 1* *No = 2 ➔Q9*	|___|
	Enumerator Note: *Ask to see the current day's lesson plan.*	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3*	|___|
3.	Do you maintain a folder for student learning materials and exercises? (***Enumerator Note***: *Ask to see the folder with student learning materials and exercises*)	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3*	|___|
4.	Do you have a record of the pupils' continuous assessments (e.g., student test record book)? (***Enumerator Note:*** *Ask to see student test record book*)	*Yes (observed) = 1* *Yes (not observed) = 2➔Q12* *No = 3➔Q12*	|___|
5.	**Enumerator Note:** *Does the record book have at least 2 marked class tests for any of the following subjects: Lao language, maths, The World Around Us?*	*Yes = 1* *No = 2*	|___|

6.	What types of classroom assessment do you use in a month? (***Enumerator Note:*** *Read all options. ==Pilot this question.==*	*Yes = 1* *No = 2*	*a. Homework*	a. |___|
			b. Informal quizzes	b. |___|
			c. Tests	c. |___|
			d. Oral presentations	d. |___|
			e. Group projects	e. |___|
			f. Other (specify)	f. |___|_____

7.	Do you create an end-of-semester report on each student containing assessment scores and provide simple feedback to parents? (***Enumerator Note***: *Ask to see the last end-of-semester student report*)	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3*	|___|

8.	Do you compile an end-of-semester class report for each subject for the Principal and VEDC showing progress of the class and different students against the curriculum? *(Enumerator Note: Ask to see the last end-of-semester class report)*	*Yes (observed) = 1* *Yes (not observed) = 2* *No = 3*	*|___|*
9.	How many students is this class have performed consistently poorly in this academic year?	*Number*	*|___||___|*
10.	How have you handled the student's poor performance? **(Enumerator Note: Multiple answers can be recorded, up to 4)**	*Did not do anything different =1* *Provided extra help during lesson to student = 2* *Provided extra help after lesson to student = 3* *Sought advice from other teacher or principal = 4* *Talked to student's parents = 5* *Used corporal punishment = 6* *Other (specify) = 9*	*|___||___||___||___|* _____
11.	Approximately what percentage of your students in this class can do the following activities? **(Enumerator Note: Read options 17a – 17c if you observed a language class. Read options 17d – 17f if you observed a math class)** / **For language**: 17 a. Can identify letters 17 b. Can read words 17 c. Can read a short paragraph and answer questions on its content. **For Mathematics:** 17d. Can add single digit numbers 17e. Can multiply single digit numbers 17f. Can divide single digit numbers	*Less than or equal to 25% = 1* *Between 26-50% = 2* *Between 51-75% = 3* *Between 76-95%= 4* *Greater than 95% = 5*	*|___|* *|___|* *|___|* *|___|* *|___|* *|___|*
12.	In your opinion, for students mastering less than 50% on any of the activities, what is the main reason?	*Student-centered factor = 1* *Teacher-centered factor = 2* *School-centered factor = 3* *Family/community-centered factor = 4* *Other (specify) = 9*	*|___|_____*
13.	*(Enumerator Note:* Has this teacher completed Module 2C?)	*Yes = 1* *No = 2* *If 2 - No, ➔ Please add this teacher to Module 2C and complete Module 2C questions with him/her.*	*|___|*

Teacher characteristics			
14.	Age	*Number*	*|___||___|*

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15.	Gender	*Male = 1* *Female = 2*	|___|
16.	Position in the school	*Owner/Director = 1* *Principal = 2* *Assistant Principal = 3* *Senior teacher = 4* *Teacher = 5* *Other (specify)= 9*	|___|_____
17.	What year did you begin teaching?	*Year (e.g. 1999)*	|___|___|___|___|
18.	What year did you begin teaching at this school?	*Year (e.g. 1999)*	|___|___|___|___|
19.	Highest level of education completed?	*Primary complete = 1* *Lower Secondary = 2* *Upper Secondary = 3* *Technical / Vocational = 4* *University degree (bachelor) = 5* *University degree (master) = 6* *University degree (doctoral) = 7* *None = 8* *Other (specify) = 99*	|___|
20.	Highest level of teacher training completed?	*Basic certificate [5 + 3 or 5 + 4] = 1* *Diploma [8 + 3 or 11 + 1] = 2* *Advanced Diploma [11+3 or 12+2] = 3* *University = 4* *Post Graduate = 5* *None = 6*	|___|_____

Module 4 Comments:

Random Selection Worksheet

This worksheet was eliminated. The electronic program can help with a random selection.

Module 4E: Roster of Randomly Sampled Grade Four Students

Student Code	1. First and last names	2. Row number in Grade 4 Daily Attendance Sheet	3. Gender
	Enumerator Note: *Enter students' names in the same order as they were randomly selected*	*Number*	*Male = 1 Female = 2*
1		|___|___|	|___|
2		|___|___|	|___|
3		|___|___|	|___|
4		|___|___|	|___|
5		|___|___|	|___|
6		|___|___|	|___|
7		|___|___|	|___|
8		|___|___|	|___|
9		|___|___|	|___|
10		|___|___|	|___|
*11		|___|___|	|___|
*12		|___|___|	|___|
*13		|___|___|	|___|
	Were the students randomly sampled from the observed class in Module 4?	Yes=1 No=2	|___|

Module 4C Auxiliary Page: Counting Questions during Classroom Observation

a. BOYS		b. GIRLS

Q2. How many boys/girls used a textbook? (include children that share)

1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+

Q5. How many boys/girls wrote on the blackboard?

1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+

Q6. How many boys/girls used paper (or exercise book) and pencil?

1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+

Q10. How many boys/girls did the teacher visit individually?

1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+

Q12. How many children did the teacher call by name?

1	2	3	4	5	6	7	8	9	10	11		1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22		12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33		23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44+		34	35	36	37	38	39	40	41	42	43	44+