

General Instructions

Note that all instructions to the assessor are in **bold letters**. Instructions to the Tangerine team are in **red letters**.

Please note that the SSME also has a separate item bank of additional questions that might be useful to your study. The item bank is arranged by instrument (that is, Head Teacher, Teacher, Student, Classroom Inventory, School Inventory). To add one of these items to the existing core instrument, add a new row to the Word version of the core instrument, open the item bank, copy the additional material from the bank, and paste it into the new row in the core instrument.

School Name <input type="text"/>
School EMIS Number <input type="text"/>
Teacher Number <input type="text"/>
Assessor Name <input type="text"/>
Assessor Code <input type="text"/>
Supervisor Name <input type="text"/>
Supervisor Code <input type="text"/>
Supervisor Signature <input type="text"/>

1.	Starting time [Use 24-hour time HH:MM]	<input type="text"/> : <input type="text"/>
2.	Observation date [DD/MM/YY]	Range: Date should not be before or after the dates of data collection <input type="text"/> / <input type="text"/> / <input type="text"/>
3.	How many boys are present in this class at the time of the observation? [Have all the boys stand and count them.]	Range check: If >200, ask assessor to confirm number Number of boys <input type="text"/>
4.	How many girls are present in this class at the time of the observation? [Have all the girls stand and count them.]	Range check: If >200, ask assessor to confirm number Number of girls <input type="text"/>
5.	To determine the number of textbooks available, please ask the children to hold their language textbook up in the air. [If necessary, ask that language textbooks be removed from cupboard and distributed "as usual" to children.]	Number of language textbooks available <input type="text"/>
6.		Number of children with language textbook <input type="text"/>
7.	Please ask the children to hold their mathematics textbook up in the air. [If necessary, ask that mathematics textbooks be removed from cupboard and distributed "as usual" to children.]	Number of mathematics textbooks available <input type="text"/>
8.		Number of children with mathematics textbook <input type="text"/>
Do students have the following materials? [Name each type of material one by one, asking children to raise each type in air.]		
9.	Number of students with [language] exercise book	Range check: If >200, ask assessor to confirm number <input type="text"/>

10.	Number of students with mathematics exercise book	<p>Range check: If >200, ask assessor to confirm number</p> <div style="text-align: center;"> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/> </div>
11.	Number of students with pencil	<p>Range check: If >200, ask assessor to confirm number</p> <div style="text-align: center;"> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/> </div>
The following observations relate to the classroom environment and the teacher.		
12.	How many books/booklets other than textbooks are available and accessible (not locked away) for children to read?	<p>None 0</p> <p>1-4 1</p> <p>5-9 2</p> <p>10-19 3</p> <p>20-39 4</p> <p>40+ 5</p>
13.	Is student work displayed on the walls?	<p>No 0</p> <p>Yes 1</p>
14.	Are instructional materials displayed on the walls?	<p>No 0</p> <p>Yes 1</p>
15.	Is the number of seats sufficient for the students who are present? [Check to see if students are sitting on the floor or if multiple students are in a seat designed for one.]	<p>No 0</p> <p>Yes 1</p>

16.	Does the teacher have the following materials? [Circle all that apply.]	Blackboard / whiteboard 1 Chalk for blackboard / markers for whiteboard 1 Pen / pencil 1 Notebook 1 Language reference book / teacher manual 1 Math reference book / teacher manual 1
17.	Does the teacher have a lesson plan book?	Refuse / Does not have a lesson plan book..... 0 → If refuse/Does not have, skip to 20 Yes..... 1
18.	[Ask to look in the teacher’s lesson plan book.] Does the lesson plan book have lesson plans prepared by the teacher?	No 0 → If no, skip to 20 Yes..... 1
19.	Is the most recent lesson plan entry signed by the Head Teacher?	No 0 Yes..... 1
20.	Does the classroom have adequate lighting for students and teacher to see the blackboard and their materials?	No 0 Yes..... 1
21.	Ending time [Use 24-hour time HH:MM]	<div style="text-align: right;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> : <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> </div>