

General Instructions

This instrument is an item bank for the SSME. The questions in this item bank are intended to supplement and complement the questions in the core instruments. The items are arranged by instrument (that is, Head Teacher, Teacher, Student, Classroom Inventory, and School Inventory). To add one of these items to the existing core instrument, open the Word version of the core instrument, add a new row, copy the additional material from this item bank, and paste it into the core instrument. Adding the items to end of the existing core instrument ensures the proper references in the skip patterns in the core instrument are maintained.

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

Item Bank Questions for Head Teacher Questionnaire		
	<p>What is your highest teaching qualification?</p>	<p>Secondary school certificate 1</p> <p>Diploma..... 2</p> <p>Bachelor’s degree 3</p> <p>Higher diploma 4</p> <p>Master’s degree..... 5</p> <p>PhD 6</p> <p>Other (specify) 7</p> <p>_____</p> <p>Don’t know/Refuse..... 888</p>
	<p>Have you received special training or taken courses in school management? If yes, have you been able to use this management training?</p>	<p>No 0</p> <p>Yes, but has not used the training..... 1</p> <p>Yes, and has used the training..... 2</p> <p>Don’t know/Refuse..... 888</p>
	<p>Does this school participate in a specially funded program, or receive any external technical or material support that other schools may not benefit from?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don’t know/Refuse..... 888</p>
	<p>In the past month, on how many days did you leave school when the school was open?</p>	<p>Range: 23 days (max number of days in 31-day month)</p> <p>Number of days <input type="text"/></p>

	<p>During this school year, what grades are taught at this school? [Circle all that apply.]</p>	<p>Kindergarten 1</p> <p>Grade 1 1</p> <p>Grade 2 1</p> <p>Grade 3 1</p> <p>Grade 4 1</p> <p>Grade 5 1</p> <p>Grade 6 1</p> <p>Grade 7 1</p> <p>Grade 8 1</p> <p>Grade 9 1</p> <p>Grade 10 1</p> <p>Grade 11 1</p> <p>Grade 12 1</p> <p>Other (specify) 1</p> <p>_____</p>
	<p>Do you keep teacher attendance records?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don't know/Refuse..... 888</p>
	<p>[Record the date of the most recent teacher attendance record entry and if using a tablet, use it to take a photo.] DD/MM/YY</p>	<p>Range: Date school opened to current date</p> <p style="text-align: right;"> <input type="text"/> / <input type="text"/> / <input type="text"/> </p>

	<p>Are students' attendance records from all your classes compiled at the school level? If so, how frequently?</p>	<p>No, never 0</p> <p>Yes, once a year 1</p> <p>Yes, once every 2-3 months..... 2</p> <p>Yes, every month 3</p> <p>Yes, once every two weeks..... 4</p> <p>Yes, once every week 5</p> <p>Yes, daily 6</p> <p>Don't know/Refuse..... 888</p>
	<p>What actions do you take when you are very dissatisfied with the performance of one of your teachers? [Do not read the answer options; just circle all responses given.]</p>	<p>Do nothing 0</p> <p>Resolve problem directly with teacher..... 1</p> <p>Write letter to teacher 1</p> <p>Raise the issue with the Grade Supervisor or management within the Ministry..... 1</p> <p>Send teacher to more training 1</p> <p>Other (specify) 1</p> <p>_____</p> <p>Don't know/Refuse..... 888</p>
	<p>What activities does the Grade Supervisor undertake during his/her visit? [Do not read the answer options; only circle all responses given.]</p>	<p>Check for availability of school financial records 1</p> <p>Check student attendance register 1</p> <p>Check teachers' lesson plans 1</p> <p>Check for teachers' personnel files 1</p> <p>Check on pupils' progress records..... 1</p> <p>Check the availability of water supply..... 1</p> <p>Check to ensure working toilets / latrines are available for girls and boys 1</p> <p>Sit in the class and observe a class in session..... 1</p>

		<p>Check recent student assessments and evaluation processes 1</p> <p>Give advice on student order and discipline 1</p> <p>Give advice on student evaluation or assessment 1</p> <p>Offer management advice to Head Teacher 1</p> <p>Offer teaching advice to teaching staff 1</p> <p>Provide information on curriculum innovations 1</p> <p>Provide information on professional development opportunities 1</p> <p>Other (specify) 1</p> <p>_____</p> <p>Don't know/Refuse..... 888</p>
	<p>Does your school provide free meals for its students?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don't know/Refuse..... 888</p>
	<p>What proportion of your students receives free meals through these programs?</p>	<p>A few 1</p> <p>A quarter..... 2</p> <p>Half..... 3</p> <p>Most..... 4</p> <p>All 5</p> <p>Don't know/Refuse..... 888</p>
	<p>Do your teachers feel safe in school?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don't know/Refuse..... 888</p>

	<p>If no, please explain.</p>	<p>_____</p>
	<p>Give one main suggestion to improve the performance of the primary school system.</p>	<p>_____</p>
<p>Item Bank Questions for Teacher Questionnaire</p>		
	<p>Do you collaborate with colleagues on lesson plans? If yes, how often do you collaborate?</p>	<p>No 0</p> <p>Yes, once a week..... 1</p> <p>Yes, 2-4 times a week 2</p> <p>Yes, 5 times a week 3</p> <p>Yes, every other week 4</p> <p>Yes, monthly 5</p> <p>Don't know/Refuse..... 888</p>
	<p>How useful do you find Ministry-provided textbooks?</p>	<p>Not very useful 0</p> <p>Moderately useful 1</p> <p>Very useful..... 2</p> <p>Don't know/Refuse..... 888</p>
	<p>Did the Grade Supervisor give advice on student order and discipline?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don't know/Refuse..... 888</p>
	<p>Did the Grade Supervisor give advice on student evaluation or assessment?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don't know/Refuse..... 888</p>

	<p>Did the Grade Supervisor give advice on methods or strategies of teaching?</p>	<p>No 0 Yes..... 1 Don't know/Refuse..... 888</p>
	<p>Did the Grade Supervisor provide information or advice in response to a question that you asked him/her?</p>	<p>No 0 Yes..... 1 Don't know/Refuse..... 888</p>
	<p>How do you teach weaker students in your class? [Do not read responses; just circle all responses provided.]</p>	<p>Do not treat them differently 0 Concentrate on weaker students 1 Provide daily tests..... 1 Encourage students 1 Communicate with parents more frequently 1 Support weaker student with stronger student 1 Collaborate with other teachers..... 1 Move student to education resources room..... 1 Other (specify) 1 _____ Don't know/Refuse..... 888</p>

	<p>If bullying happens in your class, how do you deal with it? [Do not read responses; circle all responses provided.]</p>	<p>Do nothing/ignore 0</p> <p>Communicate to parents..... 1</p> <p>Talk to bullies and try to give advice 1</p> <p>Give bullies more assignments/homework..... 1</p> <p>Discipline bullies 1</p> <p>Use corporal punishment 1</p> <p>Other (specify) 1</p> <p>_____</p> <p>Don't know/Refuse..... 888</p>
	<p>Do you usually receive your salary on time?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don't know/Refuse..... 888</p>
<p>Item Bank Questions for Student Questionnaire</p>		
	<p>How do you normally get to school?</p>	<p>Walk alone 1</p> <p>Walk accompanied by sibling 2</p> <p>Walk accompanied by schoolmate..... 3</p> <p>Walk accompanied by an adult household member 4</p> <p>Take a bus or other public transportation alone 5</p> <p>Other (specify) 6</p> <p>_____</p> <p>Don't know/Refuse..... 888</p>

	<p>How many days last week did you get homework?</p>	<p>0 days..... 0</p> <p>1 day 1</p> <p>2 days..... 2</p> <p>3 days..... 3</p> <p>4 days..... 4</p> <p>5 days..... 5</p> <p>Don't know/Refuse..... 888</p>
	<p>Do you have a reading time in your classroom or in your school library?</p>	<p>No 0</p> <p>Yes..... 1</p> <p>Don't know/Refuse..... 888</p>
	<p>Does your family have a radio? [Point to appropriate pictograms, if using.]</p>	<p>No 0</p> <p>Yes..... 1</p>
	<p>Does your family have a television? [Point to appropriate pictograms, if using.]</p>	<p>No 0</p> <p>Yes..... 1</p>
	<p>Does your family have a bicycle? [Point to appropriate pictograms, if using.]</p>	<p>No 0</p> <p>Yes..... 1</p>
	<p>Does your family have a motor vehicle? [Point to appropriate pictograms, if using.]</p>	<p>No 0</p> <p>Yes..... 1</p>
	<p>Does your family have a kitchen inside the home? [Point to appropriate pictograms, if using.]</p>	<p>No 0</p> <p>Yes..... 1</p>

	Does your family have a computer? [Point to appropriate pictograms, if using.]	No 0 Yes..... 1
	Does your family have a refrigerator? [Point to appropriate pictograms, if using.]	No 0 Yes..... 1
	Does your family have a telephone? [Point to appropriate pictograms, if using.]	No 0 Yes..... 1
	Do you take private reading or math lessons outside of school?	No 0 Reading only 1 Math only..... 2 Both 3 Don't know/Refuse..... 888
	Does your teacher discuss your schoolwork with you?	No 0 Yes..... 1 Don't know/Refuse..... 888
	Do you take books home from school with you?	No 0 Yes..... 1 Don't know/Refuse..... 888
Item Bank Questions for School Observation Instrument		
	How many classrooms are in the school?	Range: 1-99 <input type="text"/>
	How many classrooms are currently being used for teaching?	Range: 1-99 <input type="text"/>

	<p>What is the source of electricity?</p>	<p>National power source 1</p> <p>Generator 1</p> <p>Both 1</p> <p>Other (specify) 1</p> <p>_____</p>
	<p>Are there instructional posters on the school grounds that communicate useful administrative and/or professional information?</p>	<p>No 0</p> <p>Yes..... 1</p>
	<p>Is there a computer room?</p>	<p>No 0</p> <p>Yes..... 1</p>
	<p>If your school has a computer room, are there functional computers with educational software?</p>	<p>Computers are not functional 0</p> <p>Computers are not functional, but there is educational software..... 1</p> <p>Computers are functional, but there is no educational software..... 2</p> <p>Computers are functional and there is educational software..... 3</p>
<p>Item Bank Questions for Classroom Inventory Instrument</p>		
	<p>Is the yearly schedule of curriculum provided at the front of the lesson plan?</p>	<p>No 0</p> <p>Yes..... 1</p>
	<p>What is the date of the most recent lesson plan? [DD/MM/YY]</p>	<p>Range: Local school year calendar</p> <p style="text-align: right;">□ / □ / □</p> <p>No dates noted on lesson plans 1</p> <p>No lesson plans in book 2</p>

	<p>How many magazines are available and accessible for children to read inside the classroom?</p>	<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>
	<p>Indicate what type(s) of furniture is available for the students.</p>	<p>Neither benches / chairs nor desks 0</p> <p>Benches / chairs 1</p> <p>Benches / chairs, but no desks 2</p> <p>Benches / chairs and desks 3</p> <p>Cupboards 4</p> <p>Shelves 5</p> <p>Other (specify) 6</p> <p>_____</p>
	<p>If the number of seats for the children on the day of the visit is not sufficient, indicate the seating conditions of children. [Circle all that apply.]</p>	<p>Children are sitting on the floor 1</p> <p>Children are standing 1</p> <p>Multiple children are seated on furniture intended for one 1</p> <p>Children are sitting on desks or using other makeshift seats 1</p>

	<p>Indicate what desk /chair arrangement is used in this classroom.</p>	<p>No desks or benches/chairs..... 0</p> <p>Rows 1</p> <p>Small groups 2</p> <p>Circle 3</p> <p>U-shaped seating 4</p> <p>Other (specify) 5</p> <p>_____</p>
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