

UNANNOUNCED VISITS TO SCHOOLS (PROCESS MONITORING)

Impact Evaluation of Science Education Initiative's Fellowship Program

Abdul Latif Jameel Poverty Action Lab (J-PAL) South Asia

Form <u>complete</u>:	Form <u>checked</u>:
1. Yes	1. Yes
2. No	2. No

I. GENERAL INFORMATION

[Arrive at least 30 minutes before the school start time (as per your tracking sheet). Complete this section before you enter the school.]

1. Surveyor name: _____

2. Surveyor ID *[as per your tracking sheet]*:

- | | |
|-------|-------|
| a. 01 | e. 05 |
| b. 02 | f. 06 |
| c. 03 | g. 07 |
| d. 04 | h. 08 |

3. School ID *[as per your tracking sheet]*:

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4. Zone *[as per your tracking sheet]*:

- | | |
|-----------------------|----------------------|
| a. 01 - Aundh | f. 06 - Sahakarnagar |
| b. 02 - Bavdhan Khurd | g. 07 - Shivajinagar |
| c. 03 - Bibwewadi | h. 08 - Warje |
| d. 04 - Karvenagar | i. 09 - Yerwada |
| e. 05 - Kothrud | |

5. Shift *[as per your tracking sheet]*:

- | | |
|------------|--------------|
| a. Morning | b. Afternoon |
|------------|--------------|

6. How did you record the school start time?

- a. As per the first bell
- b. As per the assembly start time
- c. As per the first set of students entering the class

7. What is the school start time?

		:		
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(HH:MM)

8. What is the SEI session start time as per the school timetable? *[Check the tracking sheet provided by your supervisor]*

		:		
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(HH:MM)

9. What time did you, the enumerator, reach the school?

		:		
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(HH:MM)

II. TEACHER ATTENDANCE AND PUNCTUALITY

10. Control classroom(s):

[If there is only one class section → fill up column 2 only.

If there are two class sections → fill in column 2 and column 3.]

	(1)	(2)	(3)										
10.a	Grade	1. Grade 5 2. Grade 6	1. Grade 5 2. Grade 6										
10.b	Section	1. Only one section 2. Section A 3. Section B	1. Only one section 2. Section A 3. Section B										
10.c	PMC class teacher name <i>[Enter full name after verifying with the teacher and tracking sheet]</i>												
10.d	PMC class teacher present in school today?	1. Yes 0. No → <i>Skip to Q10.h.</i>	1. Yes 0. No → <i>Skip to Q10.h.</i>										
10.e	Was the PMC class teacher present in school before or after the start of the school?	1. Before enumerator reached school → <i>Skip to Q10.g.</i> 2. Before school start time 3. After school start time	1. Before enumerator reached school → <i>Skip to Q10.g.</i> 2. Before school start time 3. After school start time										
10.f	Time at which PMC class teacher reached school	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 10px; text-align: center;">:</td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> </table> <i>HH : MM</i>			:			<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 10px; text-align: center;">:</td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> </table> <i>HH : MM</i>			:		
		:											
		:											
10.g	Where did you first locate the PMC class teacher?	1. Classroom 2. Principal's Office 3. Other: _____	1. Classroom 2. Principal's Office 3. Other: _____										
10.h	What was the reported reason of absence of the PMC class teacher?	1. Administrative Duty 2. Announced Leave 3. Unannounced Leave 4. Other: _____	1. Administrative Duty 2. Announced Leave 3. Unannounced Leave 4. Other: _____										
10.i	Did you observe another teacher/authority present in the classroom at any point during your visit?	1. Yes 2. No	1. Yes 2. No										

11. Treatment classroom(s):
[If there is only one class section → fill up column 2 only;
If there are two class sections → fill in column 2 and column 3.]

	(1)	(2)	(3)
11.a.	Grade	1. Grade 5 2. Grade 6	1. Grade 5 2. Grade 6
11.b.	Section	1. Only one section 2. Section A 3. Section B	1. Only one section 2. Section A 3. Section B
11.c.	SEI fellow name <i>[Enter full name after verifying with the fellow and tracking sheet]</i>		
11.d.	SEI fellow present in school today?	1. Yes 0. No → <i>Skip to Q11.h.</i>	1. Yes 0. No → <i>Skip to Q11.h.</i>
11.e.	Was the SEI fellow present in school <u>before or after</u> the start of the session?	1. Before enumerator reached school → <i>Skip to Q11.g.</i> 2. Before session start time 3. After session start time	1. Before enumerator reached school → <i>Skip to Q11.g.</i> 2. Before session start time 3. After session start time
11.f.	Time at which SEI fellow reached school	: <i>HH : MM</i>	: <i>HH : MM</i>
11.g.	Where did you first locate the SEI fellow?	1. Classroom 2. Principal's Office 3. Other: _____	1. Classroom 2. Principal's Office 3. Other: _____
11.h.	What was the reported reason of absence of the SEI fellow?	1. Announced Leave 2. Unannounced Leave 3. Other: _____	1. Announced Leave 2. Unannounced Leave 3. Other: _____
11.i.	PMC class teacher name <i>[Enter full name after verifying with the teacher and tracking sheet]</i>		
11.j.	PMC class teacher present in school today?	1. Yes 0. No → <i>Skip to Q11.n.</i>	1. Yes 0. No → <i>Skip to Q11.n.</i>
11.k.	Was the PMC class teacher present in school <u>before or after</u> the start of the school?	1. Before enumerator reached school → <i>Skip to Q11.m.</i> 2. Before school start time 3. After school start time	1. Before enumerator reached school → <i>Skip to Q11.m.</i> 2. Before school start time 3. After school start time
11.l.	Time at which PMC class teacher reached school	: <i>HH : MM</i>	: <i>HH : MM</i>
11.m.	Where did you first locate the PMC class teacher?	1. Classroom 2. Principal's Office 3. Other: _____	1. Classroom 2. Principal's Office 3. Other: _____

11.n.	What was the reported reason of absence of the PMC class teacher?	1.Administrative Duty 2.Announced Leave 3.Unannounced Leave 4.Other:	1.Administrative Duty 2.Announced Leave 3.Unannounced Leave 4.Other:
11.o.	Did you observe another teacher/authority present in the classroom at any point during your visit?	1.Yes 2. No	1.Yes 2. No

V. END

12. Comments *[Please fill in any additional comments you have following the visit]:*

13. Check:

			Number of sheets
1	Teacher attendance and punctuality recorded (For treatment and control sections)		
2	Student background details templates filled in (For treatment and control sections)		
3	Student attendance templates (register) filled in (For treatment and control sections)		
4	Student attendance templates (counting) filled in (For treatment and control sections)		

14. What time did you, the enumerator, leave the school?

:

(HH:MM)