HEAD TEACHER QUESTIONNAIRE

Interview start time	HH: MM 24-hour clock: 2pm=14:00	/____/____ /: /____ /____ /

1. School Identification			
100	Province	1. East 2. North 3. West	/_____/
101	District	1. Bugesera 6. Gicumbi 2. Kayonza 7. Musanze 3. Ngoma 8. Nyabihu 4. Gatsibo 9. Ngororero 5. Rulindo 10. Karongi	/_____/
102	Sector		/_____/
103	Cell		/_____/
104	Village		/_____/
105	District Location	1. Rural 2. Urban	
106	Name of the school		/_____/
107	Code of the School		/___/___/___/___/___/___/___/
108	Is this school public or private?	1. Public 2. Private 3. Part public-part private	/_____ /
109	Is this school boarding, day or both?	1. Boarding 2. Day 3. Both	
110	Group *Enumerator please fill, do not ask respondent*	1. Group 1 Treatment 2. Group 2 Control	/_____ /
111	Code of the enumerator *Enumerator please fill, do not ask respondent*		/_____/
112	Code of the survey supervisor *Enumerator please fill, do not ask respondent*		/_____/
113	Code of data entry clerk *Enumerator please fill, do not ask respondent*		/_____/
114	Date	DD/MM/YYYY	/_____/_____/ _____/
115	Year this school was created/built?	YYYY *-99 if don't know*	/_____/
116	How many buildings make up the school compound?	*Count buildings as separate if they have a separate roof.*	/_____ /_____ /

117	What is the condition of the main school building? (The building where the head teacher's office is).	1. Building in good condition 2. Building needs some minor repairs (roof, windows, walls) 3. Building needs rehabilitation 4. No roof, walls are heavily damaged, need complete reconstruction 5. Needs complete reconstruction -66. Other (specify)	/_____ /

2. Head Teacher Identification

200	What is your name?	First name Family name	/_____/ /_____/
201	What is your position? *(We always want to interview the head-teacher. However, if they are not present, we will interview a different person who is in charge at that time)*	1. Head Teacher 2. Deputy Head Teacher 3. Teacher Representative 4. Normal Teacher -66. Other (specify)	/_____/
202	Your gender?	0. Male 1. Female	/_____/
203	Your age?	Years	/_____/
204	For how long has the current head teacher been in charge of this school?	Years *If less than one year, specify.* -.99 Don't know	/_____/
205	For how long have you been in the teaching profession?	Years I*f less than one year, specify.*	/_____/
206	What is your highest grade completed in your formal education?	1. Completed Senior 4-6 2. Received A1 Diploma 3. Received Bachelors (A0 equivalent) 4. Masters/ Other postgraduate	/_____/
207	Are the <u>entrepreneurship teachers</u> at your school … Please answer separately (lines a-e) for each individual entrepreneurship teacher at your school. *Enter -99 if Don't know*	1. Qualified teacher (he/she/they studied Education) 2. Unqualified teacher (he/she/they did NOT study Education) but trained on pedagogy 3. Unqualified teacher (he/she/they did NOT study Education) but not trained on pedagogy 4. Internees	a. /_____/ b. /_____/ c. /_____/ d. /_____/ e. /_____/
208	Thinking about the same entrepreneurship teachers you considered above, what is the status of their teaching contract?	1. One-year contract 2. Multi-year or indefinite contract -66. Other, specify -99. Don't know	a. /_____/ b. /_____/ c. /_____/ d. /_____/ e. /_____/

209 How many students are there in this school by level, for the following levels?

If your school does not have all levels, mark -77 in the "Not Applicable" column

Level	Not Applicable (-77)	Male	Female	Total
Primary				
S1				
S2				
S3				
S4				
S5				
S6				

210 How many teachers in total are currently working in this school?

Include head teacher, volunteer teachers but not teachers on leave.

Mark -77 in the column if not applicable

	Male Teachers	Female Teachers
Primary		
Lower Secondary		
Upper Secondary		

If a teacher teaches in both lower and upper secondary, s/he is included in upper secondary. This also applies for head teacher.

211 Now we would like to ask a few more questions on ***only those who teach entrepreneurship classes***.

	Name	Gender *1. Male 2. Female*	Level taught *(S4-S6)*	Stream(s) *A, B, C .....*	Which other subject does [name] teach *See codes below*	For how many year [name] have been teaching in this school *Years*	Is teacher qualified or not? *0. No 1. Yes*	Is the teacher on full or part time contract? *1. Full time, 2. Part time*
1								
2								
3								
4								

Subject codes:
1. Physics, 2. Chemistry, 3. Maths, 4. Biology, 5. Geography, 6. Economics, 7. History, 8. English, 9. French, 10. Kinyarwanda, 11. Kiswahili, 12. Computer Science, 13. Literature
-66. Other, specify

212 Do you have records of the teachers' attendance?

If yes, ask to see records.

0. No→ Skip to question 213
1. Yes, did not show records → 213
2. Yes, showed records

/_____ /

213 Look at the teacher attendance book and mark the number of teachers who were absent for the last three Tuesdays.

	Tuesday 1	Tuesday 2	Tuesday 3
Number of teachers Absent			

214 Does this school have a library?

0. No
1. Yes

/_____/

215 a. Does the school have grid electricity?

b. Does the school have a generator?

c. Does the school have solar panels?

0. No
1. Yes
If no to all 3 → Skip to Section 3

/_____/

/_____/

/_____/

216 Is there electricity right now?

0. No
1. Yes

/_____/

3. School Finances and Resources

300	Does this school collect any fees directly from the parents (Tuition and fees)?	0. No → Skip to question 302 1. Yes	/_____/
301	How much money will the school collect in fees from parents this academic year, per student?	Include all contributions, not just school fees (association fees, caution fees, medical insurance fees, Parent Committee fees, ID card fees, etc). *-99.* If *Don't know*	/_____/
302	How many/much […] did the secondary school receive from […] this academic year? If the school is combined primary and secondary, and the HT cannot separate the funding, please note that here. *If none, enter 0.* *If received but cannot identify amount, enter XX.* *If don't know, enter -99.*		

	Government	NGO/Donor	Parent Teacher Committee/Community
TEXTBOOKS	/_____/	/_____/	/_____/
MONEY	/_____/	/_____/	/_____/

Write YY if cannot separate primary and secondary funding /_____/

4. School Management

Now we would like to ask a few questions about school management. We are interested both in school management and in school record keeping, so in some cases we may ask to see whether you have written records of things. If you do not have them or do not have them readily available, that is fine; just let us know.

400	What is the school's daily schedule from **Monday to Friday**?	i. Opening time: / _____ / _____ /:/ _____ / _____ / am ii. Closing time: / _____ / _____ /:/ _____ / _____ / pm iii. Total Break time including assembly: /_____/ Minutes	
401	How many days this new school term has the school closed <u>apart from</u> public holidays? We want to know about unscheduled school closures.	Write number of days. *-99.* If *don't know* If 00 or -99 → Skip to question 404	/_____/
402	What is the main reason why the school closed?	1. Strike 2. Rain/Storm (Weather) 3. Lack of resources 4. Training (teachers) -66. Other (specify)_____	/_____/
403	And as a result, was instructional time lost?	1. Yes 2. No, speed up to cover the material 3. No, work extra time during the week 4. No, organize extra session during the weekend	/_____/
404	What was the date of the most recent staff meeting?	DD/MM/YYYY *mark 99/99/9999 if don't know*	/_____/_____/ _____/

405	Do you have any professional development plan for teachers? (*different from the trainings the Rwandan Education Board is hosting for the new curriculum*)? *If yes, ask to describe*	0. No 1. Yes and cannot describe 2. Yes and described -99. If don't know	/_____/
406	How many teaching hours (teacher -students) per year are legally required from a teacher?	-99. If *don't know*	/_____/
407	Do you conduct and have records of classroom observations in this school to ensure that teachers are teaching? *If yes, ask to see records.*	0. No 1. Yes, did not show records 2. Yes, showed records	/_____/
408	How many school-level general tests/evaluations/examinations did you have last year? A school-level exam is an exam required by the school, rather than initiated by a teacher. Include end-term exams and any applicable to the entire school.	If 00→ Skip to question 411	/_____/
409	After the last student examination, did you do anything to analyze the results?	0. No → Skip to question 411 1. Yes	/_____/
410	What did you do to analyze the results?	*Do not prompt. Mark all that apply* 1. Identified the lowest performing students & met with them / their parents 2. Divided the results by subgroups (age, gender, level, subject, etc) and analyzed -66. Other (specify)_____	/_____/ /_____/ /_____/
411	How do you punish bad behavior from the students, if you do?	*Do not prompt. Mark all that apply* 1. Give extra school work 2. Give non-school related work (cleaning the school, fetch water, etc) 3. Deny break 4. Dismiss from class (send home) 5. Speak with parent(s) 6. Give warning that you will expel 7. Do not punish -66. Other (specify)_____ -88. Refused to answer	/_____/ /_____/ /_____/ /_____/ /_____/ /_____/ /_____/ /_____/ /_____/

412	How do you reward good behavior from the students, if you do?	*Do not prompt. Mark all that apply* 1. Public praise 2. Private praise 3. Prizes/incentives 4. Do not reward good behavior -66. Other (specify)_____	/_____/ /_____/
413	Is there currently a need for additional teachers in this school?	0. No→ Skip to question 415 1. Yes	/_____/
414	If yes, how many, in your opinion?		/_____/ teachers
415	What are the three (3) most important factors that should be considered in the selection process for hiring teachers?	1. Qualification (general education) 2. Teachers' training 3. Age 4. Gender 5. Distance from home to school of teacher (teacher's commute) 6. Teaching experience other than being a contract teacher 7. Prior experience as contract teacher in this school 8. Prior experience as contract teacher in any school 9. Long term interest in pursuing education as a career 10. Recommendation from an important person -66. Other (specify)_____ -99. Don't Know/Can't Say	/_____/ /_____/ /_____/
416	How many private and public secondary schools are also in this sector? *Code -77 if there are no private or public secondary schools in the sector. -99 if don't know*	Private secondary schools in this sector Public secondary schools in this sector	/_____/ /_____/
	5. Community Participation		
500	Does the school have a Parent Teacher Committee that meets at least once a year?	0. No→Skip to question 600 1. Yes	/_____/
501	How many times do you expect to meet with the Parent Committee to discuss school related issues during this term (Between February 2 and April 1, 2016)?		/_____/_____/
502	What would you say is the biggest challenge to this school in its effort to provide learning to the students?	*Do not prompt* 1. Lack of resources/materials/furniture 2. Lack of appropriate training of teachers 3. Lack of community participation 4. Lack of enthusiasm from the students 5. Lack of enthusiasm from the teachers -66. Other (specify)_____	/_____/

6. Pedagogy & Competence-Based Curriculum			
600	What are the three (3) teaching methods or pedagogies your teachers are **most** comfortable using?	1. Lecture or note taking 2. Question & Answer 3. Quiz or Exam 4. Small Group Work 5. Games (e.g: energizers, competitions, cards, etc) 6. Class Discussion 7. Activities outside of the classroom 8. Reading from a text 9. Practice exercises 10. Research (use of library or computer) 11. Experiment	/_____/ /_____/ /_____/
601	What are the three (3) teaching methods or pedagogies your teachers are **least** comfortable using?	1. Lecture or note taking 2. Question & Answer 3. Quiz or Exam 4. Small Group Work 5. Games (e.g: energizers, competitions, cards, etc) 6. Class Discussion 7. Activities outside of the classroom 8. Reading from a text 9. Practice exercises 10. Research (use of library or computer) 11. Experiment	/_____/ /_____/ /_____/
602	Do teachers currently lead/coach any clubs at your school? (We understand that community members sometimes lead different clubs, we want to know about teachers only, leading clubs at your school).	0. No 1. Yes. Which club(s)_____	/_____/
603	Do you have a student business or entrepreneurship club at your school?	0. No → Skip to question 606 1. Yes -99. Don't know/Unsure → Skip to question 606	/_____/
604	Does this business club sell products?	0. No→ Skip to question 606 1. Yes -99. I don't know/Unsure → Skip to question 606	/_____/
605	Does this business club earn money or profits?	0.No 1.Yes -99. I don't know/Unsure	/_____/
606	Now we'd like to ask some questions about how your teachers approach their duties. In your opinion, what is the main goal of your teachers? ***Choose only one***	1. Develop student knowledge 2. Develop student skills and attitudes 3. Develop student knowledge, skills and attitude -66. Other	/_____/

607	Which five (5) teaching methods do **you** think are **least** effective at preparing students to pass exams?	1. Lecture or note taking 2. Question & Answer 3. Quiz or Exam 4. Small Group Work 5. Games (e.g. energizers, competitions, cards, etc) 6. Class Discussion 7. Activities outside of the classroom 8. Reading from a text 9. Practice exercises 10. Research (use of library or computer) 11. Experiment 12. Student Portfolio	/_____/ /_____/ /_____/ /_____/ /_____/
608	A competence-based approach to teaching develops students' skills and attitudes in addition to their knowledge. How often do your teachers use a competence-based approach? ***Choose only one***	1. Every lesson 2. Once or twice every week 3. Once or twice every month 4. Once or twice every term 5. Once or twice every year 6. Only once or twice ever 7. Never	/_____/
609	How did your teachers learn to use a competence-based approach? ***Choose only one***	1. A REB training 2. A training not by REB 3. I, as Headmaster (school principal), trained them 4. A Teacher from my school trained the others 5. A teacher from another school trained my teachers 6. Teachers researched and read to learn it on their own -66. Other (specify)_____	/_____/
610	Is there something in the competence-based entrepreneurship subject called Skills Lab?	1. No → Skip to question 612 2. Yes -99. Don't know → Skip to question 612	/_____/
611	What is the definition of Skills Lab? ***Choose only one***	1. A time after school for students to do activities 2. A special lesson during the regular entrepreneurship lesson time for students to complete practical learning activities 3. A laboratory session for science students 4. A time for students to start student business clubs and administer their business activities -99. Don't know	/_____/
612	Are there teachers who did not adopt a competence-based approach?	0. No, -→ 614 1. Yes, → 613	/_____/
613	At this school, if your teachers have not adopted a competence-based approach, what is the main reason?	1. Never been trained on it 2. Never heard of it 3. Don't agree with it 4. Have not had time to start using it 5. Do not have the materials to use it -66. Other (specify)_____	/_____/

614	Which three (3) teaching methods do you believe are **most** effective for teaching entrepreneurship subject?	1. Lecture or note taking 2. Question & Answer 3. Quiz or Exam 4. Small Group Work 5. Games (e.g. energizers, competitions, cards, etc) 6. Class Discussion 7. Activities outside of the classroom 8. Reading from a text 9. Practice exercises 10. Research (use of library or computer) 11. Experiment 12. Student Portfolio	/_____/ /_____/ /_____/
615	Which three (3) teaching methods do you believe are **least** effective for teaching entrepreneurship subject?	1. Lecture or note taking 2. Question & Answer 3. Quiz or Exam 4. Small Group Work 5. Games (e.g. energizers, competitions, cards, etc) 6. Class Discussion 7. Activities outside of the classroom 8. Reading from a text 9. Practice exercises 10. Research (use of library or computer) 11. Experiment 12. Student Portfolio	/_____/ /_____/ /_____/
616	How do you assess students on their skills and attitudes beyond just their knowledge? *Choose all that apply.*	1.Assess if students can write the most important notes on the topic 2.Assess how much students memorize for exams 3.Assess if students can recall facts taught to them a long time ago 4. Assess if students can remember both facts and figures 5. Assess if students can answer questions that make them use higher order thinking skills (i.e. apply, analyze)	/_____/ /_____/ /_____/ /_____/ /_____/
617	How can the quality of lessons at your school be improved? *Choose up to three (3) that apply*	1. With better materials 2. With more training 3. With more support from government 4. With more effort from teachers 5. With more feedback and experience sharing among teachers (both within schools and between schools) -66. Other (specify)_____	/_____/ /_____/ /_____/
618	What are the **biggest** challenges to having high quality lessons at your school? *Choose all that apply.*	1. Low student capacity 2. Not enough materials 3. Low quality or confusing materials 4. Teacher lack of knowledge on subject content 5. Teacher lack of knowledge on teaching methods or pedagogy 6. Low teacher's salary/motivation 7. Teacher absences 8. English language -66. Other (specify)_____	/_____/ /_____/ /_____/ /_____/ /_____/
619	What materials do you have for the new Competence-based curriculum? Choose all that apply.	1.Syllabus 2. Teacher's Guide 3. Learner's Guide / Textbook 4. Notes based on the syllabus 5. Lesson plans based on the syllabus 6. Nothing -66. Other (specify)_____	/_____/

620	How many entrepreneurship teachers are there in your school? How many are here today? Enumerators, we would like to politely verify this information, if possible, by asking the HT to call the entrepreneurship teacher(s) into the office, or brining you to their classroom to introduce you.	/_____/ Entrepreneurship teacher(s) /_____/ Present teacher(s) Enumerator, were you able to verify this information? 0. No 1. Yes /_____/

Interview end time	HH: MM 24-hour clock: 2pm=14:00	/_____/_____ /: /_____ /_____ /

Thank You!