Feed the Future

Survey Implementation

Document

Training Quizzes

Zone of Influence Survey

[COUNTRY] [YEAR]

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# 

# Introduction

This document is comprised of quizzes to be taken by candidates for staff positions working on the Feed the Future Zone of Influence surveys. These quizzes are designed to assess knowledge (or lack thereof) of interviewers, field supervisors, and data managers; the results of these quizzes can also be used diagnostically to identify topics or areas that need more training or practice.

Quizzes for interviewers can be used for both training of trainers and interviewer’s training. For better retention and assessment throughout the training period, the questions can be administered in the form of pop quizzes after completion of given module(s) or altogether as a final assessment of the interviewer’s knowledge on various topics including questionnaire content and computer-assisted personal interview (CAPI) errors and operations.

Quizzes should be customized for country-specific content as needed.



# Quizzes for interviewers

## Q1. Questionnaire content

**Instructions:** *Circle the correct answer for each question.*

General

1. Select true or false for the following statements: [6 points]
   1. ZOI Surveys are rapid assessment, non-sampled surveys. T / F
   2. Selected geographical areas are called Zones of Influence (ZOI). T / F
   3. Clusters and households are randomly selected by the survey statistician. T / F
   4. Read the list of possible answers that appear in CAPITAL letters. T / F
   5. Read the question exactly as it is written. T / F
   6. Feed the Future ZOI surveys are population-based surveys. T / F
2. If the respondent speaks a language to which the questionnaire has not been translated, and there is no one on the survey team who is a native speaker of the respondent’s language, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will need to make arrangements to find a person capable of translating for the respondent and the interviewer. [1 point]
3. You are assigned a household in which you know one or more respondents. Should you proceed to interview the household? [I point]
   1. Yes
   2. No
4. What are the grounds for immediate dismissal from the team? *Circle all that apply.* [1 point]
   1. Inappropriate behavior, including harassment of the team or the community.
   2. Failure to obtain informed consent before interviewing the respondent.
   3. Falsification or making up of data.
   4. Repeated failure to show up for work as scheduled without informing the field supervisor.
5. Because surveys will be implemented on tablets, there is no need to carry the paper questionnaire to the field. [1 point]
   1. True
   2. False

Household Identification and Informed Consent

1. What is the correct location to use to obtain the GPS coordinates for the household? [1 point]
2. Stand in the center of the cluster to record the coordinates for questionnaire item 07.
3. While in the house, use the tablet computer to record the coordinates for questionnaire item 07.
4. Right before entering the household, right outside the door, use the tablet computer to record the coordinates for questionnaire item 07.
5. Use the mobile phone and go to an official government website to obtain the GPS coordinates.
6. Interviewer A does not need to leave the household a copy of the informed consent statement if the respondent does not need it. [1 point]
   1. True
   2. False
7. After you have read the informed consent, the respondent does not agree to be interviewed. What should you do? [1 point]
   1. You explain further the importance of the study, probe, and answer any concerns the respondent may have.
   2. You record “Refused” as the result for the visit and thank the respondent.
   3. You record “Refused” as the result for the visit and inform the field supervisor.
   4. You record “Refused” and feel glad you do not have to interview the household.
8. You do not need to ask consent for specific modules if the head of the household has given his or her permission to interview any members of the household. [1 point]
   1. True
   2. False
9. While you are reading the informed consent, the respondent agrees to participate before you finish reading the entire informed consent statement. What should you do? [1 point]
   1. It is time to rejoice because you can start with the interview sooner.
   2. You explain to the respondent that it is a study requirement and that it is important that you read the statement so the respondent understands the importance of the study and makes an informed choice.
   3. You continue to read the statement, pretending you did not hear what the respondent said.
   4. None of the above.

Household Roster and Dwelling Characteristics

1. Who qualifies to answer the Household Roster and Demographics Module? *Circle all that apply.* [1 point]
2. Any adult who is in the house when you go to interview.
3. Any competent member of the household who is age 18 or older.
4. If no one is home after you have made three call-backs, the neighbor can answer.
5. A 15-year-old child who heads the household.
6. Who is the primary adult male decisionmaker in the household? [1 point]
7. All men in the household who are age 18 and older.
8. Out of all men age 18 or older, the one who makes more important decisions.
9. A male respondent ages 15-17 in a child-headed household.
10. None of the above.
11. Who is the primary adult female decisionmaker in the household? [1 point]
12. All women in the household who are age 18 and older.
13. Out of all women age 18 or older, the one who makes more important decisions.
14. A female respondent ages 15-17 in a child-headed household.
15. None of the above.
16. Why is the code “01” pre-coded for line number 01 of Q.103? [1 point]
17. Line number 01 is reserved for the head of the household and hence coded 01 (self).
18. Line number 01 must always contain the code 01 for the primary adult male decisionmaker.
19. Line number 01 must always contain the code 01 for the primary adult female decisionmaker.
20. Line number 01 is reserved for the person who responds to the household roster.
21. For Q. 106, the respondent says that her husband spent the night in the household eight days ago. What should you do? [1 point]
22. Circle 1 (days), and enter 8 days.
23. Circle 2 (weeks), and enter 1 week.
24. Circle 3 (months), and enter 0 month.
25. None of the above.
26. If more than one type of flooring material is used, record only the material that covers most of the floor space. [1 point]
    1. True
    2. False
27. In response to the question about the main source of cooking fuel, record the top two main sources of cooking fuel. [1 point]
    1. True
    2. False
28. A respondent gives an unusually high number of households sharing the toilet with his or her household. You record whatever number is provided to you. [I point]
    1. True
    2. False
29. While entering answers regarding the ownership of certain items, should you read each item? [I point]
    1. Yes
    2. No
30. If the respondent answers that he or she has a bicycle, but it is broken, choose the best answer to record. *Circle all that apply.* [I point]
    1. Find out how long the bicycle has been broken and whether it will be fixed.
    2. Enter “1” for “yes” (i.e., the household owns it).
    3. If the bicycle is temporarily out of use, enter “2” for “no” (i.e., the household does not own it).
    4. If the bicycle is permanently out of use, enter “2” for “no” (i.e., the household does not own it).

Food Security and Resilience

1. It is important to ensure complete privacy before implementing the Food Security and Resilience module. [1 point]
2. True
3. False
4. Everyone worries about not having enough food to eat; therefore, there is no need to ask the question if someone in the household is worried about not having enough food to eat because of lack of money or other resources. [1 point]
5. True
6. False
7. What is the recall period of the food insecurity experience questions? [1 point]
8. 24 months
9. 12 months
10. 6 months
11. 30 days/4 weeks
12. What is the recall period of the household hunger questions? [1 point]
13. 24 months
14. 12 months
15. 6 months
16. 30 days/4 weeks
17. For the question on whether a household was unable to eat healthy and nutritious food because of lack of money or other resources, what should be considered as healthy and nutritious food? [I point]
18. What the respondent provides as his or her own opinion.
19. Foods rich in protein and complex carbohydrates.
20. Quality does not matter as long as they ate food.
21. Expensive foods and nuts such as almonds, cashews, and honey.
22. What does it mean when someone in the household has to “skip a meal”? [I point]
23. The husband had to skip breakfast because his wife overslept and could not prepare the meal in time.
24. Someone in the household had to skip a meal because not enough food was cooked.
25. Someone in the household skipped a meal because there was not enough money or other resources to get food.
26. The household skipped a meal because they generally eat only *twice* a day and have snacks in between.
27. What does it mean when someone in the household has to go “without eating for a whole day”? [I point]
28. Someone in the household was fasting and did not eat anything for a whole day.
29. Someone in the household went without eating for a whole day because there was not enough money or other resources to get food.
30. The household did not cook food all day and went to a relative’s house to eat.
31. None of the above.
32. A household’s experience of difficult times includes experiences like the loss of family member, loss of income, hunger, drought, flood, conflict, or similar event. [I point]
33. True
34. False
35. While responding to the questions about difficult times experienced by the household, the respondent starts to cry—what should you do? [I point]
36. Provide sympathy and give the respondent the time required for him or her to feel better before you continue with the rest of the questions.
37. Provide sympathy and end the interview because it is not nice to hurt someone.
38. Call the supervisor because you are too stressed and do not want to interview the respondent any more.
39. None of the above.
40. Because some local governments do not have systems or resources to help the communities, there is no need to ask the respondents whether they believe local government will help them cope with difficult times in the future. [I point]
41. True
42. False

Women’s and Children’s Nutrition

1. The women’s nutrition module is administered to the following women: *Circle all that apply.* [I point]
2. All women ages 15-49 in the household.
3. Only the primary female adult decisionmaker.
4. All women ages 15-49 except for the primary adult female decisionmaker.
5. A randomly selected woman ages 15-49 in the household.
6. The children’s nutrition module is administered to the primary caregiver of the youngest child ages 0‑5 in the household. [I point]
7. True
8. False
9. Dietary intake questions are asked of all children ages 0-5. [1 point]
10. True
11. False
12. Choose the order (1 to 4) for administering the questions on food intake in the past 24 hours. [2 points]

\_\_\_\_ Write down any other foods that the respondent mentioned but are not listed.

\_\_\_\_ Read the remaining food groups.

\_\_\_\_ Probe for other meals during the day.

\_\_\_\_ Ask for foods consumed yesterday when the respondent first woke up.

1. Children \_\_\_\_\_\_\_\_ months or older should be measured standing up. [1 point]
2. Children are breastfed only when they are put to breast. A child is not considered breastfed if breastmilk is fed through a spoon, cup or bottle. [1 point]
3. True
4. False
5. Today is December 12, 2017.
   1. What is the age of the child (in months) if the child was born on July 7, 2013? \_\_\_\_ [I point]
   2. Is the child eligible for anthropometry? \_\_\_\_\_ [1 point]
   3. Is the child eligible for dietary intake questions? \_\_\_\_\_ [1 point]

Women’s Empowerment in Agriculture

1. Who responds to the module on Women’s Empowerment in Agriculture? [1 point]
   * 1. All women ages 15-49 in the household.
     2. All men and women ages 15-49 in the household.
     3. All responsible adults age 18 and older who are decisionmakers in the household.
     4. One primary adult female decisionmaker and one primary adult male decisionmaker in each household.
     5. Only the primary adult female decisionmaker in the household.
2. Select true or false for the following statements: [5 points]
   1. Women may answer questions less freely if adult men are present. T / F
   2. If a man makes decisions in the household, then the woman is not a

primary adult female decisionmaker. T / F

* 1. Only women farmers can make decisions about agriculture. T / F
  2. Only the household makes decision about the farms it owns. T / F
  3. Primary female and male decisionmakers can be present for each other’s

interview because they make most decisions together. T / F

1. If a respondent’s age is 17 years, 11 months, and 15 days on the day of the interview:
   1. What is the age of the respondent in completed years? \_\_\_\_\_\_\_\_\_ [1 point]
   2. Is the respondent eligible for the Empowerment in Agriculture module (Module 6)? \_\_\_\_\_\_\_\_\_\_ [1 point]
2. Fill in the blank using one of the following words:

Ultimatum Input Ignorance Opposition Decision

Giving \_\_\_\_\_\_\_ means providing ideas, information, or suggestions for a plan or discussion. [1 point]

1. What does “traveling” mean for the time allocation module? Select one. [I point]
2. Traveling to work.
3. Traveling to school.
4. Traveling but not for work or school.

Consumption Expenditure

1. Who should be the respondent for the consumption expenditure modules? *Circle all that apply.* [1 point]
2. The household member who is most knowledgeable about food eaten in the past week by household members should respond to module 8.1 (food consumption in the past 7 days).
3. The household member who is most knowledgeable about non-food items that the household has purchased over the past year should respond to modules 8.2 to 8.7 (household expenditures including non-food items).
4. The household member who is most knowledgeable and generally happens to be the head of the household.
5. None of the above.
6. A household purchased a 100 kg sack of rice last week, but the household ate only 4 kg of rice. You should enter 4 kg as the quantity of food that came from purchases rather than 100 kg. [I point]
7. True
8. False
9. Regular payment toward purchasing a house is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [1 point]
10. Unit conversion will take place during data analysis; the interviewer should not convert the units in the field. [I point]
11. True
12. False
13. If the respondent reports a quantity in a unit of measure that is not available, you can select the closest approximation from the units that are provided. [I point]
14. True
15. False
16. Circle all sources of food. [I point]
17. Purchased food.
18. Foods grown, harvested, or gathered by the household (i.e., the household’s own production).
19. Food that was a gift or came from other sources.
20. None of the above.
21. For durable goods expenditures, if the respondent says he has a chair that cost $20 in the market, irrespective of the condition of the chair, you will record the value of the chair as $20. [I point]
22. True
23. False
24. If the household owns five beds, and some are old and some are new, how will you calculate the age of the beds owned by the household? [I point]
25. Ask the respondent the age of the newest bed and record the number.
26. Calculate the age of each of the beds, sum the ages, divide it by number of beds, and this will be the average age of the beds.
27. Durable goods do not have an age, just record new or old.
28. Calculate the age of each of the beds, sum the ages, and this will be the average age of the beds.
29. If the household uses the purchased wheat flour to make its own bread for consumption, you will enter the amount consumed in which food category: [I point]
30. Wheat flour
31. Bread
32. Both
33. If the quantity of an item is zero, then the unit should be left blank. [I point]
34. True
35. False

Agricultural Technologies – Crops

1. The respondent for the [C-VCC] agricultural technologies module should be the household member who has made the most decisions about cultivating [C-VCC] in the past year. [I point]
2. True
3. False
4. Match the agricultural technique in column 1 with its function in agriculture in column 2. [5 points]

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1: Technique | | Column 2: Function in Agriculture | |
| 1 | Slash and burn | 1 | Weed control methods |
| 2 | Randomly broadcast | 2 | Land preparation method |
| 3 | Intercropping and mulching | 3 | Soil and water control methods |
| 4 | Terracing and soil bands | 4 | Zero tillage method |
| 5 | Ploughing | 5 | Planting method |

1. Match the item in column 1 with its function in agriculture in column 2. [4 points]

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1: Item | | Column 2: Function in Agriculture | |
| 1 | Tarpaulin | 1 | Container for transporting harvested crops |
| 2 | Crib | 2 | Surface for drying harvested crops |
| 3 | Hermetic bag | 3 | Type of seed |
| 4 | Improved variety | 4 | Type of storage location |

1. Match the item in column 1 with its function in agriculture in column 2. [4 points]

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1: Item | | Column 2: Function in Agriculture | |
| 1 | Fertilizer | 1 | A substance used to destroy insects or other organisms harmful to cultivated plants |
| 2 | Herbicide | 2 | A type of organic fertilizer |
| 3 | Pesticide | 3 | A substance that is used to enhance plant growth |
| 4 | Animal manure | 4 | A substance used to destroy unwanted vegetation, such as weeds |

1. What are the techniques for managing soil and water for crops? Specify at least two of the techniques. [2 points]
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. To assess the land area, walk the perimeter of the plot and enter into the tablet the area in hectares to one decimal place. [1 point]
3. True
4. False
5. The soil pit should be at least \_\_\_\_cm deep. [1 point]
6. Name two types of irrigation methods. [2 points]
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agricultural Technologies – Dairy Cows

1. Select true or false for the following statements: [5 points]
   1. Mastitis is a condition that causes an increase in a diary cow’s milk production. T / F
   2. Cows can be bred by natural breeding or by artificial insemination. T / F
   3. Forages and simple crop by-products are types of feed for dairy cows. T / F
   4. Mixed concentrates, which are fed to dairy cows to increase milk production, are usually made at home. T / F
   5. Vaccinations are a health service that dairy cows may receive. T / F
2. Specify two vaccinations that could be given to the dairy cows and calves. [2 points]
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Specify four forages that are fed to dairy cows. [4 points]
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. A simple crop by-product is a kind of supplemental feed that is made from the parts of a plant that are left over after the main crop is harvested, like stems or seed pods. [1 point]
10. True
11. False
12. Name three types of simple crop by-products. [3 points]
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agricultural Technologies – Pond Aquaculture

1. All of the following can be used to control disease among fish except for: [1 point]
2. Salt
3. Methyl blue
4. Animal manure
5. Antibiotics
6. Sex separation is a technique used to improve the production of fish. [1 point]
   1. True
   2. False
7. A man-made earthen basin can be used to raise fish. [1 point]
8. True
9. False
10. Specify two ways to monitor water quality in the pond. [2 points]
    * 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Which of the following should be done to maintain good water quality in the pond? Circle all that apply. [2 points]
    1. Screen the water coming into the pond
    2. Add undissolved oxygen
    3. Drain pond to clean it
    4. Add ash to stabilize pH
12. Name one method of harvesting fish. [1 point]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name two methods of processing fish after they are harvested. [2 points]
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Q2. CAPI general knowledge

**Instructions:** *Circle the correct answer for each question.*

1. What is the first step in starting a household interview? [1 point]
2. Receive household assignment from the supervisor.
3. Greet the household respondent.
4. Share household information with the second interviewer.
5. Choose option 1 on the interviewer main menu.
6. Before receiving a new household assignment, you should always send your work to the supervisor first. [1 point]
7. True
8. False
9. To close a cluster, which of the following should take place? *Circle all that apply.* [1 point]
10. All interviewers should send all household data to the supervisor.
11. Delete data for all incomplete modules.
12. Delete households on supervisor tablets that could not be reached for interview.
13. With the supervisor and all team members, compile data, run the closing clusters program, and address all errors as a team.
14. All of the above.
15. After completing the first two modules in a household, which of the following should be done first? [1 point]
16. Report to your supervisor/CAPI data manager and transmit data.
17. Measure all women and children eligible for anthropometry data collection.
18. Review the household module status to determine which modules must be completed in the household.
19. Send data to all interviewers on the team who may assist in the household.
20. Which option on the Interviewer data entry menu displays the current results of all modules in the household? [1 point]
21. Assign modules to second interviewer
22. Modify household
23. Household module status
24. Result code summary
25. How often should the supervisor collect work from the interviewers and back up data? [1 point]
26. At the arrival and departure of the team in a cluster.
27. Whenever he or she remembers.
28. At least once per day, regardless of the time.
29. Whenever the in-country data manager notifies the team of an upgrade.
30. When making a call-back to a household where one previous visit was made and a result code of 4 (postponed) was entered, the following option is used to begin the interview: [1 point]
31. Send data to second interviewer.
32. Begin data entry.
33. Revisit incomplete/partial household.
34. Modify household.
35. Anthropometry data should be entered in the CAPI system only after all eligible women or children in the household have been measured or their columns completed. [1 point]
36. True
37. False
38. Household information should be shared in which of the following circumstances? *Circle all that apply.* [1 point]
39. When there are many individuals and the primary interviewer needs help completing work.
40. When the supervisor wants to monitor work and carry out re-interviews.
41. When there are individuals of the opposite sex that need to be interviewed.
42. When the second interviewer needs to know ages of persons in the household.
43. In which of the following circumstances can data be guessed and filled in by the interviewer? *Circle all that apply.* [1 point]
44. The respondent refuses to answer a sensitive question to which CAPI requires an answer.
45. The year of birth and age do not match for a child.
46. The respondent’s spouse mentioned an answer in the household interview, so there is no need to ask the question again.
47. There is never a circumstance in which interviewers may guess at data, even if they think they know the correct answer.

## Q3. CAPI data entry error messages

**Instructions:** *For each error message in column 1, identify the cause of the error from column 2 and what you should do in column 3. Enter the answer codes with the matches from columns 2 and 3 in the answer box—the fourth question in column 1 is completed as an example in the answer table.* [20 points]

| **Column 1: Errors** | **Column 2: Causes** | **Column 3: Solutions** |
| --- | --- | --- |
| 1. 11026 E Household not assigned for data entry. | 1. An answer of “Don’t know” was recorded alongside another valid answer. | 1. Determine whether the household cooks with and has electricity. Modify cooking fuel or household possessions. |
| 1. 0016 E Date or time of interview impossible. | 1. Cluster has not been opened by supervisor for data collection or update from supervisor was not received. | 1. Confirm response—if recorded correctly, remove “Don’t know.” |
| 1. 00201 E Main source of cooking fuel (electricity), but doesn’t have electricity. | 1. Respondent said that the main source of cooking fuel is electricity, but the household does not have electricity. | 1. Check cluster number entered and ask supervisor to resend update of sample if necessary. |
| 1. 09996 E Response “Don’t know” inconsistent with other answers. | 1. A date of birth of the respondent was recorded that is not real—for example, February 29, 2003. | 1. Confirm that child being measured is correct in tablet. If so, confirm sex and resolve difference. |
| 1. 00503 E Invalid date of birth—check day, month, year (DD/MM/YYYY). | 1. Primary activity entered matches the secondary activity entered by interviewer. | 1. Confirm whether there is a secondary activity. If not, choose “No secondary activity.” Otherwise, choose a different activity. |
| 1. 11009 E Household not complete—only completed households can be modified. | 1. Household has either not been interviewed or is partially complete and cannot be modified until it is complete. | 1. Open and finalize household interview. When finished, re-attempt assigning of second interviewer. |
| 1. 00508 E Age in years (AA) inconsistent with DOB (DD/MM/YYYY). | 1. Date or time recorded for the interview is not within the survey fieldwork range. | 1. Re-ask caretaker both age AND date of birth to determine which is correct. Do not assume either. |
| 1. 11011 E Modules 1 and 2 must be completed before assigning second interviewer. | 1. The household has not been assigned to the interviewer. | 1. Choose data entry option 1 (begin entry) or 2 (revisit incomplete/partial) to access household data. |

|  |  |  |
| --- | --- | --- |
| 1. 00501 W Sex of child in household is different. | 1. The age recorded is not consistent with the date of birth recorded. | 1. Check recorded date of birth—determine incorrect piece and resolve. Note that eligibility may be the cause of error. |
| 1. 11006 E Cluster not found in sample, reenter cluster number. | 1. Household roster and characteristics have not been completed before interviewer attempted to assign modules. | 1. Consult with supervisor—ask for assignment to be resent over Bluetooth. |
| 1. 00602 E Secondary activity is same as primary activity. | 1. The sex given in the household does not match the sex given in the anthropometry section. | 1. Check date and time on tablet—reset if needed. |

*Write your answers in the table below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** | **Column 1** | **Column 2** | **Column 3** |
| 1 |  |  | 7 |  |  |
| 2 |  |  | 8 |  |  |
| 3 |  |  | 9 |  |  |
| 4 | **1** | **2** | 10 |  |  |
| 5 |  |  | 11 |  |  |
| 6 |  |  | Score: |  |  |

# Quizzes for field supervisors

## Q4. Field supervisors

**Instructions:** *Fill in the blanks and circle the correct answer for each question.*

1. If the respondent speaks a language to which the questionnaire has not been translated, and there is no one on the survey team who is a native speaker of the respondent’s language, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will need to make arrangements to find a person capable of translating for the respondent and the interviewer. [1 point]
2. Choose the statement that is not a responsibility of the supervisor. [1 point]
   1. Maintain interviewer motivation and morale.
   2. Discuss confidential information with the village leader.
   3. Assign interviews.
   4. Manage documentation of work in the cluster.
3. During review of the questionnaire, you find a household that has refused to participate. What should be the next step? [1 point]
   1. Consider the “Final” result code as “Refused.”
   2. Go to the household, speak to the respondent, and try to convince him or her to participate.
   3. Select the next household to make up for the refusal.
   4. Send the interviewer back to the household and ask the interviewer to convince the respondent to participate.
4. Grounds for immediate dismissal, such as inappropriate behavior (harassment of any kind), unauthorized use of survey vehicle, tablets, making up data, etc., pertain to the interviewers only and not the supervisors. [1 point]
   1. True
   2. False
5. In addition to managing and supervising the interviewers, the field supervisor also meets with community leaders, manages the vehicle and driver, and coordinates room and board for the team. [1 point]
   1. True
   2. False
6. If the local authorities show any reluctance to allow the fieldwork to be conducted, these are some of the things the supervisor should explain: *Circle all that apply.* [1 point]
   1. The study has been approved by the central government (show the letter).
   2. There is no cost to the community or to any respondent.
   3. Respondent identities will be protected absolutely; only aggregated results will be published.
   4. Respondents should not refuse because the study has been approved by central government and funded by USAID.
7. Because you have the authority to assign the modules to interviewers A and B in your team, you can give less work to the interviewers who are nice to you. [1 point]
   1. True
   2. False
8. If you are not able to find a cluster, and it is getting late to start the fieldwork, it is acceptable that you find any village and collect data from 25 households. [1 point]
   1. True
   2. False

1. After you have assigned interviewers to the respective households, you do not have to transmit the updated household assignments to the interviewers. [1 point]
   1. True
   2. False
2. While observing the interview, you must observe the following: *Circle all that apply.* [1 point]
   1. Interviewer asks the questions as written.
   2. Interviewer shows respect to the respondent and acknowledges and responds to any respondent concerns or questions.
   3. Interviewer looks nice in her red dress and black shoes.
   4. Interviewer maintains a calm and helpful demeanor while collecting the anthropometric data and follows the procedures carefully.
3. Random households should be selected for the spot-checks. [1 point]
   1. True
   2. False
4. In the course of observing the interview, the field supervisor can interrupt the interviewer to ask questions or attempt to provide training to the interviewer. [1 point]
   1. True
   2. False
5. It is very important that you carefully observe and provide detailed feedback on each interviewer’s performance several times in the first week of fieldwork. [1 point]
   1. True
   2. False
6. To close a cluster, the interviewers must do the following: *Circle all that apply.* [1 point]
   1. Receive questionnaires from the interviewers.
   2. Confirm that all selected households have been interviewed.
   3. Concatenate data from the current cluster.
   4. Close the cluster.
7. After sending the complete cluster data to the in-country data manager, it does not matter if you have a complete record for every household on your tablet. [I point]
   1. True
   2. False
8. Because you observed the interview, you do not need to review the questionnaire in the evening to finalize it. [I point]
   1. True
   2. False
9. Circle the age that is NOT an example of age heaping in children. [I point]
   1. 60 months
   2. 24 months
   3. 48 months
   4. 8 months
   5. 6 months
10. If an Internet connection is not available in the cluster, the field supervisor must wait until the field team is in a location with Internet access and then transmit all un-transmitted data. [I point]
    1. True
    2. False
11. If the age is flagged for heaping or the height and weight are flagged as out of range, you should discuss this with the interviewer and may revisit the household to check the quality of the data collection. [I point]
    1. True
    2. False
12. The field supervisor should manage the driver’s time for the following reasons: *Circle all that apply*. [1 point]
    1. Vehicle is available for drop off and pick up of interviewer teams.
    2. Vehicle is available for drop off and pick up of the agriculture interviewer.
    3. Vehicle is available for transfer of anthropometry equipment.
    4. Vehicle is available for drop off and pick up of a friend you met in the cluster.

Field supervisors will also take the quizzes on CAPI knowledge and CAPI errors. [30 points]

# Quizzes for in-country data manager

## Q5. In-country data manager

**Instructions:** *Read the questions carefully and answer the following questions.*

1. After downloading a cluster of data from the field, order (1 to 4) the following steps in data processing: [4 points]

\_\_\_ Run a structure check on the data from the cluster.

\_\_\_ Modify data based on secondary editing.

\_\_\_ Finalize the cluster.

\_\_\_ Save a backup of the data from the field.

1. All secondary editing errors must be resolved and a clean report produced before finalizing a cluster. [1 point]
2. True
3. False
4. If a structure check on a cluster of data returns several errors, what steps may need to be taken? *Circle all that apply.* [1 point]
5. Consult the ICDM manual for guidance on resolving the errors in the structure check.
6. Modify data to remove ineligible individual data from the cluster files.
7. Contact the [CONTRACTOR] data manager to assist in resolving errors.
8. Contact the supervisor of the team for that cluster and request them to resend their data.
9. All of the above.
10. Describe how the following error should be resolved:

**0072 Check primary male decisionmaker’s age (line *n*, age *n*) with his parent's age (line *n*, age *n*)** [4 points]

1. Which option on the ICDM menu should be used to fix secondary editing errors? [1 point]
2. View/Modify Questionnaires
3. Modify Errors in Households
4. Secondary Editing
5. Receive Questionnaires
6. Indicate what each of the following folders holds: [4 points]

\DATA\RAW \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\CONTROL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\ENTRY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\DATA\FIELD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If a team shows much lower response rates than all other teams in field check tables, what steps should be taken? *Circle all that apply.* [1 point]
2. Call the team supervisor to find out more information.
3. Notify survey management and the [CONTRACTOR] data manager of the team’s response rate.
4. Contact the survey manager to replace the team immediately.
5. Run field check tables by interviewer.
6. Field check tables should be run \_\_\_\_\_\_\_\_\_\_\_\_ (how often), or at the request of survey management. [1 point]
7. What suggestions should the ICDM make to a team supervisor who is not able to transfer household assignments to his or her team? [2 points]
8. In which of the following circumstances can the ICDM make an educated guess to resolve secondary editing errors? *Circle all that apply.* [1 point]
9. The household has no electricity but uses electricity for cooking.
10. The year of birth and age do not match for a child.
11. The respondent gave one answer in the household characteristics module but gave a different answer in the WEAI module.
12. There is never a circumstance in which the ICDM may guess at data, even if they think they know the correct answer.

# Answer key

## A1. Questionnaire content

**Instructions:** *Circle the correct answer for each question.*

General

1. Select true or false for the following statements: [6 points]
   1. Feed the Future is rapid assessment, non-sampled surveys. T / F
   2. Selected geographical areas are called Zones of Influence (ZOI). T / F
   3. Clusters and households are randomly selected by the survey statistician. T / F
   4. Read the list of possible answers that appear in CAPITAL letters. T / F
   5. Read the question exactly as it is written. T / F
   6. Feed the Future ZOI surveys are population-based surveys. T / F
2. If the respondent speaks a language to which the questionnaire has not been translated, and there is no one on the survey team who is a native speaker of the respondent’s language, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will need to make arrangements to find a person capable of translating for the respondent and the interviewer. [1 point]

Field Supervisor

1. You are assigned a household in which you know one or more respondents. Should you proceed to interview the household? [I point]
   1. Yes
   2. No
2. What are the grounds for immediate dismissal from the team? *Circle all that apply.* [1 point]
   1. Inappropriate behavior including harassment of the team or the community.
   2. Failure to obtain informed consent before interviewing the respondent.
   3. Falsification or making up of data.
   4. Repeated failure to show up for work as scheduled without informing the field supervisor.
3. Because the surveys will be implemented on tablets, there is no need to carry the paper questionnaire to the field. [1 point]
   1. True
   2. False

Household Identification and Informed Consent

1. What is the correct location to use to obtain the GPS coordinates for the household? [1 point]
2. Stand in the center of the cluster to record the coordinates for A07.
3. While in the house, use the tablet computer to record the coordinates for A07
4. Right before entering the household, right outside the door, use the tablet computer to record the coordinates for A07.
5. Use the mobile phone, and go to an official government website to obtain the GPS coordinates.
6. Interviewer A does not need to leave the household a copy of the informed consent statement if the respondent does not need it. [1 point]
   1. True
   2. False
7. After you have read the informed consent, the respondent does not agree to be interviewed. What should you do first? [1 point]
   1. You explain further the importance of the study, probe, and answer any concerns the respondent may have.
   2. You record “Refused” as the result for the visit and thank the respondent.
   3. You record “Refused” as the result for the visit and inform the field supervisor.
   4. You record “Refused” and feel glad you do not have to interview the household.
8. You do not need to ask consent for specific modules if the head of the household has given his or her permission to interview any members of the household. [1 point]
   1. True
   2. False
9. While you are reading the informed consent, the respondent agrees to participate before you finish reading the entire informed consent statement. What should you do? [1 point]
   1. It is time to rejoice because you can start with the interview sooner.
   2. You explain to the respondent that it is a study requirement and that it is important that you read the statement so the respondent understands the importance of the study and makes an informed choice.
   3. You continue to read the statement, pretending you did not hear what the respondent said.
   4. None of the above.

Household Roster and Dwelling Characteristics

1. Who qualifies to answer the Household Roster and Demographics Module? *Circle all that apply.* [1 point]
2. Any adult who is in the house when you go to interview.
3. Any competent member of the household who is age 18 or older.
4. If no one is home after you have made three call-backs, the neighbor can answer.
5. A 15-year-old child who heads the household.
6. Who is the primary adult male decisionmaker in the household? [1 point]
7. All men in the household who are age 18 and older.
8. Out of all men age 18 or older, the one who makes more important decisions.
9. A male respondent ages 15-17 in a child-headed household.
10. None of the above.
11. Who is the primary adult female decisionmaker in the household? [1 point]
12. All women in the household who are age 18 and older.
13. Out of all women age 18 or older, the one who makes more important decisions.
14. A female respondent ages 15-17 in a child-headed household.
15. None of the above.
16. Why is the code “01” pre-coded for line number 01 of Q.103? [1 point]
17. Line number 01 is reserved for the head of the household and hence coded 01 (self).
18. Line number 01 must always contain the code 01 for the primary adult male decisionmaker.
19. Line number 01 must always contain the code 01 for the primary adult female decisionmaker.
20. Line number 01 is reserved for the person who responds to the household roster.
21. The respondent says that her husband spent the night in the household eight days ago. What should you record? [1 point]
22. Circle 1 (days), and enter 8 days.
23. Circle 2 (weeks), and enter 1 week.
24. Circle 3 (months), and enter 0 month.
25. None of the above.
26. If more than one type of flooring material is used, record only the material that covers most of the floor space. [1 point]
    1. True
    2. False
27. In response to the question about the main source of cooking fuel, record the top two main sources of cooking fuel. [1 point]
    1. True
    2. False
28. A respondent gives an unusually high number of households sharing the toilet with his or her household. You record whatever number is provided to you. [I point]
    1. True
    2. False
29. While entering answers regarding the ownership of certain items, should you read each item? [I point]
    1. Yes
    2. No
30. If the respondent answers that he or she has a bicycle, but it is broken, choose the action and answer to record. *Circle all that apply.* [I point]
    1. Find out how long the bicycle has been broken and whether it will be fixed.
    2. Enter “1” for “yes” (i.e., the household owns it).
    3. If the bicycle is temporarily out of use, enter “2” for “no” (i.e., the household does not own it).
    4. If the bicycle is permanently out of use, enter “2” for “no” (i.e., the household does not own it).

Food Security and Resilience

1. It is important to ensure complete privacy before implementing the Food Security and Resilience module. [1 point]
2. True
3. False
4. Everyone worries about not having enough food to eat; therefore, there is no need to ask the question if someone in the household is worried about not having enough food to eat because of lack of money or other resources. [1 point]
5. True
6. False
7. What is the recall period of the food insecurity experience questions? [1 point]
8. 24 months
9. 12 months
10. 6 months
11. 30 days/4 weeks
12. What is the recall period of the household hunger questions? [1 point]
13. 24 months
14. 12 months
15. 6 months
16. 30 days/4 weeks
17. For the question on whether a household was unable to eat healthy and nutritious food because of lack of money or other resources, what should be considered as healthy and nutritious food? [I point]
18. What the respondent provides as his or her own opinion.
19. Foods rich in protein and complex carbohydrates.
20. Quality does not matter as long as they ate food.
21. Expensive foods and nuts such as almonds, cashews, and honey.
22. What does it mean when someone in the household has to “skip a meal”? [I point]
23. The husband had to skip breakfast because his wife overslept and could not prepare the meal in time.
24. Someone in the household had to skip a meal because less food was cooked.
25. Someone in the household skipped a meal because there was not enough money or other resources to get food.
26. The household skipped a meal because they generally eat only *twice* a day and have snacks in between.
27. What does it mean when someone in the household has to go “without eating for a whole day”? [I point]
28. Someone in the household was fasting and did not eat anything for a whole day.
29. Someone in the household went without eating for a whole day because there was not enough money or other resources to get food.
30. The household did not cook food all day and went to a relative’s house to eat.
31. None of the above.
32. A household’s experience of difficult times includes experiences like the loss of family member, loss of income, hunger, drought, flood, conflict, or similar event. [I point].
33. True
34. False
35. While responding to the difficult times in the household, the respondent starts to cry—what should you do? [I point]
36. Provide sympathy and give the respondent the time required for him or her to feel better before you continue with the rest of the questions.
37. Provide sympathy and end the interview because it is not nice to hurt someone.
38. Call the supervisor because you are too stressed and do not want to interview the respondent any more.
39. None of the above.
40. Because some local governments do not have systems or resources to help the communities, there is no need to ask the respondents whether they believe local government will help them cope with difficult times in the future. [I point]
41. True
42. False

Women’s and Children’s Nutrition

1. The women’s nutrition module is administered to the following women: *Circle all that apply.* [I point]
2. All women ages 15-49 in the household.
3. Only the primary female adult decisionmaker.
4. All women ages 15-49 except for the primary adult female decisionmaker.
5. A randomly selected woman ages 15-49 in the household.
6. The children’s nutrition module is administered to the primary caregiver of the youngest child ages 0‑5 in the household. [I point]
7. True
8. False
9. Dietary intake questions are asked of all children ages 0-5. [1 point]
10. True
11. False
12. Choose the order (1 to 4) for administering the questions on food intake in the past 24 hours. [2 points]

4

\_\_\_\_ Write down any other foods that the respondent mentioned but are not listed.

3

\_\_\_\_ Read the remaining food groups.

2

\_\_\_\_ Probe for other meals during the day.

1

\_\_\_\_ Ask for foods consumed yesterday when the respondent first woke up.

24

1. Children \_\_\_\_\_\_\_\_ months or older should be measured standing up. [1 point]
2. Children are breastfed only when they are put to breast. A child is not considered breastfed if breastmilk is fed through a spoon, cup or bottle. [1 point]
3. True
4. False
5. Today is December 12, 2017.

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* 1. What is the age of the child (in months) if the child was born on July 7, 2013? \_\_\_\_ [I point]

Y

* 1. Is the child eligible for anthropometry? \_\_\_\_\_ [1 point]

N

* 1. Is the child eligible for dietary intake questions? \_\_\_\_\_[1 point]

Women’s Empowerment in Agriculture

1. Who responds to the module on Women’s Empowerment in Agriculture? [1 point]
   * 1. All women ages 15-49 in the household.
     2. All men and women ages 15-49 in the household.
     3. All responsible adults ages 18 and older who are decisionmakers in the household.
     4. One primary adult female decisionmaker and one primary adult male decisionmaker in each household.
     5. Only the primary adult female decisionmaker in the household.
2. Select true or false for the following statements: [5 points]
   1. Women may answer questions less freely if adult men are present. T / F
   2. If a man makes decision in the household, then the woman is not a

primary adult female decisionmaker. T / F

* 1. Only women farmers can make decisions about agriculture. T / F
  2. Only the household makes decision about the farms it owns. T / F
  3. Primary female and male decisiomakers can be present for each other’s

interview because they make most decisions together. T / F

1. If a respondent’s age is 17 years, 11 months, and 15 days on the day of the interview:

17

* 1. What is the age of the respondent in completed years? \_\_\_\_\_\_\_\_\_ [1 point]

N

* 1. Is the respondent eligible for the WEAI module? \_\_\_\_\_\_\_\_\_\_ [1 point]

1. Fill in the blank using one of the following words:

Ultimatum Input Ignorance Opposition Decision

Input

\_\_\_\_\_\_\_ means being able to provide ideas, information, or suggestions for a plan or discussion [1 point].

1. What does “traveling” mean for the time allocation module? Select one. [I point]
2. Traveling to work.
3. Traveling to school.
4. Traveling but not for work or school.

Consumption Expenditure

1. Who should be the respondent for the consumption expenditure modules? *Circle all that apply.* [1 point]
2. The household member who is most knowledgeable about food eaten in the past week by household members should respond to module 8.1 (food consumption in the past 7 days).
3. The household member who is most knowledgeable about non-food items that the household has purchased over the past year should respond to modules 8.2 to 8.7 (household expenditures including non-food items).
4. The household member who is most knowledgeable and generally happens to be the head of the household.
5. None of the above.
6. A household purchased a 100 kg sack of rice last week, but the household ate only 4 kg of rice. You should enter 4 kg as the quantity of food consumed that came from purchases rather than 100 kg. [I point]
7. True
8. False

mortgage

1. Regular payment toward purchasing a house is called a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [1 point]
2. Unit conversions will take place during data analysis; the interviewer should not convert the units in the field. [I point]
3. True
4. False
5. If the respondent reports a quantity in a unit of measure that is not available, you can select the closest approximation from the units that are provided. [I point]
6. True
7. False
8. Circle all sources of food. [I point]
9. Purchased food.
10. Foods grown, harvested, or gathered by the household (i.e., the household’s own production).
11. Food that was a gift or came from other sources.
12. None of the above.
13. For durable goods expenditures, if the respondent says he has a chair that is $20 in the market, irrespective of the condition of the chair, you will record the value of the chair as $20. [I point]
14. True
15. False
16. If the household owns five beds, and some are old and some are new, how will you calculate the age of the beds owned by the household? [I point]
17. Ask the respondent the age of the newest bed and record the number.
18. Calculate the age of each of the beds, sum the ages, divide it by number of beds, and this will be the average age of the beds.
19. Durable goods do not have an age, just record new or old.
20. Calculate the age of each of the beds, sum the ages, and this will be the average age of the beds.
21. If the household uses the purchased wheat flour to make its own bread for consumption, you will enter the item consumed in which food category: [I point]
22. Wheat flour
23. Bread
24. Both
25. If the quantity of an item is zero, then the unit should be left blank. [I point]
26. True
27. False

Agricultural Technologies – Crops

1. The respondent for the [C-VCC] agriculture technologies module should be the household member who has made the most decisions about cultivating [C-VCC] in the past year. [I point]
2. True
3. False
4. Match the agriculture technique in column 1 with its function in agriculture in column 2. [5 points]

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1: Technique | | Column 2: Function in Agriculture | |
| 1 | Slash and burn | 1 | Weed control methods |
| 2 | Randomly broadcast | 2 | Land preparation method |
| 3 | Intercropping and mulching | 3 | Soil and water control methods |
| 4 | Terracing and soil bands | 4 | Zero tillage method |
| 5 | Ploughing | 5 | Planting method |

Answer: 1-4, 2-5, 3-1, 4-3, 5-2

1. Match the item in column 1 with its function in agriculture in column 2. [4 points]

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1: Item | | Column 2: Function in Agriculture | |
| 1 | Tarpaulin | 1 | Container for transporting harvested crops |
| 2 | Crib | 2 | Surface for drying harvested crops |
| 3 | Hermetic bag | 3 | Type of seed |
| 4 | Improved variety | 4 | Type of storage location |

Answer: 1-2, 2-4, 3-1, 4-3

1. Match the item in column 1 with its function in agriculture in column 2. [4 points]

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1: Item | | Column 2: Function in Agriculture | |
| 1 | Fertilizer | 1 | A substance used to destroy insects or other organisms harmful to cultivated plants |
| 2 | Herbicide | 2 | A type of organic fertilizer |
| 3 | Pesticide | 3 | A substance that is used to enhance plant growth |
| 4 | Animal manure | 4 | A substance used to destroy unwanted vegetation, such as weeds |

Answer: 1-4, 2-5, 3-1, 4-3, 5-2

1. What are the techniques for managing soil and water for the [C-VCC] crop? Specify at least two of the techniques [2 points].

intercropping

contouring

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Crop terracing, mulching, soil bands or trenches, adding lime to the soil, and cultivation under trees (for coffee) are also valid answers.

1. To assess the land area, walk the perimeter of the plot and enter the area in hectares to one decimal place into the tablet. [1 point]
2. True
3. False

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1. The soil pit should be at least \_\_\_\_cm deep. [1 point]
2. Name two types of irrigation methods. [2 point]

pump

canal

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_ B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Irrigation by hand and permanent hose are also valid answers.

Agricultural Technologies – Dairy Cows

1. Select true or false for the following statements: [5 points]
2. Mastitis is a condition that causes an increase in a diary cow’s milk production. T / F
3. Cows can be bred by natural breeding or by artificial insemination. T / F
4. Forages and simple crop by-products are types of feed for dairy cows. T / F
5. Mixed concentrates, which are fed to dairy cows to increase milk production, are usually made at home. T / F
6. Vaccinations are a health service that dairy cows may receive. T / F
7. Specify two vaccinations that could be given to the dairy cows and calves. [2 points]
   1. Foot and mouth disease B. Contagious bovine pleuropneumonia

Rift valley fever and other vaccinations are also valid answers.

1. Specify four forages that are fed to dairy cows. [4 points]
2. Conserved rice straw
3. Guinea grass
4. Cut fresh grass
5. Forage legumes

In addition, conserved maize stover, legume haulms/stovers, napier legumes, tree fodder (leaves, branches) are valid answers.

1. A simple crop by-product is a kind of supplemental feed that is made from the parts of a plant that are left over after the main crop is harvested, like stems or seed pods. [1 point]
2. True
3. False
4. Name three types of simple crop by-products. [3 points]
   1. Brewer’s grain
   2. Maize bran
   3. Wheat bran

Other crop by-products include molasses, fruit or vegetable processing waste, oilseed cake, cottonseed meal/cake.

Agricultural Technologies – Pond Aquaculture

1. All of the following can be used to control disease among fish except for: [1 point]
2. Salt
3. Methyl blue
4. Animal manure
5. Antibiotics
6. Sex separation is a technique used to improve the production of fish. [1 point]
7. True
8. False
9. A man-made earthen basin can be used to raise fish. [1 point]
10. True
11. False
12. Specify two ways to monitor water quality in the pond. [2 points]

A. Using hand to assess turbidity B. Test water for pH

Use of a secchi disk to assess turbidity and observing fish for piping behavior are also valid answers.

1. Which of the following should be done to maintain good water quality in the pond? Circle all that apply. [2 points]
2. Screened the water coming into the pond.
3. Added undissolved oxygen
4. Drained pond to clean it
5. Added ash to stabilize pH
6. Name one method to harvest fish. [1 point]

cast net

\_\_\_\_\_\_\_\_\_\_\_\_

Seine net and pull cages up are also valid answers.

1. Name two methods of processing fish after they are harvested. [2 points]

A. Gutting the fish B. Smoking the fish

Salting, pickling, or drying are other valid methods of processing fish after they are harvested.

## A2. CAPI general knowledge

1. What is the first step in starting a household interview? [1 point]
2. Receive household assignment from the supervisor.
3. Greet the household respondent.
4. Share household information with the second interviewer.
5. Choose option 1 on the interviewer main menu.
6. Before receiving a new household assignment, you should always send your work to the supervisor first. [1 point]
7. True
8. False
9. To close a cluster, which of the following should take place? *Circle all that apply.* [1 point]
10. All interviewers should send all household data to the supervisor.
11. Delete data for all incomplete modules.
12. Delete households on supervisor tablets that could not be reached for interview.
13. With the supervisor and all team members, compile data, run the closing clusters program and address all errors as a team.
14. All of the above.
15. After completing the first two modules in a household, which of the following should be done first? [1 point]
16. Report to your supervisor/CAPI data manger and transmit data.
17. Measure all women and children eligible for anthropometry data collection.
18. Review the household module status to determine which modules must be completed in the household.
19. Send data to all interviewers on the team who may assist in the household.
20. Which option on the Interviewer data entry menu displays the current results of all modules in the household? [1 point]
21. Assign modules to second interviewer
22. Modify household
23. Household module status
24. Result code summary
25. How often should the supervisor collect work from the interviewers and back up data? [1 point]
26. At the arrival and departure of the team in a cluster.
27. Whenever he or she remembers.
28. At least once per day, regardless of the time.
29. Whenever the in-country data manager notifies the team of an upgrade.
30. When making a call-back to a household where one previous visit was made and a result code of 4 (postponed) was entered, the following option is used to begin the interview: [1 point]
31. Send data to second interviewer.
32. Begin data entry.
33. Revisit incomplete/partial household.
34. Modify household.
35. Anthropometry data should be entered in the CAPI system only after all eligible women or children in the household have been measured or their columns completed. [1 point]
36. True
37. False
38. Household information should be shared in which of the following circumstances? *Circle all that apply.* [1 point]
39. When there are many individuals and the primary interviewer needs help completing work.
40. When the supervisor wants to monitor work and carry out re-interviews.
41. When there are individuals of the opposite sex that need to be interviewed.
42. When the second interviewer needs to know ages of persons in the household.
43. In which of the following circumstances can data be guessed and filled in by the interviewer? *Circle all that apply.* [1 point]
44. The respondent refuses to answer a sensitive question to which CAPI requires an answer.
45. The year of birth and age do not match for a child.
46. The respondent’s spouse mentioned an answer in the household interview, so there is no need to ask the question again.
47. There is never a circumstance in which interviewers may guess at data, even if they think they know the correct answer.

## A3. CAPI data entry error messages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** | **Column 1** | **Column 2** | **Column 3** |
| **1** | 8 | 10 | **7** | 9 | 7 |
| **2** | 7 | 11 | **8** | 10 | 6 |
| **3** | 3 | 1 | **9** | 11 | 4 |
| **4** | **1** | **2** | **10** | 2 | 3 |
| **5** | 4 | 9 | **11** | 5 | 5 |
| **6** | 6 | 8 | Score: | \_\_\_\_\_\_\_ / 10 | |

## A4. Field supervisors

**Instructions:** *Fill in the blanks and circle the correct answer for each question.*

1. If the respondent speaks a language to which the questionnaire has not been translated, and there is no one on the survey team who is a native speaker of the respondent’s language, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will need to make arrangements to find a person capable of translating for the respondent and the interviewer. [1 point]

field supervisor

1. Choose the statement that is not a responsibility of the supervisor. [1 point]
   1. Maintain interviewer motivation and morale.
   2. Discuss confidential information with the village leader.
   3. Assign interviews.
   4. Manage documentation of work in the cluster.
2. During review of the questionnaire, you find a household that has refused to participate. What should be the next step? [1 point]
   1. Consider the “Final” result code as “Refused.”
   2. Go to the household, speak to the respondent, and try to convince them to participate.
   3. Select the next household to make up for the refusal.
   4. Send the interviewer back to the household, and ask them to convince the respondent to participate.
3. Grounds for immediate dismissal such as inappropriate behavior (harassment of any kind), unauthorized use of survey vehicle, tablets, making up data, etc., pertain to the interviewers only and not the supervisors. [1 point]
   1. True
   2. False
4. In addition to managing and supervising the interviewers, the field supervisor also meets with community leaders, manages the vehicle and driver, and coordinates room and board for the team. [1 point]
   1. True
   2. False
5. If the local authorities show any reluctance to allow the fieldwork to be conducted, these are some of the things the supervisor should explain. *Circle all that apply.* [1 point]
   1. Explain that the study has been approved by the central government, and show the letter.
   2. There is no cost to the community or to any respondent.
   3. Respondents’ identities will be protected absolutely, and only aggregated results will be published.
   4. Respondents should not refuse because the study has been approved by central government and funded by USAID.
6. Because you have to assign the modules to interviewers A and B in your team, you can give less work to the interviewers who are nice to you. [1 point]
   1. True
   2. False
7. If you are not able to find a cluster, and it is getting late to start the fieldwork, it is acceptable that you find any village and collect data from 25 households. [1 point]
   1. True
   2. False

1. After you have assigned interviewers to the respective households, you do not have to transmit the updated household assignments to the interviewers. [1 point]
   1. True
   2. False
2. While observing the interview, you must observe the following: *Circle all that apply.* [1 point]
   1. Interviewer asks the questions as written.
   2. Interviewer shows respect to the respondent, and acknowledges and responds to any respondent concerns or questions.
   3. Interviewer looks nice in her red dress and black shoes.
   4. Interviewer maintains a calm and helpful demeanor while collecting the anthropometric data and follows the procedures carefully.
3. Random households should be selected for the spot-checks. [1 point]
   1. True
   2. False
4. In the course of observing the interview, the field supervisor can interrupt the interviewer to ask questions or attempt to provide training to the interviewer. [1 point]
   1. True
   2. False
5. It is very important that you carefully observe and provide detailed feedback on each interviewer’s performance several times in the first week of fieldwork. [1 point]
   1. True
   2. False
6. To close a cluster, the interviewers must do the following: *Circle all that apply.* [1 point]
   1. Receive questionnaires from the interviewers.
   2. Confirm that all selected households have been interviewed.
   3. Concatenate data from the current cluster.
   4. Close the cluster.
7. After sending the complete cluster data to the ICDM, it does not matter if you have a complete record for every household on your tablet. [I point]
   1. True
   2. False
8. Because you observed the interview, you do not need to review the questionnaire in the evening to finalize it. [I point]
   1. True
   2. False
9. Circle the age that is NOT an example of age heaping in children. [I point]
   1. 60 months
   2. 24 months
   3. 48 months
   4. 8 months
   5. 6 months
10. If an Internet connection is not available in the cluster, the field supervisor must wait until the field team is in a location with Internet access and then transmit all un-transmitted data. [I point]
    1. True
    2. False
11. If the age is flagged for heaping or the height and weight are flagged as out of range, you should discuss this with the interviewer and may revisit the household to check the quality of the data collection. [I point]
    1. True
    2. False
12. The field supervisor should manage the driver’s time for the following reasons: *Circle all that apply*. [1 point]
    1. Vehicle is available for drop off and pick up of interviewer teams.
    2. Vehicle is available for drop off and pick up of the agriculture interviewer.
    3. Vehicle is available for transfer of anthropometry equipment.
    4. Vehicle is available for drop off and pick up of a friend you met in the cluster.

## A5. In-country data manager

1. After downloading a cluster of data from the field, order (1 to 4) the following steps in data processing: [ 4 points]

**2**

\_\_\_ Run a structure check on the data from the cluster.

**3**

\_\_\_ Modify data based on secondary editing.

**4**

\_\_\_ Finalize the cluster.

**1**

\_\_\_ Save a backup of the data from the field.

1. All secondary editing errors must be resolved and a clean report produced before finalizing a cluster. [1 point]
2. True
3. False
4. If a structure check on a cluster of data returns several errors, what steps may need to be taken? *Circle all that apply.* [1 point]
5. Consult the ICDM manual for guidance on resolving the errors in the structure check.
6. Modify data to remove ineligible individual data from the cluster files.
7. Contact the [CONTRACTOR] data manager to assist in resolving errors.
8. Contact the supervisor of the team for that cluster and request them to resend their data.
9. All of the above.
10. Describe how the following error should be resolved:

**0072 Check primary male decisionmaker’s age (line *n*, age *n*) with his parent's age**

**(line *n*, age *n*)** [4 points]

From secondary editing guidance, consult error number 0072 and open household data on ICDM computer:

It is expected that the parents of the primary decisionmakers would be at least 12 years older. Check for data entry errors in the ages of the primary decisionmaker and each of his or her parents; if the age of the parents is less than age of primary decisionmaker, consider whether the relationship code should be son/daughter instead of father/mother. Cross-check all places where ages of household members are recorded (anthropometry, WEAI modules). If no obvious error has been made, then make no correction to the data.

1. Which option on the ICDM menu should be used to fix secondary editing errors? [1 point]
2. View/Modify Questionnaires
3. Modify Errors in Households
4. Secondary Editing
5. Receive Questionnaires
6. Indicate what each of the following folders holds: [4 points]

All data being processed from the field

\DATA\RAW \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Files used to control processing of data and manage status of clusters

\CONTROL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All data entry programs and menus used by interviewers

\ENTRY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original data as received from the field (will not be changed)

\DATA\FIELD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If a team shows much lower response rates than all other teams in field check tables, what steps should be taken? *Circle all that apply.* [1 point]
2. Call the team supervisor to find out more information.
3. Notify survey management, the [CONTRACTOR] data manager, of the team’s response rate.
4. Contact the survey manager to replace the team immediately.
5. Run field check tables by interviewer.

weekly

1. Field check tables should be run \_\_\_\_\_\_\_\_\_\_\_\_ (how often), or at the request of survey management. [1 point]
2. What suggestions should the ICDM make to a team supervisor who is not able to transfer household assignments to his or her team? [2 points]

* Check that Bluetooth is on and active in each team member’s tablet.
* Check that interviewers and supervisor have entered the same cluster number.
* Ensure that team members are in close proximity to each other for transfer.
* Turn all tablets off and on and attempt the transfer again.
* Confirm that the household assignment has been completed.

1. In which of the following circumstances can the ICDM make an educated guess to resolve secondary editing errors? *Circle all that apply.* [1 point]
2. The household has no electricity but uses electricity for cooking.
3. The year of birth and age do not match for a child.
4. The respondent gave one answer in the household characteristics module but gave a different answer in the WEAI module.
5. There is never a circumstance in which the ICDM may guess at data, even if they think they know the correct answer.

# Score sheets

## Interviewer’s score sheet—Questionnaire content

|  |  |  |  |
| --- | --- | --- | --- |
| **Quizzes** | **Topics** | **Maximum Points** | **Score** |
| 1 | General | 10 |  |
| 2 | Household Identification and Informed Consent | 5 |  |
| 3 | Household Roster and Dwelling Characteristics | 10 |  |
| 4 | Food Security and Resilience | 10 |  |
| 5 | Women’s and Children’s Nutrition | 10 |  |
| 6 | A-Women’s Empowerment in Agriculture | 10 |  |
| 7 | Agriculture Technologies |  |  |
|  | Crops | 20 |  |
|  | Livestock | 15 |  |
|  | Aquaculture | 10 |  |
| 8 | Consumption Expenditure | 10 |  |
| 9 | CAPI Knowledge | 10 |  |
| 10 | CAPI Errors | 20 |  |
| **TOTAL** | | **140** |  |

## Field supervisor’s score sheet

|  |  |  |  |
| --- | --- | --- | --- |
| **Quizzes** | **Topics** | **Maximum Points** | **Score** |
| 1 | Overall | 20 |  |
| 3 | CAPI Knowledge | 10 |  |
| 4 | CAPI Errors | 20 |  |
| **TOTAL** | | **50** |  |

## In-country data manager’s score sheet

|  |  |  |
| --- | --- | --- |
| **Quizzes** | **Maximum Points** | **Score** |
| ICDM | 20 |  |
| **TOTAL** | **20** |  |