

Appendix A Address Record Form

Operations Department
101-135 Kings Road, Brentwood,
Essex CM14 4LX
Tel: 01277 200 600

| Appointments made | |
|-------------------|--|
| | |
| | |



| | | | |
|------------------------|--|-------------------|---------------------------|
| P2721 BLUE TEAM | NATIONAL CHILD DEVELOPMENT STUDY ADDRESS RECORD FORM (ARF) | A | FINAL OUTCOME CODE: |
| ADDRESS DETAILS | | INFORMATION LABEL | |
| Label 1 | | Label 2 | |

Total number of calls:

| Call No. | Date DD/MM | Day of week | Call Start Time 24hr Clock | PERSONAL VISITS RECORD Record all personal visits, even if no reply For phone calls – see separate grid on next page | *Call Status (Enter codes only) | Call End Time 24hr Clock | Call followed by personal/ non-CAPI time? (tick) |
|----------|------------|-------------|----------------------------|--|---------------------------------|--------------------------|--|
| 1 | / | | : | | | : | |
| 2 | / | | : | | | : | |
| 3 | / | | : | | | : | |
| 4 | / | | : | | | : | |
| 5 | / | | : | | | : | |
| 6 | / | | : | | | : | |
| 7 | / | | : | | | : | |
| 8 | / | | : | | | : | |
| 9 | / | | : | | | : | |
| 10 | / | | : | | | : | |
| 11 | / | | : | | | : | |
| 12 | / | | : | | | : | |
| 13 | / | | : | | | : | |
| 14 | / | | : | | | : | |

Call Status codes: 1= No Reply, 2 =Contact Made, 3 =Appointment Made,4 = Any Interviewing done, 5= Any Other Status

| | | |
|---|-----|-----|
| RE-ALLOCATED ADDRESS: If this address is being re-allocated to another interviewer before you have completed it, code here. | 612 | END |
| ALWAYS RETURN ARFs SEPARATELY FROM SELF-COMPLETIONS AND CONSENT FORMS | | |

Level 3- RESPONDENT CONFIDENTIAL

| Call No. | Date DD/MM | Day of week | Call Start Time 24hr Clock | PERSONAL VISITS RECORD Record all personal visits, even if no reply For phone calls – see separate grid below | *Call Status (Enter codes only) | Call End Time 24hr Clock | Call followed by personal/non-CAPL time? (tick) |
|----------|------------|-------------|----------------------------|---|---------------------------------|--------------------------|---|
| 15 | / | | : | | | : | |
| 16 | / | | : | | | : | |
| 17 | / | | : | | | : | |
| 18 | / | | : | | | : | |
| 19 | / | | : | | | : | |
| 20 | / | | : | | | : | |

Call Status codes: 1= No Reply, 2 =Contact Made, 3 =Appointment Made,4 = Any Interviewing done, 5= Any Other Status

| Call No. | Date DD/MM | Day of week | Call Start Time 24hr Clock | TELEPHONE CALLS RECORD Record all telephone calls, even if no reply | *Call Status (Enter codes only) | Call End Time 24hr Clock |
|----------|------------|-------------|----------------------------|--|---------------------------------|--------------------------|
| 1 | / | | : | | | : |
| 2 | / | | : | | | : |
| 3 | / | | : | | | : |
| 4 | / | | : | | | : |
| 5 | / | | : | | | : |
| 6 | / | | : | | | : |
| 7 | / | | : | | | : |
| 8 | / | | : | | | : |
| 9 | / | | : | | | : |
| 10 | / | | : | | | : |
| 11 | / | | : | | | : |
| 12 | / | | : | | | : |
| 13 | / | | : | | | : |
| 14 | / | | : | | | : |
| 15 | / | | : | | | : |
| 16 | / | | : | | | : |

Call Status codes: 1= No Reply, 2 =Contact Made, 3 =Appointment Made, 5= Any Other Status

| A. Contact at issued address | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|---|--|--------------------------|------------------------------------|-----|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|--|
| A1 | Is the cohort member living at the issued address (i.e. the address PRINTED on the first address label on the front of the ARF)? | Yes | 1 Go to Section E | | | | | | | | | | | | | | | | |
| | | Office refusal | 410 | | | | | | | | | | | | | | | | |
| | | Re-allocated to another interviewer | 612 | | | | | | | | | | | | | | | | |
| | | Cohort member has died | 781 | | | | | | | | | | | | | | | | |
| | | Cohort member has emigrated | 790 | | | | | | | | | | | | | | | | |
| | | No - cohort member has moved | 2 | | | | | | | | | | | | | | | | |
| | | Don't know (e.g. can't locate address, no contact at address) | 3 Go to A2 | | | | | | | | | | | | | | | | |
| A2 | Has the office provided you with an updated address for the cohort member? (e.g. written on the front of the ARF or by telephone) | Yes | 1 Complete Section B | | | | | | | | | | | | | | | | |
| | | No | 2 Go to A3 | | | | | | | | | | | | | | | | |
| A3 | <p>You need to trace the cohort member. Use the checklist below to record your tracing attempts. See project instructions for further information on tracing procedures.</p> <p>Did you...</p> <table border="1"> <thead> <tr> <th colspan="2">Tick one box in EACH row</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">NOW GO TO A4</td> </tr> </tbody> </table> | | | Tick one box in EACH row | | Yes | No | <input type="checkbox"/> | NOW GO TO A4 | |
| Tick one box in EACH row | | | | | | | | | | | | | | | | | | | |
| Yes | No | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| NOW GO TO A4 | | | | | | | | | | | | | | | | | | | |
| A4 | Were you tracing because the address you were trying to contact was inaccessible or you couldn't locate the address? | Yes, the address was inaccessible / could not be located and no follow up address found via tracing | 1 Go to Section E | | | | | | | | | | | | | | | | |
| | | Yes, the address was inaccessible/ could not be located but follow up address found | 2 Complete Section B | | | | | | | | | | | | | | | | |
| | | No | 3 Go to A5 | | | | | | | | | | | | | | | | |
| A5 | <p>Did you find a follow up address for the cohort member?</p> <table border="1"> <thead> <tr> <th>Yes</th> <th>1 Complete Section B</th> </tr> <tr> <th>No</th> <th>2 Go to A6</th> </tr> </thead> </table> | | | Yes | 1 Complete Section B | No | 2 Go to A6 | | | | | | | | | | | | |
| Yes | 1 Complete Section B | | | | | | | | | | | | | | | | | | |
| No | 2 Go to A6 | | | | | | | | | | | | | | | | | | |
| A6 | Which describes why you did not find a follow up address for the cohort member? | Contact made with someone at the last address but information refused about whether cohort member is resident | 830 Return ARF to office | | | | | | | | | | | | | | | | |
| | | No contact with anyone at the last address – unknown whether CM is resident | 651 Leave occupier letter at last known address. 671 Return ARF to office | | | | | | | | | | | | | | | | |
| | | No follow up address obtained | | | | | | | | | | | | | | | | | |

| B. Follow up address 1 | | | | |
|-------------------------------|--|--------------------------|---|---------------------|
| B1 | Record follow up address or address update from office / telephone number of cohort member: | | | |
| | Name: | | | |
| | Address: | | | |
| | Postcode: | | | |
| | Phone no (inc. area code): | Mobile no: | E-mail address: | |
| | Notes on address location: | | | |
| B2 | Which of these statements applies to this address? CODE ONE ONLY | | | |
| | Address is not in GB | 790 | Return ARF to office | |
| | Address is in GB but is outside my area | 672 | | |
| | Address is in my area – attempted contact - cohort member has died | 781 | | |
| | Address is in my area – attempted contact - cohort member lives here | 1 | Go to Section E | |
| | Address is in my area – attempted contact - cohort member has moved | 2 | Go to B3 | |
| | Address is in my area – attempted contact – don't know if cohort member lives here (e.g. can't locate address, no contact at address) | 3 | | |
| B3 | Has the office provided you with an updated address for the cohort member? | | | |
| | Yes | 1 | Complete Section C | |
| | No | 2 | Go to B4 | |
| B4 | You need to trace the cohort member. Use the checklist below to record your tracing attempts. See project instructions for further information on tracing procedures. | | | |
| | INTERVIEWER: Did you... | | | |
| | Tick one box in EACH row | | | |
| | ... attempt to contact the cohort member by phone (using any new numbers)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ... attempt to make contact with the current occupants at the address? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ... attempt to make contact with the neighbours? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ... leave a tracing letter with the current occupants or neighbour(s)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ... telephone/ visit the stable contact? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | NOW GO TO B5 |
| B5 | Were you tracing because the address you were trying to contact was inaccessible or you couldn't locate the address? | | | |
| | Yes, the address was inaccessible / could not be located and no follow up address found via tracing | 1 | Go to Section E | |
| | Yes, the address was inaccessible/ could not be located but follow up address found | 2 | Complete Section C | |
| | No | 3 | Go to B6 | |
| B6 | Did you find a follow up address for the cohort member? | | | |
| | Yes | 1 | Complete Section C | |
| | No | 2 | Go to B7 | |
| B7 | Which describes why you did not find a follow up address for the cohort member? | | | |
| | Contact made with someone at the last address but information refused about whether cohort member is resident | 830 | Return ARF to office | |
| | No contact with anyone at the last address – unknown whether CM is resident | 651 | Leave occupier letter at last known address. | |
| | No follow up address obtained | 671 | Return ARF to office | |

| C. Follow up address 2 | | | |
|------------------------|--|------------|--|
| C1 | Record follow up address or address update from office / telephone number of cohort member: | | |
| | Name: Address: Postcode: | | |
| | Phone no (inc. area code): | Mobile no: | E-mail address: |
| | Notes on address location: | | |
| C2 | Which of these statements applies to this address? CODE ONE ONLY | | |
| | Address is not in GB | 790 | Return ARF to office Go to Section E Go to C3 |
| | Address is in GB but is outside my area | 672 | |
| | Address is in my area – attempted contact – cohort member has died | 781 | |
| | Address is in my area – attempted contact - cohort member lives here | 1 | |
| | Address is in my area – attempted contact - cohort member has moved | 2 | |
| | Address is in my area – attempted contact - don't know if cohort member lives here (e.g. can't locate address, no contact at address) | 3 | |
| C3 | Has the office provided you with an updated address for the cohort member? | | |
| | Yes | 1 | Complete Section D |
| | No | 2 | Go to C4 |
| C4 | You need to trace the cohort member. Use the checklist below to record your tracing attempts. See project instructions for further information on tracing procedures. | | |
| | INTERVIEWER: Did you... | | |
| | Tick one box in EACH row | | |
| | Yes No | | |
| | ...attempt to contact the cohort member by phone (using any new numbers)? <input type="checkbox"/> <input type="checkbox"/> | | |
| | ... attempt to make contact with the current occupants at the address? <input type="checkbox"/> <input type="checkbox"/> | | |
| | ...attempt to make contact with the neighbours? <input type="checkbox"/> <input type="checkbox"/> | | |
| | ...leave a tracing letter with the current occupants or neighbour(s)? <input type="checkbox"/> <input type="checkbox"/> | | |
| | ...telephone/ visit the stable contact? <input type="checkbox"/> <input type="checkbox"/> | | |
| | NOW GO TO C5 | | |
| C5 | Were you tracing because the address you were trying to contact was inaccessible or you couldn't locate the address? | | |
| | Yes, the address was inaccessible/ could not be located and no follow up address was found via tracing 1 Go to Section E | | |
| | Yes, the address was inaccessible/ could not be located but a follow up address was found 2 Complete Section D | | |
| | No 3 Go to C6 | | |
| C6 | Did you find a follow up address for the cohort member? | | |
| | Yes | 1 | Complete Section D |
| | No | 2 | Go to C7 |
| C7 | Which describes why you did not find a follow up address for the cohort member? | | |
| | Contact made with someone at the last address but information refused about whether cohort member is resident 830 Return ARF to office | | |
| | No contact with anyone at the last address – unknown whether CM is resident 651 Leave occupier letter at last known address. Return ARF to office | | |
| | No follow up address obtained 671 | | |

| D. Follow up address 3 | | | |
|------------------------|--|--------------------------|---|
| D1 | Record follow up address or address update from office / telephone number of cohort member: | | |
| | Name: Address: Postcode: | | |
| | Phone no (inc. area code): | Mobile no: | E-mail address: |
| | Notes on address location: | | |
| D2 | Which of these statements applies to this address? CODE ONE ONLY | | |
| | Address is not in GB | 790 | Return ARF to office |
| | Address is in GB but is outside my area | 672 | |
| | Address is in my area – attempted contact – cohort member has died | 781 | |
| | Address is in my area – attempted contact - cohort member lives here | 1 | |
| | Address is in my area – attempted contact - cohort member has moved | 2 | Go to Section E |
| | Address is in my area – attempted contact - don't know if cohort member lives here (e.g. can't locate address, no contact at address) | 3 | |
| D3 | Has the office provided you with an updated address for the cohort member? | | |
| | Yes | 1 | Go to D8 |
| | No | 2 | Go to D4 |
| D4 | You need to trace the cohort member. Use the checklist below to record your tracing attempts. See project instructions for further information on tracing procedures. | | |
| | INTERVIEWER: Did you... Tick one box in EACH row | | |
| | | Yes | No |
| | ... attempt to contact the cohort member by phone (using any new numbers)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | ... attempt to make contact with the current occupants at the address? | <input type="checkbox"/> | <input type="checkbox"/> |
| | ... attempt to make contact with the neighbours? | <input type="checkbox"/> | <input type="checkbox"/> |
| | ... leave a tracing letter with the current occupants or neighbour(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | ... telephone/ visit the stable contact? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | NOW GO TO D5 | |
| D5 | Were you tracing because the address you were trying to contact was inaccessible or you couldn't locate the address? | | |
| | Yes, the address was inaccessible /could not be located and no follow up address found via tracing | 1 | Go to Section E |
| | Yes, the address was inaccessible/ could not be located but a follow up address was found | 2 | Go to D8 |
| | No | 3 | Go to D6 |
| D6 | Did you find a follow up address for the cohort member? | | |
| | Yes | 1 | Go to D8 |
| | No | 2 | Go to C7 |
| D7 | Which describes why you did not find a follow up address for the cohort member? | | |
| | Contact made with someone at the last address but information refused about whether cohort member is resident | 830 | Return ARF to office |
| | No contact with anyone at the last address – unknown whether CM is resident | 651 | Leave occupier letter at last known address. |
| | No follow up address obtained | 671 | Return ARF to office. |

| | | | |
|----|--|------------|-----------------|
| D8 | Record follow up address or address update from office / telephone number of cohort member: | | |
| | Name: | | |
| | Address: Postcode: | | |
| | Phone no (inc. area code): | Mobile no: | E-mail address: |
| | Notes on address location: | | |

| E. Outcome code for cohort member (CODE ONE ONLY) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------------|--|----------------------|-----|----------------------|--|-----|---|-----|----------|--|-----|--|-----|--|-----|--|-----|----------|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|
| E1 | <p>Code outcome: for addresses where unsure if cohort member resident</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="border: none;">Address inaccessible</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">652</td> <td rowspan="2" style="vertical-align: middle; font-size: small;">Return ARF to office</td> </tr> <tr> <td style="border: none;">Unable to locate address/ insufficient address</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">653</td> </tr> </table> <p>Productive outcome code for cohort member (computed in CAPI)</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="border: none; vertical-align: top;"> Fully productive with cohort member Fully productive proxy Partially productive Partially productive proxy </td> <td style="border: 1px solid black; padding: 2px; text-align: center; vertical-align: bottom;">110</td> <td rowspan="4" style="vertical-align: middle; font-size: small;">Go to F1</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">130</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">210</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">230</td> </tr> </table> <p>Unproductive outcome: for addresses where cohort member is resident</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="border: none; vertical-align: top;"> No contact with anyone at address Contact made at address but information refused Refusal at introduction/ before household module Refusal during interview/ after household module Broken appointment – no re-contact Refusal: cohort member being ill at home during survey period Refusal: cohort member being away/ in hospital during survey period Refusal: Physically or mentally incapable Language difficulties Other (please specify) </td> <td style="border: 1px solid black; padding: 2px; text-align: center; vertical-align: bottom;">310</td> <td rowspan="10" style="vertical-align: middle; font-size: small;">Go to E2</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">320</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">430</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">440</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">450</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">510</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">520</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">530</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">540</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">590</td> </tr> </table> | | | Address inaccessible | 652 | Return ARF to office | Unable to locate address/ insufficient address | 653 | Fully productive with cohort member Fully productive proxy Partially productive Partially productive proxy | 110 | Go to F1 | | 130 | | 210 | | 230 | No contact with anyone at address Contact made at address but information refused Refusal at introduction/ before household module Refusal during interview/ after household module Broken appointment – no re-contact Refusal: cohort member being ill at home during survey period Refusal: cohort member being away/ in hospital during survey period Refusal: Physically or mentally incapable Language difficulties Other (please specify) | 310 | Go to E2 | | 320 | | 430 | | 440 | | 450 | | 510 | | 520 | | 530 | | 540 | | 590 |
| Address inaccessible | 652 | Return ARF to office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unable to locate address/ insufficient address | 653 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fully productive with cohort member Fully productive proxy Partially productive Partially productive proxy | 110 | Go to F1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 130 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 210 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No contact with anyone at address Contact made at address but information refused Refusal at introduction/ before household module Refusal during interview/ after household module Broken appointment – no re-contact Refusal: cohort member being ill at home during survey period Refusal: cohort member being away/ in hospital during survey period Refusal: Physically or mentally incapable Language difficulties Other (please specify) | 310 | Go to E2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 320 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 430 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 440 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 450 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 510 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 520 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 530 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 540 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 590 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E2 | <p>If unproductive, please give full details. Please give details of everyone you spoke to and their relationship to the cohort member.</p> <p>For codes 520 & 530, please describe the nature of the issue.</p> <p>For refusals (430,440, 510), please indicate, in your view, if this is a refusal for this sweep or a permanent refusal</p> <p>If cohort member is away (520), record how long they expect to be away.</p> <p style="text-align: center;">Go to Section G</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| F. Individual interview outcomes | | | | | |
|--|---|----------------------------|---------------------------|------------------------|-----------------|
| F1 | Code outcome for memory and concentration tasks and CASI | | | | |
| | | Complete | Partially complete | Refused | |
| | Memory and concentration | 11 | 21 | 43 | |
| | CASI | 11 | 21 | 43 | |
| F2 | Code outcome for self completion questionnaire: Which statement applies? | | | | |
| CODE ONE ONLY | | | | | |
| Completed: to post at the same time as transmitting the interview | | | | | |
| Left with cohort member: cohort member asked to return to the office by post | | | | | |
| No self-completion expected: cohort member refused | | | | | |
| Other (PLEASE SPECIFY) | | | | | |
| | | <input type="checkbox"/> 1 | | | |
| | | <input type="checkbox"/> 2 | | | |
| | | <input type="checkbox"/> 3 | | | Go to F3 |
| | | <input type="checkbox"/> 4 | | | |
| F3 | Record consent forms completed below: | | | | |
| Respondent | Name | Consent forms | Complete | | |
| Cohort member | | Health records | <input type="checkbox"/> | Go to section G | |
| | | Economic records | <input type="checkbox"/> | | |
| Partner | | Health records | <input type="checkbox"/> | | |
| | | Economic records | <input type="checkbox"/> | | |

| G. Stable address details | | | | | |
|--|--|----------------------------|-----------------|--|--|
| G1 | Have you obtained a new stable address, or updated any of the stable address details for the cohort member shown on the Sample Information Sheet? | | | | |
| | Yes | <input type="checkbox"/> 1 | Go to G2 | | |
| No | <input type="checkbox"/> 2 | Go to Section H | | | |
| G2 | Record updated (or new) stable address/ telephone number for cohort member | | | | |
| Name of the cohort member's stable contact:..... | | | | | |
| Relationship to cohort member:..... | | | | | |
| Address:..... | | | | | |
| Postcode:..... | | | | | |
| Phone no (inc. area code): | | Mobile no: | E-mail address: | | |
| Other information: | | | | | |

| H. Future address details | | | |
|---------------------------|--|-------------------|------------------------|
| H1 | <i>Is cohort member planning to move (in the next 12 months)?</i> | | |
| | Yes | 1 | Go to H2 |
| | No | 2 | Go to Section J |
| H2 | <i>If known, record address to which cohort member is planning to move</i> IF NO SPECIFIC ADDRESS, ENTER GENERAL INFORMATION IN 'OTHER INFORMATION' | | |
| | Address: | | |
| | Postcode: | | |
| | Phone no (inc. area code): | Mobile no: | E-mail address: |
| Other information: | | | |

| J. Interviewer observations of address (all outcome codes except 781, 790, 612) | | | |
|--|---|---|--|
| | THESE QUESTIONS SHOULD BE ANSWERED FOR ALL ADDRESSES EXCEPT: COHORT MEMBER DIED (781), MOVED OVERSEAS (790) AND RE-ALLOCATED (612) | | |
| J1 | <i>Are any of these physical barriers to entry present at the cohort member's house/ flat/ building?</i> | | |
| | Locked common entrance | 1 | |
| | Locked gates | 2 | |
| | Security staff or other gatekeeper | 3 | |
| | Entry phone access | 4 | |
| | None of these | 5 | |
| J2 | <i>Which of these best describes the accommodation the cohort member lives in?</i> | | |
| | Detached house | 1 | |
| | Semi-detached house | 2 | |
| | Terraced house (including end-of-terrace) | 3 | |
| | Flat or maisonette – purpose built | 4 | |
| | Flat or maisonette – conversion | 5 | |
| | Other | 6 | |
| | Don't know | 8 | |

Appendix B Sample Information Sheet

P2721
NATIONAL CHILD DEVELOPMENT STUDY
2008 SWEEP



SAMPLE INFORMATION SHEET

Serial Number: <<Serial>>

Check letter: <<CL1>>

Field Area: <<Field_Area>>

Wave: <<Wave>>

Point: <<Point>>

Batch: <<Batch>>

Cohort member details

| | |
|----------------|--------------------|
| First name | <<CM_FirstName>> |
| Also known as | <<CM_KnownAs>> |
| Middle name(s) | <<CM_MiddleName>> |
| Surname | <<CM_Surname>> |
| Sex | <<CM_Sex>> |
| Date of birth | <<CM_DateOfBirth>> |

Contact details

| | |
|---------|---|
| Address | <<AddressLine1>> <<AddressLine2>> <<AddressLine3>> <<Town>> <<County>> <<PCode>> <<SurveyStatus_S>> <<StatusDate>> |
|---------|---|

| | Number | Date confirmed |
|--------|---------------|--------------------|
| Home | <<HomeTel>> | <<Hometel_date>> |
| Work | <<WorkTel>> | <<Worktel_date>> |
| Mobile | <<MobileTel>> | <<Mobiletel_date>> |

| Additional contact no. | Number | Relationship | Type | Date confirmed |
|------------------------|--------------|--------------|------------|----------------|
| | <<T1_Phone>> | <<T1_Rel>> | <<T1_Typ>> | <<T1_Typ>> |
| Email Address | <<Email>> | | | |

Notes from previous sweep:

<<CM_Blind_S>><<CM_PartiallySighted_S>><<CM_Deaf_S>><<CM_HearingDifficulty_S>>
<<CM_LearningDifficulty_S>><<CM_PhysicalDisability_S>><<CM_SpeechDifficulty_S>>
<<CM_ReadingProb_S>>

Additional contact telephone numbers

| Number | Relationship | Type | Date |
|--------------|--------------|------------|-------------|
| <<T2_Phone>> | <<T2_Rel>> | <<T2_Typ>> | <<T2_Date>> |
| <<T3_Phone>> | <<T3_Rel>> | <<T3_Typ>> | <<T3_Date>> |
| <<T4_Phone>> | <<T4_Rel>> | <<T4_Typ>> | <<T4_Date>> |
| <<T5_Phone>> | <<T5_Rel>> | <<T5_Typ>> | <<T5_Date>> |
| <<T6_Phone>> | <<T6_Rel>> | <<T6_Typ>> | <<T6_Date>> |
| <<T7_Phone>> | <<T7_Rel>> | <<T7_Typ>> | <<T7_Date>> |

Serial number: <<Serial>> Cohort member name: <<CM_FirstName>> <<CM_Surname>>

Stable address details

| | |
|------------------------|-------------------------|
| Title | <<SA_Title>> |
| First name | <<SA_FirstName>> |
| Middle name(s) | <<SA_MiddleName>> |
| Surname | <<SA_Surname>> |
| Relationship to Cohort | <<SA_RelationshipToCM>> |
| Member | <<SA_AddressLine1>> |
| Address | <<SA_AddressLine2>> |
| | <<SA_AddressLine3>> |
| | <<SA_Town>> |
| | <<SA_County>> |
| | <<SAPcode>> |
| Telephone number(s) | <<SA_T1_PhoneNumber>> |
| | <<SA_T2_PhoneNumber>> |
| Email | <<SA_Email>> |

Information from previous surveys

| | |
|---|--|
| Outcome from Sweep 7 (2004 - 2005) | <<2004_Outcome>> |
| Date of last core interview | <<Date_LastInterview>> |
| Time of last interview | <<Time_LastInterview>> |
| Outcome from Bio-Medical study (2002) | <<Medout>> |
| Date of Bio-Medical study (2002) | <<Meddat>> |
| No. of household members at last interview | <Numh h_lastin terview > |
| Whether children in household at last interview | <Childh h_lastin terview _S> |
| | If yes → |
| | No. of children in household at last interview |
| | <Num Child HH_L astint ervie w_S> |

Office notes/updates

| |
|--|
| |
|--|

Appendix C Advance Letter

50 years of the National Childhood Development Study

This year the NCDS celebrates its 50th anniversary. As a valued member of the National Child Development Study (NCDS) we are writing to ask for your help as the next stage of the study begins. We hope we can count on you to take part in the study in this very special year.

This latest stage of the study is being carried out by the National Centre for Social Research (NatCen), an independent research organisation, on behalf of the Centre for Longitudinal Studies (CLS) at the Institute of Education in London.

We have enclosed a leaflet which provides information about this year's study and explains exactly what taking part will involve. Your interviewer _____ will be in touch in the next couple of weeks to invite you to take part and, if you are willing, they will arrange a convenient time to visit you.

If you would like to contact your interviewer to arrange an appointment or change an appointment you may have made please contact NatCen on 0800 652 4572 or by email: ncds@natcen.ac.uk.

If you have any further queries about the study please call us at CLS on Freephone 0500 600 616 or email us at ncds@ioe.ac.uk.

We hope you enjoy taking part in the study this time around. Your continued support and involvement is vital to the success of the study and is greatly appreciated.

Thank you for your help.

Yours sincerely,



Jane Elliott
Study Director



Matt Brown
Survey Manager

Appendix E Advance Letter – Welsh Translation

A1

Cyfeirnod: P2721/

50 mlynedd yr Astudiaeth Genedlaethol Datblygiad Plant

Ym Mawrth 2008 dathlodd yr NCDS ei hanner canmlwyddiant. Dyma ni'n ysgrifennu atoch chi fel aelod gwerthfawr o'r Astudiaeth Genedlaethol Datblygiad Plant (NCDS) i geisio'ch cymorth wrth i gam nesa'r astudiaeth ddechrau. Gobeithio y gallwn ddibynnu arnoch i gymryd rhan yn yr astudiaeth yn y flwyddyn arbennig iawn hon.

Mae'r cam diweddaraf hwn o'r astudiaeth yn cael ei drefnu gan y Ganolfan Genedlaethol Ymchwil Gymdeithasol (NatCen), corff ymchwil annibynnol, ar ran y Ganolfan Astudiaethau Hydredol (CLS) yn Sefydliad Addysg Llundain.

Rydym wedi amgáu taflen yn rhoi gwybodaeth am astudiaeth eleni ac yn egluro beth yn union y bydd cymryd rhan yn ei olygu. Bydd yn cysylltu â chi dros yr wythnosau nesaf hyn i'ch gwahodd i gymryd rhan ac, os ydych yn fodlon, bydd yn trefnu adeg gyfleus i ymweld â chi.

Os bydd gennych unrhyw ymholiadau pellach ynglŷn â'r astudiaeth, ffoniwch ni yn CLS ar Rhadffon 0500 600 616. Bydd rhywun wrth law i ateb eich ymholiad 09:00-17:00 dydd Llun i ddydd Gwener. Y tu allan i'r oriau hyn, bydd gwasanaeth ffôn ateb yn gweithredu. Gallwch hefyd e-bostio ncds@ioe.ac.uk

Gobeithio y byddwch yn mwynhau cymryd rhan yn yr astudiaeth y tro hwn. Mae'ch cefnogaeth a'ch cyfraniad parhaol yn dyngedfennol i lwyddiant yr astudiaeth ac mae gennym feddwl mawr ohonynt.

Diolch am eich cymorth.

Yn gywir,

Jane Elliott
Cyfarwyddwraig yr Astudiaeth

Matt Brown
Rheolwr yr Arolwg

Appendix F Leaflet sent with advance letter

NCDS leaflet 06.08 24/6/08 10:25 Page 1

Who is carrying out the study?

The study is run by the Centre of Longitudinal Studies (CLS), a research centre in the Institute of Education at the University of London. It is being funded by the government's Economic and Social Research Council – an independent organisation that funds research and training.

Interviews will be conducted by the National Centre for Social Research (NatCen), an independent research organisation. NatCen also conducted the interviews for the last two surveys in 2000 and 2004.

Who can I contact about the study?

If you would like any further information about the study please contact CLS in any of the following ways:

Freephone: 0500 600 616
Email: ncds@ioe.ac.uk
Write to: National Child Development Study,
FREEPPOST, KE7770, London, WC1H 0BR (no stamp required if posted in the UK)

You can also find further information including summaries of the key findings to have emerged from the study on the NCDS website: www.ncds.info

When will we be coming back?

We hope you will continue to be part of the study for many years to come. It is currently planned that future surveys will take place every four years so the next survey is likely to take place in 2012.

50 years of the National Child Development Study

A study of everyone born in one week in 1958.



NatCen
National Centre for Social Research



50 years of the National Child Development Study

In March 2008 the National Child Development Study celebrated its 50th anniversary. Over the years the study has been collecting information about everyone born in Britain in the same week as you.

The information you have shared with us has provided vital evidence about the changes and transitions which occur through people's lives. You were sent a timeline earlier this year which included some examples of the way in which this information has impacted upon policies across a whole range of spheres including health, education and employment.

We hope you will be willing to take part in the study in this very special year.

What will this year's study involve?

The 50th anniversary survey has two parts: a short paper questionnaire and a face-to-face interview.

You will be contacted by an interviewer who will invite you to take part. Your participation is, of course, entirely voluntary.

The interviewer will arrange a time to call at your home to conduct the interview. Appointments can be arranged according to your needs and availability.

The paper questionnaire will be posted to you in advance of the interviewer's visit. It should take around 20 minutes to complete. We would be grateful if you could fill it out before your interview so that the interviewer can collect it when they visit you.

The main interview will last around an hour. We'll be asking you about your current situation and what you have been doing since we last spoke to you.

Many of the topics to be covered will be familiar to you such as housing and employment and as usual we will be asking about your health and quality of life.

There will also be some new questions covering issues that are particularly relevant to people at your stage in life, such as caring for elderly relatives and attitudes towards pensions.

There will as usual be a few questions about your partner so please check that your partner is happy for you to answer them.

As in all previous surveys you are not obliged to answer any questions you do not wish to.

What will happen to the information you provide?

Your answers will be treated in strict confidence in accordance with the Data Protection Act, and used for statistical research purposes only. This means that:

- Names and addresses are never included with the results of our research studies.
- Neither households nor individuals are identified in any published report.

What other information would we like to collect?

We would like to collect some additional information about you and your partner from routine records held by the National Health Service (NHS) and the Department of Work and Pensions (DWP). We can only do this with your permission, which the interviewer will ask you and your partner for. The interviewer will provide you with more details about this.

Like everything else you tell us, this information will be completely confidential and will be used for research purposes only.

We will as usual be asking you for the contact details of a friend or relative who would be able to contact you in the future if we could not get in touch in any other way.



Appendix G Tracing Letter (front and back)

B1

Cohort Number _____

Dear _____

50 years of the National Child Development Study

As a valued member of the National Child Development Study (NCDS) we are writing to ask for your help as the next stage of the study begins.

This latest stage of the study is being carried out by the National Centre for Social Research (NatCen), an independent research organisation, on behalf of the Centre for Longitudinal Studies (CLS) at the Institute of Education in London.

An interviewer from NatCen called today at the address we have on our files and found that you now live elsewhere. The interviewer spoke to _____ who did not wish to give your new address without your permission, but did agree to forward this letter to you on our behalf.

We would be most grateful if you would let us have details of your present address as soon as possible, wherever you are living now. Please call us on **Freephone 0500 600 616**. Alternatively, you can complete the reply slip at the bottom of this letter and return it to us in the FREEPOST envelope provided – you will not need a stamp.

Can we stress that by giving us your address you are not committing yourself to being interviewed. Once you have confirmed your new details you will be contacted by an interviewer who will invite you to take part, and if you are willing, they will arrange a convenient time to visit you.

We have enclosed a leaflet which provides information about this year's study and explains exactly what taking part will involve. If you have any further queries about the study or would prefer not to be contacted again please call us at CLS on the telephone number above or email us: ncds@ioe.ac.uk.

We hope you enjoy taking part in the study this time around. Your continued support and involvement is vital to the success of the study and is greatly appreciated.

Thank you for your help.

Yours sincerely

Jane Elliot
Study Director

Matt Brown
Survey Manager

Please complete this reply slip using BLOCK CAPITALS CLS serial number:

Title First name Surname

Address.....

.....

Postcode

Telephone number.....

Please turn over

B1



Please return the completed reply slip in the enclosed FREEPOST envelope - you don't need a stamp if you post it in the UK.

If you have any queries about this reply slip, or about the National Childhood Development Study please call:

Freephone 0500 600 616.

THANK YOU FOR YOUR HELP

**Centre for Longitudinal Studies ■ Institute of Education ■
University of London ■ FREEPOST LON20095 ■ London ■ WC1H 0BR.**

Appendix H Occupier letter (front and back)

B2

Dear Sir/Madam,

We are trying to make contact with the person named below who is part of a very important research programme. According to our records, they are living at this address. An interviewer from our partner organisation, the National Centre for Social Research (NatCen), has visited the address several times but has been unable to find anyone at home.

If you are the person, please let us know that you are still living here and we will ask the interviewer to try to make contact with you again. If this letter has been forwarded to you from a different address, please let us have the full details of your current address.

If you are not the person who took part in the study, can you help by forwarding this letter to them; or by giving us details of their new address, or the name and address of someone who can?

If you do not know of any way of getting in touch with this person, please let us know so that we can avoid bothering you again.

Please complete the reply slip below and return it to us in the enclosed FREEPOST envelope - you won't need a stamp if you post it within the UK. If you prefer, you can telephone us on 0500 600 616 or email us at hcds@ioe.ac.uk.

Thank you for your help.

Yours sincerely,

Jane Elliott
Study Director

Matt Brown
Survey Manager

We are trying to contact: CLS Serial:

Please tick the appropriate box below, and give details requested.

- A. I am the person named above Please give details overleaf
- B. I am not the person named above, but I know a forwarding address for them.....
- C. I am not the person named above but I know someone who may be able to help
- D. I do not know the whereabouts of the person named above

THE INFORMATION YOU GIVE WILL BE TREATED IN STRICTEST CONFIDENCE.

Please turn over

 -----
Please give address details below, using BLOCK CAPITALS

Address:.....

.....
Postcode:..... **Telephone:**.....

If you are the person named overleaf, please also complete the following:

Surname:.....

First name(s):..... **Date of birth:**.....

Please help by completing this form and returning it in the enclosed FREEPOST envelope - you don't need a stamp if you post it in the UK. If you have any questions, please call 0800 600 616 - your call will be free. **THANK YOU.**

Appendix I Data linkage consent form – Cohort member

NCDS-Main stage consent form-June 08:ELSA/MAIN QUEST/FEB 06 9/7/08 13:35 Page 1



National Child Development Study Health and Economic Records COHORT MEMBER CONSENT FORM

Forename (print)

Surname (print)

Please complete this form to indicate whether or not you are happy to give us permission to access each type of information. You do not have to give permission to allow us to access your health and economic records. This will not affect your future participation in the study.

Health records

I give my permission for information from my routine health records to be released to the National Child Development study.

Yes No

Please place a tick in one of the boxes to indicate whether or not you give permission.

Economic records

I give my permission for information from my routine economic records to be released to the National Child Development study.

Yes No

Please place a tick in one of the boxes to indicate whether or not you give permission.

National Insurance Number:

Confirmation

I have read or been read the 'information from other sources' leaflet and have had the opportunity to ask questions. I understand that the information released will be treated in strict confidence in accordance with the Data Protection Act and used for research purposes only. I understand that this consent will remain valid unless revoked by me in writing and that I may withdraw my consent at any time by contacting the National Child Development Study at the address below, without giving any reasons.

National Child Development Study, FREEPOST, KE7770, London, WC1H 0BR (no stamp required if posted in the UK).

Signed by cohort member

Date

Interviewer confirmation

I confirm that I have explained how health and economic records will be used and the nature of this consent.

Name of interviewer (print)

Signed by interviewer

Date

Interviewer use only

Serial no.

Consent 1
CM

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

CHK

Interviewer number

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|

Interviewer point

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

Appendix J Data linkage consent form – Partner

NCDS-Main stage consent form partner-June 08:ELSA/MAIN QUEST/FEB 06 9/7/08 13:33 Page 1



National Child Development Study Health and Economic Records PARTNER CONSENT FORM

Forename (print)

Surname (print)

Please complete this form to indicate whether or not you are happy to give us permission to access each type of information. You do not have to give permission to allow us to access your health and economic records. This will not affect your partner's future participation in the study.

Health records

I give my permission for information from my routine health records to be released to the National Child Development study.

Yes No

Please place a tick in one of the boxes to indicate whether or not you give permission.

Economic records

I give my permission for information from my routine economic records to be released to the National Child Development study.

Yes No

Please place a tick in one of the boxes to indicate whether or not you give permission.

National Insurance Number:

Confirmation

I have read or been read the 'information from other sources' leaflet and have had the opportunity to ask questions. I understand that the information released will be treated in strict confidence in accordance with the Data Protection Act and used for research purposes only. I understand that this consent will remain valid unless revoked by me in writing and that I may withdraw my consent at any time by contacting the National Child Development Study at the address below, without giving any reasons.

National Child Development Study, FREEPOST, KE7770, London, WC1H 0BR (no stamp required if posted in the UK).

Signed by partner

Date

Interviewer confirmation

I confirm that I have explained the nature of this consent to data link health and economic records to the cohort member's partner.

OR

I have explained the nature of this consent to the cohort member and left this form with them to pass on to their partner.

Name of interviewer (print)

Signed by interviewer

Date

Interviewer use only

Consent 2
PTR

Serial no.

CHK

Interviewer number

Interviewer point

Appendix K Data linkage information leaflet

NCDS-Main stage consent leaflet:Layout 1 9/7/08 13:36 Page 1



Health and Economic Records – INFORMATION ON GIVING CONSENT

We would like to obtain some additional information about you from health and economic records that are routinely collected by government departments or agencies and other public sector organisations. To do this, we need your written permission.

Information from routine health records

We would like to access information from routine medical and other health-related records about you and your partner.

The National Health Service (NHS) maintains information on all patients accessing the health services through routine medical and other health-related records. These health records are held within statistical health databases, which may record information about:

- Admissions or attendances at hospital (including dates of admission, discharge or attendance, diagnoses received, treatments given, surgical procedures)
- Visits to your family doctor or other health professional e.g. midwife
- Records of specific conditions such as cancer or diabetes
- Prescriptions given

Why?

This information will tell us a lot about health and illness within families and will allow researchers to gain deeper understanding of the ways in which an individual's health and the health of those around them can impact upon their path through life.

Information from routine records of economic circumstances

We would also like to access information about you and your partner from standard economic records.

- Benefits (e.g. Child Benefit, Income Support) and other DWP programme activity (e.g. New Deal for Lone Parents, New Deal 25 plus) since April 1999. The Department for Work and Pensions (DWP) holds this information.
- Employment, earnings, tax credits and occupational pensions data since April 1998 and national insurance contributions (NICs) since the early 1970s. This information comes from Her Majesty's Revenue and Customs (HMRC) records.

Why?

This information will give us as full a picture as possible of your family's economic circumstances – at present, in the past and in the future – without asking additional questions in the interview. This will allow researchers to examine how family economic circumstances impact upon other aspects of life in greater detail.

It is completely up to you which permissions you choose to give and you can withdraw your permission at any time in the future. We will ask for permission from you and your partner separately by asking you each to complete a consent form. These forms can be left behind by the interviewer if your partner is not available to sign it at the time of your interview. Your participation in the study will not be affected by your decision. **Please be assured that all information obtained from these sources will be treated in strict confidence in accordance with the Data Protection Act and used for research purposes only.**

We will need to provide the following information to the holders of the records: full name, sex, date of birth and address. It would also be very useful to have the National Insurance numbers for you and your partner. This information will only be used for accessing the records - it will not be included in any data that is made publicly available. No information provided by you as part of the National Child Development Study will be disclosed to the NHS, DWP or HMRC for any other purpose. If you have any further questions about this please contact us at CLS on Freephone 0500 600 616 or email us at ncds@ioe.ac.uk.

Appendix L Calendar

In the interview we want to check when various things happened to you. This Calendar may help.
 Although the calendar starts at 1999, you will usually only be asked about events over the last few years.

| | | | | | | | | | | | | |
|------|---|---|-----------|---|---|---|---|---|---|---|---|---|
| 1999 | J | F | M (41) | A | M | J | J | A | S | O | N | D |
| 2000 | J | F | M (42) | A | M | J | J | A | S | O | N | D |
| 2001 | J | F | M (43) | A | M | J | J | A | S | O | N | D |
| 2002 | J | F | M (44) | A | M | J | J | A | S | O | N | D |
| 2003 | J | F | M (45) | A | M | J | J | A | S | O | N | D |
| 2004 | J | F | M (46) | A | M | J | J | A | S | O | N | D |
| 2005 | J | F | M (47) | A | M | J | J | A | S | O | N | D |
| 2006 | J | F | M (48) | A | M | J | J | A | S | O | N | D |
| 2007 | J | F | M (49) | A | M | J | J | A | S | O | N | D |
| 2008 | J | F | M (50) | A | M | J | J | A | S | O | N | D |
| 2009 | J | F | M (51) | A | M | J | J | A | S | O | N | D |

Appendix M Interviewer recording booklet for Memory and Concentration tasks

C3



P2721
Serial number CKL

Head Office
35 Northampton Square
London EC1V 0AX
Charity no. 1091768

Operations Department
Kings House
101-135 Kings Road
Brentwood
Essex CM14 4LX
Telephone 01277 200 600
Fax 01277 214 117

Cohort member's first name

Interviewer number

National Child Development Study 1958

COGNITIVE MODULE - INTERVIEWER RECORDING BOOKLET

Word List – First Recall

Please write down the words the respondent recalls in the space provided:

- Do NOT interrupt the respondent
- If respondent is saying words more quickly than you can write them down in full, just write down the first letter of the word
- Do NOT count any words the respondent says which are not on the list

| Word List A | Word List A - responses |
|-------------|-------------------------|
| Hotel | |
| River | |
| Tree | |
| Skin | |
| Gold | |
| Market | |
| Paper | |
| Child | |
| King | |
| Book | |

| Word List B | Word List B – responses |
|-------------|-------------------------|
| Sky | |
| Ocean | |
| Flag | |
| Dollar | |
| Wife | |
| Machine | |
| Home | |
| Earth | |
| College | |
| Butter | |

| Word List C | Word List C – responses |
|-------------|-------------------------|
| Woman | |
| Rock | |
| Blood | |
| Corner | |
| Shoes | |
| Letter | |
| Girl | |
| House | |
| Valley | |
| Engine | |

| Word List D | Word List D – responses |
|-------------|-------------------------|
| Water | |
| Church | |
| Doctor | |
| Palace | |
| Fire | |
| Garden | |
| Sea | |
| Village | |
| Baby | |
| Table | |

Word List – Second Recall

Please write the words the respondent recalls in the space provided:

- Do NOT interrupt the respondent
- If respondent is saying words more quickly than you can write them down in full, just write down the first letter of the word
- Do NOT count any words the respondent says which are not on the list.

| Word List A | Word List A - responses |
|-------------|-------------------------|
| Hotel | |
| River | |
| Tree | |
| Skin | |
| Gold | |
| Market | |
| Paper | |
| Child | |
| King | |
| Book | |

| Word List B | Word List B – responses |
|-------------|-------------------------|
| Sky | |
| Ocean | |
| Flag | |
| Dollar | |
| Wife | |
| Machine | |
| Home | |
| Earth | |
| College | |
| Butter | |

| Word List C | Word List C – responses |
|-------------|-------------------------|
| Woman | |
| Rock | |
| Blood | |
| Corner | |
| Shoes | |
| Letter | |
| Girl | |
| House | |
| Valley | |
| Engine | |

| Word List D | Word List D – responses |
|-------------|-------------------------|
| Water | |
| Church | |
| Doctor | |
| Palace | |
| Fire | |
| Garden | |
| Sea | |
| Village | |
| Baby | |
| Table | |

Office use only – scoring letter cancellation

Row and column reached

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Correct

| | |
|--|--|
| | |
|--|--|

Missed

| | |
|--|--|
| | |
|--|--|

Animal Names

Please write down all the animal names given by the respondent in the space provided:

- Do NOT interrupt the respondent
- If respondent is saying names more quickly than you can write them down in full, use abbreviations or a tally
- ONLY if the respondent asks for clarification, explain that animals include birds, insects, fish etc.
- If the respondent gets stuck, say "Can you think of any more?"

| | |
|--|--|
| | |
|--|--|

Points to remember:

- Do NOT count repetitions
- Do NOT count redundancies (e.g. white cow, brown cow)
- Do NOT count named animals (e.g. Spot, Bambi)
- DO count different breeds (e.g. terrier, greyhound)
- DO count gender- or generation-specific names (e.g. bull, cow, heifer, calf)
- If the respondent names animals that are unfamiliar to you, give them the benefit of the doubt and count them (e.g. Kudu)

Letter Cancellation

EXAMPLE: G T G E ~~N~~ R E F ~~A~~ Q B N D

→ A Y O V K S V S Y K W E Z J Z G V A U X C S H S P N K A A K
 I Y N O L C S C L I U A O P F E G M Z T Y M F Y D U P U U O
 O I T V L B U F V L N T H W T T N V D C H H X W A F A A M R
 M I S V X V G H H F P Z G P X T D Q X R U Q E K I E M V C W
 Q Z E I H B W M H A D B Y A S J Z L I H F Y K P Z X W J M C
 R S U W Y E P U Y W U V H Q G N J E J A V K E J M S Y H G Y
 S Y T I H E N V M U G M Q G J J C R Y N K T U D L H M F T V
 N H L P L I X K P G G J X D Q H V E A T V H L I W G V T H B
 L H V M J D T L M W P D W O A N E S T D G X Z D H C A N U W
 A Q F H B B P N O K M E R U F R L F H T M J C N P T Y O I S
 C D N E K E V J X V D Q W S U B M L C Y S N Z I Y Y N O R S
 T R L I E T O L B T N O T R G M D M B J O Z H R Y J X U Y I
 K L T F F T R S Y G N M D M P E I G O V D A B E S N Y P O S
 L C I V X L F V O W C Z P P S W J F B J H P C E G N W K C O
 J M R Y J F L X U H M E Z W K S P L S W J B K I K Q V B R P
 Q S S W G W K V M C K Y C S M E D I G B G B C R D P K E J V
 B K Q R Z Q X W I Z E O K O A M L G Z Z A L R X E L O X O P
 O W Z A H X Q P H B B Z R V H Y X O W H A F K L Q L O R X T
 G Q C F C V T Z B N Z K N A D L K W M X O Q L N S T U Q C Q
 I T W D P W O B E K Q F S Z P L S X O C I Q N O K L K F T O
 S Q X J W U T X F Z S S U K D T F O P U Y L E S P I B N W P
 N S W S U T I P M X O D R C V D L N O F R V W W I N I C U O
 D H T G I Z C M M H X X N K H W Q I T Z X X I O N C S V Y N
 S O V B A B G D B I M T J G T E T L G N H C N Z D C C X U J
 E K J O V C Q Y G D R P L M D R W L W D S H K R D L A R T T
 X X Q U S U I Y C Q C B U O O B T Z P G Q G H C N L I I W Q

Appendix N Self-completion questionnaire covering letter

A2

Reference: P2721/

50 years of the National Child Development Study

Thank you for agreeing to take part in the next stage of the National Child Development Study. Your continued help with this study is very important to us.

Your interview appointment is at: _____.

The interviewer will be: _____.

If you need to re-arrange the appointment, then please contact NatCen on the following freephone number (0800 652 4572) or email ncds@natcen.ac.uk to arrange this.

Before the interviewer visits we would like you to complete the enclosed questionnaire. Please read all the instructions on the first page of the booklet carefully, and answer every question. Once you have completed the questionnaire, simply hand it to your interviewer when they visit.

As always, your answers will be used for research purposes only and **will be treated in strict confidence** in accordance with the Data Protection Act. If you have any queries about the study you can telephone us on FREEPHONE 0500 600 616, or email us at ncds@ioe.ac.uk.

We hope you enjoy completing the questionnaire and talking to the interviewer. Your continued support and involvement is greatly appreciated. Thank you.

Yours sincerely,



Jane Elliott
Study Director



Matt Brown
Survey Manager

Appendix O Self-completion questionnaire

NCDS Main stage questionnaire-June 08:ELSA/MAIN QUEST/FEB 08 9/7/08 13:29 Page 1

 NatCen
National Centre for Social Research

P2721 

**1958
National Child
Development Study
2008 Survey**

**Self-completion Questionnaire
Leisure, Health and Well-being**

Confidential

HOW TO FILL IN THIS QUESTIONNAIRE

- Please answer every question
- Please answer the questions by ticking clearly inside the appropriate box – like this
- Please hand this questionnaire back to the interviewer when they come to visit

THANK YOU

OFFICE USE ONLY

Serial number CKL
1001-1007 1008

Cohort member's first name
1016-1030

Interviewer number
1031-1036

SPARE 1037-1045

CARD 01
1009-1010
BATCH
1011-1015

**1 We are interested in the things people do in their leisure time.
Please indicate how frequently you do each one...**

Tick one box on each line

| | At least once a week | At least once a month | Several times a year | Once a year or less | Never/ almost never | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | |
| Play sport or go walking or swimming | <input type="checkbox"/> | 1046 |
| Go to watch live sport | <input type="checkbox"/> | 1047 |
| Go to the cinema | <input type="checkbox"/> | 1048 |
| Go to a concert, theatre or other live performance | <input type="checkbox"/> | 1049 |
| Have a meal in a restaurant, cafe or pub | <input type="checkbox"/> | 1050 |
| Go for a drink at a pub or club | <input type="checkbox"/> | 1051 |
| Work in the garden | <input type="checkbox"/> | 1052 |
| Do DIY, home maintenance or car repairs | <input type="checkbox"/> | 1053 |
| Attend leisure activity groups such as evening classes, keep fit, yoga etc | <input type="checkbox"/> | 1054 |
| Attend meetings for local groups/ voluntary organisations | <input type="checkbox"/> | 1055 |
| Do unpaid voluntary work | <input type="checkbox"/> | 1056 |
| Visit friends or relations or have them visit you | <input type="checkbox"/> | 1057 |

SPARE 1058-1065

Please check you have completed all the questions

**2 Please use the rating scale to describe how accurately
these phrases describe you.**

Tick one box on each line

| | Very inaccurate | Moderately inaccurate | Neither inaccurate OR accurate | Moderately accurate | Very accurate | |
|--|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | |
| I am the life of the party | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1068 |
| I feel little concern for others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1067 |
| I am always prepared | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1068 |
| I get stressed out easily | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1069 |
| <hr/> | | | | | | |
| I have a rich vocabulary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1070 |
| I don't talk a lot | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1071 |
| I am interested in people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1072 |
| I leave my belongings around | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1073 |
| <hr/> | | | | | | |
| I am relaxed most of the time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1074 |
| I have difficulty understanding abstract ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1075 |
| I feel comfortable around people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1076 |
| I insult people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1077 |
| <hr/> | | | | | | |
| I pay attention to details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1078 |
| I worry about things | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1079 |
| I have a vivid imagination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1080 |
| I keep in the background | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1081 |
| I sympathise with others' feelings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1082 |

Continued...

2 continued...

**Please use the rating scale to describe how accurately
these phrases describes you.**

Tick one box on each line

| | Very inaccurate | Moderately inaccurate | Neither inaccurate or accurate | Moderately accurate | Very accurate | |
|---|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | |
| I make a mess of things | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1083 |
| I seldom feel blue | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1084 |
| I am not interested in abstract ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1085 |
| I start conversations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1086 |
| | 1 | 2 | 3 | 4 | 5 | |
| I am not interested in other people's problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1087 |
| I get chores done right away | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1088 |
| I am easily disturbed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1089 |
| I have excellent ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1090 |
| | 1 | 2 | 3 | 4 | 5 | |
| I have little to say | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1091 |
| I have a soft heart | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1092 |
| I often forget to put things back in their proper place | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1093 |
| I get upset easily | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1094 |
| | 1 | 2 | 3 | 4 | 5 | |
| I do not have a good imagination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1095 |
| I talk to a lot of different people at parties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1096 |
| I am not really interested in others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1097 |
| I like order | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1098 |
| I change my mood a lot | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1099 |

2 continued...

**Please use the rating scale to describe how accurately
these phrases describes you.**

Tick one box on each line

| | Very inaccurate | Moderately inaccurate | Neither inaccurate or accurate | Moderately accurate | Very accurate | |
|--|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | |
| I am quick to understand things | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1100 |
| I don't like to draw attention to myself | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1101 |
| I take time out for others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1102 |
| I shirk my duties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1103 |
| I have frequent mood swings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1104 |
| I use difficult words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1105 |
| I don't mind being the centre of attention | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1106 |
| I feel others' emotions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1107 |
| I follow a schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1108 |
| I get irritated easily | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1109 |
| I spend time reflecting on things | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1110 |
| I am quiet around strangers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1111 |
| I make people feel at ease | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1112 |
| I am exacting in my work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1113 |
| I often feel blue | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1114 |
| I am full of ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1115 |

Please check you have completed all the questions

SPARE 1116-1123

3 Below are some statements about feelings and thoughts. Please tick the box that best describes your experience of each over the last 2 weeks.

Tick one box on each line

| | None of the time | Rarely | Some of the time | Often | All of the time | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | |
| I've been feeling optimistic about the future | <input type="checkbox"/> | 1124 |
| I've been feeling useful | <input type="checkbox"/> | 1125 |
| I've been feeling relaxed | <input type="checkbox"/> | 1126 |
| I've been feeling interested in other people | <input type="checkbox"/> | 1127 |
| I've had energy to spare | <input type="checkbox"/> | 1128 |
| <hr/> | | | | | | |
| I've been dealing with problems well | <input type="checkbox"/> | 1129 |
| I've been thinking clearly | <input type="checkbox"/> | 1130 |
| I've been feeling good about myself | <input type="checkbox"/> | 1131 |
| I've been feeling close to other people | <input type="checkbox"/> | 1132 |
| I've been feeling confident | <input type="checkbox"/> | 1133 |
| <hr/> | | | | | | |
| I've been able to make up my own mind about things | <input type="checkbox"/> | 1134 |
| I've been feeling loved | <input type="checkbox"/> | 1135 |
| I've been interested in new things | <input type="checkbox"/> | 1136 |
| I've been feeling cheerful | <input type="checkbox"/> | 1137 |

Please check you have completed all the questions

SPARE 1138-1145

**4 The following items are about activities you might do during a typical day.
Does your health limit you in these activities? If so, how much?**

Tick one box on each line

| | Yes, limited a lot | Yes, limited a little | No, not limited at all | |
|---|--------------------------|-----------------------------|------------------------------|------|
| | 1 | 2 | 3 | |
| Vigorous activities, such as running, lifting heavy objects, participating in strenuous sports | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1146 |
| Moderate activities, such as moving a table, pushing a vacuum cleaner, bowling, or playing golf | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1147 |
| Lifting or carrying groceries | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1148 |
| Climbing several flights of stairs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1149 |
| Climbing one flight of stairs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1150 |
| Bending, kneeling or stooping | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1151 |
| Walking more than one mile | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1152 |
| Walking half a mile | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1153 |
| Walking 100 yards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1154 |
| Bathing or dressing yourself | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1155 |

Please check you have completed all the questions

SPARE 1156-1163

5 During the past 4 weeks, have you had any of the following problems with your work or other regular daily activities as a result of your physical health? Have you...

Tick one box on each line

| | |
|-----|----|
| Yes | No |
| 1 | 2 |

Cut down the amount of time you spent on work or other activities?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

1164

Accomplished less than you would like?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

1165

Been limited in the kind of work or other activities you were able to do?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

1166

Had difficulty performing work or other activities (for example, it took extra effort)?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

1167

6 During the past 4 weeks, have you had any of the following problems with your work or other regular daily activities as a result of any emotional problems (such as feeling depressed or anxious)? Have you...

Tick one box on each line

| | |
|-----|----|
| Yes | No |
| 1 | 2 |

Cut down the amount of time you spent on work or other activities?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

1168

Accomplished less than you would like?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

1169

Not done your work or other activities as carefully as usual?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

1170

7 During the past 4 weeks, to what extent has your physical health or emotional problems interfered with your normal social activities with family, friends, neighbours, or groups?

Tick one box only

Not at all 1

Slightly 2

Moderately 3

Quite a bit 4

Extremely 6

1171

Please check you have completed all the questions

8

How much bodily pain have you had during the past 4 weeks?

Tick one box only

- | | | |
|-------------|--------------------------|---|
| None | <input type="checkbox"/> | 1 |
| Very mild | <input type="checkbox"/> | 2 |
| Mild | <input type="checkbox"/> | 3 |
| Moderate | <input type="checkbox"/> | 4 |
| Severe | <input type="checkbox"/> | 5 |
| Very severe | <input type="checkbox"/> | 6 |

1172

9

During the past 4 weeks, how much did pain interfere with your normal work (including both work outside the home and housework)?

Tick one box only

- | | | |
|-------------|--------------------------|---|
| Not at all | <input type="checkbox"/> | 1 |
| Slightly | <input type="checkbox"/> | 2 |
| Moderately | <input type="checkbox"/> | 3 |
| Quite a bit | <input type="checkbox"/> | 4 |
| Extremely | <input type="checkbox"/> | 5 |

1173

Please check you have completed all the questions

SPARE 1174-1181

10 These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much time during the past four weeks...

Tick one box on each line

| | All of the time | Most of the time | A good bit of the time | Some of the time | A little of the time | None of the time | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| Did you feel full of life? | <input type="checkbox"/> | 1182 |
| Have you been a very nervous person? | <input type="checkbox"/> | 1183 |
| Have you felt so down in the dumps nothing could cheer you up? | <input type="checkbox"/> | 1184 |
| Have you felt calm and cheerful? | <input type="checkbox"/> | 1185 |
| Did you have a lot of energy? | <input type="checkbox"/> | 1186 |
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| Have you felt downhearted and low? | <input type="checkbox"/> | 1187 |
| Did you feel worn out? | <input type="checkbox"/> | 1188 |
| Have you been a happy person? | <input type="checkbox"/> | 1189 |
| Did you feel tired? | <input type="checkbox"/> | 1190 |
| Has your health limited your social activities (like visiting friends, relatives, etc.)? | <input type="checkbox"/> | 1191 |

11 For each of the following statements please choose one answer that best describes how true or false it is for you.

Tick one box on each line

| | Definitely true | Mostly true | Don't know | Mostly false | Definitely false | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | |
| I seem to get ill a little easier than other people | <input type="checkbox"/> | 1192 |
| I am as healthy as anybody I know | <input type="checkbox"/> | 1193 |
| I expect my health to get worse | <input type="checkbox"/> | 1194 |
| My health is excellent | <input type="checkbox"/> | 1195 |

Please check you have completed all the questions

SPARE 1196-1203

12 During the last four weeks, how long did it usually take for you to fall asleep? Was it...***Tick one box only***

- | | | | |
|-----------------------|--------------------------|---|------|
| 0-15 minutes | <input type="checkbox"/> | 1 | 1204 |
| 16-30 minutes | <input type="checkbox"/> | 2 | |
| 31-45 minutes | <input type="checkbox"/> | 3 | |
| 46-60 minutes | <input type="checkbox"/> | 4 | |
| more than 60 minutes? | <input type="checkbox"/> | 6 | |

13 During the past four weeks, how many hours did you sleep each night on average? Hours

1206-1206

14 During the past four weeks, how often did you awaken during your sleep time and have trouble falling back to sleep again? Did this happen...***Tick one box only***

- | | | | |
|------------------------|--------------------------|---|------|
| All of the time | <input type="checkbox"/> | 1 | 1207 |
| Most of the time | <input type="checkbox"/> | 2 | |
| A good bit of the time | <input type="checkbox"/> | 3 | |
| Some of the time | <input type="checkbox"/> | 4 | |
| A little of the time | <input type="checkbox"/> | 5 | |
| None of the time? | <input type="checkbox"/> | 6 | |

15 During the past four weeks, how often did you get enough sleep to feel rested upon waking in the morning? Did this happen...***Tick one box only***

- | | | | |
|------------------------|--------------------------|---|------|
| All of the time | <input type="checkbox"/> | 1 | 1208 |
| Most of the time | <input type="checkbox"/> | 2 | |
| A good bit of the time | <input type="checkbox"/> | 3 | |
| Some of the time | <input type="checkbox"/> | 4 | |
| A little of the time | <input type="checkbox"/> | 5 | |
| None of the time? | <input type="checkbox"/> | 6 | |

Please check you have completed all the questions

SPARE 1209-1216

16 The next set of questions is a list of opinions on different topics.
Please read each one, decide how much you agree or disagree and tick the box that corresponds with your answer.

Tick one box on each line

| | Strongly agree | Agree | Neither agree or disagree | Disagree | Strongly disagree | |
|--|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|------|
| | 1 | 2 | 3 | 4 | 5 | |
| None of the political parties would do anything to benefit me | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i217 |
| Problems in the environment are not as serious as people claim | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i218 |
| Having almost any job is better than being unemployed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i219 |
| I would not mind working with people from other races | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i220 |
| Marriage is for life | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i221 |
| People who break the law should be given stiffer sentences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i222 |
| Ordinary working people do not get their fair share of the nation's wealth | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i223 |
| If I didn't like a job I'd pack it in, even if there was no other job to go to | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i224 |
| We should tackle problems in the environment even if this means slower economic growth | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i225 |
| School should teach children to obey authority | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i226 |
| Couples who have children should not separate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i227 |
| All women should have the right to choose to have an abortion if they wish | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i228 |

16 continued...

Tick one box on each line

| Strongly agree | Agree | Neither agree or disagree | Disagree | Strongly disagree |
|-------------------|-------|---------------------------------|----------|----------------------|
|-------------------|-------|---------------------------------|----------|----------------------|

| | | | | | |
|---|---|---|---|---|------|
| 1 | 2 | 3 | 4 | 5 | 1229 |
|---|---|---|---|---|------|

I would not want a person from another race to be my boss

Politicians are mainly in politics for their own benefit and not for the benefit of the community

There is one law for the rich and one for the poor

Once you've got a job it's important to hang on to it even if you don't really like it

Management will always try to get the better of employees if it gets the chance

I would not mind if a family from another race moved in next door to me

For some crimes the death penalty is the most appropriate sentence

It does not really make much difference which political party is in power in Britain

Preserving the environment is more important than any other political issue today

Please check you have completed all the questions



**17 The following statements are about neighbourhoods.
Please indicate how strongly you agree or disagree
with each statement.**

Tick one box on each line

| | Strongly agree | Agree | Neither agree or disagree | Disagree | Strongly disagree | |
|--|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|-----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| I feel like I belong to this neighbourhood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1238 |
| The friendships and associations I have with other people in my neighbourhood mean a lot to me | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1239 |
| If I needed advice about something I could go to someone in my neighbourhood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1240 |
| I borrow things and exchange favours with my neighbours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1241 |
| I would be willing to work together with others on something to improve my neighbourhood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1242 |
| I plan to remain a resident of this neighbourhood for a number of years | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1243 |
| I like to think of myself as similar to the people who live in this neighbourhood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1244 |
| I regularly stop and talk with people in my neighbourhood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1245 |
| | | | | | | SPARE 1246-1253 |

**18 How often do you talk to any of your neighbours?
Is it ...**

Tick one box only

| | | | |
|------------------------|--------------------------|---|------|
| On most days | <input type="checkbox"/> | 1 | 1254 |
| Once or twice a week | <input type="checkbox"/> | 2 | |
| Once or twice a month | <input type="checkbox"/> | 3 | |
| Less than once a month | <input type="checkbox"/> | 4 | |
| Never | <input type="checkbox"/> | 5 | |

Please check you have completed all the questions

19 Here is a list of statements that people have used to describe their lives or how they feel. We would like to know how often, if at all, you think this applies to you?

Tick one box on each line

| Often | Some-times | Not often | Never |
|-------|------------|-----------|-------|
|-------|------------|-----------|-------|

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

My age prevents me from doing the things I would like to 1266

I feel what happens to me is out of my control 1266

I feel left out of things 1267

I can do the things I want to do 1268

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

Family responsibilities prevent me from doing what I want to do 1269

I feel that I can please myself what I do 1260

Shortage of money stops me from doing things I want to do 1261

I look forward to each day 1262

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

I feel that my life has meaning 1263

I enjoy the things that I do 1264

On balance, I look back on my life with a sense of happiness 1265

I feel full of energy these days 1266

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

I feel that life is full of opportunities 1267

I feel that the future looks good for me 1268

Please check you have completed all the questions



20 Here is a list of things that people value.
For each one please indicate on a scale from 1 to 10 how important each one is to you, where '1' equals 'Not important at all', and '10' equals 'Very important'.

Tick one box on each line

| Not important at all | | | | | | | | | | Very important |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| 1 01 | 2 02 | 3 03 | 4 04 | 5 05 | 6 06 | 7 07 | 8 08 | 9 09 | 10 10 | |
| Having a lot of money | <input type="checkbox"/> | 1269-70 |
| Having children | <input type="checkbox"/> | 1271-72 |
| Having a fulfilling job | <input type="checkbox"/> | 1273-74 |
| Having a good marriage or partnership | <input type="checkbox"/> | 1275-76 |

SPARE 1277-1300

21 Imagine that you are now 60 years old...please write a few lines about the life you are leading (your interests, your home life, your health and well-being and any work you may be doing).

1301

SPARE 1302-1999

Appendix P Thank you letter

«FinalCMTtitle» «FinalCMFnam» «FinalCMSnam»
«FinalAdd1»
«FinalAdd2»
«FinalAdd3»
«FinalAdd4»
«FinalPC»

Reference:P2721/«Serial»
«Date»

Dear «FinalCMFnam»,

1958 National Child Development Study

We would like to thank you for taking part in the latest stage of the 1958 National Child Development Study (NCDS). It is the continued support and participation of our cohort members that has made the study so successful over the last 50 years.

The data collected in the study will help us to understand more about changes in society and will have a powerful and positive effect on policy making and service provision. The 'Now we are 50' booklet that you were sent earlier this year shows some examples of the way in which the information that you have provided over the last 50 years has been used to inform research and policy across a wide range of areas.

We are very grateful for the help you have given us so far and very much hope that you will continue to take part in future surveys.

Please let us know if you change your address by writing to us at **National Child Development Study, FREEPOST KEE7770, London WC1H 0BR**. You will not need a stamp if you post it within the UK. If you prefer, you can telephone us on **FREEPHONE 0500 600 616**, or email us at **ncds@ioe.ac.uk**.

If you have any questions or would like further information, please do not hesitate to contact us on the above number. You can also go to the NCDS Cohort Members' website www.ncds.info for further information about the study and the information that we have collected so far.

Once again, thank you for your help with the study .

Yours sincerely,



Jane Elliott
Research Director



Matthew Brown
Survey Manager

Appendix Q Thank you letter with consent reminder

Reference :P2721/

1958 National Child Development Study

We would like to thank you for taking part in the latest stage of the 1958 National Child Development Study (NCDS). It is the continued support and participation of our cohort members that has made the study so successful over the last 50 years.

The data collected in the study will help us to understand more about changes in society and will have a powerful and positive effect on policy making and service provision. The 'Now we are 50' booklet that you were sent earlier this year showed some examples of the way in which the information that you have provided over the last 50 years has been used to inform research and policy across a wide range of areas.

We are very grateful for the help you have given us so far and very much hope that you will continue to take part in future surveys.

In most cases the paper self-completion questionnaire and health and economic records consent forms for you and /or your partner were collected by the interviewer but in some cases these were left with you to complete and return at a later date. If you have not yet returned the questionnaire or consent forms please do so as soon as possible using the envelope the interviewer left with you. Alternatively, you can post them to National Child Development Study, FREEPOST KE7770, London WC1H 0BR (you will not need a stamp). Additional copies of any of these documents can be requested from the National Centre for Social Research on Freephone: 0800 652 4572 or by email: ncds@natcen.ac.uk.

If you have any questions or would like further information, please do not hesitate to contact us on the above number. You can also go to the NCDS Cohort Members' website **www.ncds.info** for further information about the study and the information that we have collected so far.

Once again, thank you for your help with the study.

Yours sincerely,



Jane Elliott
Research Director



Matthew Brown
Survey Manager

P.S. Please let us know if you change your address by writing to us at the address above, telephoning us on FREEPHONE 0500 600 616, or emailing us at ncds@ioe.ac.uk.

Appendix R Final outcome codes

| | |
|-----|---|
| 110 | Fully productive CAPI with Cohort Member |
| 130 | Fully productive proxy CAPI |
| 210 | Partially productive CAPI with Cohort Member |
| 230 | Partially productive proxy CAPI |
| 310 | No contact with anyone at address (and we are sure CM is resident) |
| 320 | Contact made with someone at address, but not with responsible adult (and we are sure CM is resident) |
| 410 | Office refusal - to NatCen |
| 419 | Office refusal - to CLS |
| 430 | Refusal at introduction/ before household module |
| 440 | Refusal during interview/ after household module |
| 450 | Broken appointment, no recontact |
| 510 | Refusal : cohort member being ill at home during survey period |
| 520 | Refusal : cohort member being away/in hospital during survey period |
| 530 | Refusal : Physically or mentally incapable |
| 540 | Language difficulties |
| 550 | Data lost on laptop |
| 590 | Contact made – other reason for being unproductive |
| 591 | Fully productive CAPI but cohort member requested deletion |
| 592 | Partially productive CAPI but cohort member requested deletion |
| 613 | Untraced by CLS |
| 621 | Mover - interviewer traced - ran out of time |
| 622 | Mover - interviewer NOT traced - no time to send to CLS |
| 623 | No contact / cant locate - no time to send to CLS |
| 679 | Mover - cohort member has Gone Away - coded by CLS |
| 699 | Mover - CLS not found new address (traced to original address) |
| 780 | Ineligible - issued in error (duplicate) |
| 781 | Cohort member has died - NatCen informed |
| 783 | Cohort member has died - coded by CLS |
| 790 | Address is not in GB |
| 799 | Cohort member has emigrated - coded by CLS |

Appendix S Example progress tables

NCDS 2008 - Fieldwork Monitoring - WEEKLY BY COUNTRY

8th July 2009

ALL WAVES

| | England | Wales | Scotland | TOTAL |
|--|--------------|------------|-------------|--------------|
| TOTAL SAMPLE ISSUED | 10445 | 717 | 1154 | 12316 |
| Productive | 8319 | 541 | 933 | 9793 |
| (Interviewer response rate)* | 85.7% | 80.5% | 85.8% | 85.4% |
| (Survey response rate) ** | 80.6% | 76.4% | 81.4% | 80.4% |
| 110 Fully productive (personal) | 8292 | 539 | 930 | 9761 |
| 130 Fully productive (proxy) | 20 | 1 | 1 | 22 |
| 210 Partially productive (personal) | 7 | 1 | 2 | 10 |
| 230 Partially productive (proxy) | 0 | 0 | 0 | 0 |
| Unproductive | 1384 | 131 | 155 | 1670 |
| (% of eligible sample) | 13.4% | 18.5% | 13.5% | 13.7% |
| 310+320 Non-contact | 110 | 7 | 9 | 126 |
| 410 Office refusal to NatCen | 61 | 6 | 11 | 78 |
| 411+419 Office refusal to CLS | 82 | 5 | 6 | 93 |
| 430+440 Refusal to interviewer | 766 | 74 | 77 | 917 |
| 450 Broken appointment | 97 | 13 | 13 | 123 |
| 510 Ill at home during fieldwork period | 20 | 6 | 2 | 28 |
| 520 Away/ in hospital during fieldwork period | 43 | 4 | 11 | 58 |
| 530 Physically or mentally incapable | 27 | 0 | 3 | 30 |
| 540 Language difficulties | 0 | 0 | 0 | 0 |
| 550 Data lost on laptop | 5 | 1 | 0 | 6 |
| 590 Other reason | 173 | 15 | 23 | 211 |
| 591 Full prod but resp asked for deletion | 0 | 0 | 0 | 0 |
| 592 Partial prod but resp asked for deletion | 0 | 0 | 0 | 0 |
| Ineligible | 125 | 9 | 8 | 142 |
| (% of covered sample) | 1.2% | 1.3% | 0.7% | 1.2% |
| 781 Died - coded by NatCen | 14 | 3 | 0 | 17 |
| 783 Died - coded by CLS | 18 | 1 | 2 | 21 |
| 790 Emigrated - coded by NatCen | 68 | 5 | 4 | 77 |
| 799 Emigrated - coded by CLS | 21 | 0 | 2 | 23 |
| 780 Ineligible/ out of survey/ issued in error | 4 | 0 | 0 | 4 |
| Uncertain eligibility - untraced movers/other | 617 | 36 | 58 | 711 |
| (% of covered sample) | 5.9% | 5.0% | 5.0% | 5.8% |
| 651-653 671 830 Movers - identified by NatCen | 36 | 0 | 1 | 37 |
| 657-659 677 836 Movers - with CLS for tracing | 9 | 0 | 3 | 12 |
| 613+679 Movers returned by CLS untraced | 571 | 36 | 52 | 659 |
| 620-629 Ran out of time | 1 | 0 | 2 | 3 |
| Sub-total Sample covered by NatCen | 10445 | 717 | 1154 | 12316 |
| (% of total sample covered) | 100.0% | 100.0% | 100.0% | 100.0% |

Appendix T Code book

Version 1: March 2008

P2721 1958 National Child Development Study (NCDS) 2008 Survey

Editor's code book and CAPI edit instructions

Introduction

These instructions outline the coding and editing requirements for the NCDS 2008 Study. This document explains the editing tasks that you need to carry out and it contains the code frames you will need for coding. In this study, respondents are called 'Cohort Members' (CMs for short), and that is how they will be described in this document.

This document should be used in conjunction with the NCDS CAPI edit questionnaire.

Background to the NCDS

The NCDS is the second birth cohort study and began in 1958, when data was collected about more than 17,000 babies born in England, Scotland and Wales throughout one week in March 1958. Since then, the Cohort Members have been followed up at ages 7, 11, 16, 23, 33, 40/41, and 46 with data collected about their health, education, social and economic circumstances. Also, at age 44, approximately 9,400 NCDS Cohort Members took part in a medical survey carried out by NatCen nurses.

The 2008 questionnaire has several elements including a Core interview (both CAPI and CASI) and assessments of cognitive function. There is also a paper self completion for each cohort member to complete prior to their CAPI interview.

The Core (CAPI) questionnaire covers the following areas:

- Housing
- Partnerships – current and ex-partners
- Births and pregnancies
- Children and the wider family
- Family income
- Employment status/employment history
- Academic education
- Vocational training
- Access to and use of computers
- Basic skills
- General health
- Smoking and drinking
- Diet and exercise
- Height and weight
- Family activities and social participation

The CASI (self completion) module contains questions about:

- Political attitudes
- Family life
- Drinking
- General skills
- Psychological well-being
- Experience of crime

The paper self completion focuses on how the Cohort Member spends their leisure time, how they rate their health and whether their health impacts on their daily life and overall well being.

There is also a short proxy interview for those CMs who are unable to understand or respond to questions.

We hope that this information will help put the interviews you are working on in context.

Coding

The coding of interviews is mainly taken care of in the CAPI through the use of fully closed questions. There are, however, some questions where the full range of responses could not be predicted before the interview, or the interviewer was unsure how to code a particular response within the existing code frame. In these cases interviewers are given the opportunity to record answers verbatim. These are known as 'other-specify' questions. In addition, there are some questions where a code frame was deliberately not included in the CAPI, and interviewers were asked to record the CM's complete answer to this question. This type of question is called an 'open' question.

Other-specify questions

Most of the questions in the edit program are 'other-specify' questions. For most cases it will be possible to code these 'other' answers back into the existing code frame (back coding). In fact, this should be your first aim. In this code book, the existing code frames are always enclosed in a boxed frame.

However, back coding will not always be possible, as new, distinct group(s) of responses may emerge. The researchers at NatCen have looked at some early data and tried to identify where new codes might be necessary. In this coding document these additional codes are listed **after** the boxed existing code frame. You should use these codes where the existing code frame is not appropriate. Any 'other-specify' cases which are difficult to code should be referred to the researchers with a note being made on the fact sheet.

'Other-specify' questions may be **multi-coded** or **single-coded**. Whether the question is multi or single-coded is indicated in this document. Most of the questions are multi-coded; that is more than one answer is allowed to be coded. However, there may be a maximum limit set for the number of possible answers that can be coded.

During coding, if the question to code is multi-coded then the edit program will take you straight to the edit field that contains the new code frame (i.e. the existing code frame with any additional codes and 'other' categories). At this point you should use the information on the factsheet to code appropriately. However, if the question to code is single-coded then the edit program does

not take you to the edit field as it does for the multi-coded questions. Instead the program will take you to the 'tryback' field. At this point you will be instructed to go back to the original question and re-code the answer. The verbatim text will appear on screen, but again you should use the text on the factsheet and attempt to code using the new code frame.

For multi-coded questions, if you find it too difficult to code or are unsure about how to code, a '96' should be entered at the edit field. Then press 'end'. This will take you to the 'tryback' field at which point you should code '3 - Refer to supervisor/ Leave for later'. Please note that if you also assign the codes '94' or '95' you will also be taken to the 'tryback' field where you will need to either flag the case for your supervisor or that backcoding has been completed on that question.

For single-coded questions, if you find it too difficult to code or are unsure about how to code it, you should leave the original 'other' answer in the edit field and assign code '3- Refer to supervisor/Leave for later' in the 'tryback' field. This is the **ONLY** time that you should make use of this 'tryback' field.

Note: If the interviewer has entered a series of 9s or 98s in 'Other-specify' field (i.e. to indicate that the cohort member refused or did not know what 'other' answer to give, go back to the original variable (the variable with the codeframe) and code 'refused' or 'don't know' here by pressing <ctrl+r> or <ctrl+k> respectively.

Open questions

For these questions the researchers have looked at the answers given, and developed entirely new code frames from these responses. You should choose the most appropriate code from these code frames. If the response does not fit any of these codes, it should be assigned to one of the 'other' codes as appropriate.

Open questions may also be **multi-coded** or **single-coded**. This is also indicated in this document at each question.

For open questions there is no 'tryback' field; the edit program will take you straight to the edit field with the new codeframe and verbatim text answer.

'Other' codes

There are three types of 'other' codes allowed at all 'other-specify' and 'open' questions. These are code 94 – 'other specific answer not in codeframe', code 95 – 'Vague / Irrelevant' answer and code 96 – 'Editor cannot deal with this'. 'Other answer' (94) will be used for most of the responses that cannot be coded to the existing/additional codes. 'Irrelevant response' (95) should only be used for responses that are irrelevant, that is they do not answer the question. Use code 96, if you find a response particularly difficult to code or if it is taking a long time to decide which code to allocate.

Coding DKs & refusals

If the 'other' answer is a 'don't know' or [ctrl+<K>], the coder should use a 'don't know' or 'no specific reason' option if available in the code frame. If this is not available, the coder should enter a [ctrl+<K>] and record this on the factsheet.

Where the answer is a refusal or [ctrl+<R>], the original question should be coded as 'Refusal', **NOT** as 'other'.

Occupation and Social Class Coding

You will also need to carry out Occupation and Social Class coding as standard at the questions specified.

ICD-10 Coding

You will need to carry out ICD-10 (International Statistical Classification of Diseases and Related Health Problems) coding on one of the health questions. These instructions tell you the question which requires this coding, and this question features as part of the edit programme. If you have any queries regarding ICD-10 coding please refer these to the Blue Team/Research.

Any cases that you find too difficult to code or are unsure about how to code should be referred to the Blue Team/researchers, making a note on the factsheet.

For 'other-specify' questions, you will also be able to indicate that you are unable to code using the 'tryback' field in the edit program and assigning code 3 as described above.

If you find that recoding a response affects subsequent routing, you must select 'Undo all edits' from the File menu before you exit the case. You should then tab this discrepancy for the researchers' attention.

As with coding, most of the editing is carried out by interviewers in the field. There are consistency error checks within the CAPI program which are activated when the interviewer enters conflicting data. These consistency errors consist of hard and soft checks. Hard checks must be resolved by the interviewer, but soft checks can be suppressed by the interviewer and investigated at the coding and edit stage.

Errors in the data are triggered for the editor to action as you move through the questionnaire. Editing is to be done in Blaise in CAPI mode for editing. It

is important that you only make changes to the data according to the rules written down in these editing instructions. Where a situation has not been covered you should always consult your supervisor. Your supervisor will know if another editor is encountering a similar difficulty or omission and will be able to advise you.

Interviewer notes/remarks

The first stage of the NCDS edit is to read and interpret **all** notes made by interviewers in the CAPI. These notes are listed on the fact sheet. The presence of an interviewer note in Blaise is indicated by a small paper clip symbol, which appears alongside the answer where the note was made. All remarks, whether attached to an open question or not will be listed on the factsheet, under the heading 'Remarks'. You should read these and do any 'obvious' recoding. When you are in the edit programme, if you want to read a remark put your cursor in the appropriate answer field (i.e. next to the paper clip symbol) and press CTRL+M to open it. To close the note press ALT+S. Interviewers have been asked to record any remarks at the question concerned, but sometimes they may record notes at an adjacent question instead. Using these notes it may be possible to establish what the correct response should have been and subsequently back code a response into the existing code frame. You should only do this if you feel confident that the note shows that the interviewer used the wrong code. Please record any changes on the factsheet next to the relevant interviewer note. Please TAB any remarks that you are uncertain of so that your supervisor/researcher can look at the relevant note.

If you do not need to do anything in response to an interviewer note, please tick the note on the fact sheet so that the researchers know you have read and considered its contents.

Please note that you should NEVER delete a case unless you have been instructed to do so by the researchers.

Factsheet

A fact sheet is provided to help with the coding and editing of CAPI questionnaires.

On the factsheet there are several variables including the ones that need backcoding. Also there are variables relating to the case that you are editing.

| | Description | | | | | | | | | | | | | | |
|-------------------------|---|-----|---------------------------------|-----|----------------------|-----|------------------------------------|-----|-------------------------|-----|-------------------|-----|--------------------------|-----|--------------------------|
| Serial | This is the NatCen Serial Number and it begins with a 5. | | | | | | | | | | | | | | |
| CLSKey | This is the serial number that CLS gave to the CM, when the survey began in 1958. | | | | | | | | | | | | | | |
| IntDate, IntNo & Waveno | Information about when the CM was interviewed and the wave of fieldwork. | | | | | | | | | | | | | | |
| Outcome code | <p>This indicates whether the interview was productive or unproductive. An explanation of the codes follows:</p> <table border="1"><tbody><tr><td>110</td><td>Fully productive core interview</td></tr><tr><td>130</td><td>Full Proxy interview</td></tr><tr><td>210</td><td>Partial productive: core interview</td></tr><tr><td>230</td><td>Partial proxy interview</td></tr><tr><td>410</td><td>Refusal to office</td></tr><tr><td>430</td><td>Refusal before interview</td></tr><tr><td>440</td><td>Refusal during interview</td></tr></tbody></table> | 110 | Fully productive core interview | 130 | Full Proxy interview | 210 | Partial productive: core interview | 230 | Partial proxy interview | 410 | Refusal to office | 430 | Refusal before interview | 440 | Refusal during interview |
| 110 | Fully productive core interview | | | | | | | | | | | | | | |
| 130 | Full Proxy interview | | | | | | | | | | | | | | |
| 210 | Partial productive: core interview | | | | | | | | | | | | | | |
| 230 | Partial proxy interview | | | | | | | | | | | | | | |
| 410 | Refusal to office | | | | | | | | | | | | | | |
| 430 | Refusal before interview | | | | | | | | | | | | | | |
| 440 | Refusal during interview | | | | | | | | | | | | | | |

Coding decisions should be written on the fact sheet. If the question has not been printed on the fact sheet please write the question name, original response and recoded response at the end of the fact sheet, and then send the fact sheet to the researchers.

Screen 5

Start of questionnaire (Module name QStart)

| Question name | Instruction to Coder |
|---------------|---|
| Bdat1 | If day of birth differs to factsheet but is between 3-9, check for any interviewer notes. Suppress check if there are no notes. If interviewer notes indicate that CM was not born between 3-9 March 1958, tab case. |
| Normal | Please check interviewer notes carefully in case they allow you to make amendments to this section. If the Cohort Member is ... <ul style="list-style-type: none">➤ ... temporarily working away from home, their Normal Address is their permanent home address➤ ... in hospital or prison for under 6 months, their Normal Address is their home address➤ ... in hospital or prison for 6 months or more, their Normal Address is hospital or prison➤ ... in the armed forces or the merchant navy, and stationed away from home for 6 or more months, their Normal Address is their current forces or merchant navy address. If the Cohort Member has more than one address, take the address the Cohort Member considers to be their main address. |

Screen 5

| Question name | Instruction to Coder |
|---------------|---|
| Residenc | <p>Please check interviewer notes carefully in case they allow you to make amendments to this section.</p> <p><i>Private residence</i> Include:</p> <ul style="list-style-type: none"> ➤ armed forces married quarters ➤ accommodation rented by National Health Service and Local Government workers ➤ separate flats provided by the University for students ➤ all other non hostel accommodation tied to employment or training. <p>Exclude: hostel type accommodation e.g. a room in a Nurses' Home, Students' Hall of residence or other place of work.</p> <p><i>Sheltered housing</i> Residents must have self-contained flats with their own kitchen and bathroom (regardless of any facilities such as a lounge). If the Cohort Member's accommodation is not self-contained then they live in an institution and this should be coded under one of the categories below.</p> <p><i>Hotel/Boarding House/Residential hostel</i> Hostels open to <u>all</u> regardless of need and occupation.</p> <p><i>Hostel for homeless /Women's Refuge/Night shelter etc.</i> Any accommodation provided for single or married people with particular social or family problems (including homelessness). Placement is on a temporary basis.</p> <p><i>Barracks/Room in Nurses' hall of residence / student hall of residence etc.</i> Accommodation is of the hostel type but is tied to education, training or employment and is not open to all.</p> <p><i>Room (only) at workplace</i> e.g. if <u>working</u> in a hostel, in a Children's Home, special school or some other residential institution.</p> <p><i>Hospital</i> Include all those who are in-patients in any form of hospital. See note at normal address rules (above) for details of length of stay for inclusion.</p> <p>N.B. If no 'normal' address, take current address.</p> |

Screen 7

Household grid (Module name QBHGrid)

| Question name | Instruction to Editor | | | | | | | | | | |
|---------------|---|--------|---|--------|--------------------------------|--------|---|--------|--|--------|---------------------------------|
| Name | <p>The first person in the household grid <u>should be</u> the Cohort Member – check name of the person entered on the first line of the grid against fact sheet.</p> <p>If name is different – check if the Cohort Member has changed their name (NameSame = changed and CMName = RESPONSE).</p> <p>If the CM has not changed their name or has been entered somewhere else in the household grid, tab the case for the attention of the Blue Team.</p> <p>Please check interviewer notes carefully. Interviewers have recorded the correct spelling of household members names in a note, if they were unable to record it in the CAPI. Please correct the spelling of names.</p> | | | | | | | | | | |
| MS | Please check interviewer notes carefully. Some interviewers found it difficult to navigate the checks and have made detailed descriptions of the marital status. | | | | | | | | | | |
| Rage | <p>Unless the interviewer has made a note suppress this check.</p> <p>Code less than 1 year old as 0</p> | | | | | | | | | | |
| RelToKey | <p>Please check interviewer notes carefully.</p> <p>If the CM has an ex-partner who is still living in the household code 29 'Other'.</p> <p>In this survey, child is defined by relationship to the CM (i.e. son / daughter), not age. So use the relevant code for child (e.g. codes 4-8) based on their relationship to the CM, even if the 'child' is an adult.</p> <table border="1"> <tr> <td>Code 4</td><td>Only code CM's natural child here. Exclude fostered/adopted children or children of their partner/spouse</td></tr> <tr> <td>Code 5</td><td>Only code legal adoptions here</td></tr> <tr> <td>Code 6</td><td>Only code natural child of CM's <u>current</u> spouse/partner, where there has been no legal adoption by CM</td></tr> <tr> <td>Code 7</td><td>Only code natural child of CM's <u>previous</u> spouse/partner, where there has been no legal adoption by CM</td></tr> <tr> <td>Code 8</td><td>Only code foster children here.</td></tr> </table> | Code 4 | Only code CM's natural child here. Exclude fostered/adopted children or children of their partner/spouse | Code 5 | Only code legal adoptions here | Code 6 | Only code natural child of CM's <u>current</u> spouse/partner, where there has been no legal adoption by CM | Code 7 | Only code natural child of CM's <u>previous</u> spouse/partner, where there has been no legal adoption by CM | Code 8 | Only code foster children here. |
| Code 4 | Only code CM's natural child here. Exclude fostered/adopted children or children of their partner/spouse | | | | | | | | | | |
| Code 5 | Only code legal adoptions here | | | | | | | | | | |
| Code 6 | Only code natural child of CM's <u>current</u> spouse/partner, where there has been no legal adoption by CM | | | | | | | | | | |
| Code 7 | Only code natural child of CM's <u>previous</u> spouse/partner, where there has been no legal adoption by CM | | | | | | | | | | |
| Code 8 | Only code foster children here. | | | | | | | | | | |

Absent Child grid (Module name BABGrid)

| Question name | Instruction to Editor |
|----------------------|---|
| AbDet (Screen 13) | ONLY CODE OPTION 5 'EMPTY ROUTED IN EDIT' HERE. Please be very careful when selecting this option as we need to make sure that this information is correct- it will affect the data out stage. |

PROXY ROUTE ONLY (Module name BProxy)

Occupation coding – Screen 287

| | |
|-------------------------|--|
| <i>Block</i> | Proxy interview (Module name (Qproxy)) |
| <i>Questions</i> | PCJTitle |
| <i>Type of question</i> | Open |
| <i>Question text</i> | The next few questions are about the last time CMName was working. What was CMName's (main) job? INTERVIEWER: ENTER JOB TITLE |
| <i>Routing</i> | {If answered '...had a job' to 'Can I just check, to your knowledge has Cmname ever ...? (ProxyAct=Job)} |
| <i>Block</i> | Proxy interview (Module name Qproxy) |
| <i>Questions</i> | PCJDo |
| <i>Type of question</i> | Open |
| <i>Question text</i> | What did CMName mainly do in this job? INTERVIEWER: CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE (MAIN) JOB AND ENTER DETAILS. |
| <i>Routing</i> | {If answered '...had a job' to 'Can I just check, to your knowledge has Cmname ever ...? (ProxyAct=Job)} |
| <i>Block</i> | Proxy interview (Module name Qproxy) |
| <i>Questions</i> | PCJFirm |
| <i>Type of question</i> | Open |
| <i>Question text</i> | What did the firm or organisation CMName worked for / ran mainly make or do (at the place where he/she worked)? INTERVIEWER: ENTER DETAILS FOR MAIN JOB. DESCRIBE FULLY – PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC. |
| <i>Routing</i> | {If answered '...had a job' to 'Can I just check, to your knowledge has Cmname ever ...? (ProxyAct=Job)} |

CODE THE ABOVE TO SOC2000, NS-SEC, SOC90, SEG and SOCIAL CLASS

For all Employment questions please also refer to the glossary section 'Employment' on page 19.

Housing (Module name BHouse)

| Question name | Instruction to Editor |
|------------------------------------|---|
| Housing history (Screens 26-29) | If soft checks appear in the housing histories which have been suppressed (such as checks on partial postcodes OR gaps in the history table), please take extra care to check if any interviewer notes have been made which allow you to make amendments to this section. If no notes have been made then suppress the check. |
| WhoTen (Screen 29) | If CM does not have resident spouse or partner living in the household, it is still possible that they own the accommodation with a non-resident partner so allow this. Suppress the check. |

Back coding - screen 26

Question HomeGo (Module name QHouse)
Back code Back code HomeGo to HomeGoX
Type of question Other – please specify
Question text INTERVIEWER: Enter details of other reason moved.
Routing {If answered 'Other' to Please look at CARD C and tell me what was the main reason you moved out of that address? (Homeg = Other) }

MULTICODE – CODE ALL THAT APPLY

| | |
|----|---------------------------------|
| 1 | Wanted to buy |
| 2 | Wanted larger home |
| 3 | Wanted better home |
| 4 | Job changed/to be nearer work |
| 5 | Moved to better area |
| 5 | For children's education |
| 6 | Wanted place of own |
| 7 | Due to a relationship breakdown |
| 8 | Due to a new relationship |
| 9 | To be nearer relatives |
| 10 | Other (Please specify) |

Additional Codes

11 Problems with neighbours
12 Downsize
13 Needed a cheaper home/ could no longer afford home
14 Development project/ Investment
15 Health or other problems
16 Evicted/ Home Repossessed
17 Inheritance
18 Tenancy came to an end/ landlord sold property
19 Moved/ returned from abroad
20 CM wanted a change

Other

94 Other specific answer not in codeframe
(not codeable 1-20)
95 Vague / irrelevant answer
96 Editor can't deal with this.

Relationship History (Module name BRelHist)

| Question name | Instruction to Editor |
|---|---|
| 'PrevMStat, RAmend etc' Questions (Screen 31-32) | If soft checks appear in this section that have been suppressed, please take extra care to check if any interviewer notes have been made which may allow you to make amendments to this section. Please flag for research's attention any problems or queries you have with this section. |

Ex-partners history (Module name BExP)

| Question name | Instruction to Editor |
|-----------------------|--|
| 'ExPart' questions | If soft checks appear in this section that have been suppressed, please take extra care to check if any interviewer notes have been made which may allow you to make amendments to this section. |

Current Partnerships (Module name BCurP)

| Question name | Instruction to Editor |
|------------------------|--|
| 'Curpart' Questions | If soft checks appear in this section that have been suppressed, please take extra care to check if any interviewer notes have been made which may allow you to make amendments to this section. |

Absent Children (Module name BAbsNtCh)

| Question name | Instruction to Editor |
|----------------------|---|
| ActStat | Please make sure that you read the interviewers remarks for this question and make any amendments as necessary. For example, if a CM said that their child was currently working full time but that this was during the school holidays from school/university and they were going to return to school/university after this, then you would code the child as being in full time education. Full time employment is only a temporary activity for this child. |

Family (Module name BFamily)

| Question name | Instruction to Editor |
|-------------------------------|--|
| MaDied, PaDied (screen 82) | If interviewer note has an age above 50 or 51 years old, then code this answer as '120'. |

Family income (Module name BFamInc)

| Question name | Instruction to Editor |
|----------------------|---|
| General point | Include income received by spouse & partner only. Exclude any income from children aged 16+ and working / other household members. |

Back coding

| | |
|-------------------------|--|
| <i>Question</i> | Inccode (Module name QFamInc) |
| <i>Back code</i> | Back code Inccode |
| <i>Type of question</i> | Other- please specify |
| <i>Question text</i> | What other sources of income do you have |
| <i>Routing</i> | IF answered: (9) "Other income from organisations or other persons outside the household" at Inccode |

MULTICODE – CODE ALL THAT APPLY

| | |
|----|--|
| 1 | Pension from a former employer |
| 2 | Income from investments, including interest on savings <i>Note: Include private pension and pension from deceased spouse</i> |
| 3 | Education grants/studentships |
| 4 | Training/government training scheme allowance |
| 5 | Rent from boarders, lodgers or sub-tenants/rent from other property <i>Note: Include children living with parents and paying board/rent/contributing to household</i> |
| 6 | Allowance for a foster child |
| 7 | Regular cash help from parents |
| 8 | Regular cash help from other relatives or friends outside the household |
| 9 | Other income from organisations or other persons outside the household <i>Note: Include child maintenance.</i> |
| 10 | Any other source of regular family/household income (specify) |
| 11 | None of these |

Other

| | |
|----|--|
| 94 | Other specific answer not in codeframe (not codeable 1-17) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Back coding - screen 97

| | |
|-------------------------|---|
| <i>Question</i> | BfinWWWh (Module name QFamInc) |
| <i>Back code</i> | Back code BfinWWWh to BfinWWWhX |
| <i>Type of question</i> | Other- please specify |
| <i>Question text</i> | INTERVIEWER: Enter other reason. |
| <i>Routing</i> | {If answered 'Worse off' to 'Would you say you are better off or worse off financially than you were a year ago?' and other reason was given to 'why is that?' (FinWWWh)} |

MULTICODE – CODE ALL THAT APPLY

| | |
|----|---------------------------------------|
| 1 | Cohort member no longer working |
| 2 | Spouse / partner no longer working |
| 3 | Cohort member now earning less |
| 4 | Spouse / partner now earning less |
| 5 | Decrease in benefit income |
| 6 | Other reduction in income |
| 7 | General costs of having a baby |
| 8 | Childcare costs/ education |
| 9 | Increased housing costs |
| 10 | Other increase in expenditure |
| 11 | Worse money management |
| 12 | Change in marital/ partnership status |
| 13 | Other reason (specify) |

Additional Codes

| | |
|----|--|
| 14 | Household bills/ Living costs risen |
| 15 | Current banking situation/ economic situation (national) |
| 16 | Health problems (of CM or family member) |
| 17 | Change of job/ employment status/ took a sabbatical |

Other

| | |
|----|---|
| 94 | Other specific answer not in codeframe (not codeable 1-17) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Back coding - screen 97

| | |
|-------------------------|---|
| <i>Question</i> | BfinBWh (Module name QFamInc) |
| <i>Back code</i> | Back code BfinBWh to BfinBWhX |
| <i>Type of question</i> | Other- please specify |
| <i>Question text</i> | INTERVIEWER: Enter other reason. |
| <i>Routing</i> | {If answered 'Better off' to 'Would you say you are better off or worse off financially than you were a year ago?' and other reason was given to 'why is that?' (FinBWh)} |

MULTICODE – CODE ALL THAT APPLY

| | |
|----|--|
| 1 | Cohort member now working |
| 2 | Spouse / partner now working |
| 3 | Cohort member now earning more <i>Note: Include responses 'business now doing better'</i> |
| 4 | Spouse / partner now earning more |
| 5 | Increase in benefit income |
| 6 | Other increase in income |
| 7 | Reduced housing costs |
| 8 | Reduced expenditure on other things |
| 9 | Better money management |
| 10 | Change in marital/ partnership status |
| 11 | Other reason (specify) |

Additional Codes

| | |
|----|---|
| 12 | Children left home/ finished university <i>Note: Include 'children now independent'.</i> |
| 13 | Inheritance |
| 14 | Sold property/ downsized and made a profit/ invested in property |
| 15 | Settled mortgage/ outstanding debts |

Other

| | |
|----|---|
| 94 | Other specific answer not in codeframe (not codeable 1-15) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Employment (Module name BEmploy)

| Question name | Instruction to Editor |
|---|---|
| General point | See glossary section of these instructions for more detailed information on employment including definitions of jobs, unemployment, self-employment etc |
| Activity (Screen 99) | If two jobs done at once, code the one with the most hours done by CM. If same number of hours worked at both jobs, record the job CM considers as their main job. |
| CnetPay CgroPrd (Screens 101-102) | Unless the interviewer has made a note suppress this check. Back code where necessary. |
| OJAny1 OJAny2 (Screen 112) | Code as regular if at least once a month |
| Unempty (Screen 112) | Please backcode where appropriate |

Glossary for employment

This section includes further information on employment.

A. Employment (Block QEmploy)

Many of the terms you need to refer to in the employment section are covered under **main activity**. This term is referred to at EconLast, Activity and PEconAct when we asked interviewers to code the **main activity** of the Cohort Member and their partner or spouse respectively.

The main activity is the activity or job that the Cohort Member identifies with as their main activity or job.

Where there are competing claims for main activity status or job please follow the guidance given in this sections indicated below to help you decide which activity or job takes priority:

- a. JOBS (Full and Part-time employment)
- b. UNEMPLOYMENT
- c. SELF-EMPLOYMENT
- d. OTHER

(a) JOBS

DEFINITION OF A MAIN JOB

A Job is:

- a period of time working for one employer, including any changes in the actual work done.
- a period working as self-employed, doing the same line of work throughout the period.
- a period of time employed by one or more agencies to work temporarily for other organisations (i.e. as an agency temp), irrespective of how many of these organisations were worked for.
- If two jobs done at once, take one with most hours.
- If the individual works the same number of hours in both jobs, take the job they consider to be their main job.
- If the Cohort Member is currently on paid maternity/paternity leave please code whether they are usually in full-time or part-time employment.

UNLESS IT IS THE CURRENT JOB, A JOB MUST LAST AT LEAST A MONTH TO BE COUNTED AS A JOB. For previous jobs, if the Cohort Member has had a number of jobs in one month, for example as a casual labourer, record details of the overall type work done.

Include:

- Part-time jobs (Less than 30 hours) when these are the individual's main activity.
- Work in Sheltered Workshops
- Paid work done at home: baby minding, dressmaking, etc. if this is the main activity.
- Unpaid work for a family business, if main activity. A family business is a business that is owned by an immediate family member.
- Jobs held abroad so long as they satisfy the other conditions of inclusion.
- Periods in Armed Forces.
- Time spent on paid or unpaid maternity leave, if still employed and intending to return. If the Cohort Member did not return to work after maternity leave, the job ended at the point when this was agreed between her and her employer.
- If the Cohort Member is currently on paid maternity/paternity leave please code whether they are usually in full-time or part-time employment.
- Time spent away from work for one of the following reasons, if the Cohort Member has (or had) a job to return to:
 - on holiday
 - on strike or temporarily laid off
 - sick leave of between one and six months' duration
- Time spent on any course of full or part-time education, provided the individual was in paid employment throughout the period.

Exclude:

- Jobs lasting under a month, unless current job.

- Work-experience or sandwich jobs whilst on full-time education.
- Second jobs done at the same time as a main job.
- Part-time or vacation jobs done at same time as full-time education.
- Periods on government work or training schemes **unless** the job provides, or is expected to provide, income **independently** of the scheme allowance. (Thus a period of self-employment would count as a job even if the individual was on the Enterprise Allowance Scheme (EAS), because the person would expect to receive an income from their self-employment activities; on the other hand, a period on ET where the sole income was the ET allowance would **not** count as a job).

Full-time jobs

A full-time job is 30 hours or more per week. If the individual has more than one full-time job at any time and no other main activity, take the full-time job with the most hours per week. If two full-time jobs with equal hours, take whichever the Cohort Member considers to be the main job.

Part-time Jobs

A part-time job is less than 30 hours per week (as long as the part-time job was regular, and done for at least a month, it does not matter how few hours were worked per week).

Count as a Single Job

- A period of self-employment, free-lancing or consultancy in the same line of work, irrespective of how many contracts were worked on.
- A period of agency temping irrespective of how many individual placements this covered, or how many agencies worked for.
- A period with a single employer irrespective of how much the job changed EXCEPT in some circumstances for civil servants, teachers and NHS employees (see 4, below).

Count as a change of Job

- Any change of employer other than the take-over of a firm.
- Becoming self-employed, if currently an employee.
- Becoming an employee, if currently self-employed.
- Staying self-employed, but significantly changing nature of work.
- Changes of government departments for civil servants.
- Changes of school for teachers.
- Changes of hospital for NHS or NHS trust employees.

End of Job

The date of the end of a job is the date last worked, even if the individual continued to get pay such as severance or holiday pay.

(b) UNEMPLOYMENT

Unemployed and seeking work

The individual's main activity status is unemployed only if they are not in a full-time job, full-time education, nor sick/disabled (temporarily or permanently).

Included:

Anyone who was/is out of work but **actively seeking work** – e.g. registered at a government Employment Office, Jobcentre or Careers Office, or at a private Employment Agency (but not working), answering advertisements, advertising for jobs, etc.

Treat someone as unemployed rather than retired or looking after home/family provided they satisfy the conditions given in the 'Unemployment' entry above.

Unemployment can also be the main activity, even if the individual is doing part-time work, part-time education, etc. **if the individual considers himself/herself as unemployed and wanting work**.

Anyone who is unemployed but does not want to work **should not** be treated as unemployed: try to fit their status to the list, but otherwise code as 'other'.

Start date of unemployment is set by the end date when the individual stopped doing anything else and became ready and available to take up work if offered. This may be before they formally registered as being unemployed.

Self-employed. For self-employed individuals, 'Unemployed and wanting work' means ready and available to take up work with another employer, not periods of low business activity.

(c) SELF-EMPLOYMENT

A period of self-employment includes continuous self-employment, freelancing or consultancy in the same line of work, irrespective of how many contracts were worked on.

If in doubt about whether someone is self-employed, obtain information on tax and National Insurance status. People not on PAYE/Schedule E and paying their own National Insurance stamps should be counted as self-employed, even if they work for a company e.g. a self-employed taxi driver.

(d) OTHER

Full-time Education

If the individual is following a full-time educational course (at school, college, university, etc) this should be coded as the main activity, even if they are also doing part-time or holiday jobs.

Exclude: students in paid occupation where training also given (e.g.: apprentices, student nurses) or on day release or sandwich courses: code these as employees.

Temporarily Sick or Disabled is the main activity if the individual has been **off work for between one and six months**, and has a job to go back to.

Permanently Sick or Disabled is the main activity so long as the individual

- has been (or is likely to be) off work for more than 6 months
- has no job to go back to
- is prevented by their health or disability from looking for work
- is below retirement age (under 60 if female, under 65 if male)¹

Someone classified as permanently sick or disabled is likely to be claiming some kind of state or insurance benefits.

Looking After Home/Family is coded if this is the person's exclusive activity, or if they are also doing a part-time job, but consider domestic duties to be their main activity. More than one person in a household can be looking after the home and family. This code applies if this is a person's **usual** main status, even if they are currently sick, on holiday, etc.

Wholly Retired is coded if a person is not in work, not seeking work and has reached retirement age for or has retired early from their job.

If an individual is wholly retired, this should be coded *in preference* to sick or disabled or looking after home and family, even if these also apply.

Exclude: women below retirement age who have left work to look after home/family.

Other Anyone for whom the other codes are inappropriate.(e.g. trainees on government schemes who do not earn money independently of the scheme allowance). This may include people who are unemployed but not actively seeking work, living off trust funds or on government training schemes. Please give full details.

OCCUPATION INFORMATION

Interviewers were asked to obtain full information on the Cohort Member's job and, where appropriate, their spouse or partner's job.

Listed below are things to look out for in the various sections of the 'Job' questions:

(a) Name/title of job

It is very important that you obtain as much information as possible here as it is used to code SOC and SIC.

Try to record specific job titles, and avoid vague, generic descriptions such as:

- 'clerk' – could be filing clerk, bank clerk, etc
- 'teacher' – enter whether primary or secondary, and any additional information such as a special needs teacher.
- 'civil servant' – can include any one in a central government post from a cleaner or filing clerk to an Assistant Secretary or Department Head

¹ All Cohort Members and most of their partners.

- 'engineer' many different types of skill and levels of responsibility (from repairmen with minimal training to highly qualified professionals). We need to know the kind of engineer - electrical, civil, heating etc.

For the police, merchant navy, armed services etc, rank is always required. For civil servants, class and grade are always required (eg clerical officer, higher executive officer, principal research officer).

(b) Kind of work done

This question gives us additional material which is especially helpful where the job title alone is not sufficient to code the Cohort Member's occupation. Probe for full description of job responsibilities, necessary qualifications, and special machinery or equipment used.

Always get a clear description of what the person concerned actually does in his or her job, however precise the job title you obtain.

To be able to classify manufacturing and construction jobs we need to know what materials are used. For example, to classify a boat-builder we need to know whether the boats are constructed from wood, metal or fibre glass. For these types of occupation always probe with:

What materials do you make things with?

Machinery or special materials must be of a specialised nature, not just everyday office equipment, for example:

Include telephone switchboards, printing machinery, office computer networks, data bases and other computer skills;

Exclude telephones, ordinary office photocopiers.

If in doubt, record qualifications which would be needed by somebody starting the job now, even if the Cohort Member does not have those qualifications. Obtain details of the necessary qualifications as precisely as possible, eg public service vehicle driving licence (PSV), Higher National Certificate (HNC) in mechanical engineering, completed trade apprenticeship etc. Experience can count as a qualification, but probe for length of experience.

(c) Employee v. Self-employed

A **self-employed person** is someone working on his or her own account who does not receive a wage or salary from an employer. The sole or part owner of a business, or someone in private practice by himself or in partnership, is self-employed. But the working directors of private or public companies who draw salaries from these companies are classified as employees, even though they have a shareholding in the company.

If in doubt about whether someone is self-employed, obtain information on their tax and National Insurance status. People not on PAYE/Schedule E, who pay their own National Insurance stamps should be counted as self-employed, even if they work for a company as, for example, a self-employed taxi driver.

Temps working for an agency are employees.

(d) What is Made or Done by the Employer

This can be different from the Cohort Member's work. Never assume the job title tells you the answer. You may find:

- an electrician employed by a hospital
- an accountant working for a brewery
- a nurse working for a department store

So, if the Cohort Member is a cook in a car factory canteen, code 'car manufacture', not 'catering'.

Make sure you obtain sufficient detail: what product(s) is/are made or what services provided, not just, for example: 'office work', 'building', 'local government'.

(e) Type of organisation

'Private firm or company' means an organisation in private ownership, either incorporated under the Company's Act (eg: XYZ Ltd or ABC Plc), or otherwise privately owned, such as a solicitors' partnership or a family business, such as a farm or shop. Include private companies supplying services to public organisations, such as cleaning and catering for local councils or NHS hospitals. Private schools or hospitals should be included (but not NHS Trusts).

Since 1986, the status of some organisations may have changed, particularly those originally in public ownership. In the questions dealing with job histories we are interested in the status of the organisation **at the time the Cohort Member was employed**. If the status of a company changed over their period of employment, enter the status of the company when they left (or if current job the current status).

Public corporations or nationalised industries, now privatised, include the Gas Board, Electricity Board, British Steel, British Rail.

Examples of public corporations or nationalised industries include the BBC, the Royal Mail and Network Rail.

Companies Limited by guarantee should be coded as 'Companies' and not Charities/Trusts.

(f) Place of work

This means the establishment the Cohort Member works or worked in - either a building, or a site at the same address. A department is not an establishment unless it is a separate branch that has an address of its own, for example a bank or Post Office branch, a shop, a school, an area office, etc.

If a Cohort Member does not have a fixed place of work, you should enter their main contact office or head office.

(g) Qualifications/ training normally required to do the job

This means entry qualifications normally required of anybody taking up the Cohort Member's job. The qualifications listed in a job advertisement are a good indication. If

the qualifications required have changed you should enter the details of what was required when the Cohort Member started at that company or organisation.

The Cohort Member may have skills, training, and qualifications that are **not relevant** to the job; these should not be listed.

The Cohort Member may not have the skills etc. normally required. In this case the normal requirements required when starting the job should still be listed.

(h) Supervisory/management responsibilities

This means responsibility for decisions that determine the work of other employees in some way or other.

The question on **responsibility for supervising** the work of others should always be asked, even if the answer seems likely to be "no".

DEFINITION OF PROMOTION

Promotion may be automatic; for the purpose of this study it must involve a change of pay **and** status (and will usually involve a change in job title, e.g. from Researcher to Senior Researcher). A change of pay alone, for example an annual pay review, does not count (eg: annual rise); neither does a change of status, for example completing a probationary period, unless linked to a change in pay.

SHELTERED EMPLOYMENT

Many disabled people work in factories or offices that have not been adapted in any way to their circumstances. Those that cannot work in unadapted premises because of the severity or nature of their condition, often find work in sheltered workshops where their special needs can be catered for. The workshops, which normally operate as a commercial concern, are run by Local Authorities, Voluntary Organisations or by Remploy Limited - a special company set up by the government.

A Cohort Member working in sheltered employment will count as employed.

AGENCY TEMPS

An agency temp is someone who is directly employed by an agency which in turn sends them to workplaces for short periods of time. This is different from a temporary job.

TEMPORARY JOB AND FIXED TERM CONTRACTS

Temporary jobs must be defined **from the start of employment** as lasting for less than two years (for example cover for an employee's maternity leave). Someone working in a temporary job works for an employer directly (i.e is not employed by an agency).

UNEMPLOYMENT

See information under Main Activity

WORKING HOURS

Do not include meal breaks.

(a) Hours worked

If the work pattern is not based on a week, get an average over the last four weeks.

If the Cohort Member has been off sick for a long period, take the usual hours worked before going sick.

If a person has recently started a new job, record the hours the Cohort Member expects to be working in the future.

Apprentices, trainees and other people in vocational training: exclude any time spent in college or other special training centres outside their workplace.

Cohort Members working on-call: If someone states at the hours questions that they usually work 24 hours a day because they are 'on-call', the average number of hours **actually** worked should be probed for. Identify how many hours were actually worked in the last four weeks and average these out to give a weekly total for usual hours. For example, a Cohort Member was on-call all night, but was only called out to work for two hours, the actual working hours for this night would be two hours.

Self-employed people often find it difficult to give precise figures. If necessary, encourage them to work things through on a daily basis and get as accurate a figure as possible. It is important that we have information about their hours worked to compare these with the hours worked by employees.

(b) Paid Overtime

Include paid overtime hours only.

When an employee works on some kind of flexitime system, paid overtime should be registered only if no compensatory time off is taken.

When overtime is worked on a seasonal or irregular basis and the Cohort Member has difficulty in providing a 'usual' figure, take the average over the last four weeks.

Include hours worked at home if paid

(c) Unpaid Overtime

Include unpaid overtime hours only: unpaid hours worked at home (e.g. teachers preparing lessons) as well as unpaid hours worked at the workplace.

Occupation coding - screen 287

| | |
|-------------------------|--|
| <i>Block</i> | Employment (Module name QEmploy) |
| <i>Questions</i> | CJDo |
| <i>Type of question</i> | Open |
| <i>Question text</i> | <p>What do you mainly do in your job? INTERVIEWER: CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE (MAIN) JOB AND ENTER DETAILS. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION."</p> |
| <i>Routing</i> | <p>{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}</p> |
| <i>Block</i> | Employment (Module name QEmploy) |
| <i>Questions</i> | CJTitle |
| <i>Type of question</i> | Open |
| <i>Question text</i> | <p>Can I just check that your main job is 'Jobtitle' INTERVIEWER:@ ENTER JOB TITLE. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION.</p> |
| <i>Routing</i> | <p>{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}</p> |

CODE THE ABOVE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS

Occupation coding - screen 287

| | |
|-------------------------|---|
| <i>Block</i> | Employment (Module name QEmploy) |
| <i>Questions</i> | CJFirm |
| <i>Type of question</i> | Open |
| <i>Question text</i> | <p>What does the firm or organisation you work for mainly make or do (at the place where you work)? INTERVIEWER: ENTER DETAILS FOR MAIN JOB. DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION</p> |
| <i>Routing</i> | {If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)} |

CODE TO SOC2000, NS-SEC, SIC, SOC 90, SEG AND SOCIAL CLASS

Back coding - screen 113

| | |
|-------------------------|--|
| <i>Question</i> | YnoJob (Module name QEmploy) |
| <i>Back code</i> | YnoJob to YnoJobX |
| <i>Type of question</i> | Other – please specify |
| <i>Question text</i> | What are the reasons for not having a job at the moment? |
| <i>Routing</i> | {If answered 'other' to 'What are the reasons for not having a job at the moment?' (ynojob=other)} |

CODE ONE ONLY

- | | |
|----|--|
| 1 | Can't get day care - code and probe for details |
| 2 | Can't get job |
| 3 | Get more on benefits that would get in work |
| 4 | Childcare cost more than I could earn in a job |
| 5 | Children too young to leave |
| 6 | Can't find suitable/qualified child care |
| 7 | Prefer to look after children myself |
| 8 | On maternity leave |
| 9 | Health problems/suffer from a disability |
| 10 | Child has health problems/suffers from a disability |
| 11 | Responsible for the care of other family members(partner/parent) |
| 12 | Other (PLEASE SPECIFY) |

Additional Codes

- | | |
|----|--|
| 13 | Family commitments |
| 14 | Entered full time education |
| 15 | Disliked previous job |
| 16 | Distance/ travel/ commute too burdensome |

Other

- | | |
|----|--|
| 94 | Other specific answer not in codeframe (not codeable 1-16) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Back coding - screen 113

Question J21 (Module name QEmploy)
Back code Back code J21 to J21O
Type of question Other – please specify
Question text Can you tell me which, if any, of the pensions on this card you have? This includes all pensions you are currently contributing to or pensions you have contributed to in the past?
Routing {If answered 'other' at J21 (J21=other)}

MULTICODE

| | |
|---|--|
| 1 | Employer provided pension scheme |
| 2 | Private Personal Pension |
| 3 | Group Personal Pension |
| 4 | Stakeholder Pension |
| 5 | S226 Plan (self employed personal pension) |
| 6 | Retirement Annuity pensions (pre 86 PPPs) |
| 7 | Self invested personal pension plan (SIPP) |
| 8 | Other personal pension (specify) |
| 9 | None of these |

Additional Codes

- 10 AVC's (Additional Voluntary Contribution)
- 11 Civil Service/ Armed forces
- 12 Pension with partner/ from previous partner
- 13 SERP's
- 14 Section 32 Buyout (Pension transfer plans)
- 15 Trust fund

Other

- 94 Other specific answer not in codeframe (not codeable 1-15)
- 95 Vague / irrelevant answer
- 96 Editor can't deal with this.

Back coding - screen 99

Question JYEnd (Module name QEmploy)
Back code Back code JyEnd to JyEndX
Type of question Other – please specify
Question text Can you tell me the main reason you stopped doing this job?
Routing {If answered 'Other' to 'Can you tell me the main reason you stopped doing this job?' (Jyend=Other)}

CODE ONE ONLY

- | | |
|----|-----------------------------------|
| 1 | Fixed term or temporary job ended |
| 2 | Made redundant |
| 3 | Dismissed from a job |
| 4 | Left because pregnant |
| 5 | Left job for health reasons |
| 6 | Just decided to leave |
| 7 | Career break |
| 8 | More money |
| 9 | Better job |
| 10 | Firm closed down |
| 11 | For some other reason (specify) |

Additional Codes

- | | |
|----|---|
| 12 | Changed hours/ went from part time to full time/ Changed employment status from self employed to employed |
| 13 | Company taken over/ internal restructure/ internal company change |
| 14 | Harassment |
| 15 | Personal reasons/ family commitments |
| 16 | Took early retirement/ retired |
| 17 | Lack of job satisfaction/ security |
| 18 | Better location/ Emigrated |

Other

- | | |
|----|--|
| 94 | Other specific answer not in codeframe (not codeable 1-18) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Partner's employment (Module name BPartJob)

| Question name | Instruction to Editor |
|---------------|--|
| General point | See employment glossary section of these instructions for more detailed information on employment including definitions of jobs, unemployment, self-employment etc |
| PJSup | If the CM has not given an answer here, code 'don't know' (ctl+k). |

Occupation coding - screen 287

Questions PJTitle, PJTlIdif (Module name QPartJob)
Type of question Open
Question text What is his or her main job?
 INTERVIEWER:IF MORE THAN ONE CURRENT JOB,
 ASK ABOUT THE ONE WITH THE LONGEST HOURS.
 ENTER JOB TITLE. THE MORE INFORMATION YOU
 GATHER THE BETTER. SEE GLOSSARY ENTRY ON
 OCCUPATIONAL INFORMATION."
Routing If answered 'full-time employed / self employed OR part-time employed / self employed' to 'Which of the things on this card shows what ^he_or_she is currently doing?
 (PeconAc2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS

Occupation coding - screen 287

Questions PjDo (Module name QPartJob)
Type of question Open
Question text What does he or she mainly do in his or her job?
 INTERVIEWER CHECK SPECIAL
 QUALIFICATIONS/TRAINING NEEDED TO DO THE
 JOB AND ENTER DETAILS.
Routing If answered 'full-time employed / self employed OR part-time employed / self employed' to 'Which of the things on this card shows what ^he_or_she is currently doing?
 (PeconAc2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS

Health (Module name BHealth3)

| Question name | Instruction to Editor |
|----------------------------------|---|
| KHLPRB (Screen 230) | Please check interviewer notes carefully. Temporary conditions lasting less than one month should be coded as 'None'. |
| Khosp, Khospd (Screen 247) | <p>Include complications with childbirth and admissions as a day patient.</p> <p>Exclude outpatient admissions.</p> <p>Day patient- someone who attends a day hospital on a regular basis (one or more times per week)</p> <p>Outpatient- someone who attends a consultant meeting/ other medical clinic or who has an arranged meeting with a consultant/ senior medical practitioner as part of a clinic session</p> |
| LSIOthr (Screen 244) | This question is to be coded using the ICD-10 coding frame. Please refer to your handbooks for this coding and if you have any queries please flag these for attention of the researchers. |

Back coding - screen 234

Question HearPrb (Module name Qhealth)
Back code Back code HearPrb to HearPrbX
Type of question Other – please specify
Question text 'What problem with hearing (does/do) (he/she/you) have?'
Routing {If answered problem with hearing and selected 'other' problem from list (hearprb=other)}

MULTI CODE

- | | |
|---|--|
| 1 | Middle ear, inner ear, nerve problem resulting in partial or total hearing loss in one ear |
| 2 | Middle ear, inner ear, nerve problem resulting in partial or total hearing loss in both ears |
| 3 | Repeated ear infections/discharge |
| 4 | Tinnitus |
| 5 | Meniere's disease |
| 6 | Other hearing problem (SPECIFY) |

Additional Codes

- | | |
|----|--|
| 7 | Age related degeneration of hearing <i>Note: Include general deterioration/loss of hearing</i> |
| 8 | Deafness/ born deaf <i>Note: Include responses which refer to being 'deaf' or 'deafness' (including partially deaf, deaf in one ear).</i> |
| 9 | Can't hear certain noises/ sounds/ frequencies |
| 10 | Grommets |
| 11 | Wax build up |

Other

- | | |
|----|--|
| 94 | Other specific answer not in codeframe <i>Note: include very general answers such as 'general poor hearing' (not codeable 1-11)</i> |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Back coding - screen 240

Question SBGBProb (Module name Qhealth)
Back code Back code SBGBProb to SBGBProbX
Type of question Other – please specify
Question text You say (you/he/she) (have/has) stomach, bowel or gall bladder problems. Looking at this card, can you tell me which of these conditions (you/he/she) (has/have)?
Routing {If answered problem with stomach/bowel/gall bladder and selected 'other' problem from list (sbgbprob=other)}

MULTICODE

- | | |
|---|---------------------------------------|
| 1 | A peptic, duodenal or gastric ulcer |
| 2 | Gallstones |
| 3 | Irritable bowel syndrome or IBS |
| 4 | Ulcerative colitis or Crohn's disease |
| 5 | Other condition (SPECIFY) |

Additional Codes

- | | |
|----|------------------------------|
| 6 | Gastric/ acid reflux problem |
| 7 | Coeliac |
| 8 | Diverticular disease |
| 9 | Hernia |
| 10 | Constipation |
| 11 | Tumours/ cancer |
| 12 | Intolerance |

Other

- | | |
|----|---|
| 94 | Other specific answer not in codeframe (not codeable 1-12) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Back coding - screen 232

| | |
|-------------------------|---|
| <i>Question</i> | Canctype (Module name Qhealth) |
| <i>Back code</i> | Back code Canctype to CanctypeX |
| <i>Type of question</i> | Other – please specify |
| <i>Question text</i> | You said (you/he/she) suffers from cancer or leukaemia. |
| <i>Routing</i> | What type of cancer (do/does) (you/he/she) have? {If answered suffering with cancer and selected 'other' problem from list (canctype=other)} |

MULTICODE

| | |
|----|---------------------------------------|
| 1 | Leukaemia |
| 2 | Hodgkins disease |
| 3 | Lymphoma |
| 4 | Skin cancer |
| 5 | Bone cancer |
| 6 | Breast cancer |
| 7 | Cancer of the uterus (womb) |
| 8 | Cancer of the cervix |
| 9 | Cancer of the testes |
| 10 | Colon cancer (including bowel cancer) |
| 11 | Stomach cancer |
| 12 | Lung cancer |
| 13 | Other (specify) |

Additional Codes

| | |
|----|------------------------------|
| 14 | Brain tumour |
| 15 | Throat/ mouth/ tonsil cancer |
| 16 | Prostate cancer |
| 17 | Thyroid cancer |

Other

| | |
|----|---|
| 94 | Other specific answer not in codeframe (not codeable 1-17) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Cognitive Function (Module name BCF)

| Question name | Instruction to Editor |
|---------------|--|
| CFWhat | If CM suffered from an 'other' impairment during cognitive function, then you will need to backcode this using the interviewers remarks. |

Screen 256

Smoking and Drinking (Module name BSmkDrnk)

Exclusions / inclusions for drinks categories:

- Remember to exclude all low / non-alcoholic drinks.
- Home made drinks should be coded into the appropriate category.

If the appropriate drinks category is not already coded then information on amount should be edited into the appropriate variable(s), and data in the 'other' drinks category deleted.

| Question name | Instruction to Editor |
|---------------|--|
| Beer | <ul style="list-style-type: none"> • Please check interviewer notes carefully. • INCLUDE: Ale, barley wine, beer, black & tan, cider, diabetic beer, Diamond White Blush/Zest, export, gold label, heavy, home brew lager / beer, K Special Brew lager, lager, lager and lime, draught shandy, pomagne, scrumpy, stout, Tennants extra. • EXCLUDE: Angostura bitters (code as spirits), ginger beer, low alcohol or alcohol-free drinks, non-alcoholic lagers (Barbican, Kaliber), bottled / canned shandy. • Record in half-pint units only. <ul style="list-style-type: none"> ◦ Code a small can (or bottle) as 1 half-pint unit. ◦ Code a large can (or bottle) as 2 half-pint units. |
| Spirits | <ul style="list-style-type: none"> • Please check interviewer notes carefully. • INCLUDE: Absinthe, Advocaat, Angostura bitters, aniseed/anisette, Arak, Armagnac, Bacardi, Bailey's, Bluemoon, Bourbon, Brandy, Campari, Cherry Brandy, Clan Dew, egg flip, Gaelic coffee, Gin, Grappa, Irish Velvet, Malibu, Metz, 150 Proof Moonshine, ouzo, Pernod, Pimms, Pochene/poteen (Irish Moonshine), Rum, Schnapps, Sloe Gin, snowball, Southern Comfort, Strega, Taboo, Tequila, Tia Maria, Vodka, Whisky, Whisky Mac and other liquors, spirits, cocktails and similar drinks here. • Enter number of SINGLE measures. |
| Wine | <ul style="list-style-type: none"> • Please check interviewer notes carefully. • INCLUDE: Babycham, Calypso, Cherry B, Champagne, Concorde, Home made wine, Mead, Moussec, Sake, Orange Perry, Punch, Thunderbird, Wine • Exclude low alcohol or alcohol-free drinks (e.g. Eisberg). • Enter number of glasses. |

| | |
|---------|--|
| Sherry | <ul style="list-style-type: none"> Please check interviewer notes carefully. INCLUDE: Bianco, Cinzano, Dubonnet, Home made Sherry, Madeira, Martini, Noilly Prat, Port, Rocard, Sanatogen, Scotsmac, Sherry, Stones Ginger Wine, Tonic Wine, Vermouth (and similar British wines fortified with spirits, port and lemon). Enter number of glasses. |
| AgeStrt | The age range for this question has been extended. Please enter the age given in the interviewer note/ remark |

Diet and Exercise (Module name BDietExr)

| Question name | Instruction to Editor |
|--------------------------|---|
| Exercise (Screen 257) | <p>Please read interviewer notes carefully, and make amendments where necessary. The type of exercise does not matter, just as long it takes place once a month for most of the year.</p> <p>Include walking if brisk and for 30 mins or longer.</p> <p>Exclude exercise during the course of work e.g. postman, manual labour.</p> |
| Sweat | This question is a single code- please read interviewer notes carefully as the CM may fall into more than one category. |

Social participation (Module name BPartic)

| Question name | Instruction to Editor |
|--------------------------|--|
| RnowFreq (Screen 261) | <p>Please read interviewer notes carefully.</p> <p>Include attendance for worship / prayer and similar ceremonies.</p> <p>Exclude weddings, funerals and similar ceremonies.</p> |

Self Completion (CASI) (Module name BCMCAS)

Back coding – screens 264-276

Block Self-Completion (CASI) (Module name QCMCas)
Question MenStp1
Back code Back code MenStp1 to MenStp1X
Question text What was the main reason your periods stopped?
Routing {If answered 'Other' to 'what was the main reason your periods stopped?' (menstp1=Other)}

CODE ONE ONLY

| | |
|---|-----------------------------------|
| 1 | No obvious reason /menopause |
| 2 | Pregnancy or breast feeding |
| 3 | Surgery |
| 4 | Chemotherapy or radiation therapy |
| 5 | Other (specify) |

Additional Codes

| | |
|---|--|
| 6 | Coil (marina) fitted |
| 7 | Contraceptive pill/ injection/ implant |
| 8 | Medication |

Other

| | |
|----|--|
| 94 | Other specific answer not in codeframe (not codeable 1-8) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Back coding - screen 264-276

| | |
|----------------------|---|
| <i>Block</i> | Self-Completion (CASI) (Module name BCMCas) |
| <i>Question</i> | MenSyO |
| <i>Back code</i> | Open- back code MenSyO to MenSyOX |
| <i>Question text</i> | What was the symptom(s) you experienced in the past twelve months? |
| <i>Routing</i> | {If answered 'yes' to 'in the last 12 months have you had any other symptoms?' (mensy21=yes)} |

MULTICODE

| | |
|---|--|
| 1 | aches and pains in the joints |
| 2 | feeling irritable |
| 3 | Irregular bleeding/ bleeding between periods/ prolonged bleeding |
| 4 | trouble sleeping |
| 5 | Hot flushes |
| 6 | Heavy bleeding/ anaemia |
| 7 | Breathlessness |
| 8 | Forgetfulness |
| 9 | Fainting/ nausea |

Other

| | |
|----|--|
| 94 | Other specific answer not in codeframe (not codeable 1-9) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Contacts (Module name BCont)

| Question name | Instruction to Editor |
|---------------|---|
| General point | If a check is triggered and it is easy for you to resolve then do so: eg: a check is triggered on telephone numbers because the interviewer has entered a comma/hyphen, then remove the comma/hyphen so the telephone number is in the correct format. If no notes have been left by the interviewer, or there is nothing that you can amend, then suppress the checks. |

You **should not attempt to code** the following questions:

Start (Module name QStart)

Ethnic

Proxy (Module name BProxy)

ProxyWho

Births (Module name Bbirth)

Pregl

Smoking and Drinking (Module name BSmkDrnk)

OthDrink

Family Income (module BFamInc)

| Question name | Instruction to Coder |
|---------------|---|
| EdStWo | <p>Back code 'other' benefit/ income source into the original code frame at StWo (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |

Employment (module BEmploy)

| Question name | Instruction to Coder |
|---------------|---|
| Activity | <p>Back code 'other' economic activity into original code frame at Activity (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |
| CJOrg | <p>Back code 'other' into original code frame at CJOrg (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> <p><i>Note:</i> <i>'Royal Mail' is a Public Limited Company and should be coded as 1.</i> <i>'The Post Office' is a Nationalised Industry/State Corporation and should be coded as 2.</i> <i>'The Housing Association' is a Trust or Charity and should be coded as 7.</i></p> |
| Unemp | <p>Back code 'other' reason for being unemployed into the original code frame at Unemp (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |
| SEType | <p>Back code 'other' reason for type of self employment into the original code frame at SEType (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe</p> |

| | |
|---------|---|
| | <p>then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |
| Cnetprd | <p>Back code 'other' net pay period into the original code frame at CNetprd (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |
| CGroprd | <p>Back code 'other' gross pay period into the original code frame at CNetprd (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |

Partner's Employment (module BPartJob)

| Question name | Instruction to Coder |
|---------------|---|
| PNetPrd | <p>Back code 'other' net pay period into the original code frame at PNetPrd (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |

Health (module BHealth)

| Question name | Instruction to Coder |
|---------------|---|
| Eyeprbtp | <p>Back code 'other' eye problem into the original code frame at EyePrbTp (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>If you are able to code the 'other' specifier into the original question then some new questions may come on route (whether CM suffers from eye condition in one or both eyes). If this happens, code 'don't know' (ctl+k) and make a on the listings spreadsheet.</p> <p>Pass any queries to your supervisor.</p> |

CASI (module BCMCAS)

| Question name | Instruction to Coder |
|---------------|--|
| Votewho | Back code 'other' political party (Othparty) into the original code frame at Votewho (no new codes have been added). |

| | |
|---------|--|
| | <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |
| Votenow | <p>Back code 'other' political party (Othprty) into the original code frame at Votenow (no new codes have been added).</p> <p>If you are unable to back code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p> |