

Project: Name
Survey: Round
DIME Analytics Electronic Survey Review Checklist

This report details the findings from review of the electronic survey for the *Survey Round* of the *Project name* project.

Main findings

Required practices

- *List required practices identified for project*

Recommended practices

The ietestform command (from the iefieldkit package) was run and the results are attached. It is a good practice to run ietestform multiple times during survey development. This is to make sure you've incorporated all suggested changes that are relevant and to re-test when new questions are added during the development phase of the survey.

- *List recommended practices identified for project*

The checklist in the next section details the exact findings.

Checklist

Encryption

CHECKS	YES	NO	N/A
Survey form encrypted			
Survey form distinguish publishable and non-publishable fields			

Ensuring data quality

CHECKS	YES	NO	N/A
The survey incorporates validation of key variables (ID number, phone number etc)			
Answer choices systematically coded (ie, -9 for "Other", -8 for "Do not know", and -7 for "Prefer not to answer")			
The survey makes use of constraints on numeric variables to minimize entry errors			
The survey has appropriate skip patterns and relevance (ie, the question "What level of schooling are you in?" is only relevant if the question "Are you in school" is answered Yes)			
Potentially required calculations carried out within the survey instrument			

Form usability

CHECKS	YES	NO	N/A
Survey form is translated to local language			
If translated, supplemental csv's is in UTF-8 format (to ensure special characters in translation are shown correctly)			
Combined different modules into clearly defined groups for easy viewing			
Includes notes throughout to clearly guide enumerators/respondents			

ietestform results

The following checks are identified by the report generated by running the **ietestform** command.

CHECKS	YES	NO	N/A
Non-note type fields that are required			
Note type fields that are not required unless required			
“begin group” and “end group” fields match			
“begin repeat” and “end repeat” fields match			
Field names valid for Stata import			
Field labels valid for Stata import			
Choice labels valid for Stata import			
Field labels of appropriate length for Stata import			
Field names of appropriate length for Stata Import			
Field names are unique			
Fields without Leading or Trailing spaces			
No duplicate Labels in Choice list			
Only numeric value in choice name or value			
No unused choice lists			
No duplicate Values in Choice list			
No missing label, value or name of choice list			
Latest version of SurveyCTO syntax is used			