



Monitoring Trends in Educational Growth

**Class 6 School Principal Questionnaire
prepared in 2013 for the
Ministry of Education, Afghanistan
Source version - English**

**This questionnaire was completed by the Principal of
each school in which Class 6 students were assessed.**

The ACER Centre for Global Education Monitoring supports the monitoring of educational outcomes worldwide, holding the view that the systematic and strategic collection of data on education outcomes, and factors related to those outcomes, is required to inform high quality policy aimed at improving educational progress for all learners.

This questionnaire asks for information about different aspects of your school.

This information helps illustrate the similarities and differences between groups of schools in order to better establish the context for students' test results. For example, the information provided may help to establish what effect the availability of resources may have on student achievement.

The information provided in this questionnaire must refer to the School Principal, or the person taking on the Principal's role (e.g. School Principal, Vice Principal, Head Teacher, Supervisor) if the Principal is absent at the time of data collection.

If you do not know an answer precisely, your best estimate will be adequate for the purposes of the study.

Your answers will be kept confidential. They will be combined with answers from other principals to calculate totals and averages in which no one school can be identified.

NOTE: The information provided in this questionnaire must refer to the School Principal, or the person taking on the Principal's role (e.g. Vice Principal, Head Teacher, Supervisor) if the Principal is absent at the time of data collection.

School Name: _____

Position: School Principal

If you are not the Principal please specify your position by filling one of the circles below.

- Vice Principal
- Head Teacher
- Supervisor
- Other (*please specify*) _____

QUESTIONS ABOUT YOU

Question 1

What is your sex?

Please fill one circle only.

- Male
- Female

Question 2

What is your age?

Please fill one circle only.

- 19 years or younger
- 20-24 years
- 25-29 years
- 30-34 years
- 35-39 years
- 40-44 years
- 45-49 years
- 50-54 years
- 55-59 years
- 60-64 years
- 65 years or older

Question 3

What is the **highest level of education** you have completed?

Please fill one circle only.

- Grade 6 or lower
- Grade 7-9
- Grade 10-12
- Grade 13-14
- University degree
- Home Islamic education

Question 4

Have you received **specialised training** in school management?

If yes, please specify the duration of the programme.

- No
- Yes, a training programme of around _____ weeks

Question 5

How many years **altogether** have you been teaching, including your time as a Principal?

Write the number in the boxes below. Write '0' if less than one year.

		years
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GENERAL QUESTIONS ABOUT YOUR SCHOOL

Question 6

Which of the following best describes your school?

Please fill one circle only.

- Public
 - Private
 - Community Based Education (CBE)
 - Non-government organisation (NGO) supported
-

Question 7

Which grades are taught at your school?

Please fill one circle only.

- Grades 1- 6 (Primary school)
 - Grades 1- 9 (Primary and middle school)
 - Grades 1-12 (Primary and secondary school)
-

Question 8

Which of the following best describes the location of your school?

Please fill one circle only.

- Remote
 - Rural
 - In or near a small town
 - In or near a large town or city
-

Question 9

What is the language of instruction at your school?

Please fill one circle only.

- Dari
- Pashto
- Other

Question 10

In what year was this school established? (When was it opened?)

Please write the year in the boxes below. Estimate the year if you do not know the actual year.

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Question 11

What is the total number of boys and girls enrolled in your school?

*Please write the numbers in the boxes for **each** category. Include **all** children who are enrolled, even if absent this week.*

- a) Boys
- b) Girls
- c) Total number of students

Question 12

What is the total number of boys and girls enrolled in **Grade 6** in your school?

*Please write the numbers in the boxes for **each** category. Include **all** children who are enrolled, even if absent this week.*

- a) Grade 6 boys
- b) Grade 6 girls
- c) Total number of Grade 6 students

Question 13

How many shifts per day are there in your school?

Please fill one circle only.

- One shift
- Two shifts
- Three shifts

Question 14

Each day, what are the starting and finishing times of each shift?

	Starting time	Finishing time
Shift one		
Shift two		
Shift three		

Question 15

How long is a typical lesson on average in your school?

Please write the number in the boxes below.

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 minutes per lesson

Question 16

In a typical week at your school, how many lessons are there in a **single** shift?

Please write the number in the boxes below.

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 lessons per shift in one week

Question 17

In the last school year, how many days was your school open for instruction (excluding public holidays)?

Please write the number in the boxes below.

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 days

Question 18

In the last school year, how many days of instruction were lost due to unforeseen circumstances such as extreme weather conditions or security issues?

Please write the numbers in the boxes below. Write '0' if there were none.

a)

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 days were lost due to extreme weather conditions

b)

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 days were lost due to security issues

Question 19

What distance is your school from the following places?

*Please write the numbers in the boxes for **each** item. Please round to '1' if it is less than one kilometre.*

- a) The nearest health centre/clinic kilometres
- b) The nearest public library kilometres
- c) The nearest book shop kilometres
- d) The nearest shopping centre or marketplace kilometres

Question 20

How is the attendance of students monitored?

Please fill all circles that apply.

- a) There is no monitoring of student attendance
- b) Student attendance is recorded every morning
- c) Student attendance is recorded every class
- d) Students or their parents report their absences to the school
- e) The Principal personally monitors students attendance
- f) The teacher-on-duty monitors students attendance
- g) Other ways (*please specify*) _____

Question 21

How is student non-attendance followed up, if at all?

Please fill all circles that apply.

	<i>Student absent once or twice</i>	<i>Student absent repeatedly</i>
a) Oral warning to student	<input type="radio"/>	<input type="radio"/>
b) Extra duties for student, e.g. picking up rubbish, additional assignments, kept back during breaks or after school	<input type="radio"/>	<input type="radio"/>
c) Written warning to student	<input type="radio"/>	<input type="radio"/>
d) Agreement/contract about attendance with student	<input type="radio"/>	<input type="radio"/>
e) Parents contacted by phone	<input type="radio"/>	<input type="radio"/>
f) Written warning to parents	<input type="radio"/>	<input type="radio"/>
g) Parents invited to school	<input type="radio"/>	<input type="radio"/>
h) Home visit	<input type="radio"/>	<input type="radio"/>
i) Consultation with student by specialised staff, e.g. <social worker or psychologist>	<input type="radio"/>	<input type="radio"/>
j) Suspension	<input type="radio"/>	<input type="radio"/>
k) Expulsion	<input type="radio"/>	<input type="radio"/>

Question 22

When was the last time your school received a comprehensive inspection?

Please fill one circle only.

- The school has never received a comprehensive inspection
- Last inspection was prior to 2009
- 2009
- 2010
- 2011
- 2012
- 2013

Question 23

How many times has an inspector, a teacher educator or an inspection team visited your school in the last two years?

Please write the numbers of visits in the boxes below. Please write '0' if there were no visits.

- a) An inspector/a supervisor has visited my school times in the last 2 years
- b) A teacher educator has visited my school times in the last 2 years
- c) An inspection team has visited my school times in the last 2 years
- d) Other (*please specify*) _____ has visited my school times in the last 2 years

Question 24

What was the purpose of these visits?

Please fill all circles that apply.

- a) To watch teachers teach classes
 - b) To assess the conditions of the school
 - c) To give the school an overall rating
 - d) To provide advice to the Principal and/or Vice Principal
 - e) To address problems in the school
 - f) For a thematic inspection (e.g. on mathematics or literacy)
 - g) Other purpose (*please specify*)
- _____

Question 25

From the list in the previous question, which was the main purpose of the most recent visit?

Please write one of the letters a, b, c, d, e, f or g, into the box below.

_____ was the main purpose of the most recent inspection visit

QUESTIONS ABOUT YOUR SCHOOL'S FACILITIES AND RESOURCES

Question 26

How many permanent classrooms, temporary classrooms and open-air teaching areas does your school have?

*Please write the numbers in the boxes for **each** type of teaching environment.*

*NOTE: **Permanent** classrooms are completed classrooms that have been built using materials in compliance with approved specifications; **temporary** classrooms include, for example, temporary/thatch roof, roof only, walls only; **open-air** teaching areas are areas that have no floors, walls, or roofs and are usually located outside.*

- a) **Permanent** classrooms
- b) **Temporary** classrooms
- c) **Open-air** teaching areas

Question 27

If your school has classrooms, what is the general condition of the classrooms?

Please fill one circle only.

- The school needs complete reconstruction
- Some classrooms need major repairs
- Most or all classrooms need minor repairs
- Some classrooms need minor repairs
- The school is in good condition

Question 28

How many textbooks does your school have for **Grade 6** mathematics and <test language class>?

*Textbooks refer to the books that students have for learning in class; **not** to books available in a school or classroom library. Please select the most appropriate response for each class type.*

Mathematics textbooks

- There is one textbook for each student
- Two students share one textbook
- More than two students share a textbook

<Test language> class textbooks

- There is one textbook for each student
- Two students share one textbook
- More than two students share a textbook

Question 29

How many toilets does your school have for use by boys, girls and staff?

*Please write the numbers in the boxes for **each** type of users for **each** category. If there are no toilets for boys or girls or staff, please fill the circle under “no toilets at all” in the last column.*

	<i>Squat holes or pit toilets</i>	<i>Other toilets</i>	<i>No toilets at all</i>
a) Boys	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
b) Girls	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
c) Staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>

Question 30

Which of the following does your school have?

*Fill the appropriate circle for **each** item. Only fill the circle if the item is in a usable condition.*

	<i>Yes</i>	<i>No</i>
a) Science laboratory	<input type="radio"/>	<input type="radio"/>
b) Library	<input type="radio"/>	<input type="radio"/>
c) Prayer room	<input type="radio"/>	<input type="radio"/>
d) School or community hall	<input type="radio"/>	<input type="radio"/>
e) Teacher/staff room	<input type="radio"/>	<input type="radio"/>
f) Separate office for Principal	<input type="radio"/>	<input type="radio"/>
g) Store room (separate from Principal's office)	<input type="radio"/>	<input type="radio"/>
h) First aid kit	<input type="radio"/>	<input type="radio"/>
i) Sports area/playground	<input type="radio"/>	<input type="radio"/>
j) Piped water/water tank/spring	<input type="radio"/>	<input type="radio"/>
k) Electricity (mains, generator or solar)	<input type="radio"/>	<input type="radio"/>
l) Landline telephone	<input type="radio"/>	<input type="radio"/>
m) Facsimile (fax) machine	<input type="radio"/>	<input type="radio"/>
n) Typewriter	<input type="radio"/>	<input type="radio"/>
o) Radio	<input type="radio"/>	<input type="radio"/>
p) Tape recorder	<input type="radio"/>	<input type="radio"/>
q) Overhead projector	<input type="radio"/>	<input type="radio"/>
r) Television	<input type="radio"/>	<input type="radio"/>
s) Video cassette recorder (VCR)	<input type="radio"/>	<input type="radio"/>
t) Digital Video Disc (DVD) player	<input type="radio"/>	<input type="radio"/>
u) Photocopier	<input type="radio"/>	<input type="radio"/>
v) Computer	<input type="radio"/>	<input type="radio"/>
w) Internet access	<input type="radio"/>	<input type="radio"/>
x) Fence or hedge around school borders	<input type="radio"/>	<input type="radio"/>
y) Canteen	<input type="radio"/>	<input type="radio"/>

SOME QUESTIONS ABOUT YOUR TEACHERS

Question 31

How many teachers (permanent and contract) taught in your school during the last week?

*Please write the numbers in the boxes for **each** category. Please add **all** the teachers and write the total number in the boxes on the final line. Please include yourself if you teach.*

- | | | | |
|------------------------------|----------------------|----------------------|----------------------|
| a) Male permanent teachers | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b) Female permanent teachers | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c) Male contract teachers | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d) Female contract teachers | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| e) Total number of teachers | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Question 32

How many of the teachers in your school have **completed** the following levels of formal education?

*Please write the numbers in the boxes for **each** category. Please count **each** teacher in terms of **his/her highest qualification**. Please write '0' for a particular category if there are **no** teachers in it. Please make sure that the total number of teachers in this question agrees with the total number in the previous question, excluding trainee teachers.*

- a) Grade 6 or lower teachers
- b) Grade 7-9 teachers
- c) Grade 10-12 teachers
- d) Grade 13-14 teachers
- e) University degree teachers
- f) Home Islamic education teachers
- g) Total number of teachers teachers

Question 33

How many of the teachers in your school have completed a formal **pre-teaching** qualification?

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 teachers

Question 34

During the last year, what percentage of teaching staff in your school has attended a programme of professional development/in-service training?

A programme of professional development here is a formal programme designed to enhance teaching skills or pedagogical practices. It may or may not lead to a recognised qualification. The programme must last for at least one day in total and have a focus on mathematics teaching and education.

- a) All staff at your school %
- b) Staff who teach mathematics at your school %
- c) Staff who teach <test language> classes at your school %
-

Question 35

How is the attendance of teachers monitored?

Please fill all circles that apply.

- a) There is no monitoring of teachers' attendance
- b) Teachers sign a daily register indicating their arrival and departure from school
- c) Teachers report absences on a monthly basis
- d) Teachers report absences annually
- e) Principal personally monitors teachers' attendance
- f) Other ways (*please specify*)
- _____

Question 36

Does your school have a school improvement plan?

Please fill one circle only.

- Yes, my school has a school improvement plan ► *Please go to the next question*
- No, my school does not have a school improvement plan ► *Please go to question 38*

Question 37

How important are the following people or groups when decisions are made about the school improvement plan?

Please fill the appropriate circle for each person/group.

	<i>Not important</i>	<i>Partly important</i>	<i>Moderately important</i>	<i>Very important</i>	<i>Extremely important</i>	<i>Does not apply in my school</i>
a) The Ministry of Education (MoE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) The Provincial Education Department (PED)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) The District Education Department (DED)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) The local general community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) The local religious community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) The school principal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) The parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h) The school council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 38

How supportive are the following people or groups for getting girls to attend your school?

*Please fill the appropriate circle for **each** person/group.*

	<i>Not important</i>	<i>Partly important</i>	<i>Moderately important</i>	<i>Very important</i>	<i>Extremely important</i>	<i>Does not apply in my school</i>
a) The Ministry of Education (MoE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) The Provincial Education Department (PED)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) The District Education Department (DED)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) The local general community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) The local religious community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) The school principal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) The parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h) The school council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 39

In the last 12 months, has your school provided students with any free food (e.g., **cooking oil, biscuits, a sack of flour, milk, rice** - as part of the world food assistance program)?

Please fill one circle only.

- No; *If 'no', this is the end of the questionnaire, thank you!*
- Yes

Question 40

If you have distributed free food (e.g. **cooking oil, biscuits, a sack of flour, milk, rice**) at your school, please answer the following questions:

- a) How often have you distributed free food in the last 12 months (e.g. once only, once a day, every second day, once a week)?

.....
.....

- b) What food have you distributed (e.g. **cooking oil, biscuits, a sack of flour, milk, rice**)?

.....
.....

- c) Was there enough food for each student in your school (e.g. one milk carton per student)?

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Thank you for completing this questionnaire.