

Panchayat Survey:

Manual and Schedule

Support Helplines:

If you have difficulties with the app, call:

If there is a problem with a tablet - eg: tablet not charging, call 7993824554

If you have difficulty with permission to enter a school, or any other logistical issue, please call your MEO.

Project Summary:

Using Tablets for Students Surveys

- The AP CSE, supported by Central Square Foundation, is conducting tablet-based and paper-based surveys across Prakasam district.
- Prakasam District was chosen as the first district to conduct the tablets-based survey.
- 270 CRPs (**Surveyors**) in will be traveling to 1694 government and private schools in next two weeks (Feb 11 - 22) to conduct tab-based surveys.
- 62 MIS Coordinators/Data Entry Operators (**Tablet Managers**) will be handling tablet charging stations, distributing and collecting tablets.
- **Grade 4** students will be surveyed for English, Math and Telugu subjects with questions from Grade 1-4.
- The survey for each student will be run on an offline app on 3500 tablets.

1. Daily Operations and Schedule: Sample

Mandal	CRPs	School 1	School 2	Enrolment	Tabs Allotted
Ardhaveedu	D Badareshu	MPPS Pothurajuthur	MPPS Sankarapuram	7	7

Day Schedule: Thursday, 23/01/19

8 AM	D. Badareshu arrives at MEO office
8:10 AM	L. Rajesh (Tablet Manager/MIS Co-ordinator) checks-out tablets for D. Badareshu in register
8:15 AM	D. Badareshu signs into the app on each tablet using the internet connection in the MEO office
8:25 AM	After signing in, D. Badareshu puts each tablet in airplane and battery saver mode
8:30 AM	D. Badareshu confirms the location of the first school and leaves the MEO office
9:15 AM	D. Badareshu arrives at first assigned school
9:15 AM – 9:30 AM	D. Badareshu introduces the project to HM with authorization letter
9:30 AM - 10:00 AM	Goes to the Class 4 classroom and requests teacher to help him distribute the tablets to the children. While distributing, D. Badareshu enters student information on each tablet. After every child has a tablet, the teacher is asked to share the class register and then to leave.
10:00 AM - 10:15 AM	Brief explanation of survey to students, as scripted (video, practice test, toilet policy, etc.)
10:20 AM	Survey starts (D. Badareshu notes class strength and absentees).
11:30 AM	Survey stops
11:30 AM – 11:35 AM	Count and collect tablets
11:45 AM	Leave for second school / Prepare for second shift in same school and repeat process
3:30 PM - 5:00 PM	Return to MEO office
5: 00 PM - 5:20 PM	Turn off airplane mode, connect to wifi, open app and sync responses for each tablet.
5:20 P.M - 5:30 PM	D. Badareshu fills daily monitoring form. Turn on airplane mode.

5:30 PM - 5:45 PM

Tablet manager checks-in tablets, places them to charge, and fills an online form when each CRP has returned their tablets.

2. Survey Administration Important Pointers:

(To the Headmaster)

- Survey to know difference between tablets vs pen and paper.
- Conduct a survey of all grade 4 students in your school.
- This is the letter from the DEO/MEO that authorizes me to carry out this survey.
- By government order, no other adult may be present in the room during this survey.

(In class, to Teacher)

- By government order, you may not be present in class while this happens.
- Please share the register before you leave

(To students)

How many of you are in class 4? (non class 4 sent out).

Before the test, I will give you the tablets and take your name.

These tablets are delicate, so don't lift them off the table or ground without permission. When I speak, no touching or looking at the tablet.

(tablets distributed and kept upside down on the table or floor)

Now you have five minutes to answer some very easy questions - don't worry about getting the answers right. This is only a practice test. If you are having any problems with the app, silently put up your hand and I will come to you.

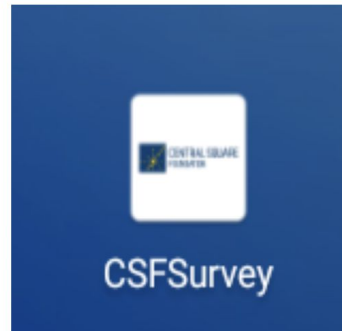
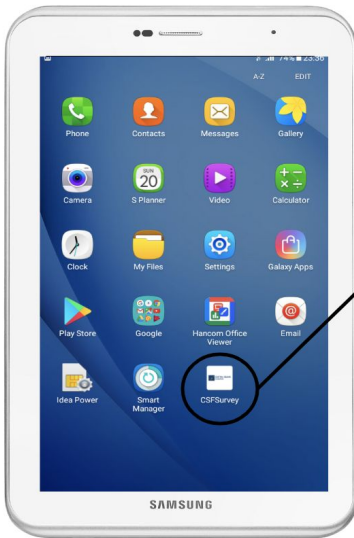
(practice test)

Okay, everyone should be done by now with the practice survey. Everyone, lift your hands of the tablets and concentrate on me. We will now begin the real survey - this will be for three subjects and for one hour. When a subject is over, the survey will automatically take you to the next one. You have twenty minutes for each subject.

During the course of the survey, if you need to use the bathroom, please raise your hand. Only one person may leave the class at a time. Don't get stressed - this is just a fun exercise. Enjoy the tablets, and good luck. Your time starts now!

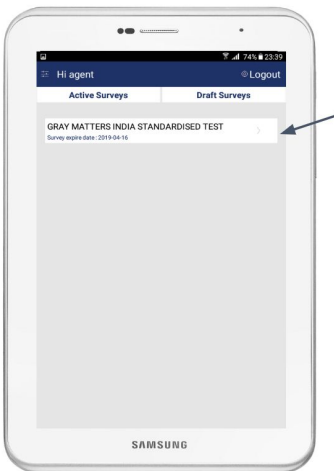
3. Navigating the App

1. Locating the App



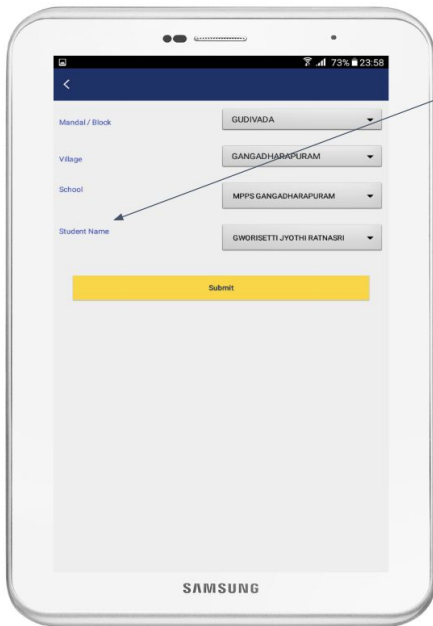
Locate this application on your screen and click on it. This is the survey app.

2. Starting the Survey



Click on the Panchayat Grade 4 School Survey to see the mandal, village, school and student name,

3. CRP Enters Child Info:



- The first piece of information this survey asks for is Student Name - to be selected from a dropdown
- This is to be inputted by a CRP.
- First, add the Mandal, Village, and School. Then ask the child for her name and locate it in the dropdown.

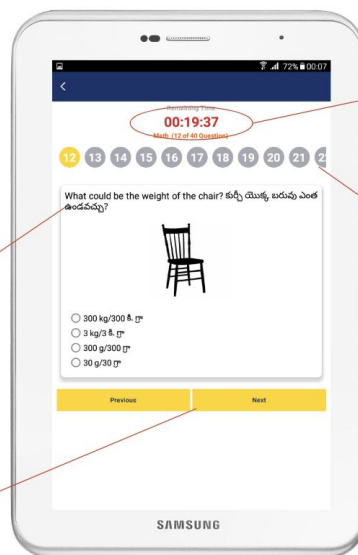
You can use the help of the teacher. Choose the first name and announce it, then give the tablet to the child.

4. Child begins to do the survey:

During the survey:

Maths questions are listed both in English and Telugu.

Navigate forward and back using these buttons



A timer will tell students how much time they have left for the section.

Progress bar on top tells students which questions they are on and have completed.

5. Prakasam District Full Schedule