Early Grade Reading and Mathematics Initiative

(RAMP)

Standard operating procedures SOPs

Data Quality Assessment (DQA) Guide

Foreign, Commonwealth & Development Office

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Background

The Early Grade Reading and Mathematics Initiative (RAMP) has a great interest in the quality of the data related to the initiative's activities, whether in term of the trainees' data (teachers, school principals, educational supervisors, or senior teachers), classroom observation data, community of practice data, and other data. To ensure data quality, it was necessary to develop clear and specific Standard Operating Procedures (SOPs) to be used by the Monitoring & Evaluation (M&E) team in data audits and quality control.

SOPs

RAMP has developed consistent and consecutive SOPs to ensure the quality of the data of both types of training: face-to-face and online (remote) training. The following are these SOPs in the chronological order of implementing each procedure:

First—face-to-face training data: This type of training is conducted in training rooms in selected training centers within the field directorates or at the central level of the Ministry of Education (MOE). This type has a set of operations and standards as follows:

1. Preparing data records for trainees and training centers—these records are prepared by the M&E team at RAMP central office. Below is an illustration of this record, which usually includes the following information: the full four-part name of the teacher, their ID national number, their ministerial number, their personal phone number, the name of the school where they teach, the school ID number, the name of the field directorate to which the school reports, and the grades taught by the teacher. **Figure 1** shows a trainee data log.

***Figure 1**.* *Trainee data log form*

Early Grades Reading and Mathematics Initiative
مبادرة القراءة والحساب

Teachers Remedial Training Face to Face August 2021

دقة الحضور والغياب ومطابقته للواقع مسئولية المدرب – الرجاء التأكد من مطابقة الكشف للواقع

اسم المركز التدريبي: .... المديرية:......................... رقم القاعة: (......) اسم المدرب: .... العدد الكلى للحضور: ....

Day2 اليوم الثاني	Day1 اليوم الأول	School National ID رقم المدرسة الوطني	School Name اسم المدرسة	Phone #. رقم الهاتف	Grade الصف	MOE ID الرقم الوزاري	National ID الرقم الوطني	Trainer Name اسم المتدرب	#

صفحه رقم ..... من أصل .... صفحات

توقيع المدرب بدقة بيانات الحضور ....

2. The M&E team identifies the needs of each training center in terms of the trainee data logs and puts them in envelopes that are delivered to the regional managers.
3. Each regional manager delivers the logs to the trainers in the approved training centers, and the trainer and regional manager both make sure of receiving their actual needs of logs by doing an inventory and referencing the official letters and related attachments. **Figure 2** is a training center data form and the trainer's receipt and delivery data form.

Figure 2. *Receipt and delivery data form, training center data form*

Early Grades Reading and Mathematics Initiative

مبادرة القراءة والحساب

تقرير تسليم الأوراق الى المدرب قبل التدريب

رقم الشعبة :		العدد المتوقع للحضور:	
اسم المدرب:		عدد النماذج المرفقة:	.........نموذج + كشف حضور
اسم المركز التدريبي:			
تاريخ التسلم			
توقيع المدرب على الاستلام الكامل طبقا للبيانات السابقة			

تقرير تسلم الأوراق من المدرب بعد التدريب

عدد الحضور:			
عدد النماذج المعبئة:	.....................نموذج	الفارغة:	....
مرفق كشف الحضور	(نعم (اجبارى)	- لا)	
عدد الموقعين بكشف الحضور	.... متدرب	(اذا كانت البيانات مكتمله فلابد ان يطابق عدد النماذج المعبئة)	
عدد الهويات الوطنية المرفقة	.... متدرب	(اذا كانت البيانات مكتمله فلابد ان يطابق عدد النماذج المعبئة)	
اى ملاحظات من المدرب:			
تاريخ التسليم:		اسم الشخص المستلم من المدرب	....
توقيع المدرب بتسليم البيانات طبقا لما هو اعلاه وبالتالى اخلاء مسئوليته			
توقيع المستلم باستلام البيانات طبقا لما هو اعلاه لتسليمها لمدير المنطقة:			
توقيع مدير الأقليم باستلام المغلف مطابق للبيانات اعلاه :... تاريخ الاستلام:.............			

التسليم النهائي ومتابعة الجودة

تاريخ التسليم الى موظف المتابعة و التقييم :	
توقيع موظف المتابعة و التقييم بدقة المستلم:	

فى حاله عدم وضوح اى امر الرجاء التواصل مباشرة مع منسق المتابعة و التقييم جمانة يوسف على الرقم 0795041794

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4. At the beginning of the training day, the trainer first fills out the form with his or her data and the data of training center. The trainer then asks the trainees to fill in their data by referring to the relevant official documents (ID card, school card...etc.). The trainer checks the accuracy of the data through inspection and matching. The trainees sign on the form at the end of each training day, and the trainer adds his or her signature as well, certifying the correctness of the data.

5. The regional managers receive the logs from the trainers at the end of the last training day, and then verify them by matching them with the list of trainees mentioned in the relevant official letters. The regional managers finally sign that they have received the sheets.
6. The regional managers duly hand over the trainees' data records to the M&E team at RAMP office. The M&E team members then inspect and match the sheets before they finally sign to acknowledge the receipt of the logs. The M&E team reviews the records by:

- Counting the trainees in each log;
- Verifying the trainees' signatures on the logs;
- Checking for missing data; and
- Updating the data on the envelope of containing the logs "based on the data in the log" and reading the notes written by the trainer.

7. The M&E team reviews and adds the data to the databases through the following steps:

- Monitoring trainees' data through an electronic record prepared based on existing databases
- Cleaning the collected data using databases
- Reflecting training data on existing databases
- Preparing the financial payments for training (lunch and transportation allowances) and sharing them with the finance department
- Uploading the updated database on RAMP's electronic system

Second—online (remote) training data: This type is conducted remotely via the online teacher training platform. This type of training has a set of operations and standards as follows:

- Extracting training data from the teacher e-training platform in the form of an Excel file
- Revising the collected data using databases
- Reflecting training data on existing databases
- Preparing the financial payments for training (internet allowance) and sharing them with the finance department
- Uploading the updated database on RAMP's electronic system

Data audits

Qualified data-entry personnel with work experience and knowledge of Excel skills are usually assigned by M&E staff to conduct direct monitoring. The audit is implemented as follows:

- The number of trainees registered in the data logs in each training room is compared with the number written on the envelope.
- The names of the trainees (the signatories) in the log are matched across the different training days.

- The names of the trainees registered in the M&E electronic databases are searched for and updated if needed. The changed entries are highlighted in a distinct color to signify that this is new—previously unavailable—data in the databases.
- If there is any missing or contradictory data, contact is made with the teacher (the trainee), the supervisor (the trainer), or with the relevant party (the school principal, the field directorate…etc.) to collect the missing data or correct the errors.
- The trainees' data is compared with the data in the MOE databases within the OpenEMIS system. If there are any differences, the relevant individuals (teacher, trainer, school principal, OpenEMIS staff) are contacted to check and access the correct data.
- The final version of the data is endorsed and uploaded on RAMP electronic system.

Data saving and archiving

Saving and archiving processes are done in three different methods:

Method 1: Keep the envelopes and records arranged and numbered in special boxes in closed lockers so they can be referred to at any time whenever the need arises.

Method 2: Scan the paper records to have softcopies stored on computers to make it easier and faster to go back to the files. These scanned sheets are usually arranged based on the field directorates.

Method 3: Keep the databases saved electronically on Excel files that are archived on the M&E team computers within files and folders arranged and organized, training date and training name ... etc. In addition, the data is available and available within the databases on the initiative's electronic system.