

PILOT TEST DESIGN AND ADMINISTRATION GUIDE

I. PILOT TEST DESIGN

Rationale

Pilot testing of questionnaires is an essential process research, surveys, and other data gathering endeavors. It allows researchers and evaluators to spot potential problems related to the tools. These could include among others problems related to clarity of direction, items and response options. The process can also help ensure that prospective respondents will have a homogenous understanding of the terms, phrases or statements in the tool. If performed properly, it will result to tools with robust validity and reliability properties. Ultimately, the process helps achieve better data quality.

In this activity, the endline questionnaire will be pretested. The questionnaire will be subjected to a respondent-driven pilot testing process.

Objectives

The activity is designed to achieve the following two-fold objectives:

1. Administer the initial version of the endline questionnaire to a small group of respondents to gather data on:
 - a. Clarity of directions, items and response options
 - b. Response latency
 - c. Behavioral responses to items
2. Utilize pilot test data to enhance the endline survey questionnaire.

Methodology

Sampling

Twelve purposively selected respondents will be involved in the pilot test. The sample has to have proportional representation in terms respondent type (IDPs and HCMs) and gender (Male and Female).

Procedures

1. The STTA Team will identify a pretest proctor and a documenter. The main role of the proctor is to administer the survey to the respondents. The role of the documenter is to record the administration process using the *Pilot-test Observation Form*. It is suggested that the two field coordinators will take the role of being proctor and a documenter.
2. The STTA Team will orient the proctor and documenter regarding the process and of their roles.

3. Purposively identify 12 pretest respondents. Six respondents will be involved in the endline survey pretest. The other six respondents will be in the MSME survey pretest.
4. The proctor and the documenter will locate each respondent.
5. The proctor and documenter will execute the pretest process following the steps below:
 - a. The proctor will explain the objective of the activity.
 - b. The proctor will read the direction of the questionnaire. After the reading, the proctor will ask about the respondent about the clarity of the direction. The documenter will record observations using the *Pretest Observation Form*.
 - c. The proctor will read the survey items and let the respondent give his/her response. The documenter will record the response latency and any behavioral response for each item.
 - d. After completing an item, the proctor will ask the respondent about clarity of the item and the response options. The documenter will record the observations. This will be done for each item in the questionnaire.
 - e. The proctor will thank each respondent after completing the pretest.
6. The STTA Team will consolidate the data and identify areas for enhancement.
7. The STTA Team will improve the questionnaires based on the pretest data.

Data Gathering Tools

1. *Pretest Probe Questions*. The following questions will be asked by the proctor to each respondent:

Questions	Response	Remarks
1. How will you describe the clarity of the direction?		
2. What word, phrase or sentence do you think needs to be clarified in the direction?		
3. How will you describe the clarity of the item?		
4. What word, phrase or sentence do you think needs to be clarified in the item you just responded?		
5. How will you describe the clarity of the options given to you?		
6. What part of the options is not clear to you?		
<i>Note to the proctor: Repeat asking item 3, 4, 5, and 6 for all the items in the survey.</i>		

2. *Pretest Observation Form*. The following form will be utilized by the documenter to record the observations from respondents:

Respondent Profile				
Type	<input type="checkbox"/> IDP	<input type="checkbox"/> HCM		Date:
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female		Place:
Observations				
Questionnaire Part	Clarity	Response latency (sec)	Behavioral response observed	Respondent suggestion; Other remarks
Directions	<input type="checkbox"/> Clear <input type="checkbox"/> Vague	---		
Item 1 – Item	<input type="checkbox"/> Clear <input type="checkbox"/> Vague			

Item 1 – Options	[] Clear	[] Vague		
Item 2 – Item	[] Clear	[] Vague		
Item 2 – Options	[] Clear	[] Vague		
Item <i>n</i>				

Schedule

Date/Time		In-charge
Day 1		
Morning	Team Arrival	
Afternoon	Orientation of proctor and documenter	STTA Team
	Sampling of pretest respondents	STTA Team
Day 2		
Morning	Endline respondent 1; Area 1; M; IDP	Proctor; Documenter
	Endline respondent 2; Area 1; F; IDP	
Afternoon	Endline respondent 3; Area 2; M; HCM	
	Endline respondent 4; Area 2; F; HCM	
Day 3		
Morning	Endline respondent 5; Area 3; M; IDP	Proctor; Documenter
	Endline respondent 6; Area 3; F; HCM	
Afternoon	Reflection; Planning; Homeward bound	STTA Team; Proctor; Documenter

2. PILOT-TEST ADMINISTRATION GUIDE

Objectives

The activity is designed to achieve the following two-fold objectives:

1. Administer the initial version of the endline and MSME survey tools to a small group of respondents to gather data on:
 - a. Clarity of directions, items and response options
 - b. Response latency
 - c. Behavioral responses to items
2. Utilize pilot-test data to enhance the endline survey questionnaires.

Procedures

1. The STTA Team will identify proctors (JSC & MCL) and documenters (TBD). In particular the following will be considered:

Team 1: JSC – Proctor; TBD (Documenter); JPM – Supervisor
 Team 2: MCL – Proctor; TBD (Documenter); JPM – Supervisor

The main role of the proctor is to administer the survey to the respondents. The proctor will also ask the *Probe Questions*. The role of the documenter is to record the administration process using the *Observation Form*.

2. The Project Assistant will establish the location and schedule of each participant.
3. The proctor and the documenter will locate each respondent based on the schedule.
4. The proctor and documenter will execute the pretest process following the steps below:
 - a. The proctor will explain the objective of the activity. The proctor will say:

“Good day. We are here because you were referred by ECOWEB/MARADECA. You were referred because you are a beneficiary of MRP. Our purpose is to test a survey questionnaire that will be used for MRP evaluation. Your role is to share your answers to the questions and give us feedback about the clarity of the questions and the response options that you will choose from. This will take about 30-45 minutes to complete.”

- b. The proctor will read the direction of the questionnaire. After the reading, the proctor will ask about the respondent about the clarity of the direction.

After dealing with the directions, the proctor will proceed to the items in the questionnaire. The proctor will say the complete item number for the documenter to record. The proctor will ask each item and present the response options. After completing an item, the proctor will ask the respondent about clarity of the item and the response options.

The proctor will use the following will be the guide:

Questions	Response	Remarks
1. How will you describe the clarity of the direction?		
2. What word, phrase or sentence do you think needs to be clarified in the direction?		
3. How will you describe the clarity of the item?		
4. What word, phrase or sentence do you think needs to be clarified in the item you just responded?		
5. How will you describe the clarity of the options given to you?		
6. What part of the options is not clear to you?		
<i>Note to the proctor: Repeat asking item 3, 4, 5, and 6 for all the items in the survey.</i>		

- c. The documenter will record observations in *Step 4.b* using the *Observation Form*. The documenter has to be keen in recording the process for each part or item being tested.

Respondent Profile

Type	<input type="checkbox"/> IDP <input type="checkbox"/> HCM		Date:	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Place:	
Observations				
Questionnaire Part	Clarity	Response latency (sec)	Behavioral response observed	Respondent suggestion; Other remarks
Directions	<input type="checkbox"/> Clear <input type="checkbox"/> Vague	---		
Item 1 – Item	<input type="checkbox"/> Clear <input type="checkbox"/> Vague			
Item 1 – Options	<input type="checkbox"/> Clear <input type="checkbox"/> Vague			
Item 2 – Item	<input type="checkbox"/> Clear <input type="checkbox"/> Vague			
Item 2 – Options	<input type="checkbox"/> Clear <input type="checkbox"/> Vague			
Item <i>n</i>				

- d. The proctor will thank each respondent after completing the pretest. The proctor could say:

“Maraming salamat po sa inyong participation. Salamat sa time na binigay niyo sa pretest na ito.”

5. The STTA Team will consolidate the data and identify areas for enhancement.
6. The STTA Team will improve the questionnaires based on the pilot-test data.

List of Respondents during the Pilot Test

A. Endline

Name	Location	Sex	Identity Group
Respondent #1	Tubod, Iligan City	Male	IDP
Respondent #2	Tubod, Iligan City	Female	HCM
Respondent #3	Tubod, Iligan City	Female	IDP
Respondent #4	Tubod, Iligan City	Male	IDP
Respondent #5	Tubod, Iligan City	Female	HCM
Respondent #6	Sto. Rosario, Iligan City	Male	IDP
Respondent #7	Sto. Rosario, Iligan City	Male	IDP
Respondent #8	Tubod, Iligan City	Female	IDP

Name	Location	Sex	Identity Group
Respondent #9	Tubod, Iligan City	Female	IDP
Respondent #10	Tubod, Iligan City	Female	IDP
Respondent #11	Buru-un, Iligan City	Female	HCM

B. Socio-economic

Name	Location	Sex	Identity Group
Respondent #1	Nangka Balo	Female	IDP
Respondent #2	West Poblacion, Baloi	Female	IDP
Respondent #3	East Poblacion, Baloi	Male	IDP
Respondent #4	Poblacion, Iligan City	Female	IDP
Respondent #5	Poblacion, Iligan City	Male	IDP
Respondent #6	Iligan City	Female	IDP
Respondent #7	Mahayahay, Iligan City	Male	IDP