

Islamic Republic of Afghanistan

Ministry of Education

**EMIS** Directorate

Statistic and information analysis unit



# USAID/CAPACITY BUILDING ACTIVITY (CBA)

# EMIS DATA CLEANING GUIDELINE

Guideline

**Prepared by:** USAID/Capacity Building Activity (CBA), EMIS Component FY 2017 (14 June - 30 June 2018)

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## DATA CLEANING GUIDELINES

#### Background

EMIS is expected to contribute to the systematic planning and monitoring of educational programs and achievement of education indicators for the MoE.

While EMIS has achieved some satisfactory progress since its inception in 2005, it has encountered intermittent issues over the last 12 years, and still faces many critical issues to achieving its goals. Some of the most prominent challenges relate to the availability of timely, reliable and high-quality data in a usable format accessible by all EMIS users.

The educational planners need comprehensive, reliable, up-to-date, and timely data for decision-making purposes, related to planning, monitoring, evaluation and review of education system. Such education related data collection and representation occurs at all levels, from grass root level to higher education level.

Throughout the world, the Annual School Census (ASC) is the primary tool for collecting information about the education system. Typically, the census is conducted once a year to bring in a detailed snapshot of the status of educational institutions in terms of students, teachers, and facilities.

In case of Afghanistan, the education data is being collected through ASC which is conducted once a year, the process revolves around the primary tool i.e. ASC questionnaires. The data collected through ASC is stored at the central EMIS servers and utilized by the relevant information systems to provide management reporting and on-line access.

#### Data entry process and related issues

The data collection process is the key to collecting timely and reliable education data, which is subsequently used for analysis, reporting and decision support. The quality of data has significant dependence upon a formally defined and efficiently managed data collection process.

The data collection process is performed at the school level across the districts and provinces. Once the data has been collected using ASC questionnaire, these manually filled questionnaires are sent to the provincial education directorates for entry in the data base. At PED's the data is entered by provincial EMIS staff.

Several assessments focused on EMIS data have highlighted the issues related to quality of EMIS data. One of the issues is the data entry process itself, more specifically the indicators which are missing or incomplete are entered into the software-based data entry system. The mechanism to identify and correct such data is quite week, therefore, it

necessitates a properly defined mechanism / guideline to eliminate or correct such issues. There are many factors which affect the data quality, and one of these is the lack of strategy for data cleaning which effects the quality of data being collected. This document presents step-by-step process of data cleaning.

#### Proposed Solution

After data entry, there should be a program to perform check over this massive set of educational data (Currently such a software does not exist, till its development the cleaning process may be done manually.)

Data cleaning is an essential activity, which will be performed at provincial and central levels at both levels the EMIS staff will clean data by identifying:

- Missing data
- Inconsistent / Wrong data
- Incorrect data types

By comparing the current data with previous years' datasets ,the subproblems will be identified and necessary corrections made.

After completing data cleaning process at provincial level, the data files along with scanned copies of original questionnaire will be forwarded to the statistics unit in Ministry of Education.

#### Data Cleaning Mechanisms

The data cleaning mechanisms applying during and after the data collection process includes availability of data validation controls on the data entry page of EMIS application, data cross check with previous years, indicators calculation and data dependency check. In case of any problem the data cleaners are referring to the scanned copy of ASC forms, if it still has problem, they are contacting with PED, DED and then school principles through mobile phones, if the data problem is with many schools, the list of schools with required fields are returning to PEDs for re-checking and resending the accurate data and the correcting it in the EMIS system accordingly.

S.No	Data Cleaning Mechanism	Description	Way of correction/rectification
1	Data validation controls in application	Data entry page should have validation controls to avoid incorrect data entry into the database system	<ul> <li>Existing of data controls in the EMIS system in line with MoE norms</li> </ul>
2	Data cross check with previous years data	Current year data have to be cross checked with previous year data first at national level, then at	<ul> <li>Refer to ASC forms</li> <li>Contact with PED, DED, School using mobile phone</li> <li>Returning the list of</li> </ul>

		provincial, district and school levels	schools PED - Correct it in the EMIS accordingly
3	Indicators calculation and checking its sensibility	Some indicators should be calculated and check their sensibility and further investigate in case of any problem up to school level	<ul> <li>Refer to ASC forms</li> <li>Contact with PED, DED, School using mobile phone</li> <li>Returning the list of schools PED</li> <li>Correct it in the EMIS accordingly</li> </ul>
4	Data dependency checking with other dependents fields	Some fields which are dependent on each other should also be retrieved from the system at school level and then checked their variations such as schools having government buildings and students by building type etc.	<ul> <li>Refer to ASC forms</li> <li>Contact with PED, DED, School using mobile phone</li> <li>Returning the list of schools PED</li> <li>Correct it in the EMIS accordingly</li> </ul>

### Correction / Imputation Strategy:

In this section a data correction / imputation strategy is presented. For each of the entries / indicators in ASC questionnaire, the default data values are defined to impute in case of missing data. In addition, actions are defined which will be taken in case of incorrect data. After resolving the missing and incorrect entries in ASC questionnaire, there would still be some unresolved fields, or the strategy suggests referring these entries to the original source. In these cases, a computer-generated report will be provided containing the specific fields along with school name and location. The relevant statistical unit will contact the concerned school to clarify the issues or obtain the correct data.

The following table provides imputation / correction guidelines pertaining to each of the entries / indicators in the ASC questionnaire for provincial EMIS staff should follow the following data cleaning mechanisms.

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
		/	chool related i	nformation
1	School Name			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
2	School Code			<ul> <li>To previous year ASS Questionnaire,</li> <li>System</li> </ul>
3	Pre – School Classes			<ul> <li>To previous year ASS Questionnaire,</li> <li>School,</li> <li>DED</li> </ul>
4	School Type (Primary/ Secondary/ high Secondary)			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
5	Night Classes			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
6	School Type by Gender			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
7	School Location			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
8	School Type by Climate			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Registration Database</li> </ul>
9	School Teaching Language			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
10	School for Hindu Community			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
11	Number of School Shifts			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
12	Kochi School			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
13	School Ownership			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
14	School Land Type			- To Previous year ASC Questionnaire,

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
				- School, - DED,
				- Property Directorate
				- To Previous year ASC Questionnaire,
15	School Ownership			- School,
	Documents Type			<ul> <li>DED,</li> <li>Property Directorate</li> </ul>
	Nearest Surrounding			- To Previous year ASC Questionnaire,
16	School			- School,
17				- To Previous year ASC Questionnaire,
17	School Meetings			- School,
18	School Committees			<ul> <li>To Previous year ASC Questionnaire,</li> </ul>
10				- School,
19	School Construction			- To Previous year ASC Questionnaire,
				<ul> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>
				- School,
20	School Toilets			- DED,
				- Infrastructure Department & Property Directorate
				<ul> <li>To Previous year ASC Questionnaire,</li> </ul>
21	School Electricity			- School,
				- DED,
22	Cabaal Davis dam ( ) vall			<ul> <li>To Previous year ASC Questionnaire,</li> </ul>
22	School Boundary wall			- School, - DED,
				- To Previous year ASC Questionnaire,
00	School Hostel			- School,
23				- DED,
				<ul> <li>Infrastruture Department &amp; Propery Directorate</li> </ul>
	Number of Rooms in			<ul> <li>To Previous year ASC Questionnaire,</li> </ul>
24	Hostel			- School,
	Number of			- DED,     - To Previous year ASC Questionnaire,
25	Administrative and Text			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
20	Books			- DED,
				- To Previous year ASC Questionnaire,
26	School Building			- School,
20	Insulation			- DED,
				Infrastructure Department & Property Directorate
				<ul> <li>To Previous year ASC Questionnaire,</li> </ul>
27	School Building Roof			- School, - DED,
				<ul> <li>Infrastructure Department &amp; Property Directorate</li> </ul>
				- To Previous year ASC Questionnaire,
28	Drinking Water			- School,
				- DED,
29	School Library			- To Previous year ASC Questionnaire,
20				- School,
30	Study Place in Library			<ul> <li>To Previous year ASC Questionnaire, School</li> </ul>
				<ul> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>
31	Library Visitors Register			- School,
	Number of available			- To Previous year ASC Questionnaire,
32	Books in the Library			- School,
22				- To Previous year ASC Questionnaire,
33	School Sports Ground			- School,
34	School Laboratory			- To Previous year ASC Questionnaire,

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
				- School,
35	School Chairs & Carpets			<ul> <li>Science Markez</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Inventory Department</li> </ul>
36	Information about other equipment			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Inventory Department</li> </ul>
37	Number of different Administrative Books			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
38	Students Enrolment			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
39	No. of Pass Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
40	No. of Fail Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
41	No. of Repeaters			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
42	No. of Permanent Absent			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
43	Conditional Pass			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
44	Conditional Fail			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
45	No. of drop out Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED.</li> </ul>
46	Transfer of Students from Primary to Secondary			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
47	Transfer of Students from Secondary to High Secondary			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
48	Number of Sections			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
49	Number of Admitted Students			<ul> <li>DED,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
50	No. of Students in Shift one			<ul> <li>DED,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
51	No. of Students in Shift Two			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
52	No. of Students in Shift Three			<ul> <li>DED,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
53	No. of Students in Night School	/		<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
54	No. of Permanent Absent Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
55	No. of Transferred in Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
56	No. of Transferred out Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
57	No. of Students appeared in competency Exam			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
58	No. of Temporary Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
59	No. of Students in approved class(Level)			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
60	No. of Students with disability			- To Previous year ASC Questionnaire, School,
61	No. of Students in School Hostel			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
62	No. of Students with respect to Mother tongue			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
63	New entrance in grade-1			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> </ul>
64	School Construction and No. of Class Sections			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED, Infrastructure Department &amp; Property Directorate</li> </ul>
65	Total No. of Male Students with respect to grade and age in new Educational Year			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
66	Total No. of Female Students with respect to grade and age in new Educational Year			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
		er & Staff Stati	stics with resp	ect to gender & Specialization
68	Teacher with Complete Teaching Responsibility			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
69	Teacher with Half Teaching Responsibility			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
70	Staff (Mamoreen)			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
	Teac	her & Staff Sta	tistics with res	pect to gender &Qualification
71	Teachers			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
72	Staff (Mamoreen Ajeer)	,		<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
73	Tashkeel Information			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
74	Number of Ajeer Employees			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED,</li> <li>Provincial Approved Tashkeel,</li> <li>Registration Database</li> </ul>
75	Number of Text Books for each Class			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>Books Distribution office</li> </ul>
		Inform	ation about Ap	pendage School
76	Does School have appendage			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED</li> </ul>
77	Number of Appendages			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>DED</li> </ul>
		Appenda	ge School Pre	vious Years Result
78	No. of Admissions			To Previous year ASC Questionnaire,     School,     School,     To Previous year ASC Questionnaire,     School,     School,     School,     To Previous year ASC Questionnaire,     School,     School,
79	No. of Pass Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
80	No. of Fail Students			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
81	No. of Permanent Absent			<ul> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>School,</li> <li>School,</li> <li>School,</li> </ul>
82	Conditional Pass			To Previous year ASC Questionnaire,     School,     School,     To Previous year ASC Questionnaire,     School,     School,     School,     To Previous year ASC Questionnaire,     School,     School,
83	Conditional Fail			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>School,</li> <li>School,</li> <li>School,</li> </ul>

		Missing			
S.NO.	Field Name	(Imputati	Incorrect	Refer to Original Source	
		on)		- To Previous year ASC Questionnaire,	
,				- School,	
,				- To Previous year ASC Questionnaire,	
,				- School,	
,				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
84	Number of drop out			- To Previous year ASC Questionnaire,	
04 I	Students			- School,	
•				- To Previous year ASC Questionnaire,	
,				School,     To Previous year ASC Questionnaire,	
ľ				- School,	
,				- To Previous year ASC Questionnaire,	
'	<u> </u>			- School,	
		Students Stati	stics in Append	dage as of Current year	
,				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
ľ				- To Previous year ASC Questionnaire,	
ľ				- School	
85	No. of Sections			- To Previous year ASC Questionnaire,	
~ · ·				School,     To Previous year ASC Questionnaire,	
,				- School,	
,				- To Previous year ASC Questionnaire,	
		_ <b>_</b> '	<u> </u>	- School,	
,				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
,				- School, - To Previous year ASC Questionnaire,	
,				- School	
86	No. of Students			- To Previous year ASC Questionnaire,	
~ .	Admissions			<ul> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>	
,				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
,				- To Previous year ASC Questionnaire,	
······································				- School,	
,				- To Previous year ASC Questionnaire,	
I				School,     To Previous year ASC Questionnaire,	
,				- School	
87	No. of Transferred in			- To Previous year ASC Questionnaire,	
0.	Students			- School,     - To Previous year ASC Questionnaire,	
,				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
,				- To Previous year ASC Questionnaire,	
				- School,	
- ,			Γ	- To Previous year ASC Questionnaire,	
I				School,     To Previous year ASC Questionnaire,	
,				- School	
88	No. of Transferred out			- To Previous year ASC Questionnaire,	
00	Students			- School,	
				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
				- To Previous year ASC Questionnaire,	
		-		- School,	

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
89	No. of Students appeared in competency Exam			To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School     To Previous year ASC Questionnaire,     School,     Sc
90	No. of Temporary Students			<ul> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
91	No. of Students in approved class(Level)			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
92	No. of Students with disability			To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,     School,

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
93	No. of Students with respect to Mother tongue in current year			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
94	Total No. of Male Students with respect to grade and age in new Current Year			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
95	Total No. of Female Students with respect to			- To Previous year ASC Questionnaire, - School,

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source
	grade and age in new Current Year			To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,
				To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,     S
				School,     To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,     School,
				School,     To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,     School,     School,
				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>
96	Information about Text Books in Appendage			<ul> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>
				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>
	'		+	<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>
				<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>
97	Information About			<ul> <li>School,</li> <li>To Previous year ASC Questionnaire,</li> </ul>
	Electricity in Appendage			School,     To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,
				School,     To Previous year ASC Questionnaire,     School,     To Previous year ASC Questionnaire,
	<u> </u> '			- School,

S.NO.	Field Name	Missing (Imputati on)	Incorrect	Refer to Original Source	
			· · · · · · · · · · · · · · · · · · ·	<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
98	Information about toilets in Appendage			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	
99	Drinking Water in Appendage school			<ul> <li>To Previous year ASC Questionnaire,</li> <li>School,</li> </ul>	