

# Assessing Progress in Reducing Child Labor in Cocoa Growing Areas of Côte d'Ivoire and Ghana

U.S. DEPARTMENT OF LABOR  
Bureau of International Labor Affairs

Guidelines for Tablet Practice



Erika Keaveney  
Ingrid Rojas-Arellano  
Enumerator Training  
Kumasi, Ashanti Region, Ghana

**NORC**  
at the UNIVERSITY of CHICAGO

- This activity is a **role play**. Enumerators should act as if they are really interviewing a respondent.
- “Enumerators” should begin by introducing themselves, the study, and follow procedures for obtaining **informed consent**.
- “Respondents” should act as a field respondent might act—ask for clarifications, help in calculating, etc.
- Do not shorten the exercise by triggering skips. The goal is to move through the majority of the questionnaire.
- You must practice with the **income estimation worksheet** and **usual hours** worksheet.

# Taking Notes

- Errors in question wording, spelling, etc.
- Missing response options (including don't know and refused)
- Programming or skip pattern errors
- Missing questions or modules
- Questions that are difficult to administer as written
- Questions that you still do not understand
- Anything requiring further definition or clarification
- Record start time and end time of the interview