

# Pre-Assessment Checklist: Assessors

Complete the following actions ONE WEEK BEFORE the assessments begin.

1. You will use the SurveyCTO Collect app on your device to collect assessment data. Download and install the app on your device. Instructions on how to do this are available [here](#).
2. Get to know the SurveyCTO Collect app. The app's main menu has 5 items. They are listed below:
  - a. Fill Blank Form: This menu item takes you to a list of all forms. Tap on a form that you want to open.
  - b. Edit Saved Form: This menu item takes you to a list of all the unfinalised forms that you have saved.
  - c. Send Finalised form: This menu item takes you to a list of all your finalised forms, which will be sent to the server as soon as you are connected to the internet. When you are offline all your finalised forms will be kept in this menu item.
  - d. Get Blank Form: This menu item allows you to download a blank form.
  - e. Delete Saved Form: This menu item allows you to permanently delete a saved form from your SurveyCTO app. You may need to do this if you have saved a form that you no longer need, or if you have accidentally saved a form and need to remove it from the app. Saved forms can be seen under the "Edit Saved Form" menu item.
3. Before you begin fieldwork, you are required to send us a dummy form to ensure that your device can send forms successfully to us. The dummy form also helps to:
  - a. familiarise assessors with the assessment form
  - b. check the assessor names on the list
  - c. check that the form is working as expected
4. Follow [these instructions](#) to send a dummy form to the server to confirm your device is sending forms successfully. You will need an internet connection to do this.
5. Find out from your fieldwork manager if you will need to measure children's heights. If you are required to measure height then you must do so correctly using a stadiometer (or in other cases a tape measure and a spirit level). If you don't know how to measure height using a stadiometer or a tape measure and a spirit level, alert your fieldwork manager so that they may arrange training for you.
6. Call the early learning facility at least 3 days in advance and ask them to prepare a list of all children who will be assessed. The list must contain the children's first name, surname, sex, and birth date. Your fieldwork manager should assist you with this process.
7. Read through the relevant assessment forms ahead of time to ensure that you are able to read the protocols without difficulty, in the language of the child.