Appendix

14.1 Options for recording responses on a questionnaire

There are many ways in which the responses to a question can be recorded within a questionnaire. Three of the commonest ways are shown in Figure A14.1.

<table>
<thead>
<tr>
<th>Q27</th>
<th>Code for Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Do you usually listen to the radio every day?</td>
<td>No……0</td>
</tr>
<tr>
<td>(2) Do you usually listen to the radio every day?</td>
<td>(No = 0; Yes = 1)</td>
</tr>
<tr>
<td>(3) Do you usually listen to the radio every day?</td>
<td>(No = N; Yes = Y)</td>
</tr>
</tbody>
</table>

Note: Using option (1), the response would usually be coded in the box on the far right-hand side, either at the end of the day or at the end of the interview, so that the interviewer can check that the question was not missed, and, if it was, ask it again. The data entry clerk would only look at the boxes when entering the data into the computer. Using options (2) or (3), the interviewer codes directly into the boxes with no intermediate step. Whichever system is used, it is advisable to adopt and use the same system throughout all questionnaires to avoid confusing the interviewers.

Figure A14.1 Three alternative options for recording the response to a single question (face-to-face interview using pen and paper).
14.2 Pre-coded responses which are mutually exclusive

If there are multiple potential responses to a question, but these are mutually exclusive, so only one answer is permitted, then it is possible to use a layout as in Figure A14.2.

![Figure A14.2](https://med.libretexts.org/Bookshelves/Nursing/Book%3A_Field_Trials_of_Health_Interventions_-_A_Toolbox_(Smith_Morrow…)

**Figure A14.2** Design of a question with multiple, mutually exclusive responses (face-to- face interview using pen and paper).

14.3 Pre-coded responses which are not mutually exclusive

If there are multiple potential answers to a question, but these are not mutually exclusive so multiple responses are permitted, then each option must have its own response (for example, Yes/No) within the questionnaire (Figure A14.3.).

![Figure A14.3](https://med.libretexts.org/Bookshelves/Nursing/Book%3A_Field_Trials_of_Health_Interventions_-_A_Toolbox_(Smith_Morrow…)

**Figure A14.3** Design of a question with multiple responses that are not mutually exclusive (face-to-face interview using pen and paper).
14.4 Questions with a ‘skip’ instruction

Some questions on a questionnaire may not be applicable for some respondents, based on their answers to earlier questions. Although it is possible to design the questionnaire so that a special ‘Not applicable’ code is allocated for any such questions, an alternative is to design the questionnaire to allow the respondent to skip such questions. An example is given in Figure A14.4.

![Figure A14.4](https://med.libretexts.org/Bookshelves/Nursing/Book%3A_Field_Trials_of_Health_Interventions_-_A_Toolbox_(Smith_Morrow…)

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14.5 Recording of multiple items of information for direct computer entry

Sometimes, one needs to ask a series of questions about each person in a group (for example, household). In such situations, the questions series might be structured in a table, as shown in Figure A14.5.

![Figure A14.5](https://med.libretexts.org/Bookshelves/Nursing/Book%3A_Field_Trials_of_Health_Interventions_-_A_Toolbox_(Smith_Morrow…)

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14.6 ‘Open’ questions

Although open questions should be avoided if possible in questionnaires, as collating and post-coding such questions can be very time consuming in large studies, occasionally it is essential to have an open question. An example is given in Figure A14.6.

14.7 Questions for self-completion by the respondent

Questionnaires can be designed for the respondent to enter their responses directly, rather than this being done by an interviewer. Figure A14.7. gives two examples.
14.8 Questionnaires on a mobile phone

Increasingly, questionnaires are being designed so that the responses are recorded directly into an electronic device such as a computer (desktop, laptop, tablet), PDA, or mobile phone. This can be done either by an interviewer or the respondent themselves. An example is given in Figure A14.7., which shows photographs of mobile phone screens showing data on sexual behaviour that has been entered directly into an Android phone using Open Data Kit (ODK) software by three different trial participants.
14.9 Collecting geolocation data on a mobile phone

Electronic devices can be used to collect geolocation coordinates if the device has that facility. Figure A14.9. reproduces photographs of mobile phone screens showing data on the coordinates (geolocation) where a questionnaire has been
completed that have been entered directly into an Android phone, using ODK software.

Figure A14.9 An example of collecting geolocation data on a mobile phone.

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14.10 Recording a laboratory test result on a mobile phone

Electronic devices can be used to collect photographs if the device has that facility. Figure A14.10. reproduces photographs of mobile phone screens showing a photograph of a pregnancy test result that has been taken using an Android phone which will be saved for the record.

Figure A14.10 Example of a photograph taken with a mobile phone as part of a questionnaire.

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