



# **Ministry of Basic and Senior Secondary Education**

## **Education Information Standards Annual School Census Data Dictionary of Education - Concepts and Terms**

**FINANCED BY SESSIL**

## PREFACE

The development of a 'DATA DICTIONARY' in the Ministry of Basic and Senior Secondary Education is a milestone achieved in the history of the education sector. This dictionary will assist students, researchers, teachers, parents/guardians and any user of this resource material to better understand the definitions of the commonly used words and terminologies in the sector. The contents have been carefully monitored and examined as part of the daily lives in schools and colleges and in the general administration of schools and educational institutions.

The Data Dictionary is biased with commonly used words and definitions in the conduct of the Annual School Census, educational research and surveys, registration and licensing of teachers and other activities in the education system. To meet the requirements of the Free Quality School Education, which is the Government's most ambitious strategy of national transformation through education, the need for a coherent, concise and precise definition of terms and phrases used in the general education system is therefore urgent.

The Planning and Policy Directorate of the Ministry has the unique role and responsibility of providing school/education statistics from a data driven perspective. While this is usually done through the concerted efforts of Education Development Partners and key stakeholders, it is therefore important to establish a standardized naming convention of terms and phrases commonly used in the education system. This dictionary will support the common use of terms and hence unify a common understanding between operatives.

While it has been difficult in the past with each partner or stakeholder defining the elements of the schools/educational institution with different perceptions, this era has experienced a robust change with the use of a standardized material with collaboration and support from other partners and key stakeholders. This unified document of education terms will go a long way to build a coordination pillar between the operatives in the education sector.

The Ministry of Basic and Senior Secondary Education has however taken the lead to establish this first edition of the 'Education Data Dictionary' to assist the process in the developmental pathway. With a professional and experienced staff composition in the Planning and Policy Directorate and the good leadership in the Professional Wing, the realisation of this achieved dream has now come to reality.

Finally, it is my belief that school administrations, stakeholders, partners, researchers, parliamentary oversight committees on education and civil society groups in the educational sector will find this dictionary both informative and educative. The contents will most definitely inform sectorial understanding of the various elements defined in the data dictionary. It is certain that as a Minister, the contents of this dictionary will assist to create a common view of all actors in the education sector.



Emily K. Gogra (Mrs)

**Deputy Minister**

**Ministry of Basic and Senior Secondary Education**

## ACKNOWLEDGEMENT

The attempt to compile these key words, commonly used in the Annual School Census in the form of a ‘Data Dictionary’ is a great task achieved in the Ministry of Basic and Senior Secondary Education (MBSSE). In compiling this document, the Ministry consulted and interfaced with institutions, consultants, staff and other agencies to design the census instruments and define the meaning of some common but misunderstanding words in the education sphere. They deserve our thanks and appreciation for their time, energy, and resources for putting this document together.

Therefore, I would like to thank the leadership of the Ministry of Basic and Senior Secondary Education, the Hon. Minister, Dr. David Moinina Sengeh, the Deputy Minister, Mrs. Emily K. Gogra, the Senior Permanent Secretary, Mr. David W.S. Banya, the Chief Education Officer, Dr. Yatta Kanu, the Free Quality School Education (FQSE) Coordinator, Mr. Amara Sowa, the outgoing Teaching Service Commission (TSC) Chair, Dr. Staneala Beckley, and the entire MBSSE team for their technical and professional guidance and support towards the completion of this document.

I also express my sincere appreciations to our Education Donor Partners –the European Union Support to Education Sector in Sierra Leone (EU-SESSiL), the World Bank, the United Kingdom Department for International Development (UK-DfID), Irish Aid, for complementing Government’s efforts in achieving the Free Quality School Education Program and in giving technical and financial support in the completion of this exercise. Further thanks to our Education Development Partners (EDPs): UNICEF, PLAN International, World Vision, Save the Children, International Rescue Committee, World Food Program, Catholic Relief Services, etc and other partners including Statistics Sierra Leone, National Civil Registration Commission, the Rights to Access Information Commission, for working closely with the Ministry in achieving this goal. A big thank you to our sister ministry, the Ministry of Technical and Higher Education (MTHE) for strongly collaborating with MBSSE in achieving an integrated EMIS that is timely and reliable for informed decision-making processes to support the Education sector in Sierra Leone.

I remain indebted to my team in the Directorate of Planning and Policy for working hard to complete this document and the Instructional Manuals. This will assist school heads and proprietors in understanding key terminologies during the conduct of the Annual School Census or any education data collection exercise. Let me particularly commend Mr. John K. Ansumana –Deputy Director Education Management Information Systems, Ms. Yemah Woobay – Coordinator Situation Room, the Data Team including Messrs. Jinnah J. Ngobeh, Abdul Sawab Bakar, Mohamed J. Bah, Lawrence Davies, Mohamed James, Denzil Crowther, Richmond Redwood-Sawyer and Ms. Iman Beoku-Betts for a job well done.

Given the tremendous inputs made into this ‘data dictionary’ by the Education Consultant Dr. A.C.T Dupigny and the EU Consultant on EMIS Ms. Angela Arnott, I express my sincere thanks and appreciation.

On behalf of the Ministry of Basic and Senior Secondary Education, we remain indebted and committed to you all for your invaluable contributions at this material time in the education transformation process of our beloved Sierra Leone.



Adama J. Momoh (Mrs.)

**Director, Planning and Policy**  
**Ministry of Basic and Senior Secondary Education**

## LIST OF ACRONYMS

ASC	Annual School Census
ASER	Age Specific Enrolment Ratio
B. Ed	Bachelor in Education
BECE	Basic Education Certificate Examination
CEO	Chief Education Officer
CPSS	Conference of Principals of Secondary Schools
CTA	Community Teacher Association
DD	Deputy Director
DDE	Deputy Director of Education
DSTI	Directorate of Science Technology and Innovation
EMIS	Education Management Information System
ESP	Education Sector Plan
FQSE	Free Quality School Education
GER	Gross Enrolment Rate
HIV	Human Immunodeficiency Virus
HQ	Headquarter
HTC (P)	Higher Teacher Certificate - Primary
HTC (S)	Higher Teacher Certificate - Secondary
ICT	Information and Communication Technology
ISCED	International Standard Classification of Education
IT	Information Technology
JSS	Junior Secondary School
M. Ed	Master in Education
MBSSE	Ministry of Basic and Senior Secondary Education
MDA	Ministries Departments and Agencies
NPSE	National Primary School Examination
NER	Net Enrolment Rate
NIN	National Identification Number
NIR	Net Intake Rate
OS	Operating System
PBF	Performance Based Financing
PCCU	Program Coordination and Compliance Unit
PCR	Pupil-Classroom Ratio
PIN	Personal Identification Number
PPD	Planning and Policy Directorate
PTR	Pupil-Teacher Ratio
PWD	Pupils with Disability
SMC	School Management Committee
SSS	Senior Secondary School
TC	Teacher Certificate
TSC	Teaching Service Commission
WAEC	West African Examinations Council
WASH	Water and Sanitation Hygiene
WASSCE	West Africa Senior School Certificate Examination

## INTRODUCTION

A dictionary of terms and concepts is a prerequisite for the effective functioning of any information system. It provides a standard for the terms and concepts used by an organisation in its information collection and reporting processes. This dictionary seeks to standardise terms and concepts that are commonly used in the education sector in Sierra Leone, especially in its education management information system (EMIS) processes. Consequently, many of the definitions provided reflect the EMIS environment. The dictionary clarifies the language used by officials working in the EMIS environment; it aims to harmonise different terms currently used to describe the same concept. The dictionary is designed to be both a technical and practical tool.

On the technical side, terms are provided that will assist in the design of databases, the development of survey instruments, data analysis and report writing. Systems designers are expected to use the dictionary to gain an idea of the logic of the education system, and to ensure that standards are followed as closely as possible. Deviations are permissible, but within limits, and only in instances where they are necessary for the quality of the system being developed. Designers of education performance matrixes are to use this dictionary to refine the meanings of indicators and results that are measured by EMIS. Designers of electronic school management systems or sector tools are encouraged to use the dictionary to standardise their products and services.

The dictionary is to also serve a larger audience. Programme managers at both national and regional levels can draw on the dictionary to clarify the meanings of terms they come across as part of their work. The dictionary will be particularly beneficial to programme managers who undertake surveys of their own, especially in the development of questionnaires and the analysis of data. Information users both within and outside the ministries of education will better understand and interpret the information they encounter. Researchers will be able to engage with data obtained from the ministries in an informed manner.

The Ministry of Basic and Senior Secondary Education (MBSSE) intends to undertake an extensive process of consultation in order to achieve a broad level of consensus on the definitions employed in this dictionary. A key lead in this regard will be Statistics Sierra Leone who is mandated to formulate quality criteria and establish standards, classifications and procedures for statistics. Given the legacy of EMIS supporting tertiary and higher education, as well as teacher services, both the Ministry of Tertiary and Higher Education (MTHE) as well as the Teaching Service Commission (TSC) will play key roles in defining the concepts under discussion. Indicators and results mentioned in various frameworks and tools such as the programme results matrix for the implementation plan of the Sierra Leone FQSE programme and the annual school census questionnaires will be considered in the compilation of concepts for this dictionary.

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## **DEFINITIONS**

### **A**

#### **Absent**

Not in a certain place (school) at a given time.

#### **Academic Qualification**

Awarded to students upon successful completion of a course of study.

#### **Acceptance**

Permission granted by an educational institution to a pupil/student for entry/attendance or enrolment into that institution.

#### **Accessibility**

The quality of being able to be reached or entered.

#### **Accuracy of Data**

The degree to which data correctly describes the activity it was designed to measure.

#### **Admission**

Granting of access to an educational institution or other programs of learning.

#### **Admission Register**

A permanent, compulsory record of all learners admitted to a school.

#### **Administrative Data**

The routine data collected by schools and service providers in the course of their day-to-day business. Example - school register.

#### **Administrative Sources**

Official sources from which information/data is obtained.

#### **Administrative Staff**

Employees in an administrative capacity that provide services to the organisation other than teaching. Examples - secretaries, typists, administrative clerks, and accountants.

#### **Adult Literacy**

The ability of an adult to read and write.

#### **Age**

The period of human life measured by years from birth.

#### **Age Specific Enrolment Ratio (ASER)**

Percentage of the population of a specific age enrolled, irrespective of the level of education.

## **Aggregated Data**

Combining and summarising data collected from multiple sources.

## **Annual School Census (ASC)**

A comprehensive data collection exercise conducted by the Ministry of Education each year in every school.

## **Apparent Intake Rate (AIR)**

Total number of new entrants in class 1 of primary education, regardless of age, depressed as a percentage of the population at the appropriate school entrance age.

## **Applied for Approval**

An official letter to the Ministry of Education requesting for approval to establish and operate a school in Sierra Leone.

## **Approval Status (Schools)**

Indicates whether a school is approved, applied for approval or not approved as well as the approval category. Approval does not necessarily mean receiving government support, the school has to be approved by the Ministry whether it is public or private.

- **Approved:** schools that have received an official letter from the CEO of the Ministry of Education allowing the school to operate in Sierra Leone.
- **Not Approved:** schools without a written document/letter from the Ministry of Education/Ministry of Basic and Senior Secondary Education to operate as a school.
- **Applied for Approval:** schools that have officially written to the Ministry for a specific approval status whether for private operation or public operation and are waiting for approval

## **Approval Status (Teachers)**

Indicates whether a teacher is approved, applied for approval or not approved as well as the approval category.

- **Approved:** teachers that have received an official PIN code from TSC.
- **Not Approved:** teachers not on the government payroll and have not received an official PIN code.
- **Applied for Approval:** teachers that have filled out the education form provided by TSC and are waiting for approval.

## **Approved to Operate**

The school is approved to operate without any financial support from the government. Example - private schools.

**Approved with Government Financial Support**

Schools approved in this category receive school subsidy payments from the government. Example - government and government assisted schools.

**Assembly**

Pupils gathering in one place for a common purpose.

**Assistant Teacher**

Person employed at a school to provide support to teachers.

**Attend**

Enrol and go regularly to an educational institution.

**Attendance/Class Register**

An official document which lists the daily attendance of pupils by grade, class, form, name and gender.

**Auditorium**

The space set apart for the audience in a theatre, school or other public building.

**Authority**

Power that is lawful and entitles an individual or body of individuals to give command or issue instructions to others or to exercise other forms of control over affairs of an organization.

**Available Place**

Places available to prospective pupils/students for admission to an educational institution.

**Average**

Represents or approximates an arithmetic mean of an amount, rate, quantity, degree etc.

**B****Bachelor of Education (B.Ed.)**

A bachelor degree with a major in Education.

**Bad Condition**

Refers to the state of facilities in the school - buildings, etc. that is not good or fit for purpose.

**Basic Education Certificate Examination (BECE)**

Middle school examination to graduate pupils to senior secondary school level



**Beaker**

A glass or plastic container used in chemistry for measuring liquid.

**Beam**

A line of light that shines from a bright object.

**Bell**

A metal instrument used to prompt actions in a school. Example - to alert pupils for assembly, lunch break or change of period.

**Bench**

A piece of furniture in a classroom where pupils are expected to sit.

**Benchmark**

A recognised standard or a reference point that forms the basis for assessment or comparison.

**Beret**

A round flat hat worn by school pupils, especially girls or scouts, brownies or red cross groups.

**Blackboard**

A piece of structure made of cement/board in a classroom used by teachers and pupils to write on during lesson teaching periods.

**Blind**

A pupil/teacher (person) who cannot see with their physical eyes. A state of visual impairment.

**Boarding Home School**

Schools that have pupils residing on school campuses while learning.

**Board of Governors**

The executive body responsible for the general management and administration of a school.

**Borehole**

A well drilled to about 100-120mm depth to provide water in schools and communities.

**Braille**

A system of printing for blind people - each letter is represented as a raised pattern.

## C

### Calculator

A small electronic device or piece of software for calculating with numbers.

### Calendar

A chart used to display and inform on the days, weeks and months in a year.

### Cane

A long stick used as a pointer in class.

### Career Path

A set of stages of professional growth that all pupils/teachers must attain in the course of their careers.

### Career Stage

Status or point in the career path with specified professional growth and competences. There are four career stages for teachers in Sierra Leone: **New Teacher, Proficient Teacher, Highly Accomplished Teacher and Distinguished Teacher.**

### Celebrant

A person who is celebrating an occasion. Example - school graduation.

### Chair

Furniture in a classroom where teachers and pupils sit.

### Chalk

Used by teachers and pupils to write on blackboards.

### Chemicals

A mixture of elements used for experiments in the sciences.

### Chemistry

The scientific study of the basic characteristics of substances and the ways in which they react or combine.

### Chieftdom

An administrative geographical unit demarcated within each administrative district with the Paramount Chief (ruler) as the head of the Chieftdom.

### Classroom

A physical structure or room within a school where pupils and students are taught.

- **Solid classrooms** - Built with cement blocks.
- **Semi-solid classrooms** - Built largely with mud blocks.
- **Makeshift classrooms** – Temporary, made of materials, such as mat and sticks.

Note: In ASC it includes the total number of physical classrooms (solid or semi-solid) used by the school. Classrooms are not streams or classes but a complete room with full walls and a ceiling. Classrooms can host more than one stream within each grade level (e.g. Class 1A and Class 1B sharing the same room), host more than one grade level (e.g. Class 3 and Class 4 sharing the same room), host one grade level (e.g. Class 6 only in one room) or host one stream/class (e.g. Class 2A only in one room not sharing with another stream/class).

### **Class Size**

The number of students in a class or classroom in a school.

### **Class Teacher**

A teacher who teaches or is responsible for a particular group of students in a school.

### **Clamps**

A device made of wood or metal that is used to hold two things together tightly - especially being used in technical subjects such as woodwork, metalwork, and construction.

### **Coherence of Data**

Data that is the same across the network.

### **Cohort**

A group of pupils that share the same characteristics such as pupils in the same class, school or age.

### **College**

A public or private educational institution generally offering post-school instruction in a professional, vocational or technical field.

### **Common Room**

A room in a school or college for use of students or staff outside teaching hours.

### **Community Ownership**

Schools built, owned and managed by the community.

### **Community School**

A school established/owned by members of a particular community.

### **Community Teachers Association (CTA)**

A school-based grouping of its teachers, parents and community stakeholders to monitor and supervise the activities of a school.

### **Compass**

An instrument in a mathematical set used for defining points in geometry.

**Competence**

The expectations and capabilities of a teacher to discharge responsibilities or roles attached to any career stage.

**Completion Rate**

The percentage of children who have completed a class level.

**Components**

Parts that combine with other parts to form something bigger.

**Conference of Principals of Secondary Schools (CPSS)**

Governing body of Principals of Secondary Schools.

**Core Subjects**

Mandatory/compulsory subjects for students in a particular class level.

**Crayons**

Used for drawings or colouring by pupils.

**Cubicles**

A small space with walls or curtains around it.

**Current Position**

Position in school/educational institution in which one currently serves.

**Curriculum**

The comprehensive series of learning activities (both in-class and extra-curricular) designed for a particular programme or course.

**D****Data**

Facts and figures that are collected as information and used in decision making.

**Database**

A logical collection of interrelated information that is managed and stored as a unit.

**Data Confidentiality**

The situation in which authorities are expected to keep information collected on pupils secret.

**Data Consolidation**

The act of combining data residing in different sources and providing the user with a unified view of these data.

**Data Credibility**

The quality, capability or power of the data to elicit reliability.

**Data Dictionary**

The reference book on the standardised concepts, definitions and classifications of information used by the Ministry in the production of its education statistics.

**Data Element**

A unit of data in which the definition, identification, representation and permissible values are specified by a set of attributes. Examples - pupils, teachers, schools.

**Data Integration**

The process of combining data from different platforms and providing the user with a unified view of these data.

**Data Integrity**

The correctness and consistency of information.

**Data Providers**

All bodies and agencies that produce data.

**Dataset**

A collection of data records for computer processing.

**Data Source**

A record, organisation, individual or database from which information is obtained.

**Data Verification**

The processes by which data is checked, assessed, reviewed and audited.

**Day School**

A school that has classes only in the daytime.

**Demand**

A strong or urgent request for something.

**Deployment**

The process of allocating/assigning teachers or staff to duty stations.

**Deputy Directors**

Senior management officers that deputise the Directors at the Ministry of Education.

**Deputy Head Teacher**

The teacher who takes responsibility for managing the school in the absence of the head teacher.

### **Development (Professional)**

Activities undertaken by a professional to enhance knowledge, skills, aptitudes, attitudes and general capabilities required for efficient and effective performance. In the teaching profession, this is depicted by pre-service teacher education, in-service teacher education and life-long learning.

### **Development Plan (School)**

A document outlining a school's developmental projects and activities for the school year and beyond.

### **Digital Platform**

The device and electronic environment/tool used to conduct an exercise. Example - tablets.

### **Directorate of Curriculum and Research**

Department in the Ministry of Education responsible for curriculum development and educational research.

### **Directorate of Planning and Policy**

Department in the Ministry of Education responsible for the management of education data/statistics, policy guidance and general planning of education administration.

### **Directorate of Programmes and Services**

Department in the Ministry of Education responsible for all educational programmes and services.

### **Directorate of Non Formal Education**

Department in the Ministry responsible for the management of all non-formal activities in schools.

### **Disability**

The inability to perform with the normal trend, examples include:

**Visual** – a decrease in the ability to see to a certain degree that causes problems not fixable by usual means, such as glasses. Example - being completely or partially blind.

**Hearing** – total or significant loss of hearing. Example - being completely deaf or partially deaf.

**Speech** – impaired ability to produce speech sounds. Examples - stuttering, impaired articulation, a language impairment, or a voice impairment.

**Learning** – A learning disability affects the way a person understands information and how they communicate. Example - a pupil who is unable to comprehend anything of the lessons being taught.

**Physical** – A condition that substantially limits one or more basic physical activities. Examples - missing an arm or leg or have difficulty using any of the body limbs.

**Distinguished Teacher**

The fourth and highest stage of professional growth on the teacher's career path.

**District**

The administrative geographical unit demarcated within each region.

**District Deputy Director of Education**

Responsible for the management of all educational activities at district level, often referred to as DD's.

**Domains (of the Professional Standards)**

Referring to the three key dimensions of the professional standards for teachers: professional knowledge, professional practice and professional engagement.

**Double-Afternoon Shift**

Refers to schools that operate a double shift system beginning after 12 midday and ending after 5pm.

**Double-Morning Shift**

Refers to schools that operate a double shift system beginning in the morning around 8am and ending just after 12 midday.

**Double Shift Schools**

Schools where the school day is divided into two sessions and two groups of students are taught by different teachers and principals.

**Drama**

A story or situation which usually presents a conflict.

**Drawing Board**

Smooth board on which to attach paper for drawings of objects.

**Dropout Rate by Grade**

Percentage of students who drop out of a given grade in a given school year. It is the difference between 100% and the sum of the promotion and repetition rates.

**Duster**

A piece of cloth or sponge used for cleaning of the blackboard.

## **E**

### **Early Childhood Development**

Pedagogies to train children in the early stages in school and support their nurturing care from birth to age 5.

### **Easily Accessible**

When the normal mode of transport, like vehicles, can easily reach or enter the compound of the school.

### **Easter Break**

Mid-year break in the school calendar in observance of the Christian religion holiday period.

### **Education in Emergency**

A state of disorder in the education system resulting in a closure or temporal shut down of educational facilities and services.

### **Education Institution**

An establishment that provides education, whether early childhood education, primary, secondary, further or higher education. This establishment can also be providing specialised, vocational, adult, distance or community education. Example - school.

### **Education Management**

The administration of the education system in which a group combines human and material resources to supervise, plan, strategize, and implement structures to execute an education system.

### **Education Management Information Systems (EMIS)**

A system for the collection, procession, analysing, publication, dissemination and rendering of information services for the management of educational resources and services.

### **Education Sector Plan**

Master plan for education management and administration for a period of five years.

### **Education Subsector**

The various divisions in the education sector. Examples - pre-primary, primary, junior secondary and senior secondary.

### **Educational Technologies**

The combined use of computer hardware, software, and educational theory and practice to facilitate learning.

### **Efficiency**

A measure of how well the education system uses resources to achieve its objectives.



### **Electricity Source**

Resources for electrical power. Electricity sources could either be from the national electricity grid: referred here as **grid** (example EDSA), solar power, generator or any other means that can provide electricity.

### **Element Table**

Table of chemical elements used in the science subject chemistry.

### **EMIS Number**

The unique identification number for schools assigned by the Ministry of Education for ease of school identification and operations.

### **Engagement (Professional)**

A teacher's network of relationships with learners, colleagues, school authority, community, government, and global society and the way these relationships are conducted for professional growth and development of the teacher and overall good of others and the world at large.

### **Enrolled Student**

A student who is admitted at a school, centre, college or university and whose name is recorded in the admission register.

### **Enrolment**

The number of students enrolled in a class or at a school.

### **Enrolment by Grade by Age**

The number of pupils enrolled in a class or grade by age.

### **Enumerator**

A person who collects data in the field of research or surveys.

### **Equity**

A measure of the fairness with which education opportunities, resources or outcomes are distributed among the learning population.

### **Erasers**

An object, usually a piece of rubber or plastic used to remove work done with a pencil or pen.

### **Ethics (Professional)**

Beliefs about what is morally right or wrong as obtainable in any given professional group.

## **F**

### **Facilities**

Buildings, pieces of equipment or services that are provided for a particular purpose.

### **Fail**

Not meeting the pass mark set by the assessor/teacher.

### **Failure**

A pupil who does not meet the criteria to be promoted to the next class/grade.

### **Fee Subsidy**

A sum of money disbursed to schools for the operation and running of the school.

### **Financial Support (School)**

The support received by government and government assisted schools from the Government of Sierra Leone. These schools are public schools approved by the Ministry of Education for financial support from the government. Government financial support includes school fee subsidy, teacher salary and school feeding.

### **Folders**

A jacket or holder for safely keeping papers or documents.

### **Formally Closed Institution**

An education institution whose closure is published in an official document by the Ministry.

### **Formative Assessment**

Assessment of students' achievement whose purpose is to monitor and support the process of learning and teaching.

### **Full Time Equivalence**

A measure that attempts to standardise a student's actual course load against the normal course load.

### **Full Time Equivalent (FTE) Enrolment**

Measure of student enrolment calculated in student years, where the unit is a full time student who is registered for all courses in a full academic year.

### **Full Time Staff Member**

A staff member who is employed in a full time post for a minimum of 12 months and delivers at least 22.5 hours of teaching per week.

### **Functional Computers**

A computer used for learning or working purposes.

**Functional Library**

A place where books, reference materials, publications etc. are kept and are being used by students and teachers to study and research.

**Functional Science Lab**

A lab that is currently being used by students with adequate equipment, chemicals and specimens to perform practical work.

**Funding Type**

The funding sector to which the educational institution belongs. Example - private, mission, public.

**Funnel**

A tube or pipe that is wide at the top and narrow at the bottom, used for guiding liquid or powder into a small opening.

**G****Garden**

A plot of ground in the school where flowers, shrubs, vegetables, fruits, or herbs are cultivated.

**Gender**

The social distinction between males and females.

**Gender Parity Index (GPI)**

The ratio of female to male values of a given indicator.

**Generator**

A dynamo or machine for converting mechanical energy into electricity.

**Genocide**

The deliberate killing of a large group of people, especially those of a particular nation or ethnic group.

**Geocodes**

A set of geographical coordinates corresponding to a location using a global positioning system.

**Geographical Coordinates**

An ordered set of two coordinates specifying a position in degrees of latitude and longitude.

### **Geographical Waypoints**

An ordered set of three coordinates specifying a position in degrees of latitude, longitude and altitude.

### **Geography**

A field of science devoted to the study of the lands, features, inhabitants and phenomena of the Earth.

### **Global Change Agent**

Someone with the capacity to innovate and positively impact the immediate environment and the world at large.

### **Global Positioning System**

An electronic system that uses satellite links to determine the position of a vehicle, person, school or object etc.

### **Government**

The system or group of people governing a country or state.

### **Government Assisted**

Schools that are approved by the Ministry of Education for receiving all the facilities that are given to schools by the government including teacher salaries, textbooks, exercise books, school fees payments etc.

### **Government Ownership (Schools)**

Schools that are considered to be fully owned and run by the government.

### **Government Paid Teachers**

Teachers that have gone through the vetting process and are on government payrolls.

### **Government Sector**

A grouping of government functions according to area of focus. Examples - basic education and health.

### **Grade**

The part of an educational programme which a student may complete in one school year, or any other education programme which the member of the Executive Council may deem equivalent thereto.

### **Grade Level**

The academic level that a pupil is assessed at and considered to be performing at. Examples - Primary 1-6; JSS 1-3; SSS 1-3.

### **Graduate**

A student who has successfully completed all requirements of an educational programme and has been awarded a certificate of completion.

### **Graduated Cylinder**

A common piece of laboratory equipment used to measure the volume of a liquid.

### **Grid**

A network of cables or pipes for distributing power, especially high-voltage transmission lines for electricity.

### **Gross Enrolment Rate (GER)**

Number of pupils or students enrolled in a given level of education, regardless of age, expressed as a percentage of the population in the theoretical age group for the same level of education.

## **H**

### **Hall**

A large room or building that is used by pupils for exams, assembly or events.

### **Hand Washing Facility**

Buckets for water, soap, sanitizer etc. available for the purpose of hand cleaning.

### **Hard to Reach Areas**

Areas that are considered unreachable by the normal mode of transport.

### **Hazardous Cabinets**

A cabinet where chemicals considered hazardous are kept and can only be used under strict guidance and supervision.

### **Head-Count Enrolment**

Number of pupils or students enrolled on a given census date.

At Higher Education, students are counted as units, regardless of whether they are full time or part time and regardless of the number of courses they are enrolled in.

### **Head of Departments**

A person responsible for the day-to-day running of a department.

### **Head-Count Enrolment**

Number of pupils or students enrolled on a given census date.

At Higher Education, students are counted as units, regardless of whether they are full time or part time and regardless of the number of courses they are enrolled in.

### **Head of Departments**

A person responsible for the day-to-day running of a department.

**Head Teacher**

The professional and administrative manager of a school who is responsible for the leadership of the school and other members of the professional management team. The head teacher reports to the district education director (DD).

**Higher Education**

All learning programmes that meet the requirements of the Higher Education Qualifications Framework.

**Higher National Diploma (HND)**

A certificate obtained after completing certain assessment criteria set out by the higher education institutions.

**Higher Teachers' Certificate (HTC)**

A certificate that qualifies teachers to teach at different education levels.

**Higher Teachers Certificate (HTC) – Secondary**

A certificate that qualifies teachers to teach at the secondary level.

**Higher Teachers Certificate (HTC) - Primary**

A certificate that qualifies teachers to teach at the primary level.

**Higher Education Institution (HEI)**

Any institution that provides higher education on a full time, part time or distance basis and which is established, deemed to be established or declared as a public higher education institution, or registered or conditionally registered as a private higher education institution under the Higher Education Act.

**Highest Academic Qualification (Teacher)**

Academic Qualification is a certificate awarded to an individual for successfully completing a course not related to teaching or education from a recognised institution of learning.

**Highest Professional Qualification (Teacher)**

Professional Qualification is a certificate awarded to an individual for successfully completing a teacher's course from a recognised teacher training college or a certificate in education awarded by a recognised university or polytechnic.

**Highly Accomplished Teacher**

The third stage of professional growth on the teacher's career path.

**Home Language**

The language that is spoken most frequently at home by a student/pupil sometimes referred to as their mother tongue.

## **Host School**

An institution that owns the buildings and shares its infrastructure with another education institution.

## **I**

### **ICT Infrastructure**

The information and communications technology infrastructure and systems (including software, hardware, firmware, networks and the Organization's Websites).

### **ICT Lab**

Information Communication Technology premises that have fully functional equipment like computers for the use of ICT students.

### **Income**

The money you earn from your work, or from other sources, as rent, fee subsidies, and/or investments.

### **Inclusive Education**

The pedagogical approach that recognises and respects the differences among pupils and students, builds on their similarities, and involves changing attitudes, behaviour, teaching methodologies, curricula and the environment to meet the needs of all students.

### **Indicator**

A measure designed to assess the performance of a system, policy, programme or project.

### **Induction (Professional)**

Formal programme for the admission and orientation of a new teacher into the profession after meeting registration requirements.

### **Informal Learning**

Learning that has been acquired outside a formal education structure of study undertaken at an education institution or in structured non-formal or experiential learning.

### **Information**

Data presented in a context so that it can be applied or used.

### **Institution Closure Date**

Date on which an education institution is officially shut.

### **Instructional Period**

Allocated time slot in a school day designated for instruction in a subject, learning area, or learning programme.

**Instructional Time**

The amount of allocated time during which instruction is provided in the essential subjects.

**Intended Instructional Time**

The number of hours per year that are officially allocated for a student to receive instruction in the curriculum from a teacher.

**International Standard Classification of Education (ISCED)**

A classification system that provides a framework for the comprehensive statistical description of national educational systems and a methodology that translates national educational programmes into internationally comparable levels of education.

**Internet**

Computers connected together around the world that allows people to share information and communicate.

**Interpretability Of Data**

The ease with which users can understand data through provision of metadata.

**Item Response Rate**

The ratio of the number of units responding to an item in a questionnaire (survey form) to the number of responding units eligible to have responded to the item.

**J****Janitor**

A member of staff employed in schools or learning institutions to clean the public areas, remove garbage, and do minor repairs.

**Jingle**

A short song or tune used in advertising and for other commercial uses.

**Junior Primary**

Lower level of primary school - primary classes 1-3.

**Junior Secondary Level of Education**

Generally designed to continue the basic programmes of the primary level but the teaching is typically more subject-focused, requiring more specialised teachers for each subject area.



## **K**

### **Kilometre**

A unit of length, the common measure of distances equal to 1000 meters, and equivalent to 3280.8 feet or 0.621 mile. Abbreviation: km

### **Kindergarten**

A school or class for young children between the ages of four and six years.

### **Knight**

A person granted an honorary title of knighthood by a head of state (including the pope) or representative for service to the monarch, the church or the country.

### **Knowledge (Professional)**

The capacity of the human intellect or brain to perceive, understand and internalise events within the environment and to retrieve such information for action.

## **L**

### **Laboratory**

A place where tests on collected specimens are carried out.

### **Laminating Machine**

Is a machine/ device that is used for sticking layers of the same material together.

### **Language of Instruction**

The generally accepted language used for teaching or as an instructional language in school. Example - English is the common language of instruction in schools in Sierra Leone.

### **Latrines for Learners with Disability**

Latrines for special needs pupils in school.

### **Laundry Room**

A room designed and allocated for laundry activities.

### **Leadership (School)**

Leadership is the art of motivating a group of people to act toward achieving a common goal. In a business setting, this can mean directing workers and colleagues with a strategy to meet the organisation's needs.

### **Learner Assessment**

The process of identifying, gathering and interpreting information about a pupil or student's achievement.

**Learner Profile**

A continuous record of information that provides an all-round impression of a pupil's progress, including the holistic development of values, attitudes and social development.

**Learners with Special Education Needs**

A pupil who has been identified through a screening, identification and assessment process as having additional support needs that would require reasonable accommodation and interventions of a specialised nature.

**Learning Corner (Pre-School)**

The creation of a learning space in a classroom for pre-schooler pupils which has the following dimensions: Numeracy, Literacy, Discovery, Pretend, Block, Art.

**Learning Outcome**

A description of what knowledge, skills and values pupils or students should know, demonstrate and be able to do.

**Learning Programme**

Structured and systematic arrangements of activities that promote the attainment of learning outcomes and assessment standards for the phase.

**Leave**

Authorized absence, especially extended, from duty or employment. It might be voluntary, mandatory, paid, or unpaid. Examples - sick, holiday and annual.

**Lecture**

Refers to teaching or lessons by higher education's institutions.

**Lecture Room**

A place where lessons are delivered by higher education institutions.

**Licensing (Teacher)**

Legal permit granted to a qualified and registered teacher to practice for a stated period of time and which carries terms and conditions.

**Literacy**

Ability to read and write with understanding in any language.

**Local Council**

A government institution responsible for administration at regional & district level through decentralisation.

**Location**

A place or position of the school infrastructure.

### **Lunch Bag**

A container used for a light meal that you take with you to be eaten later. Example - to eat at school or work.

## **M**

### **Macro Data**

A term mainly used to describe two subtypes of data: aggregated and system-level data.

### **Makeshift Classroom**

Classrooms used for teaching pupils that are temporarily set up and are considered to be of low quality. Example - made with hard boards, celotex or tarpaulin.

### **Management**

The coordination and administration of tasks to achieve a goal. Such administration activities include setting the organization's strategy and coordinating the efforts of staff to accomplish these objectives through the application of available resources.

### **Master List of Institutions**

A register of all education institutions and all education offices.

### **Master(s) of Education (M.Ed)**

A higher educational qualification attained by those wishing to practice the profession of teaching which qualifies them to teach at high levels in the education system.

### **Matron**

A female staff who is responsible for the supervision of women or children in a school.

### **Mentor**

An experienced professional who guides and helps with the professional development of junior colleagues.

### **Metadata**

A set of data that describes and gives information about other data.

### **Methodological Soundness**

The application of international, national, or peer-agreed standards, guidelines, and practices to produce statistical outputs.

### **Micro Data**

Observation data collected on an individual object or statistical unit.

### **Microscopes**

An optical instrument used for viewing very small objects.

**Ministry of Basic and Senior Secondary Education (MBSSE)**

Responsible for all educational matters in schools for pre-primary, primary, junior secondary and senior secondary levels.

**Ministry of Technical and Higher Education (MTHE)**

Responsible for technical and higher education including colleges, technical vocational (tech voc) training institutes and universities.

**Misconduct**

A deed or behaviour of a teacher or student that does not comply with their respective code of conduct. Example - damage to property.

**Mission**

A religious group or committee sent to a foreign country to spread their faith.

**Mission Schools**

Schools that are built, owned and run by religious organisations.

**Moderate to Severe/Profound Intellectual Disability**

Pupils who are academically functioning on a level below 50% of that of their peers. Example - chromosome abnormalities, such as down syndrome.

**Monitoring**

To observe and check the progress or quality of the achievement of the objectives of an intervention over a period of time.

**Mortality Statistics**

The statistics collected on deaths of teachers and students.

**Mother Tongue**

The language which a student has acquired in early years and which normally has become his or her natural instrument of thought and communication.

**Multi-Grade Class**

A class where pupils in more than one grade are taught in the same classroom at the same time.

**Multiple Disabilities**

Any combination of two or more types of disabilities.

## N

### **National Civil Registration Authority (NCRA)**

An agency responsible for the registration of all citizens and non-citizens in Sierra Leone from birth to death.

### **National Council of Head Teachers (NaCoHT)**

Governing body of head teachers of primary and secondary schools.

### **National Education Data**

Data collected and processed by the Ministry of Education.

### **National EMIS Number**

A nationally unique number that identifies an education institution.

Note: The National EMIS Number is allocated to the institution as soon as the possibility of it is conceived. The institution is recorded on the Master List of Institutions when it is allocated a National EMIS Number. The National EMIS Number must not be reused. When an institution moves from one province to another because of demarcation, it must be closed in the first province and opened in the new province, with a new National EMIS Number. When a new institution is opened on premises previously used, it must be allocated a new National EMIS Number. Each campus for an Teacher College and each site for an Non Formal Centre must have its own National EMIS Number. Synonym: Institution ID (deprecated).

### **National Identification Number (NIN)**

A unique number generated by the NCRA for all government employees and citizens of Sierra Leone.

### **National Primary School Examination (NPSE)**

Senior primary school examination to gain admission into the junior secondary school level.

### **National Qualifications Framework (NQF)**

A comprehensive system for the classification, registration, publication and articulation of the national qualifications at different levels.

### **National Identification Number (NIN)**

A unique number generated by the NCRA for all government employees and citizens of Sierra Leone.

### **Net Enrolment Rate (NER)**

Enrolment of the official age-group for a given level of education expressed as a percentage of the corresponding population.

**New Entrant**

A student who is enrolled in a class during the current reference period but was not enrolled in that class in the previous reference year.

**Net Intake Rate (NIR)**

New entrants in the first class of primary education that are of official primary school-entrance age, expressed as a percentage of the population of the same age.

**New Teacher**

The first stage of professional growth on the teacher's career path.

**Nil Response**

A numeric response of zero.

**No Electricity**

Non-availability of electricity. The school lacks a power supply.

**Non-Compliant Dataset**

A dataset that does not conform to requirements as prescribed by the Ministry of Education.

**Non-Formal Education**

Any organised and sustained educational activity that is an addition, alternative and/or complement to formal education for the development of adults and out-of-school students.

Note: Non-formal education may take place both within and outside educational institutions, and may cater for persons of all ages. Depending on country contexts, it may cover educational programmes to impact adult literacy, basic education for out-of-school children, life-skills, work-skills and general culture.

**Non-Government Paid Teachers**

These are teachers that do not receive payments from the consolidated fund.

**Non-Response**

Failure to obtain a measurement on one or more study variables for one or more key elements selected for a survey.

**Non-Teaching Staff**

Persons employed at a school who are not teachers.

**Not Accessible by Road**

Schools that are not accessible by the conventional mode of road transportation.

**Not Approved**

Schools without a written document/letter from the Ministry of Education/Ministry of Basic and Senior Secondary Education to operate as a school.

**Not Supported**

A school that does not benefit or receive financial support from the government.

**No Water**

Non-availability of water in and around the school compound.

**Number of Classrooms**

The quantity of classrooms in a particular school.

**Number of Pupils**

The total number of pupils that are fully enrolled in a school/institution.

**Number of Pupils with Disability**

The total number of pupils that are diagnosed and confirmed to be less able in a school.

**Number of Students**

The total number of students enrolled in a higher institution.

**Number of Teachers**

The total number of teachers in a school/institution.

**Number of Textbooks by Subject**

The quantity of textbooks by subject taught in a school/institution.

**O****Official Institution Name**

The current registered name of an education institution or school.

**Official Language**

The language recognised for communication. In Sierra Leone English is the official language.

**Open Dataset**

A dataset which is still being updated, corrected or modified.

**Operational Data**

Data used for administrative purposes in a school or educational institution.

**Open Source Data**

Pertaining to or denoting software whose source code is available free of charge to the public to use, copy, modify, sublicense, or distribute.

### Operational School

A school is said to be operational, when pupils and teachers are attending school and some form of learning is going on.

### Opportunity Cost

The forgone benefit that would have been derived by an option not chosen.

### Ordinary School

A school that is not a special needs school.

### Orphan

A pupil or student who has lost both parents.

### Outcome

The intended (or unintended) results of a policy or programme intervention.

### Outlier

A value that "lies outside" (is much smaller or larger than) most of the other values in a set of data.

### Out-of-School Children

Children in the official school age group who are not enrolled in school.

### Output

The result of something that a person, a machine or an organization produces.

### Ownership of Building

Whether a building in which an educational institution is housed, is privately or publicly owned.

### Ownership of Land

Whether the land on which an institution is located is publicly or privately owned.

### Ownership of School

The body that established or founded the school.

- **Government:** Schools which are exclusively owned by the central government or a local council.
- **Mission:** Schools which are owned or founded by faith-based organisations or religious bodies.
- **Community:** Schools which are established by the community and are founded as public schools with the aim of being supported by the government.
- **Private:** Schools which are not public schools and cannot receive financial support from the government. They are set up as business organisations.
- **Other:** Public schools that are established by individuals, NGOs and other organisations that are neither government nor faith-based and the community cannot claim ownership.



## **P**

### **Part-Time**

Teachers or students attending or teaching below the mandated hours for full-time.

### **Part-Time Staff Member**

A staff member appointed to work fewer hours than a full time staff member.

### **Payroll**

The total number of teachers or workers employed.

### **Payroll Number (PIN)**

A six digit number used to identify teachers receiving salary from the government.

### **Pedagogy**

The method and practice of teaching.

### **Performance Appraisal**

Assessment against a set of predetermined criteria of the efficiency and effectiveness with which an individual fulfils an agreed set of tasks.

### **Period**

A length of time that is allocated for a class or study time in a school, normally between 35-45 minutes per subject.

### **Period Register**

An official document in which the attendance of pupils in an instructional period is recorded.

### **Permanent Staff**

Staff employed on a permanent contract.

### **Petri Dishes**

A small, clear, round dish with a cover, used in scientific tests especially for growing bacteria.

### **Pin Code**

Official unique code given to approved and registered teachers in government services.

### **Pipe**

A tube inside which liquid or gas flows from one place to the other.

### **Pipette**

A thin glass tube used in labs for measuring or moving small amounts of liquid, specially in biology and chemistry.

**Playground**

A recreational area in a school/Institution designed for pupils to play.

**Population (Statistical)**

An aggregate observation of subjects grouped together by a common feature.

**Poverty Indicator**

A group of criteria used to determine the level of poverty of a public school, according to the norms and standards for school funding and deprivation index scores.

**Practice (Professional)**

Relevant demonstrable acts expected of a teacher in the teaching-learning and extra-curricular processes.

**Preliminary Data**

Data and results generated by prior research.

**Pre-Primary Education**

Initial stages of organised instruction designed to introduce children aged 3-5 to a school environment.

**Primary Level of Education**

Class 1 to 6 in the school system.

**Primary School**

A school that offers all or a selection of classes from class 1 to class 6 from ages 6 - 12.

**Principal**

The professional and administrative manager of a secondary school responsible for the leadership of the school and the management of its professional and administrative staff.

**Private Cubicles for Girls**

A special place provided for girls during their menstruation period in a school.

**Private Ownership**

Schools that are built, funded and managed by individuals or companies that charge fees for pupils enrolled in the institutions.

**Private School Association**

An association formed by proprietors and owners of private schools to look after the welfare of proprietors of these schools.

**Profession**

A paid occupation, especially one that involves prolonged training and a formal qualification.

**Professionalism**

Quality or measure of being in a profession or a professional.

**Proficient Teacher**

The second stage of professional growth on the teacher's career path.

**Program Coordination and Compliance Unit (PCCU)**

The coordination unit for the European Union which supports education services in Sierra Leone.

**Promotion Rate (PR)**

Promotion of pupils from a cohort who proceed from a given class to the next class in the next school year.

**Pupil-Classroom Ratio (PCR)**

Average number of students per classroom in a given school year.

**Pupil Retention in School**

The continued participation of a student in the formal school system until the completion of schooling.

**Pupils Latrines**

Toilet facilities for pupils in a school.

**Pupil-Teacher Ratio (PTR)**

Average number of pupils per teacher at a specific level of education in a given school year.

**Pupil Textbook Ratio in Core Subjects**

The proportion of core subject textbooks assigned to a given number of pupils in a school.

**Pupil Transfers From a School**

The number of pupils that have deregistered from their current school and intend to enrol at another school.

**Pupil Transfers To a School**

The number of pupils enrolled at a school that had previously been enrolled at another school.

**Pupil-School Ratio (PSR)**

Average number of pupils per school.

## Q

### **Qualification (Professional)**

A pass of an examination or an official completion of a course relating to education.

### **Qualified Teacher**

A person who is in possession of an approved and recognised professional teaching qualification for employment in public education.

### **Quarters (Teachers)**

Residential quarters for teachers owned by the school and within the school compound or community.

### **Quarry**

An excavation or pit from which stone or other materials are extracted.

### **Questionnaire**

A set of questions designed to gather information from respondents.

### **Query**

A question, particularly expressing doubt or requesting information.

## R

### **Ramp**

A sloped paved area where disabled pupils using wheelchair or other gadgets can easily be used to access the school facilities.

### **Reading Book**

A book that aids student's learning. Example - for literature.

### **Record Enrolment of Pupils**

Inventory of total number of pupils in a class/school.

### **Region**

The sub national administrative unit which comprises one or more of districts therein.

### **Registration (Teacher)**

Entry of name of an individual on the register of teachers in exercise of powers conferred on the Sierra Leone Teaching Service Commission.

### **Regulation (of Teaching)**

Controlling entry and performances within the teaching profession to conform to national and international expectations and standards.

### **Relevance of Data**

The degree to which data meets the needs of clients.

**Remedial Class**

A class for students who experience specific learning difficulties to support their learning needs and are assisted to achieve expected competencies in core academic skills.

**Remedial Teacher**

A person (in accordance with the terms of the Employment of teachers Act 76 of 1998), who teaches, educates or trains special needs students or who provides professional educational services, including professional therapy and educational psychological services, at any public school, departmental office or adult basic education centres.

**Remuneration Source**

The source of payment or compensation for staff members.

**Repeater**

A pupil who enrolls in the same grade or the same educational programme for a second time.

Note: Each pupil is allowed a maximum of one repeat per school level excluding pre-primary.

**Repetition Rate by Grade**

Number of repeaters in a given grade in a given school year, expressed as a percentage of enrolment in the grade of the previous school year.

**Report Card**

Where student performance in all subjects is recorded.

**Reporting Status of an Institution**

An indication of whether an institution is expected to submit data in response to a survey.

**Respondent**

The person or organisation that responds to the questions in a survey or questionnaire.

**Response Rate**

The number of respondents who respond to a questionnaire compared to the number of respondents provided with a questionnaire expressed as a percentage.

**Return Rate**

The proportion of questionnaires received in response to a survey, whether completed or not, expressed as a percentage of the total number of questionnaires distributed.

**Roster**

A list of pupils that are enrolled in that particular class.

**Rough Terrain**

Places that are difficult to access and reach by the normal mode of transport.

**Routine**

A usual or defined way of doing things in schools.

**Rural Area**

Farms and traditional areas located outside of towns and cities and characterised by low population densities, low levels of economic activity and low levels of infrastructure.

**S****Salary**

A fixed, regular amount paid to an employee at the end of the month in return for services rendered.

**Sample**

A subset of the population from which information can be obtained.

**Sample Size**

The number of sampling units to be included in the sample.

**Sample Survey**

A survey conducted using a sampling method in which a portion of the whole population is surveyed.

**School**

An institution for educating children pre-primary to senior secondary.

**School Activity**

An official educational, cultural, recreational or social activity not part of the academic curriculum held within or outside the school premises.

**School Administration**

The leadership of the school responsible for the daily running and management of the affairs of the schools.

**School Allocation**

The amount allocated to schools for fee subsidies, school feeding or performance based financing.

**School Board**

The highest body of a school responsible for the overall governance and management of the school

**School Calendar**

The schedule of events planned for the academic year.

**School Day**

A day in a school term on which students enrolled at the school are scheduled to be taught.

**School Fees**

Any form of contribution of a monetary nature paid by a person or body in relation to the attendance or participation of a student in any programme of a school.

**School Feeding**

Government support to feed pupils at the primary level with wet and or dry rations.

**School Fence**

The wall surrounding a school for the safety and security of students and all staff members.

**School Head**

The lead educator or administrator in a public school appointed by the TSC and is responsible for the implementation of the educational policy and professional practices.

**School Identification**

Unique identification number given to all schools also known as the EMIS No.

**School Identification Code (SID)**

The 6 digit school payroll code allocated by the Ministry of Finance to each government funded or government assisted school.

Note: These school identifiers are being harmonized across all other schools. If the school is not receiving financial support from the Central Government (e.g. Fee Subsidy, teacher salary etc then it does not have this number.

**School Level**

The level at which a school functions. Example - primary level.

**School Location (Coordinates)**

Location of schools using geographic positioning systems (GPS).

**School Management Committee (SMC)**

The body responsible for the provision, management and wellbeing of a school, the pupils and teachers.

**School Management Team (SMT)**

The management team of a school comprising the principal, vice principal and heads of departments.

### **School Master List**

A comprehensive list of all schools in Sierra Leone including their enrolments, teachers, facilities, bank details and other metadata of schools.

### **School Minimum Standards**

The basic criteria of eligibility set by the Ministry of Education for school approval.

### **School Name**

The official name of the school/centre given in the registration and approval documents of the Institution.

### **School Ownership**

The organisation that established or owns the school. Examples - government, mission, private or community.

### **School Profile**

Basic school information that can be used to identify the school – name, location, EMIS no. etc.

### **School Shift Status**

Whether the school is operating a single or double shift.

### **School Site**

The physical location of a school with a defined geographical code (geocode).

### **School Size**

The minimum and maximum number of pupils in a school.

### **School Specialisation**

The provision of specialised curriculum programmes by a school. Example - agriculture.

### **School Summary**

The total number of pupils, teachers and classrooms in a school.

### **School Supervisor**

A person responsible for monitoring the school in order to ensure that quality and standard is maintained.

### **School Term**

A period of several weeks into which a school year is divided for tuition purposes and fixed by the Minister of Education.

### **School Type**

A school can either be boys, girls or mixed.

- **Boys** - there are no girls attending the school as pupils.
- **Girls** - there are no boys attending the school as pupils.
- **Mixed** - both boys and girls attend the school as pupils.



**Science Lab**

A laboratory equipped with science apparatus to support practical experiments in the core science subjects – physics, biology and chemistry.

**Science, Technology, Engineering, Agriculture and Mathematics (STEAM)**

A discipline that focuses on the study of Science, Technology, Engineering and Mathematics in schools.

**Second Additional Language**

A non-compulsory language subject that may be taken by students at that level.

**Secondary Data**

Data collected by someone other than the user.

**Section**

The administrative unit below the chiefdom level.

**Secondary Level of Education**

Education in the junior secondary to senior secondary levels (JSS1 – SSS3) in the school system.

**Secondment**

The release of a teacher to another institution upon request but the teacher remains on the Teaching Service Commission's payroll.

**Semi Solid Classroom**

A classroom constructed with mud and cement.

**Senior primary level**

Upper level of primary classes 4 - 6

**Senior Secondary Level of Education**

The final stage of secondary education in Sierra Leone.

**Senior Teacher**

A teacher with a qualified teaching certificate who has taught for at least eight years and has performed at the level of “good” in terms of the Integrated Quality Management System.

**Sexual Abuse**

Sexual harassment and the misuse of sex in the school environment.

**Sexuality Education**

Education on sexual reproductive health and appropriate sexual behaviours of students in school and communities. Examples - use of contraceptives and menstrual hygiene.

### **Shift (School)**

A school can either be a single, double-morning shift or double-afternoon shift.

- Single shift - schools that start operations in the morning and close in the afternoon. No school level or grade operates using the same facility.
- Double-morning shift - school levels or grades which operate in a given school facility in the morning and another school level or classes meet in the afternoon for operation.
- Double-afternoon shift - school levels or grades which operate in a given school facility in the afternoon and another school level or classes meet in the morning for operation.

### **Single Shift**

A school that operates one school system that starts in the morning and ends in the afternoon.

### **Situation Room**

An auxiliary unit supporting the EMIS with real time data in the Planning and Policy Directorate of the Ministry of Education.

### **Skills (Professional)**

Practical abilities demonstrable by a teacher in the course of the teaching-learning, extra-curricular and other professional activities.

### **Social Distancing**

Keeping a distance of at least 2 metres between yourself and others.

### **Solar**

Power obtained by harnessing the energy of the sun's rays.

### **Software**

A program and other operating information system used by a computer to perform tasks.

### **Solid Classroom**

A classroom built with solid materials such as cement blocks.

### **Special Needs**

Particular educational requirements resulting from learning difficulties, physical disability or emotional and behavioural difficulties.

### **Special Needs Education**

Specialised education provided in special or ordinary schools that addresses barriers to learning and development experienced by students with specific or severe learning difficulties or disabilities.

**Special School**

A school that caters for students who have special education needs due to severe learning difficulties, physical disabilities or behavioural problems.

**Specific Learning Disability**

A disorder that interferes with a student's ability to listen, think, speak, write, spell or do mathematical calculations.

**Speech Impaired**

A person with difficulties in speech. Example - deaf and dumb.

**Spill Kit**

A kit in a school compound used for cleaning up liquids from the floor.

**Staff**

All people employed at an education institution school including teachers and non-teaching staff.

**Staffing Norms**

The standards developed by the TSC to determine teaching staff establishment of a school.

**Staff Type**

Employee category within the Ministry of Education. Examples - teacher, professional non-teaching staff, administrative staff, support staff, hostel staff.

**Staff Room**

A room used by teachers when they are not teaching.

**Stakeholder**

An organisation or body with a direct and continuing interest in the education institution, programme, phase or sector in question.

**Statistical Age Norm**

The age that a pupil is expected to be in a particular class or phase of education.

**Statistical Unit**

A unit responsible for the generation, collection, compilations, tabulation and publications of data.

**Statistical Value Chain**

The statistical process followed from the extraction of raw data to the final statistical output.

**Statistics**

The science of collecting, analysing and interpreting information shown in numbers.

### **Storage**

A place to keep school materials.

### **Streams**

The number of learning/pedagogical groups in each class level.

### **Student**

A person undergoing instruction in a school, college or higher education institution.

### **Subject**

A specific body of academic knowledge selected and organised as part of a curriculum.

Note: At primary level the following are the key subjects

**Language Art** – count and record all prescribed English Language textbooks by grade/class, this include textbooks for both English Language and English Literature.

**Mathematics** – count and record all prescribed Mathematics textbooks by grade/class.

**General Sciences** – count and record all prescribed textbooks for general science by grade/class.

**Social Studies** – count and record all prescribed textbooks for social studies by grade/class.

### **Subject Speciality (Teacher)**

A teacher who has completed a course for a particular subject and has been certified by a renowned institution awarding the certificate.

### **Subject Taught (Teacher)**

The subject or subjects taught by a teacher in any given level or class whether specialised in that subject or not.

### **Sub-Sectors**

The different divisions of education. Examples - pre-primary education, primary education and junior and senior secondary education.

### **Substitute Teacher**

A person who teaches a school class when the regular teacher is unavailable.

### **Subvention**

A grant of money, especially from the government for school support.

### **Summative Assessment**

An assessment that gives an overall picture of students' progress at a given time.

### **Support Staff**

Staff employed at a school to support the core functions of a school. Examples - cleaner, kitchen staff or caretaker.

## **Supervisor**

A person who supervises a person or an activity in school.

## **Survey**

A research method used to collect data concerning variables of interest for a reference period.

## **Survival Rate by Grade**

Percentage of a cohort of pupils who are enrolled in the first class of an education cycle in a given school year and are expected to reach a specified grade, regardless of repetition.

## **Systemic Evaluation**

The assessment of the performance of the system by gathering and analysing information on pupil achievement as well as the context in which teaching and learning takes place. Examples - the early grade reading and early grade mathematics surveys.

# **T**

## **Table**

A piece of furniture with a flat top and one or more legs, providing a level surface for writing or working.

## **Tape**

A narrow strip of material typically used to hold or fasten something.

## **Teacher (Professional)**

An individual who holds appropriate teacher qualification and is registered by the Sierra Leone Teaching Service Commission.. There are different types of teachers:

**Government paid teachers** – Teachers with PIN Codes exclusively paid by the government. These teachers are commonly known as Approved Teachers.

**Non-government paid teachers** – Teachers paid by a private institution/school (firms, religious bodies, NGOs) or households (individuals, families, communities).

**Volunteers** – Teachers who give their service for free and do not receive any form of salary or stipend payment.

## **Teacher Assessment**

The upward revision of a teacher's grade of employment, which is accompanied by higher remuneration.

## **Teacher Development Centre**

An education institution that provides opportunities for teachers to develop and strengthen their knowledge, skills and values to improve the quality of education provided.

**Teacher Education**

A learning programme institutionalised to equip individuals with the requisite knowledge, skills and values to teach and/or lead instruction and manage educational institutions and affairs.

**Teacher Latrines**

A special latrine dedicated to teachers and staff.

**Teacher Mentoring Programme**

The continuous programme by which existing experienced teachers support new teachers with knowledge and advice.

**Teacher Reference Number (TRN)**

The unique number given to each teacher on registration with the TSC as a teacher.

**Teacher Register**

The book all teachers sign to register their daily attendance.

**Teacher Separation**

The various mechanisms through which a teacher can exit the teaching service. Examples retirement, resignation and termination.

**Teachers' Certificate (TC)**

A certificate below the Higher Teacher's Certificate awarded at the teacher training colleges to students who have satisfactorily completed the requirement of the level.

**Teacher Standards (Professional)**

Statements of competences a teacher must have in knowledge, skills, ethics and values.

**Teacher Trade Union**

A union recognised by the TSC as representing the interests of teachers. Example - Sierra Leone Teachers Union (SLTU).

**Teacher Training College**

An institution where teachers go for training to help improve their skills in teaching.

**Teacher Transfer**

Reassigning a teacher or school head to perform teaching and/or administrative duties in a different institution/school.

**Teaching Certificate**

A certificate issued to an individual by an accredited teacher training college.

**Teaching Learning Materials**

Any collection of materials including animate and inanimate objects and any resources that a teacher may use in teaching and learning situations to help students.

**Teaching Level**

The level at which a teacher teaches. Example - primary level.

**Teaching Service**

The collection of all teachers registered by the TSC and engaged in the teaching profession whether employed by the TSC or not.

**Teaching Service Commission (TSC)**

A commission established by an act of Parliament to manage the general principles and administration of teachers in the sector including reinstatement, recruitment and teacher development.

**Technical and Vocational Education and Training (TVET)**

Education which is mainly designed to acquire practical skills and the understanding necessary for direct entry into a particular occupation or trade.

**Technical Report**

Presents information on the design, metadata, methodologies and processes followed in the generation of the main report.

**Temporary Education Facility**

A facility that does not enrol students itself, but that provides teaching for students temporarily absent from their usual educational institution. Example - church hall.

**Temporary Staff**

Personnel employed on a contract for a limited period.

**Tertiary Institution**

A post-secondary institution. Examples -tech-voc, college and university.

**Test Tube**

A thin glass tube closed at one end, used to hold small amounts of material for laboratory testing or experiments.

**Textbooks**

Books or learning materials containing information about a subject, recognized by the government as applicable for teaching pupils in primary, junior secondary and senior secondary levels.

*Note: At preschool level we do not ask about textbooks but rather literacy and numeration foundations such as letter/number recognition, sounds, word building or spelling. In the ASC all books including those not supplied by the government are counted. Only instructional materials in good condition have a cover, all of the pages and should be clean from being written over are counted.*

**Theatre**

A building or outdoor area in which plays and other dramatic performances are given.

**Thermometer**

A device used for measuring temperature.

**Timeliness of Data**

The delay between the reference points to which the data pertains, and the date on which the data becomes available.

**Timetable**

A detailed plan showing the day to day running of classes and exams.

**Tissue Paper**

A piece of soft material used for cleaning or for toilet purposes.

**Total Primary Net Enrolment Rate (TNER)**

The enrolment of children of the official primary school age group in either primary or secondary school, expressed as a percentage of the population in that age group.

**Town**

A place where people live and work that is larger than a village and smaller than a city.

**Training**

The process of learning the skills that you need for a particular job or activity.

**Transfers (Pupil)**

The number of new pupils entering a school in each class from other schools.

**Transition Rate (TR)**

The number of students admitted to the first class of a higher level of education in a given year, expressed as a percentage of the number of students enrolled in the final grade of the lower level of education in the previous year.

**Trash Bin**

A bucket or container used to put rubbish in.

**Tuition Fees**

Fees charged for instructional learning at a school.

**Two/Three-Seater**

A seat for pupils in the classroom that can accommodate two pupils or three pupils.



## U

### **Underpaid**

Payment of salaries or subsidies to staff/schools below the recommended remuneration.

### **Uniform**

A unified dress code for pupils going to a school or institution.

### **Unique Identifiers**

A numeric or alphanumeric string that is associated with a single entity within a given system. Examples - EMIS number and WAEC exam centre number.

### **Universal**

A system or process that exists everywhere or involves everyone within the school system.

### **University**

An institution that provides higher education on a full- time, part-time or distance basis which is established or deemed to be established as a public or private higher education institution under the Higher Education Act.

Note: A registered private higher education institution may not use the term “university” in its title unless its use is approved by the registrar.

### **Urban Area**

Formal cities and towns characterised by higher population densities, high levels of economic activities and high levels of infrastructure.

## V

### **Validity**

The extent to which the data truly represents the phenomenon you are trying to measure.

### **Variable**

A characteristic being measured that may assume more than one set of values. Examples - age, gender and population group.

### **Verification**

The process where data accuracy and inconsistencies are checked.

### **Veronica Bucket**

Buckets designed to hold water with a tap at the end to dispense water for hygiene reasons.

### **Vice Principal**

The person responsible for the day to day running of secondary schools in the absence of the principal.

### **Voluntary**

Giving your time or professional services to a school or centre without a fixed salary payment.

## **W**

### **WAEC Centre**

A centre where the West African Examinations Council conducts their examinations.

### **WAEC Code**

An examination code assigned to schools and centres by the West African Examination Council for identification during examinations.

### **Ward**

A geographical division of towns within chiefdoms.

### **Washable Marker**

A pen used on whiteboards that can be wiped or washed easily.

### **WASH**

Water and Sanitation Hygiene facilities available in schools. Example - water source, toilet facilities and hand washing facilities.

### **WASSCE**

The West African Senior School Certificate Examinations – the final examinations taken at the end of the senior secondary level which give entrance into college or university.

### **Water**

A clear liquid that is colourless and tasteless.

### **Water Source**

The source of water available to a school. It could be located within the school or in the immediate environment. The options of water sources are:

- **Piped** - water received from a tap through a pipe connected to a protected dam or spring.
- **Borehole** - a mechanised well that is protected.
- **Well** - hand dug well mostly not protected.
- **River** - A natural flowing watercourse, usually freshwater, flowing towards an ocean, sea, lake or another river.
- **Other** - any source other than the named ones.

## **Well**

A deep hole dug to reach a supply of water.

## **Whiteboard**

A board with a smooth, white surface on which you can write and draw using special pens.

## **White Cane**

A stick designed to support blind and visually impaired individuals in moving from one place to another.

## **Workbook**

A book containing text and questions, sometimes having space to write answers.

## **Work Schedule**

A year-long programme that shows how teaching, learning and assessment will be sequenced and placed in a particular grade.

## **Workshop**

A room or building where things are made or repaired; a session to train or discuss issues related to schools or institutional activities.

## **X**

### **X-Rays**

A form of electromagnetic radiation, similar to light but of shorter wavelength and capable of penetrating solids, bodies and of ionizing gases.

## **Y**

### **Year of Establishment**

The year when a school or centre started operations.

### **Years of Service**

The number of years that a teacher has been teaching in an institution.

### **Youth Literacy Rate**

The number of literate persons aged 15 to 24, expressed as a percentage of the total population in that age group.

## **Z**

### **Zebra Crossing**

Black and white lines on the road warning drivers that there are people crossing or waiting

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