

**The Scottish 2006 Census Test:
How well did respondents
complete the questionnaire?**

**Data Collection Methodology (Census)
Office for National Statistics**

November 2006

Contents

Introduction	3
Results	5
Declaration: Did respondents sign and date the questionnaire?	5
When did respondents complete the questionnaire?.....	5
How did respondents complete the check boxes?	5
Did respondents' writing stay inside the write-in boxes?	6
H4: Number of rooms – was this question answered in the correct format?	6
H6: Tenure – was the routing followed?	7
H11: Was the household income question answered in the correct format?	8
1: Name – Did people write this in the correct format?.....	9
2: Date of birth – Do respondents answer this question in the correct format?	9
4: School child / Student Status – How well did respondents follow the routing? .	10
8: Another address – how well did respondents follow the routing?	11
14: Number of children given birth to – How well did men and women answer this question?.....	12
17: Current religion – How well did respondents use the write-in boxes?	12
20: Ethnic Group – Did respondents answer this question in the correct format? .	14
22: Ever worked – Did people answer this question in the correct format and then follow the routing?	15
25: Hours worked – did respondents answer this question in the correct format? .	16
Did respondents write <i>anything</i> on the Visitors' page?.....	17
References	19
Appendix A	20
Appendix B	25

Introduction

Scotland's 2006 Census Test took place on the 23rd of April. Approximately 52,000 households from various regions of Scotland (Glasgow City, West Dunbartonshire, Highland, Stirling, Perth & Kinross and Argyll & Bute Council areas) were asked to complete a Census Test form. One of the aims of the test was to evaluate possible new census questions, including whether having a household income question in the questionnaire affected the response rate. A split sample design was used to investigate this issue: half of the questionnaires contained an income question, half didn't. The Census Test was also designed to help the General Register Office for Scotland (GROS) improve operational aspects of the census, such as, processing of the information on the forms, quality checking and producing census results.

The Scottish 2006 Census Test was voluntary and the response rate was 49 per cent. Therefore it is not reasonable to assume that the sample of questionnaires on which this report is based is representative of the population. The characteristics of those who chose to respond are likely to differ from those who did not respond. While percentages are provided in this report, they should be viewed as approximations of the possible extent of any problem. It should also be borne in mind that sub-groups of the population may behave differently.

The Scottish Census questionnaire was 20 pages long and contained the following sections:

- Front page
- Household members page
- Housing-related questions
- Five individual / person sections (three pages of questions for each household member)
- A Visitors' page
- A 'Your Views' page

The 'Your Views' page allowed households to indicate any questions they were unhappy with and write down any specific comments they had.

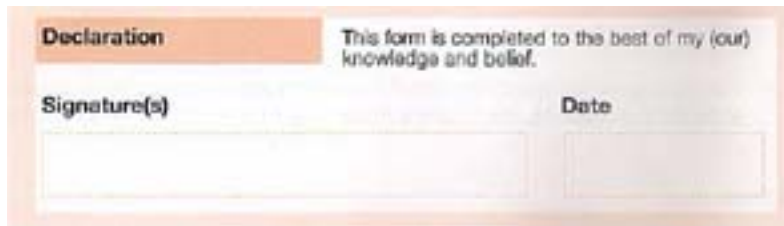
In October 2006 Data Collection Methodology – Census branch (DCM) visited the GROS and examined a random sample of more than 170 Scottish 2006 Census Test questionnaires. The forms were from various different regions and contained a mixture of income / no income versions. There was not sufficient time to look at every question and ambiguity, so DCM concentrated on a number of known or suspected problems. In particular, priority was given to questions that had a different layout or wording on the Scottish questionnaire. The GROS will be carrying out a more extensive analysis of their Census Test, including issues relating to the

questionnaire. Their analysis will use the full dataset, that is, all questionnaires that were returned and scanned. The GROS may consider it useful to examine whether problems noted in DCM's report are replicated in the full dataset.

There are two possible types of error in the completed questionnaires. 'Observed error' occurs where it is clear that the respondent has made a mistake (for example, if two boxes are ticked when an instruction was given to tick only one box). 'Hidden error' occurs when there is no visible indication of error, but the response is not accurate (for example, if five rooms are declared, but there are actually six rooms). As no interviewer was present, the questionnaires give no information on the prevalence of hidden error. Therefore, this kind of analysis can only examine observed error.

Results

Declaration: Did respondents sign and date the questionnaire?



Declaration on the front page of the Scottish 2006 Census Test questionnaire

Less than one per cent of respondents did not sign the declaration, although a small minority (approximately five per cent) signed, but did not date, the declaration.

When did respondents complete the questionnaire?

There is some confusion about when exactly respondents are meant to complete the questionnaire in Scotland. In England and Wales, respondents are instructed to complete the questionnaire on Census day (13 May 2007) or as soon as possible afterwards. In Scotland, Census Test day was 23 April 2006 and respondents were instructed to post the questionnaire back as soon as possible after 23 April 2006. However, there was no specific instruction as to what day they were supposed to complete it on. In Scotland the instructions on the household members' page imply that Census *night* was 22/23 April.

The front page of the questionnaire was examined to see what date the form had been signed on. However, some people will fill in the form on one day, and sign and date it on a different day. So this only gives an indication of when the form was completed. The majority of people did not sign the form on Census day (23 April 2006). Almost 35 per cent of households signed the form before Census day (22 April or before), and nearly 45 per cent of household's signed the form after Census day (24 April or after). It was not unusual to see questionnaires completed several weeks after Census day and one respondent completed the form six weeks after Census day.

How did respondents complete the check boxes?



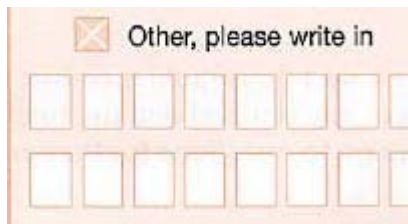
Example of Scottish check boxes



Example of England & Wales check boxes

In Scotland respondents were instructed to cross (x) rather than tick (√) check boxes (examples of the two types of check box are shown above). Approximately two per cent of respondents incorrectly ticked the check boxes, and less than one per cent changed how they were marking the check boxes part way through. The rest consistently crossed the boxes as intended. Also, approximately five per cent of respondents made marks that were too large and did not stay within the check boxes.

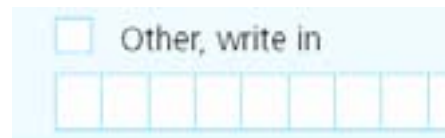
Did respondents' writing stay inside the write-in boxes?



Other, please write in

A grid of 14 small white boxes arranged in two rows of seven, intended for handwritten input.

Example of the Scottish write-in boxes




Other, write in

A single row of seven small white boxes, intended for handwritten input.

Example of the England and Wales write-in boxes

Since the write-in boxes in the Scottish questionnaire were slightly different from those in the England and Wales questionnaire (see above), it was interesting to examine how well respondents wrote in the boxes. Approximately three per cent of respondents did not keep their characters within the write-in boxes and allowed them to spread into neighbouring boxes.

H4: Number of rooms – was this question answered in the correct format?

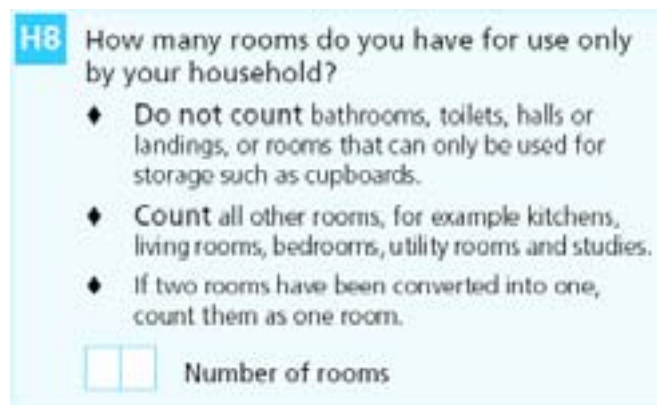


H4 How many rooms do you have for use only by your household?

- ◆ Do not count bathrooms, toilets, landings, utility rooms and cupboards.
- ◆ Please count all other rooms.

Number of rooms

The Scottish 2006 Census Test question



H8 How many rooms do you have for use only by your household?

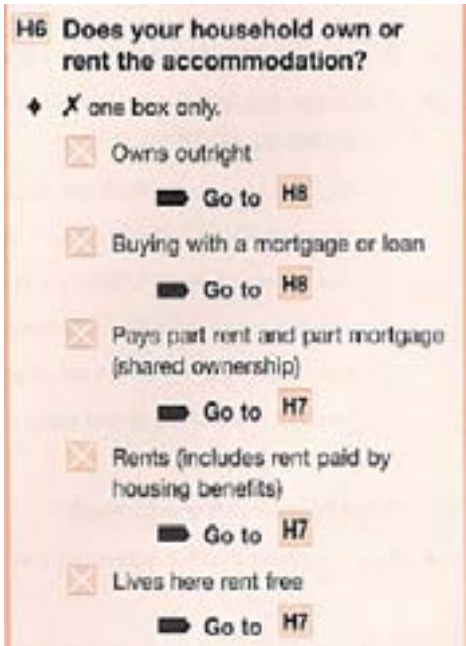
- ◆ Do not count bathrooms, toilets, halls or landings, or rooms that can only be used for storage such as cupboards.
- ◆ Count all other rooms, for example kitchens, living rooms, bedrooms, utility rooms and studies.
- ◆ If two rooms have been converted into one, count them as one room.

Number of rooms

The England & Wales 2007 Census Test question

The instructions and layout of the Scottish question is quite different from the England and Wales question (see above). The layout of the Scottish question could make it less likely that respondents will notice where they were supposed to write the answer. Therefore more people may answer this question in the wrong format (for example, write the answer in the wrong place), or not provide an answer at all. It was found that approximately five per cent of households answered the question in the wrong format and one per cent did not answer the question at all. In addition, some respondents put a cross or a dash in the first box and wrote their answer in the second box, which has implications for data capture and processing.

H6: Tenure – was the routing followed?



The Scottish 2006 Census Test question



The England & Wales 2007 Census Test question

The wording of this question is similar in both questionnaires, but the formatting of the routing instructions is different (see above). Approximately six per cent of respondents did not follow the routing correctly. In addition, approximately two per cent of households did not answer question H6, so it was not possible to determine whether they had followed the routing or not. People who did not answer H6 sometimes went on to answer H7 (who is your landlord).

H11: Was the household income question answered in the correct format?

H11 What is your household's total income from all sources?

- ◆ **X** the box for the range into which your income falls. Count all income.

Do not deduct:

- Taxes
- National Insurance contributions
- Superannuation payments
- Health insurance payments

Per week	or	Per year (approximately)
Nil	<input checked="" type="checkbox"/>	Nil
Up to £99	<input checked="" type="checkbox"/>	Up to £5,199
£100 to £199	<input checked="" type="checkbox"/>	£5,200 to £10,399
£200 to £299	<input checked="" type="checkbox"/>	£10,400 to £15,599
£300 to £399	<input checked="" type="checkbox"/>	£15,600 to £20,799
£400 to £499	<input checked="" type="checkbox"/>	£20,800 to £25,999
£500 to £599	<input checked="" type="checkbox"/>	£26,000 to £31,199
£600 to £999	<input checked="" type="checkbox"/>	£31,200 to £51,999
£1,000 or more	<input checked="" type="checkbox"/>	£52,000 or more

The Scottish household income question

29 From all the sources of income you ticked in question 28, what is your total income?

- ◆ Tick the box for the range into which your income falls.
- ◆ Count all income you received in the 12 months that ended on 31 March 2007.
- ◆ Do not deduct Tax, National Insurance, Health Insurance payments, or your contributions to occupational pension schemes.
- ◆ Do not count loans because they are not income.
- ◆ For joint income, provide the share that you receive.

Per week		Per year
Nil or loss	<input type="checkbox"/>	Nil or loss
£1 to £79	<input type="checkbox"/>	£1 to £3,999
£80 to £149	<input type="checkbox"/>	£4,000 to £7,999
£150 to £229	<input type="checkbox"/>	£8,000 to £11,999
£230 to £329	<input type="checkbox"/>	£12,000 to £16,999
£330 to £459	<input type="checkbox"/>	£17,000 to £23,999
£460 to £709	<input type="checkbox"/>	£24,000 to £36,999
£710 or more	<input type="checkbox"/>	£37,000 or more

The England & Wales individual income question

One of the big differences between the Scottish and the England and Wales questionnaires is that Scotland had a household income question; whereas England and Wales has individual income questions. The England and Wales questionnaire also includes a 'sources of income' question as well as the 'amount of income' question. There are also differences in the layout of the income question (see above). Previous research (Social Survey Division, 1996a; Social Survey Division, 1996b; Data Collection Methodology, 2006a) has indicated that certain types of households are less inclined to answer a household income question compared to individual income questions.

In addition, the layout of the Scottish income question means respondents may be more likely to tick in the wrong format. For example, because the income amounts are left-aligned rather than centralised around the check box, respondents may be more likely to tick next to the numbers rather than in the box. In addition, it is possible that respondents may check a separate box for each household member's income, rather than adding up all the amounts and then ticking one box.

However, it was found that everyone who answered this question wrote their answer in the correct format. Although, a minority of households (approximately six per cent) left the income question blank. One respondent who refused to answer the income question commented it was “None of your business”.

1: Name – Did people write this in the correct format?

The Scottish 2006 Census Test 'name' question

The England & Wales 2007 Census Test 'name' question

The differences in layout between the Scottish and the England and Wales name questions can be seen above. Ten per cent of respondents wrote their name in the wrong format: just under five per cent of respondents wrote both their first name and surname on the first row; and just over five per cent included a middle name. The rest correctly wrote their first name on row 1 and their surname on row 2. The fact that a significant minority of respondents did not write their name in the correct format may have implications for data capture and processing.

2: Date of birth – Do respondents answer this question in the correct format?

The Scottish 2006 Census Test question

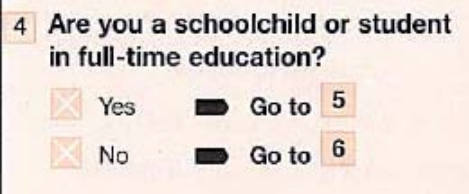
The England & Wales 2007 Census Test question

The difference between the Scottish and the England and Wales date of birth questions is shown above. DCM were interested in whether the presence of the letters *dd mm yyyy* inside the write-in boxes affected how people answered this question. For example, did it discourage respondents from writing their answer in the

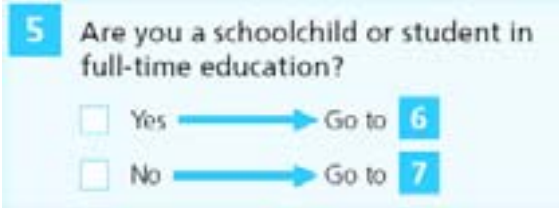
write-in boxes? There was some evidence of this, as approximately three per cent of respondents wrote their answer in the wrong place (for example, above the write-in boxes). In addition, six per cent of people wrote their answer wrongly in another way (for example, they forgot to include the century and wrote “45” instead of “1945”; or wrote two digits in one write-in box).

A respondent’s age is a key variable and the fact that nearly 10 per cent of respondents answered the date of birth question in the wrong format is notable. It would be useful for the GROS to examine this further in the full dataset.

4: School child / Student Status – How well did respondents follow the routing?



The Scottish 2006 Census Test question



The England & Wales 2007 Census Test question

Since the layout of the routing instructions is slightly different on the two questionnaires (see above), DCM were interested in how well respondents followed the routing on this question. Approximately three per cent of respondents did not follow the routing correctly. In addition, a small minority, (just over five per cent), of respondents did not answer the question, so it is not possible to determine whether or not they followed the routing correctly.

Due to time constraints, most of the researchers only examined the responses of person 1 rather than looking at all household members. Since person 1 is unlikely to be a school child, the sample used in this research not representative of the population. That is, respondents most likely to be routed on to question 5 (the next question) rather than question 6 were not present in the sample. Therefore it is hard to determine how well the routing was followed from this research. It was also impossible to examine how well the routing was followed in question 5 (term-time address), because very few respondents answered question 5. This is something the GROS will be able to examine in the full dataset.

8: Another address – how well did respondents follow the routing?



The Scottish 2006 Census Test questions



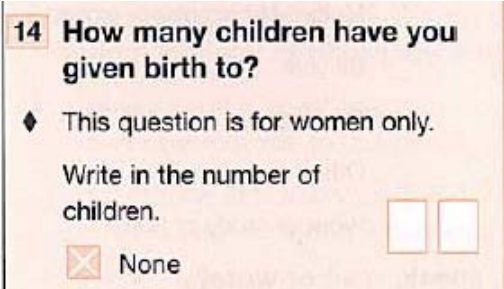
The England & Wales 2007 Census Test question

The set of second address questions are quite different on the two questionnaires, both in terms of the wording of the questions and the layout (some of the questions are shown above). However, DCM were only interested in how well respondents followed the routing instructions.

Approximately three per cent of respondents did not follow the routing. These people tended to say that they did not have a second address, but then went on to try and answer the remaining second address questions. For example, by ticking that they stayed at the other address seven nights per week or writing “NONE” in the ‘other address’ write-in boxes. In addition, a small minority (approximately one per cent) of respondents left this question blank.

It was not possible to do any further analysis of the second address question because very few people wrote down that they had a second address. It would be useful to look at how people have written in their second address (what format) and whether they had enough space to write in all of the address details. The GROS may want to examine this issue further in their analysis of the full dataset.

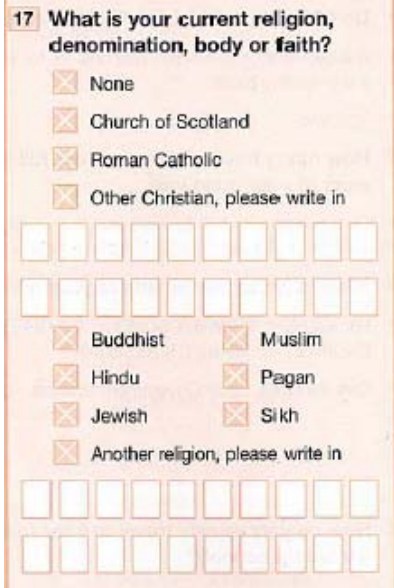
14: Number of children given birth to – How well did men and women answer this question?



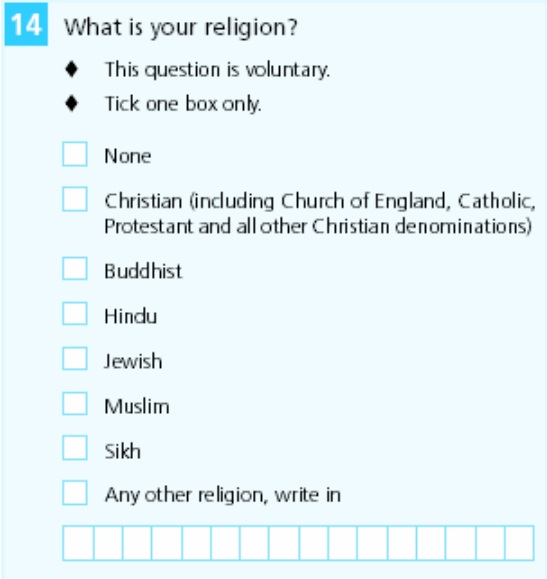
Question from the Scottish 2006 Census Test

The Scottish 2006 Census Test included the above question, but it is not asked on the England and Wales questionnaire. This question should only be answered by women, therefore the results for males and females ought to have been analysed separately. Unfortunately, not all researchers carried out this type of analysis, therefore no quantitative results are presented for this question. However, the following observations were made. Despite there being an instruction that only women should complete this question, some men answered it or wrote “N/A” next to it. Often men just crossed the ‘None’ box, but sometimes they wrote a number in the write-in boxes (usually “0”, but occasionally one or more). Women who answered the question normally answered in the correct format.

17: Current religion – How well did respondents use the write-in boxes?



The Scottish 2006 Census Test 'current religion' question



The England & Wales 2007 Census Test 'religion' question

There are a number of differences between the religion question(s) on the Scottish and the England and Wales questionnaires, both in terms of wording and layout (see figure above and Appendix B). One of the more obvious differences is in the arrangement of the write-in boxes for religions which do not have a specific check box. In the Scottish question the layout of the write-in boxes breaks up the

navigational flow of the question and may make respondents think that there is more than one question, and so answer incorrectly.

The majority of respondents just marked one of the Christian religion check boxes and did not use the write-in boxes, so the results of this analysis were somewhat inconclusive. Of the 30 people who wrote something in the Christian write-in boxes, approximately 10 per cent wrote in an answer which had a specific tick box above, (such as, Roman Catholic), or wrote in a non-Christian religion. It noted that although there are 20 write-in boxes this was not enough room for several respondents to write in their answer, for example "FREE CHURCH OF SCOTLAND". It was also observed that some people who wrote an answer in the write-in boxes, did not cross the 'other Christian' box.

It was not possible to examine how people used the 'other religion' write-in boxes, because so few people wrote anything in them. This is something the GROS may want to examine further in the full dataset.

20: Ethnic Group – Did respondents answer this question in the correct format?

20 What is your ethnic group?

✦ X one box which best describes your ethnic background or culture.

European

Scottish British

English Northern Irish

Welsh Irish

Other, write in

Multiple ethnic groups

Any multiple background, write in

Asian

Pakistani Chinese

Indian Bangladeshi

Sikh Other, write in

Arab

Middle East North African

Other, write in

African or Caribbean

North African East African

Southern African West African

Central African Caribbean

Other, write in

Other ethnic group

Gypsy/Traveller Jewish

Other, write in

The Scottish 2006 Census Test ethnicity question

13 What is your ethnic group?

✦ Choose one section from A to E, then tick the box to show your ethnic group.

A White

English

Other British

Irish

Any other white background, write in

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, write in

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, write in

D Black or Black British

Caribbean

African

Any other Black background, write in

E Other ethnic group

Arab

Gypsy/Romany/Irish Traveller

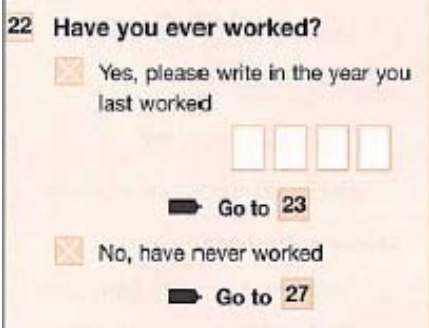
Any other, write in

The England & Wales 2007 Census Test ethnicity question

The figure above illustrates that there are a number of differences between the ethnicity question on the Scottish and the England & Wales questionnaires (see Appendix B for more details). Because of these differences this investigation looked at how well people answered the Scottish question, (for example, whether they incorrectly multi-ticked it) and what respondents wrote in the boxes, (for example, whether they would voluntarily use colour terms, or write a non-white ethnicity in the 'European' write-in boxes).

Over five per cent of respondents answered this question incorrectly: of these, half left the question blank and half ticked two or more boxes. It was not possible to look at what people put in the write-in boxes because very few people used them. The GROS could examine this issue when they carry out their analysis of the full dataset.

22: Ever worked – Did people answer this question in the correct format and then follow the routing?



The Scottish 2006 Census Test question

This question was asked in the Scottish 2006 Census Test and in the 2001 England and Wales Census, but will not be asked in the England and Wales 2007 Census Test. The layout of the question in the Scottish test (see above) was similar to the 2001 question. It was found that 10 per cent of respondents did not follow the routing correctly on this question. These routing errors may be related to the layout of the routing instructions.

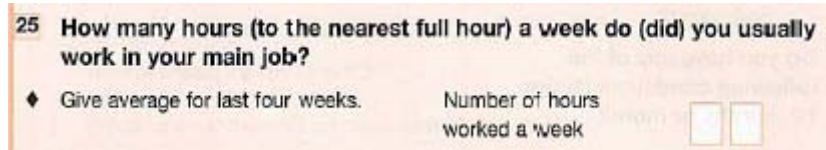
A big difference in the Scottish 'ever worked' question is that there was no routing onto this question. This meant that *everybody*, including children, elderly people, and those currently working, answered this question. In contrast, in the 2001 England and Wales Census only people aged between 16 and 74 years who were not currently working, answered the 'ever worked' question. Several respondents wrote comments on the questionnaire suggesting that they didn't feel these labour market questions were relevant to them, for example, because they were elderly (see Appendix A

Additional observations). This may explain why a significant minority (more than 10 per cent) of people left this question blank.

Additionally, general completion errors were also fairly common. For example, some people crossed the 'Yes' box, but did not write in the year they last worked. This may be because they were currently working and didn't know how to report the year they *last* worked. Other respondents wrote in a year, but did not cross the 'Yes' box. This problem is seen in other questions and may be related to the layout of the question.

The GROS may want to assess the extent of these problems (especially for different age groups) in the full dataset.

25: Hours worked – did respondents answer this question in the correct format?



25 How many hours (to the nearest full hour) a week do (did) you usually work in your main job?

◆ Give average for last four weeks. Number of hours worked a week

Two empty boxes for the answer.

The Scottish 2006 Census Test question

The Scottish questionnaire has a three-column format, but because columns are sometimes merged, this question is in a column that takes up two thirds of the width of the page. Therefore the question area is very short and wide, and the instruction is written on the left side of the column and the answer section is written on the right side of the column. Since people tend to read down the left-hand side of columns, some respondents may not notice the answer space. In addition, the answer text 'Number of hours worked a week' is in small, unbolded text, and there is a large space between the write-in boxes and this answer text. The layout of this question could make it more likely that people will either not answer the question at all, or will write their answer in the wrong place.

Respondents who had never worked did not need to provide an answer to this question. Since this was not taken into account when coding responses to this question, exact percentages are not given. Although there was no evidence that people wrote their answer in the wrong place, it was clear that a significant minority of respondents left this question blank.

Did respondents write *anything* on the Visitors' page?

The Scottish 2006 Census Test Visitors' page

England & Wales 2007 Census Test Visitors' page

In the Scottish questionnaire the visitors' page is at the back, where as in the England and Wales questionnaire it is on page 3, straight after the household members' page. Therefore in Scotland, households of less than five people will not automatically turn to the visitors' page. The Scottish questionnaire contains instructions reminding people to complete the visitors' page, but these instructions are somewhat ambiguous. That is, the instruction on page 2 implies that everyone should complete the visitors' page, but the instruction at the end of each person section suggests that respondents only need to complete the visitors' page if they have any visitors. Moreover, there is a possibility that people will not read these instructions.

In addition, the layout of the visitors' page is different on the Scottish questionnaire (see above). It contains two questions: V1 asks how many visitors there were on Census night (although there are no instructions on who to include as a visitor) and V2 asks for the visitor's details. The layout of V2 means that questions on the right-hand side of the page (date of birth and sex) may be missed by respondents.

It was found that the majority of households (almost two thirds) did not write anything on the visitors' page. However, It is not clear whether the page is blank because respondents: had not read the page (either intentionally or by mistake); genuinely had no visitors; had visitors, but decided not to record them on the form; or weren't sure what counts as a visitor. Therefore it may be difficult to interpret the Scottish visitors' data.

It was not possible to look at whether people had recorded the visitor's details correctly because very few people reported having any visitors. The GROS may be able to examine this issue in the full dataset if enough people have recorded visitors.

References

Data Collection Methodology Branch – Office for National Statistics (2006a) 'Full Pre-testing Report for the 2007 Census Test'

Data Collection Methodology Branch – Office for National Statistics (2006b) 'Whole Questionnaire Testing for the 2007 Census Test'

Data Collection Methodology Branch – Office for National Statistics (2006c) 'Lambeth Small-scale Test: An analysis of Respondent behaviour'

Social Survey Division – Office for National Statistics (1996a) '2001 Census Question Testing Programme October 1995 Test: Report of cognitive interviews carried out with members of the public'

Social Survey Division – Office for National Statistics (1996b) '2001 Census Question Testing Programme January 1996 Test: Report of cognitive interviews carried out with members of the public'

Appendix A

Additional observations

As mentioned above, there was not sufficient time to carry out a statistical analysis of every question and ambiguity, so DCM concentrated on a number of known or suspected problems. However, as more than 170 forms were examined a number of additional issues were identified. No statistical analysis was carried out on the issues, but they are noted below.

Front page declaration

The majority of households signed and dated the declaration on the front page of the questionnaire, but the following observations were made about the way some people had signed.

- Some respondents signed the form next to the word 'Signature(s)', rather than in the proper box.
- Some forms were signed (and sometimes dated) by more than one person.
- Some people initialled rather than signed the form.
- One form had been signed by a friend rather than the person themselves.

Suitability of some questions for children and the elderly

A problem that some respondents commented on in the 'Your Views' page was that some of the questions were not relevant to children (for example, marital / CP status and 'have you ever worked').

"How can you answer some of these questions for a baby?"

"Some of these questions were not suitable for children."

In the 2001 Census, children and respondents aged 75 and over did not have to answer the labour market questions. However, in the Scottish 2006 Census Test, everyone had to answer some labour market questions, and anyone who had ever worked had to answer detailed employment questions. Some elderly people commented that the labour market questions were not appropriate to them, and consequently did not answer the questions.

"I cannot grasp the relevance of Q22-24 to a 79-year-old. I have not completed these sections."

In fact, some elderly respondents gave up filling in the questionnaire completely when they reached the labour market questions.

Individual form check box

◆ The Enumerator can provide a private **Individual Form** and envelope for anyone who doesn't want to disclose information to others in the household. When anyone completes an Individual Form, cross (X) his or her box in the column below marked 'Individual Form' and leave his or her three-page Person Section on this form blank.

Person No.	First name and surname of household member	Individual Form
Person 1		<input checked="" type="checkbox"/>
Person 2		<input checked="" type="checkbox"/>

The Scottish 2006 Census Test household members' table

If individuals are concerned about other household members seeing their personal information on the Census questionnaire, they can request an individual form from the enumerator. If they complete an individual form they should indicate this in the household members' table (shown above) by crossing their box in the column marked 'Individual Form' and leave their person section on the main form blank.

Some people (often in single person households) incorrectly crossed the 'Individual Form' box in the household members' table. This suggests that they do not know what individual forms are, either because they haven't read, or haven't understood, the instruction on the household members' page. Incorrectly checking this box may cause problems with form tracking and linking later on.

Usual residence and second residences

The Scottish 2006 Census Test questionnaire does not include any instructions about how to fill in the form if this address is your second residence, whereas the England and Wales questionnaire contains one instruction. In the sample of Scottish questionnaires that were examined, there was an indication that some people did not understand the concept of 'usual residence' and did not know how to complete the Census questionnaire if it arrived at their second residence, rather than their main address. One household wrote on the form that this was not their main residence and completed the form incorrectly: they filled out the second address section rather than the visitors' page. On the other hand, one household who was staying in a self-catering holiday chalet correctly filled in only the household section and the visitors section.

'Country of birth' example in 'How to Complete the Form'

How to Complete the Form

Use black or blue ink.
Put a cross in the appropriate box, like this .

If you mark the wrong box, fill in the box and put a cross in the right one, like this .

If you cross a box with an instruction like Go to H8, you should move on to the question indicated.

Where you need to write in an answer, please use CAPITAL LETTERS and leave one space between each word. Continue on a new line if a word will not fit. See the example on right.

6 What is your country of birth?

Elsewhere, please write in the present name of the country

S W I T Z E R L A N

D

Instructions on how to complete the Scottish 2006 Census Test form

On page 2 there are instructions about how to complete the form. The country of birth question is used as an example of how to fill in the write-in boxes. However, several respondents wrote an answer in the blank boxes in the example. Although this doesn't have any scanning or processing implications, it may be annoying for respondents if they realise they've made a mistake or when they seemingly get asked the same question again. A similar phenomenon was seen occasionally in the Lambeth test and in cognitive testing (Data Collection Methodology, 2006b and 2006c), and illustrates that it is important to make sure examples are clear.

Crofts

There is a question on the Scottish questionnaire that asks whether the household lives or works on a registered croft. Several households who lived and worked on a croft also said that they owned their accommodation, which technically is not possible. This suggests that respondents are not clear about the definition of a registered croft.

Marital / Civil partnership status

In general, the marital / CP status question was answered well, but a small number of problems were noted with this question. One couple refused to answer this question because it did not have an option for co-habiting couples. They commented:

“As we are neither married, nor in an official civil partnership, then the exclusion of a co-habiting option, we felt, was unsuitable.”

This may be more of a problem in the England and Wales 2007 Census Test because the relationship matrix has been removed. So there is no place on the questionnaire for people to say that they are co-habiting.

It was also seen that one person incorrectly ticked that they were in a civil partnership and one person incorrectly multi-ticked this question (stating that they were married and widowed). These problems may or may not be related to the wording and layout of this question. That is, the England and Wales question includes a date and the word legal: “On the 13 May 2007, what is your legal marital or same-sex civil partnership status?” In addition, the Scottish question uses a two column format with the married options on the left and the civil partnership options on the right. Where as, the England and Wales options are in one column with the married options first and the civil partnership options at the bottom.

Health – Long-standing conditions

The Scottish 2006 Census Test questionnaire asks respondents whether they have any conditions lasting 12 months or more. A similar question (with slightly different wording) will be asked on the England and Wales 2007 Census Test. Two issues were noted for the Scottish question. Firstly, it was seen as intrusive by some respondents. Several respondents marked that they were unhappy with this question on the ‘Your Views’ page and one respondent refused to answer the question commenting that it was: “None of your business”. Secondly, it was apparent that occasionally respondents were not sure about whether, or where, to record a long-standing condition. One respondent ticked that he didn't have any conditions, but

then wrote “*ileostomy*” (a surgically formed opening into the lower part of the small intestine, NHS Direct) next to the question.

Number of children given birth to

Comments written on the ‘Your Views’ page suggest that this question has the potential to cause considerable distress to some people. One respondent wrote a long note about how upset she felt because it reminded her of a traumatic event in her life.

28: Language – Observations of respondents behaviour

28 Which languages can you understand, speak, read or write?

- Tick all boxes that apply.
- Tick the 'No ability' box if you do not understand, speak, read or write the language.

	Understand	Speak	Read	Write	No ability
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scottish Gaelic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scotts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Punjabi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please write in your 'Other' main language below
(e.g. British Sign Language, Urdu, Arabic, Chinese, Bengali, Polish, etc.)

The Scottish 2006 Census Test ‘current religion’ question

15 What languages can you understand, speak, read or write?

- Tick all boxes that apply.

	No ability	Understand spoken	Speak	Read	Write
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other language, write in	<input type="text"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
British Sign Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other sign language, write in	<input type="text"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The England & Wales 2007 Census Test religion question

The language question asked in the Scottish 2006 Census Test is similar to the language question that was asked in the small scale test carried out in Lambeth in June 2006. An analysis of a sample of questionnaires from the Lambeth Test has been carried out and a number of issues were highlighted (Data Collection Methodology, 2006c). For example, the majority of respondents did not use the ‘No ability’ tick box. These are problems that have also been found in cognitive testing, so they were not examined in the Scottish questionnaire.

The main differences between the Scottish test question and the England and Wales 2007 Census Test question are as follows:

- The language question is the last one on the form, on the same page as the labour market questions. Where as, in the England and Wales questionnaire it is in the middle, on the same page as national identity, ethnicity and religion.
- Visually the Scottish language question looks less crowded, because it takes up two thirds of a column’s width.
- In the Scottish question the abilities appear in the following order: understand, speak, read, write, no ability. This is the same order as was used in the small-scale Lambeth test. The England and Wales question has since been changed because of problems highlighted in cognitive testing. For example,

the 'No ability' box comes first, in order to make it more noticeable and more likely to be used.

- The Scottish question lists different languages: Scottish Gaelic, and Scots, Punjabi. Where as, the England and Wales form lists Welsh and British Sign Language.
- The Scottish form doesn't have any rows for sign language, where as the England and Wales form has two rows for sign language.
- The Scottish form lists examples of other languages that people could write in, for example, Urdu; but the England and Wales form doesn't list any examples.
- The England and Wales question only has space to write in one other language and one other sign language, and there are 12 write-in boxes for each other language. The Scottish question has 40 write-in boxes for people to write in their other main language. The Scottish question implies it's only asking for one additional language, but there is space for more, so people may write additional information or languages in these write-in boxes.
- The Scottish question has a large white arrow pointing to the write-in boxes.

A statistical analysis of how people used the other language write-in boxes was planned, but as very few people used them, this was not possible. However, the following phenomena were observed:

- Some people used the write-in boxes to record another language such as British Sign Language or Urdu. Where as some respondents wrote other text in the write-in boxes (for example, "British").
- Respondents sometimes left the English row blank, but ticked something in another row, such as, understand Scots.
- One person wrote a comment on the form that they didn't understand what 'Scots' meant.
- Very few people used the 'No ability' tick box.
- Some respondents just ticked that they understand English.

Individual sections

One respondent living in a single person household completed his own details in 'Person 1', 'Person 2' and 'Person 3' sections. It was clear from a frustrated note he wrote on the questionnaire that he didn't realise these sections were intended for other household members.

Appendix B

A comparison of the Scottish 2006 Census Test questionnaire and the England & Wales 2007 Census Test questionnaire

Religion

The image shows a form for question 17. It has a title '17 What is your current religion, denomination, body or faith?'. Below the title are several options, each with a tick box: 'None', 'Church of Scotland', 'Roman Catholic', and 'Other Christian, please write in'. There are two rows of empty boxes for writing in the name of another Christian religion. Below these are more options: 'Buddhist', 'Muslim', 'Hindu', 'Pagan', 'Jewish', and 'Sikh'. At the bottom is 'Another religion, please write in' with two rows of empty boxes for writing in the name of another religion.

The Scottish 2006 Census Test 'current religion' question

The image shows a form for question 14. It has a title '14 What is your religion?'. Below the title are two instructions: 'This question is voluntary.' and 'Tick one box only.'. There are five options, each with a tick box: 'None', 'Christian (including Church of England, Catholic, Protestant and all other Christian denominations)', 'Buddhist', 'Hindu', and 'Jewish'. Below these are 'Muslim', 'Sikh', and 'Any other religion, write in'. At the bottom is a single row of empty boxes for writing in the name of any other religion.

The England & Wales 2007 Census Test 'religion' question

There are several differences between the religion question(s) on the Scottish and the England and Wales questionnaires, both in terms of wording and layout (see figure above). Firstly, England and Wales only ask one religion question, where as Scotland ask two: current religion and religion you were brought up in. Secondly, the England and Wales question contains an instruction stating that the question is voluntary, but the Scottish question does not mention this. Thirdly, in the England and Wales question there is only one Christian tick box, where as the Scottish question breaks the Christian religions down into different denominations (such as Roman Catholic). In relation to this, the England and Wales question just has one set of write-in boxes (for any other religion). However, the Scottish question has two sets of write-in boxes, one for another Christian religion and one for any other religion.

Other differences include using the term 'Roman Catholic' rather than just 'Catholic'; and including a 'Pagan' tick box. In addition, there are a couple of differences in the layout of the question. For example, in the Scottish question the write-in boxes span the width of the column, where as in the England and Wales the write-in boxes are aligned with the tick-boxes (which helps maintain the navigational flow). Also, in the Scottish question the other religions are arranged in two columns, where as the England and Wales question uses a single column.

A more general difference is in the order of the questions in this section. In the England and Wales questionnaire, national identity is asked first, followed by ethnic group, then religion. In contrast, in the Scottish questionnaire the religion questions come first, followed by the national identity question, then ethnic group.

Ethnicity

20 What is your ethnic group?

◆ Tick one box which best describes your ethnic background or culture.

European

Scottish British
 English Northern Irish
 Welsh Irish
 Other, write in

Multiple ethnic groups

Any multiple background, write in

Asian

Pakistani Chinese
 Indian Bangladeshi
 Sikh Other, write in

Arab

Middle East North African
 Other, write in

African or Caribbean

North African East African
 Southern African West African
 Central African Caribbean
 Other, write in

Other ethnic group

Gypsy/Traveller Jewish
 Other, write in

The Scottish 2006 Census Test ethnicity question

12 What do you consider your national identity to be?

◆ Tick all boxes that apply.

English
 Welsh
 Scottish
 Northern Irish
 British
 Irish
 Other, write in

13 What is your ethnic group?

◆ Choose one section from A to E, then tick the box to show your ethnic group.

A White

English
 Other British
 Irish
 Any other white background, write in

B Mixed

White and Black Caribbean
 White and Black African
 White and Asian
 Any other Mixed background, write in

C Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background, write in

D Black or Black British

Caribbean
 African
 Any other Black background, write in

E Other ethnic group

Arab
 Gypsy/Romany/Irish Traveller
 Any other, write in

The England & Wales 2007 Census Test ethnicity question

There are a number of differences between the ethnicity question on the Scottish and the England and Wales questionnaires (see above). These are summarised below.

- The Scottish question includes an additional instruction:
“X one box which best describes your ethnic background or culture.”
- The Scottish questionnaire does not use colour terms: ‘European’ is used instead of White and ‘African or Caribbean’ is used instead of Black.
- The Scottish questionnaire uses the phrase “Multiple ethnic groups” instead of “Mixed”
- The Scottish question includes a separate category for Arab, where as the England and Wales question includes this option in the ‘Other ethnic group’ category.
- In the Scottish question the instruction above the write-in boxes is worded slightly differently and is less specific: ‘Other, write in’ rather than ‘Any other white background, write in’.
- In the Scottish question, the European category includes separate tick boxes for all the countries in UK, plus British, Irish and Other.
- In the Scottish question, the Asian category contains an option for ‘Sikh’. In addition, the cross boxes are arranged differently in the Asian category, as the ‘Other, write in’ option appears on the right-hand side of the column rather than on the left. This layout makes it more likely that respondent will miss the ‘Other’ option.
- The Scottish question includes a lot of options in the ‘African or Caribbean’ category (mostly different areas of Africa).
- The Scottish question includes a separate tick box for ‘Jewish’ in the ‘Other’ category.
- The Scottish question is formatted differently, with write-in boxes spanning the full width of the column and cross boxes being arranged in two columns.