

IN-SMART Project Calendar (2025-2026)

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Remarks

	Public Holiday
	IN-SMART project events

Simple workflow for survey distribution and collection

Step 1: Collect consent forms and prepare pre-survey materials

- Collect informed consent forms from participating teachers and students
- Prepare pre-survey instruments and related materials

Step 2: Prepare pre-survey tokens based on participation

- Generate individual pre-survey tokens according to the number of signed consent forms
- Conduct internal team testing of the pre-survey instruments

Step 3: Distribute pre-test survey

- Send the survey invitations, instructions, and tokens to the school coordinator **19 Sep**
- Provide a clear deadline for survey completion

Step 4: Monitor the pre-survey response rate and report progress

- Continuously track survey response rates during the open period
- Provide weekly progress reports to the team to enable follow-up by SDO/PA

Step 5: Close the pre-survey and conduct data analysis

- End pre-survey collection on the cut-off date **22 Oct**
- Begin data cleaning and preliminary analysis of the pre-survey results