

## Attachment 2- Instrument to be cognitively tested/ZUMA PIAAC

OMB #0920-0222; Expiration Date: 02/28/10

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**Note to reviewers:** Note that selected questions are being tested, thus question numbers do not necessarily follow in order. In addition, individuals calling in for the study will be screened on their work status, whether or not they work at one job or business or more, what kind of work they do, who they work for, how long they have worked at that job, and whether or not they are student (full-time/part-time), etc. The interviewer will have this information prior to the start of the interview.

A4

### Which of the following descriptions applies best to your current main activity?

*Interviewer instruction:*

1. *If asked, explain that 'paid work' includes people who are temporarily away from their job, and covers all workers, whether employee or self-employed*
2. *Make sure that people doing housework are not mistakenly ticking 'unpaid worker for family business'*
3. *If asked, explain that 'pupil, student' includes pupil and students currently on vacation as well as students with a side job and working students. It does not cover people who are in education paid for by their employer. They should be coded as in 'paid work'.*
4. *If asked, explain that 'apprentice, trainee' covers people who have a formal double status: their work involves training and vice versa. It does not include students with a side job or working students.*
5. *Prompt if 'other' is chosen, what this activity is, and see whether it should have been one of the other categories.*

#### **SHOW CARD 1**

- 01 Paid work / self-employed **(Go to question B1)**
- 02 Unpaid worker for family business **(Go to question B1)**
- 03 Not working and looking for work **(Go to question B1)**
- 04 Pupil, student **(Go to question B26)**
- 05 Apprentice, trainee **(Go to question B1)**
- 06 Family responsibilities **(Go to question B1)**
- 07 Retired **(Go to question B1)**
- 08 Permanently disabled **(Go to question B1)**
- 09 In community or military service **(Go to question B1)**
- 10 Other, please specify: ..... **(Go to question B1)**

#### **NOT ON SHOW CARD**

- 97 Don't know
- 98 Refused

**B1**

**Are you currently in school, either fulltime or part-time?**

- 1 Yes
- 2 No
- 8 Refused

**[Note to reviewers: All participants will be asked the question below, but the order will be randomized.]**

**Ask all respondents**

**B26 (alternative 1)**

**Suppose your level of knowledge and skills as it was one year ago was equal to 100. How would you rate your level of knowledge and skills now?**

\_\_\_\_\_

**B26 (alternative 2)**

**How would you compare your current level of knowledge and skills with the level one year ago? Would you say it has increased a lot, increased a bit, stayed more or less the same, decreased a bit or decreased a lot?**

- 1 Increased a lot
- 2 Increased a bit
- 3 Stayed more or less the same
- 4 Decreased a bit
- 5 Decreased a lot
- 7 Don't know
- 8 Refused

**Ask all respondents**

**C11**

**How likely do you think it is that you will have a job in a year's time?  
Give an estimate between 0 and 100%**

..... (0-100%)

- 997 Don't know
- 998 Refused

**[Note to reviewers: D3 Alt 1&2 to be asked randomly across respondents]**

**Ask the next set of questions if R reported:**

**01 Paid work/self-employed;**

**02 Unpaid worker for family business;**

**03 Not working and looking for work (but worked within the last 12 months); or**

**05 Apprentice, trainee.**

**If not, go to Q E1a-h.**

**D3 alternative 1**

**<Is/was> this organization part of the private sector, public sector, or a non-profit organization?**

- 1 Private sector
- 2 Public sector
- 3 Non-profit organization
- 4 Other, please specify .....
- 7 Don't know
- 8 Refused

**D3 alternative 2**

**Who owns the workplace where you work? Is that a private person, a private company or firm, the central government, the local government or a non-profit, non-governmental organization?**

- 1 Private person
- 2 Private company or firm
- 3 Central government
- 4 Local government
- 5 Non-profit, non-governmental organization
- 7 Don't know
- 8 Refused

**D12b**

**If you were to leave your current job, roughly how long would you expect to have to travel from your place of residence to a suitable alternative job?**

- 1 Less than 10 minutes
- 2 More than 10 minutes but less than 30 minutes
- 3 More than 30 minutes but less than an hour
- 4 More than an hour but less than 2 hours
- 5 More than 2 hours
  
- 7 Don't know
- 8 Refused

**D14a-c**

**In the <past 12 months/the 12 months before you left your job>, did any of the following occur in your organization? Select all that apply.**

- a. **Reorganization**
- b. **Large-scale lay-off of personnel**
- c. **Introduction of new production process, product or service**

- 1 Yes
- 2 No
- 7 Don't know
- 8 Refused

**D17**

**To what extent are/were your knowledge and skills utilized in this job?**

**SHOW CARD 9**

not at all      □      to a very high extent  
□ 1      □ 2      □ 3      □ 4 □ 5

**NOT ON SHOW CARD**

7 Don't know

8 Refused

**D18**

**What percentage of your working time did/do you spend on tasks from which you learn?**

**SHOW CARD 15**

1 None of the time

2 Around 5% of the time

3 Around 10% of the time

4 Around a quarter of the time

5 Around half of the time

6 More than half of the time

**NOT ON SHOW CARD**

7 Don't know

8 Refused

**D19a-c**

**How often <did/does> your job involve**

**a. solving unforeseen problems on your own?**

**b. monotonous tasks?**

**c. complex tasks?**

**SHOW CARD 16**

1 At least once a day

2 At least once a week

3 Each month

4 Less than once a month

5. Never

**NOT ON SHOW CARD**

7 Don't know

8 Refused

**Ask next question if R reported:**

**01 Paid work / self-employed;**

**02 Unpaid worker for family business; or**

**05 apprentice/trainee.**

**If not, go to E2a-h.**

**E1a-h**

**The following questions are about reading that you do as part of your job. How often do you read either in print or on screen each of the following**

- a. letters, memos or e-mails?
- b. articles in magazines, newspapers or newsletters?
- c. books?
- d. short notes or instructions?
- e. articles in professional journals or scholarly publications?
- f. manuals or reference materials?
- g. bills, invoices, or other financial statements?
- h. diagrams, plans or schematics?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported**

**03 Not working and looking for work (but worked within the last 12 months).**

**E2a-h**

The following questions are about reading that you did as part of your last job. How often did you read either in print or on screen each of the following

- a. letters, memos or e-mails?
- b. articles in magazines, newspapers or newsletters?
- c. books?
- d. short notes or instructions?
- e. articles in professional journals or scholarly publications?
- f. manuals or reference materials?
- g. bills, invoices, or other financial statements?
- h. diagrams, plans or schematics?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:**

**01 Paid work / self-employed;  
02 Unpaid worker for family business; or  
05 apprentice/trainee**

**E4a-h**

The following questions are about reading that you do in everyday life,

**excluding reading you do as part of your job. How often do you read either in print or on screen each of the following**

- a. letters, memos or e-mails?
- b. articles in magazines, newspapers or newsletters?
- c. books?
- d. short notes or instructions?
- e. articles in professional journals or scholarly publications?
- f. manuals or reference materials?
- g. bills, invoices, or other financial statements?
- h. diagrams, plans or schematics?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:  
04 Pupil/Student**

**E5a-h**

**The following questions are about reading that you do, including reading you do as part of your studies. How often do you read either in print or on screen each of the following**

- a. letters, memos or e-mails?
- b. articles in magazines, newspapers or newsletters?
- c. books?
- d. short notes or instructions?
- e. articles in professional journals or scholarly publications?
- f. manuals or reference materials?
- g. bills, invoices, or other financial statements?
- h. diagrams, plans or schematics?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:**  
**03 Not working and looking for work (regardless of when they last worked;**  
**06 family responsibilities;**  
**07 retired;**  
**08 permanently disabled.**

E6a-h

The following questions are about reading that you do. How often do you read either in print or on screen each of the following

- a. letters, memos or e-mails?
- b. articles in magazines, newspapers or newsletters?
- c. books?
- d. short notes or instructions?
- e. articles in professional journals or scholarly publications?
- f. manuals or reference materials?
- g. bills, invoices, or other financial statements?
- h. diagrams, plans or schematics?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:**  
**01 Paid work / self-employed;**  
**02 Unpaid worker for family business; or**  
**05 apprentice/trainee**

E18a-i

The following questions are about activities that involve numerical information or mathematics that you do as part of your job.

How often do you do each of the following:

- a. measure or estimate sizes, weights, distances, etc.?
- b. manage time or prepare timetables?
- c. calculate prices or costs or deal with budgets?
- d. read, use or calculate fractions, decimals or percentages in a non-monetary context?
- e. use a calculator - either hand-held or a computer-based?
- f. interpret statistical or numerical information in charts, graphs, or tables?
- g. prepare charts or graphs, or fill tables with statistical or numerical information?
- h. use simple algebra or formulas to solve for (find) unknown values?
- i. use more advanced algebra or math such as geometry, trigonometry, calculus, or inferential statistics?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:**

**03 Not working and looking for work (but worked within the last 12 months)**

**E19a-i**

The following questions are about activities that involve numerical information or mathematics that you did as part of your last job. How often did you do each of the following:

- a. measure or estimate sizes, weights, distances, etc.?
- b. manage time or prepare timetables?
- c. calculate prices or costs or deal with budgets?
- d. read, use or calculate fractions, decimals or percentages in a non-monetary context?
- e. use a calculator - either hand-held or a computer-based?
- f. interpret statistical or numerical information in charts, graphs, or tables?
- g. prepare charts or graphs, or fill tables with statistical or numerical information?
- h. use simple algebra or formulas to solve for (find) unknown values?
- i. use more advanced algebra or math such as geometry, trigonometry, calculus, or inferential statistics?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:**

**01 Paid work / self-employed;**

**02 Unpaid worker for family business; or**

**05 apprentice/trainee**

**E21a-h**

The following questions are about activities that involve numerical information or mathematics that you do in everyday life, excluding such activities you take part in as part of your job. How often do you



- a. measure or estimate sizes, weights, distances, etc.?
- b. manage time or prepare timetables?
- c. calculate prices or costs or deal with budgets?
- d. read, use or calculate fractions, decimals or percentages in a non-monetary context?
- e. use a calculator - either hand-held or a computer-based?
- f. interpret statistical or numerical information in charts, graphs, or tables?
- g. prepare charts or graphs, or fill tables with statistical or numerical information?
- h. use simple algebra or formulas to solve for (find) unknown values?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:  
04 Pupil/Student**

**E22a-h**

**The following questions are about activities that involve numerical information or mathematics, including such activities that you take part in as part of your studies.**

**How often do you do each of the following:**

- a. measure or estimate sizes, weights, distances, etc.?
- b. manage time or prepare timetables?
- c. calculate prices or costs or deal with budgets?
- d. read, use or calculate fractions, decimals or percentages in a non-monetary context?
- e. use a calculator - either hand-held or a computer-based?
- f. interpret statistical or numerical information in charts, graphs, or tables?
- g. prepare charts or graphs, or fill tables with statistical or numerical information?
- h. use simple algebra or formulas to solve for (find) unknown values?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next question if R reported:**

**03 Not working and looking for work (regardless of when they last worked);**

**06 family responsibilities;**

**07 retired;**

**08 permanently disabled.**

E23a-h

The following questions are about activities that involve numerical information or mathematics.

How often do you do each of the following:

- a. measure or estimate sizes, weights, distances, etc.?
- b. manage time or prepare timetables?
- c. calculate prices or costs or deal with budgets?
- d. read, use or calculate fractions, decimals or percentages in a non-monetary context?
- e. use a calculator - either hand-held or a computer-based?
- f. interpret statistical or numerical information in charts, graphs, or tables?
- g. prepare charts or graphs, or fill tables with statistical or numerical information?
- h. use simple algebra or formulas to solve for (find) unknown values?

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask next set of questions if R reported:**

**01 Paid work / self-employed;**

**02 Unpaid worker for family business;**

**03 Not working and looking for work (but worked within the last 12 months); or**

**05 Apprentice, trainee.**

**If not, got to Q G1a-1**

F1

In your job, what proportion of your time <did/do> you spend using scientific knowledge? For example, in the areas of biology, botany, chemistry, engineering, geography, geology, medicine or physics.

**SHOW CARD 19**

**RECORD ONLY ONE**

- 1 None of the time/ Does not apply
- 2 Up to a quarter of the time
- 3 Up to half of the time
- 4 More than half of the time
- 5 All the time/continually

**NOT ON SHOW CARD**

- 8 *Don't know*
- 9 *Refused*

**F2a-g**

**How often <did/does> your job involve:**

- a. instructing, training or teaching people, individually or in groups?**
- b. making speeches or giving presentations in front of five or more people?**
- c. persuading or influencing others?**
- d. negotiating with others inside or outside your organisation?**
- e. selling a product or selling a service?**
- f. advising people?**
- g. providing emotional support or physical care for others?\***

*\*Interviewer instruction: If asked, explain that the support or care could be either for clients or for co-workers.*

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 *Don't know*
- 8 *Refused*

**F3a-c**

**In your job what proportion of your time <did/do> you spend:**

- a. listening carefully to co-workers? (Co-workers are people working for the same firm or employer as yourself)\***
- b. cooperating or collaborating with co-workers?**
- c. paying attention to detail**

*\*Interviewer instruction: If respondents ask, explain that they should include any listening activity they consider part of their job, even if it concerns personal matters.*

**SHOW CARD 19**

**RECORD ONLY ONE**

- 1 None of the time/ Does not apply
- 2 Up to a quarter of the time
- 3 Up to half of the time
- 4 More than half of the time
- 5 All the time/continually

**NOT ON SHOW CARD**

- 8 *Don't know*
- 9 *Refused*

F5a-n

**How often <did/does> your job involve:**

- a. sharing work information with co-workers? (Co-workers are people working for the same firm or employer as yourself)
- b. helping to resolve conflicts among co-workers?
- c. identifying problems or faults?
- d. working out the cause of problems or faults?
- e. thinking of solutions to problems or faults?
- f. analysing complex problems?
- g. planning your own activities?
- h. planning the activities of others?
- i. organising your own time?
- j. thinking ahead?
- k. carry, push or pull heavy objects?
- l. working for long periods on physical activities?
- m. using skill or accuracy with your hands or fingers?\*
- n. operating tools, equipment or machinery (other than computers and computerised equipment)?

*\*Interviewer instruction: Explain, if asked, that this refers to the use of fine motor skills in a wide range of tasks. Examples include mending, repairing or adjusting things, touch typing, piano playing, surgery.*

**SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5 Never

**NOT ON SHOW CARD**

- 7 Don't know
- 8 Refused

**Ask all respondents**

**G1a-l**

To what extent do the following statements apply to you?

- a. **Setbacks don't discourage me**
- b. **I get obsessed with ideas for a short time but later lose interest**
- c. **I aim to be the best in the world at what I do**
- d. **People say I have an iron self-discipline**
- e. **I am a hard worker**
- f. **New projects sometimes distract me from previous ones**
- g. **I am ambitious**
- h. **I am able to work effectively toward long-term goals**
- i. **I finish whatever I begin**
- j. **I have difficulty maintaining focus on projects that take more than a few months to complete**
- k. **Achieving something of lasting importance is the highest goal in life**
- l. **I have trouble concentrating**

**SHOW CARD 9**

not at all      □      to a very high extent  
□ 1      □ 2      □ 3      □ 4 □ 5

**NOT ON SHOW CARD**

7 Don't know

8 Refused

**G3a-d**

To what extent do the following statements apply to you?

- a. **I often work on things that will only pay off in the future.**
- b. **I'm only concerned about the present.**
- c. **When I have to choose between benefits now or somewhat larger benefits in the future, I would choose benefits now.**
- d. **I will accept getting less today so that I will get more to-morrow.**

**SHOW CARD 9**

not at all      □      to a very high extent  
□ 1      □ 2      □ 3      □ 4 □ 5

**NOT ON SHOW CARD**

7 Don't know

8 Refused

G4a-m

To what extent do the following items apply to you?

- a. I prefer to follow well tried approaches to problems
- b. I relate new ideas to real life situations to which they might apply
- c. I prefer to split a problem into different parts, working out one at a time
- d. I like learning new things
- e. I prefer tasks that are clearly structured
- f. I use my imagination to understand puzzling ideas
- g. I like knowing what is expected of me
- h. I relate new material to things I already know
- i. When I start a task, I first figure out all the details I need to do
- j. I like to get to the bottom of difficult things
- k. I find it difficult switching between different tasks
- l. I like to figure out how different ideas fit together
- m. If I don't understand something, I look for additional information to clarify this

**SHOW CARD 9**

not at all      □      to a very high extent  
□ 1      □ 2      □ 3      □ 4 □ 5

**NOT ON SHOW CARD**

7 Don't know

8 Refused

## Show Cards

### **SHOW CARD 1**

- 01 Paid work / self-employed
- 02 Unpaid worker for family business
- 03 Not working and looking for work
- 04 Pupil, student
- 05 Apprentice, trainee
- 06 Family responsibilities
- 07 Retired
- 08 Permanently disabled
- 09 In community or military service
- 10 Other, please specify: .....

### **SHOW CARD 9**

not at all      □      to a very high extent  
□ 1      □ 2      □ 3      □ 4 □ 5

### **SHOW CARD 15**

- 1 None of the time
- 2 Around 5% of the time
- 3 Around 10% of the time
- 4 Around a quarter of the time
- 5 Around half of the time
- 6 More than half of the time

### **SHOW CARD 16**

- 1 At least once a day
- 2 At least once a week
- 3 Each month
- 4 Less than once a month
- 5. Never

### **SHOW CARD 19**

#### RECORD ONLY ONE

- 1 None of the time/ Does not apply
- 2 Up to a quarter of the time
- 3 Up to half of the time
- 4 More than half of the time
- 5 All the time/continually