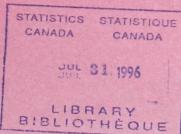
1996 CENSUS OF CANADA

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# Place of Residence 1 Year and 5 Years ago Outside Canada

# **Training Guide**



**Automated Coding** 

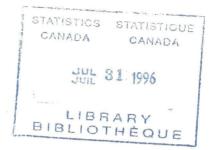




Statistics

Canada

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MBO-2

## Place of Residence 1 Year and 5 Years Ago

Outside Canada

Training Guide

Prepared by: Census Operations Division Social, Institutions and Labour Statistics Field

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## I. Introduction

This training guide is intended to help you understand the coding procedures in the "Place of Residence 1 Year and 5 Years Ago – Outside Canada" procedures manual (Form MBO-1).

As an aid to learning, this guide contains exercises in coding procedures. The purpose of the exercises is not to determine whether you have memorized the procedures but to give you an opportunity to apply them. As you work through the exercises, you may refer to the procedures manual at any time.

When you have finished the exercises, you will review the questions and the answers with your supervisor.

## II. Introductory Exercises for the Variable "Place of residence 1 Year and 5 Years ago – Outside Canada"

Read Chapter I, Introduction to the Coding Procedures for the "Place of Residence 1 Year and 5 Years Ago – Outside Canada" variable, in your procedures manual. Then, return to this guide and complete the exercises below.

## **Exercise** 1

Answer the following question:

When a Form 2B respondent marks circle 05 in Question 22 and circle 11 in Question 23, what is he supposed to specify?

#### Exercise 2

Answer the next question by filling in the blanks.

This manual describes the \_\_\_\_\_\_ procedures for responses with place of residence \_\_\_\_\_\_\_ i.e. the \_\_\_\_\_\_ in each question.

#### **Exercise 3**

Indicate whether each statement is true (T) or false (F).

(a) Questions 22 and 23 are identical.

- (b) Question 23 asks about place of residence 1 year ago.
- (c) The responses for outside Canada and inside Canada are treated as two different variables.
- (d) Questions 22 and 23 tell us where people living in Canada are moving to and from within Canada, and from outside Canada.

## III. Exercises in Standard Coding Procedures

Read Chapter II - Standard coding procedures, in your procedures manual. Then return to this guide and complete the exercises below.

## **Exercise 1**

Fill in the blank.

As a general coder, you are responsible for assigning a \_\_\_\_\_ to each response according to the instructions you are given.

## **Exercise 2**

Name the one category of responses possible for the variable "Place of Residence 1 Year and 5 Years Ago – Outside Canada".

#### **Exercise 3**

Name the coding difficulties.

(1)	
(2)	
(3)	

## **Exercise** 4

Mark the right answer  $-\sqrt{}$ 

When the system shows you a response, the first thing to do is:

- () verify whether the ACTR system has returned a phrase or phrases.
- () verify whether the response is in the MCB.
- () identify the category of response.

Mark the right answer  $-\sqrt{}$ .

When the system shows you a response and the ACTR returns a phrase or phrases, you should:

- () verify the response in the MCB.
- () code the response.
- () select a phrase for coding.

#### A. Code match

Code match is the stage where you assign a code to each response displayed by the system.

## **Exercise 1**

On the basis of the procedures in the code match table in Chapter II of the procedures manual, connect each condition on the left to the appropriate action on the right using an arrow.

(a)	IF a valid code is displayed at the bottom of the screen, THEN	(1)	refer the response to the next level of coding.
(b)	<b>IF</b> an invalid code is <u>still</u> displayed at the bottom of the screen, <b>THEN</b>	(2)	verify whether the code was input correctly.
(c)	<b>IF</b> an invalid code is displayed at the bottom of the screen, <b>THEN</b>	(3)	commit the code.

Fill in the blanks by consulting the MCB and selecting one of the numbered code match steps.

- (a) The system shows the response "FRANCE". You look it up in the MCB and the code is \_\_\_\_\_. The next three steps you must carry out are \_\_\_\_\_, \_\_\_\_. Following these steps, the system displays a valid code at the bottom of the screen. The last step you perform is to \_\_\_\_\_
- (b) The system shows the response "CYPRUS". You look it up in the MCB and the code is \_\_\_\_\_. The next three steps you perform are \_\_\_\_\_, \_\_\_\_. Following these steps, the system displays an invalid code at the bottom of the screen; what do you do? \_\_\_\_\_. The invalid code still appears at the bottom of the screen; what do you do? \_\_\_\_\_.
- (1) Validate the code.
- (2) Verify whether a valid code is displayed at the bottom of the screen.
- (3) Type the code.
- (4) The valid code is displayed at the bottom of the screen.
- (5) Refer the response to the next level of coding.
- (6) Commit the code.
- (7) Verify whether the code was input correctly. If an error has been made, correct the code and repeat steps 1 and 2.

## IV. Exercises in Processing Responses Containing the Country

Read Chapter III-A, Processing responses containing the country, in your procedures manual. Then return to this guide and complete the exercises below.

The system shows you a response consisting of a country. Use this response for exercises 1, 2 and 3.

MMANUAL 1	1996 CENSUS INTERACTIVE	OF POPULATI CODING - MO			. :	17/01/9 13:14:15
Write-in to MEXIQUE	be coded				Ty	be Code
Phrases retu	irned by ACTR				Codes	(S)elec
	2 078 2 6 The question from and Write-ins	each househ	old member		Persi	אד: 2
	РF2РF3РF4- JP DOWN <<<<	PF5PF6- >>>> MORE		3PF9P DWN REFER U		

#### **Exercise 1**

Circle the correct answer.

You have identified the response as a country. What is your next step?

- (a) examine the response
- (b) consult the MCB
- (c) consult the phrase or list of phrase returned by the ACTR
- (d) none of the above

#### **Exercise 2**

Circle the correct answer.

What exactly are you looking for when you consult the MCB?

- (a) the response "MEXIQUE" only
- (b) a code for the response "MEXIQUE"
- (c) neither of the above

What code did you find in the MCB for the response "MEXIQUE"?

#### **Exercise** 4

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter III-A of the procedures manual to code the following sample responses.

```
a)
```

```
1996 CENSUS OF POPULATION / AUTOMATED CODING
INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.
                                                                 17/01/96
                                                               13:23:42.1
MMANUAL1
                                                             Type Code
Write-in to be coded
 KENYA
                                                                 ____
                                                                 (S)elect
Phrases returned by ACTR
                                                         Codes
ID: 61001102 014 1
                    12
Data for same question from each household member
                                                           Persnr: 1
Check-boxes and Write-ins
 KENYA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
              DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT
     HELP UP
```

Code: \_

(b)

MMANUAL1	1996 CENSUS OF POPULATION / AUTOMATE INTERACTIVE CODING - MOBILITY 1 YEAR		17/01/9 :14:15.
Write-in to JAPON	be coded	Type	Code
Phrases retu	rned by ACTR	Codes	(\$)elec -
			- •
ID: 61001002	***************************************		
	e question from each household member and Write-ins	Persnr	. 2



## V. Exercises in Processing Responses Containing Difficulties

#### A. Processing misspelled responses

Read Chapter IV-A, Processing misspelled responses, in the procedures manual. Then return to this guide and complete the exercises below.

The system shows you a misspelled response. Use this response in exercises 1 and 2.

MMANUAL1	1996 CENSUS INTERACTIVE			TOMATED CODIN		17/01/9
Write-in to KORGA	be coded				Tyj	pe Code
Phrases retu	rned by ACTR				Codes	(S)elec
						-
						- +
ID: 61001002	07826					
	e question from and Write-ins	each hou	sehold men	lber	Persi	nr: 2
	Р Г2РГ3РГ4 JP DOWN <<<<			-PF8PF9 +DOWN REFER		

## **Exercise** 1

Circle the correct answer.

The correct spelling is:

- a) KORBA
- b) KORAB
- c) KORA
- d) KOREA

#### **Exercise 2**

Circle the correct answer. When you have found the code for the correctly spelled response of "KORGA", what is your next step?

- a) validate the code
- b) verify the code
- c) type the code
- d) none of the above

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-A of the procedures manual to code the following sample responses.

a)

MMANUAL1		JS OF POPUL JE CODING -					7/01/96 14:15.2
Write-in to MASADONIA	be coded					Type ~	Code
Phrases ret	urned by ACTR				Codes	з (	S)elect
							- +
ID: 6100100	2 078 2 6						
	me question fro and Write-ins	om each hou	usehold me	mber	Pe	ersnr:	2
MASADUNIA							
	PF2PF3PF4 UP DOWN <<+	4PF5F << >>>> M			F9PF10F EFER VALID (		

Code:

(b)

```
1996 CENSUS OF POPULATION / AUTOMATED CODING
INTERACTIVE CODING MOBILITY 5 YEARS OUT CAN.
                                                                        17/01/96
 MMANUAL1
                                                                     13:23:42.1
 Write-in to be coded
                                                                   Type Code
 ALLEMANGUE
                                                                        ----
 Phrases returned by ACTR
                                                              Codes
                                                                        (S)elect
                                                                           -
                                                                           -
                                                                           _
ID: 61001102 014 1 12
Data for same question from each household member
Check-boxes and Write-ins
                                                                 Persnr: 1
 ALLEMANGUE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
                DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT
     HELP UP
```

Code: \_\_\_\_\_

```
(c)
```

```
1996 CENSUS OF POPULATION / AUTOMATED CODING
INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.
                                                                               17/01/96
                                                                            13:23:42.1
 MMANUAL 1
 Write-in to be coded
                                                                           Tupe Code
 COSTARICA
                                                                               -----
 Phrases returned by ACTR
                                                                     Codes
                                                                               (S)elect
 ID: 61001102 014 1 12
  Data for same question from each household member
Check-boxes and Write-ins
                                                                      Person: 1
 COSTARICA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF10--PF10--PF11--PF12---
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT
```

#### Code:

(d)

MMANUAL 1	1996 CENSUS OF POPULATION INTERACTIVE CODING - MOBI		17/01/9 13:14:15.
TANANGAL			
Write-in to TRINIDAD & TOBA		Ty	pe Code
Phrases retu	rned by ACTR	Codes	(S)elec
			- ,
ID: 61001002	078 2 6		
	e question from each househol and Write-ins \SO	d member Pers	nr: 2
nter-PF1P	F2PF3PF4PF5PF6	PF7PF8PF9PF10PF1	1PF12-
		+UP +DOWN REFER VALID COM	

Code: \_\_\_\_\_

#### B. Processing multiple responses

Read Chapter IV-B, Processing multiple responses, in the procedures manual. Then return to this guide and complete the exercises below.

The system shows you a multiple response. Use this response for exercises 1 and 2.

MMANUAL 1	1996 CENSUS INTERACTIVE					7/01 14:1	
Write-in to P CHINA AND HONG				Τı	jpe _	Cod	e
Phrases retu	ned by ACTR			Codes	(	S)el - - -	ec
	question from and Write-ins	each househo	old member	 Pers	=== nr:	2	
nter-PF1PI HELP U							

#### **Exercise** 1

Circle the correct answer.

When you encounter a multiple response, you:

- a) refer it to the next level of coding
- b) take only the first response into account
- c) code all responses
- d) take the best response

#### **Exercise 2**

What category or difficulty of response is "CHINA"?

- a) misspelled response
- b) abbreviated response
- c) name of a country
- d) other response

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-B of the procedures manual to code the following sample responses.

a)

	1996 CENSUS	F POPULATION / AUT	CHOTED CODING	17/01/96
MMANUAL 1		ODING - MOBILITY 1		13:14:15.2
			TEAN OUT SILL	10.1
Write-in t	o be coded		1	Type Code
LETHOSO SUD	AFRIQUE			
Dharassa	towned by ACTO		Co do o	
Phrases re	turned by ACTR		Codes	(S)elect
				-
				- +
				-
ID: 610010	02 078 2 6			
	ame question from e s and Write-ins	ach household memb	ier Pei	rsnr: 2
LETHOSO SUD	AFRIQUE			
Enter-DE1	-DF2DF3DF4	DE5DE6DE7	PF8PF9PF10PI	
HELP	UP DOWN <<<<		+DOWN REFER VALID CO	

Code: \_\_\_\_\_

b)

	1996 CENSUS	OF DODU	OTTON / O	UTOMOTED	CODT	NC		17/01/	96
	INTERACTIVE							:23:42	
MMANUAL1	INTERACTIVE	CODING -	MUBILITY	5 YEARS	001	CHN.	1.5	. 23 . 42	
							Type	Code	
Write-in to be	coded						rgpe	COUL	£
GERNAMY ASIA									
						Code		(S)ele	-
Phrases return	ed by HUTR					coue	3	(s)ere	cu
								-	
								-	
								-	
ID: 61001102 0	14 1 12	an and a second second second second second							
								. 1	
Data for same		each nou	senoia me	mber		F	ersnr		
Check-boxes and	d Write-ins								
GERNAMY ASIA									
Enter-PF1PF2	PF3PF4-	PF5P	F6PF7-	PF8	PF9	-PF10	211-	-PF12-	
HELP UP		>>>> M	IORE +UP					OLIT T	

Code: \_\_\_\_\_

c)

```
1996 CENSUS OF POPULATION / AUTOMATED CODING
INTERACTIVE CODING MOBILITY 5 YEARS OUT CAN.
                                                                          17/01/96
 MMANUAL1
                                                                        13:23:42.1
 Write-in to be coded
                                                                      Type Code
 CONGO BRAZAVILLE
                                                                         _____
 Phrases returned by ACTR
                                                                 Codes
                                                                          (S)elect
                                                                             -
                                                                             -
                                                                             -
 ID: 61001102 014 1 12
 Data for same question from each household member
                                                                 Persnr: 1
 Check-boxes and Write-ins
 CONGO BRAZAVILLE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT
```

## Code: \_\_\_\_\_

d)

MMANUAL 1	1996 CENSUS OF POPULATION / INTERACTIVE CODING - MOBILI		17/01/90 13:14:15.2
Write-in to DANEMARK VIENN		,	ype Code
Phrases retu	rned by ACTR	Codes	(S)elect - -
ID: 61001002	078 2 6 9 question from each household	member Per	
	and Write-ins		
nter-PF1P HELP U	F2PF3PF4PF5PF6PF P DOWN <<<< >>>> MORE +L		

Code: \_\_\_\_\_

#### C. Processing other responses

Read Chapter IV-C, Processing other responses, in the procedures manual. Then return to this guide and complete the exercises below.

#### **Exercise** 1

The system sends you the following abbreviated response. What do you do?

MMANUAL 1		ION / AUTOMATED CODING IOBILITY 1 YEAR OUT CAN.	17/01/9 13:14:15.
Write-in to PRC	be coded		Type Code
Phrases retu	rned by ACTR	Coc	les (S)elec -
ID: 61001002	078 2 6		- +
	e question from each house and Write-ins	hold member	Persnr: 2
Enter-PF1P	F2PF3PF4PF5PF6	PF7PF8PF9PF10-	-PF11PF12

#### **Exercise 2**

The system sends you the response "same", "same as Person 1", "même", "même que la Personne 1"

What do you do?

MMANUAL 1	1996 CENSUS INTERACTIVE					17/01/96 13:14:15.2
Write-in to SAME AS PERSON					Ty	pe Code
Phrases retu	rned by ACTR				Codes	(S)elect
						+
ID: 61001002 Data for sam Check-boxes SAME AS PERSON	e question from and Write-ins	each house	hold mem	ber	Pors	nr: 2
nter-PF1P HELP U	F2PF3PF4-	PF5PF6 >>>> MOR	PF7	-PF8PF9		1PF12

The system shows you the following incomprehensible response. What do you do?

```
1996 CENSUS OF POPULATION / AUTOMATED CODING
INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.
                                                                              17/01/96
 MMANUAL 1
                                                                       13:23:42.1
Write-in to be coded
WAS NOT BORN
                                                                         Type Code
                                                                             -------
Phrases returned by ACTR
                                                                   Codes
                                                                            (S)elect
ID: 61001102 014 1
                        12
Data for same question from each household member
Check-boxes and Write-ins
                                                         Persnr: 1
 WAS NOT BORN
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT
```

## **VI. Review Exercises**

The following set of responses covers all the points studied. In each case, determine the response type and assign a code.

Response	Category	Code
(a) BONGLADESHE		
(b) SOMMALY		
(c) REPUBLICA NG PHILIPINAS		
(d) W.INDIES JAMAICA		
(e) SEAMAN		
(f) DAMASCUS SYRIA		
(g) DUBLIN EIRE		
(h) SWIJERLAND		
(i) SAME		
(j) SYCHELLE		
(k) EUROPE FRANCE RUSSIA		

Response	Category	Code
(l) RFA		
(m) ZIMBZBWE		
(n) QUITO ECUADOR		
(0) G CAYMAN		
(p) S.ARABIA		
(q) SAN SALVADOR PARAGUAY LOMA		
(r) BAKISTAN		
(s) NAIROBI KENYA		
(t) VN		
(u) VOIR P.1.		
(v) BURINA FASO		
(w) CANADA		

Response	Category	Code
(x) AUSTRIA		
(y) OTTAWA		
(z) ENGLAND		

### VII. Conclusion

Now that you have read the procedures manual and completed the exercises in this training guide, you are ready to use the ACTR system.

If you have any questions, ask your supervisor for help.

The answers to the exercises in this guide are given in the supervisor's manual.



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	1		
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