MBO-2
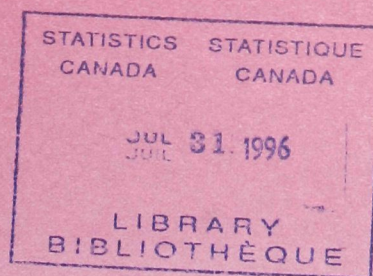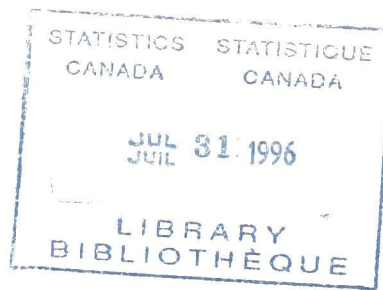
Place of Residence 1 Year and 5 Years ago Outside Canada

Training Guide

Automated Coding

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

Table of Contents

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.   _____

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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 – ✓

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.

Exercise 5

Mark the right answer – √.

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)   **IF** an invalid code is <u>still</u> displayed at the bottom of the screen, **THEN**

(2)   verify whether the code was input correctly.

(c)   **IF** an invalid code is displayed at the bottom of the screen, **THEN**

(3)   commit the code.

Exercise 2

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.

```
                         1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
       MMANUAL1          INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.       13:14:15.2

       Write-in to be coded                                             Type   Code
         MEXIQUE                                                               --------

       Phrases returned by ACTR                                      Codes    (S)elect
                                                                        -
                                                                          +

         ID: 61001002 078 2    6
       ==========================================================================
       Data for same question from each household member               Persnr:   2
       Check-boxes and Write-ins
         MEXIQUE



       Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
             HELP   UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
```

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

Exercise 3

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        17/01/96
  MMANUAL1          INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.     13:23:42.1

  Write-in to be coded                                         Type   Code
  KENYA                                                               --------

  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
  KENYA




  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
```

Code: _____

(b)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
  MMANUAL1          INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.      13:14:15.2

  Write-in to be coded                                         Type   Code
  JAPON                                                               --------

  Phrases returned by ACTR                                     Codes   (S)elect
                                                                 -
                                                                 -      +
  ID: 61001002 078 2    6                                        -      +
  ================================================================================
  Data for same question from each household member              Persnr:  2
  Check-boxes and Write-ins
  JAPON




  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
```

Code: _____

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.

```
               1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
    MMANUAL1       INTERACTIVE CODING    MOBILITY 1 YEAR OUT CAN.    13:14:15.2

    Write-in to be coded                                         Type  Code
    KORGA                                                              --------

    Phrases returned by ACTR                              Codes      (S)elect
                                                                    -
                                                                    -    +
                                                                    -
    ID: 61001002 078 2    6
    ===========================================================================
    Data for same question from each household member           Persnr:  2
    Check-boxes and Write-ins
     KORGA




    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER UALID COMIT QUIT
```

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

Exercise 3

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)

```
+-----------------------------------------------------------------------+
|                1996 CENSUS OF POPULATION / AUTOMATED CODING   17/01/96 |
|  MMANUAL1       INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN. 13:14:15.2|
|                                                                        |
|  Write-in to be coded                                      Type  Code  |
|   MASADONIA                                                ----------- |
|                                                                        |
|  Phrases returned by ACTR                                 Codes  (S)elect|
|                                                              -         |
|                                                              -    +    |
|                                                                        |
|   ID: 61001002 078 2    6                                              |
|  =====================================================================  |
|  Data for same question from each household member        Persnr:  2  |
|  Check-boxes and Write-ins                                             |
|   MASADONIA                                                            |
|                                                                        |
|                                                                        |
|                                                                        |
|  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---|
|        HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT|
+-----------------------------------------------------------------------+
```

Code: _____

(b)

```
+-----------------------------------------------------------------------+
|                1996 CENSUS OF POPULATION / AUTOMATED CODING   17/01/96 |
|  MMANUAL1       INTERACTIVE CODING   MOBILITY 5 YEARS OUT CAN. 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        Persnr:  1  |
|  Check-boxes and Write-ins                                            |
|   ALLEMANGUE                                                          |
|                                                                       |
|                                                                       |
|                                                                       |
|  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---|
|        HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT|
+-----------------------------------------------------------------------+
```

Code: _____

(c)

```
                         1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
         MMANUAL1        INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.        13:23:42.1

         Write-in to be coded                                              Type   Code
           COSTARICA                                                              --------

         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
           COSTARICA



         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)

```
                         1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
         MMANUAL1        INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.         13:14:15.2

         Write-in to be coded                                              Type   Code
           TRINIDAD & TOBASO                                                      --------

         Phrases returned by ACTR                                         Codes   (S)elect

                                                                              -    +
          ID: 61001002 078 2     6
         =======================================================================
         Data for same question from each household member              Persnr:  2
         Check-boxes and Write-ins
           TRINIDAD & TOBASO



         Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
               HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

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.

```
                          1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
         MMANUAL1         INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.       13:14:15.2

         Write-in to be coded                                        Type   Code
         CHINA AND HONG KONG                                                --------

         Phrases returned by ACTR                                    Codes    (S)elect
                                                                       -
                                                                       -
                                                                       -      +

          ID: 61001002 078 2    6
         ===========================================================================
         Data for same question from each household member              Persnr:  2
         Check-boxes and Write-ins
         CHINA AND HONG KONG



         Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
               HELP   UP    DOWN  <<<<   >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

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

Exercise 3

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 OF POPULATION / AUTOMATED CODING          17/01/96
     MMANUAL1           INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.          13:14:15.2

     Write-in to be coded                                          Type   Code
      LETHOSO SUD AFRIQUE                                                  --------

     Phrases returned by ACTR                                     Codes    (S)elect
                                                                    -
                                                                    -
                                                                    -    +

      ID: 61001002 078 2    6
     ==================================================================================
     Data for same question from each household member               Persnr:  2
     Check-boxes and Write-ins
      LETHOSO SUD AFRIQUE




     Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            HELP   UP    DOWN  <<<<  >>>>  MORE  +UP    +DOWN REFER VALID COMIT QUIT
```

Code: _____

b)

```
                        1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
     MMANUAL1           INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.         13:23:42.1

     Write-in to be coded                                          Type   Code
      GERNAMY ASIA                                                         --------

     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
      GERNAMY ASIA




     Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            HELP   UP    DOWN  <<<<  >>>>  MORE  +UP    +DOWN REFER VALID COMIT QUIT
```

Code: _____

c)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
     MMANUAL1       INTERACTIVE CODING   MOBILITY 5 YEARS OUT CAN.      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)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
     MMANUAL1       INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.       13:14:15.2

     Write-in to be coded                                          Type  Code
     DANEMARK VIENNA                                                     --------

     Phrases returned by ACTR                                     Codes   (S)elect
                                                                            -
                                                                            -    +
                                                                            -    +

      ID: 61001002 078 2     6
     ==================================================================================
     Data for same question from each household member              Persnr:  2
     Check-boxes and Write-ins
     DANEMARK VIENNA




     Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

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? _____

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
   MMANUAL1         INTERACTIVE CODING   MOBILITY 1 YEAR OUT CAN.       13:14:15.2

   Write-in to be coded                                         Type   Code
     PRC                                                                --------

   Phrases returned by ACTR                                   Codes    (S)elect
                                                                         -
                                                                         -    +

    ID: 61001002 078 2    6
   ==================================================================================
   Data for same question from each household member                 Persnr:   2
   Check-boxes and Write-ins
     PRC




   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

Exercise 2

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

What do you do? _____

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
   MMANUAL1         INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.       13:14:15.2

   Write-in to be coded                                         Type   Code
     SAME AS PERSON 1                                                   --------

   Phrases returned by ACTR                                   Codes    (S)elect

                                                                              +

    ID: 61001002 078 2    6
   ==================================================================================
   Data for same question from each household member                 Persnr:   2
   Check-boxes and Write-ins
     SAME AS PERSON 1




   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

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Exercise 3

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

```
              1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
  MMANUAL1      INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.    13:23:42.1

  Write-in to be coded                                      Type  Code
  WAS NOT BORN                                                    --------

  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
  WAS NOT BORN




  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP   UP    DOWN  <<<<  >>>>  MORE   +UP   +DOWN REFER VALID 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		
(o) 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.

DATE DUE