

Appendix C - Guidelines for replacing Teachers names with Pseudonyms

8. Open the file "Teacher Reference List"
9. Complete the first three rows (Country, School Name, ICCS School No.) The ICCS School No. will be sent to you.
10. Identify the teachers of your school who teach at Grade 8 in each of the selected class and make a list (columns 2 and 3 in the table below)
11. Write down the Surname and Name of each teacher (column 1 & 2 in the table below)
12. Write down the year of birth (column 3 in the table below)
13. Write down each teacher's gender (column 54 in table below)
14. The **pseudonym could be as many digits as you like**. To create the pseudonym do the following:
 - The first digits (two, three or more depending on the name of the class) of the pseudonym refer to the School's code
 - The next digits of the pseudonym refer to the teachers' initials. The number of these digits varies depending on how many first, middle or last names each teacher has.
 - The last digit of the pseudonym refers to the teacher's gender (F or M).

_____	-	_____	_____	-	_____
School number		Teacher's initials			Teacher's gender