



Final recommended questions for the 2011 Census in England and Wales

**Enumeration base questions,
usual residence, short-term UK
residents and visitors**

July 2010

Help tomorrow take shape

Contents table

1. Summary	3
2. Introduction.....	8
3. User requirements	9
3.1 Consultation process	9
3.2 Usual residents.....	9
3.3 Visitor Information.....	10
4. Population base	10
4.1 2001 population base	10
4.2 Population base for 2011	11
4.2.1 Population base for enumeration	11
4.2.2 Main population base for outputs.....	11
5. Agreed definitions.....	12
5.1 Definition of usual residence.....	12
5.2 Definition of a visitor	13
6. Methods of question testing	14
6.1 Qualitative testing	14
6.1.1 Focus group testing	14
6.1.2 Cognitive testing	14
6.1.3 Research by the National Centre for Social Research	14
6.2 Quantitative testing	15
6.2.1 Lambeth Postal Test	15
6.2.2 2007 Postal Test	15
6.2.3 2007 Census Test.....	15
6.2.4 2008 Postal Test	16
6.2.5 March 2009 Postal Test	16
6.2.6 July 2009 Postal Test	16
6.2.7 Opinions (Omnibus) survey question testing.....	16
7. Development of the questions	17
7.1 Count of usual residents in each household	17
7.2 Counting people with no usual UK address	35
7.3. Household members table.....	40
7.4 Visitors	51
8. Justification and impact of changes since 2001	72

1. Summary

Question development for the population topics to be included in the 2011 Census began in 2004. An iterative and comprehensive process of user consultation, evaluation and prioritisation of user requirements, and qualitative and quantitative question testing has been carried out to inform decisions on the questions to be included in the 2011 Census.

This paper outlines the development of the key questions in the census that help to get an accurate estimate of the population – the questions on usual residents and visitors.

The enumeration base for the 2011 Census in England and Wales is usual residents, census short-term UK residents plus visitors. For purposes of enumeration, the agreed definitions state that a full census return should be completed by;

- anyone who has stayed or intends to stay in the UK for three months or more
- anyone outside the UK for less than 12 months

For purposes of the main census UK output base, a usual resident will be defined as;

- anyone who is in the UK and has stayed or intends to stay in the UK for a period of 12 months or more
- anyone who has a permanent UK address and is outside the UK and intends to be outside the UK for less than 12 months

The primary purpose of the census is to produce accurate population estimates at national and local level. These estimates underpin a myriad of important funding and planning decisions both nationally and locally. Visitor information will also be important in helping to get an accurate estimate of the population.

Getting an accurate estimate of the population is a difficult task as peoples' living patterns are becoming increasingly complex. Rather than provide a long list of bullet point instructions as in the 2001 question, the approach taken for the usual residents and visitors questions for 2011 is to use tick boxes to guide respondents to read through the whole list and count people according to our definitions. With this approach, testing has shown that respondents usually record the correct count, even if they do not tick the appropriate boxes.

Specifying who should be enumerated on the questionnaire and producing the outputs on the basis of 12 months residency in the UK will mean that at a national level, the census will use the same definition of usual residence as required by UN-ECE regulations and used in the mid-year population estimates (MYEs). This should enable closer comparability between the UK Census results, the MYEs and information from other countries.

The questions presented over the page are those that are recommended for the 2011 Census, subject to Parliamentary approval.

Figure 1.1 - Final usual residents questions – England and Wales

H1 Who usually lives here?

☞ Tick all that apply

- Me, this is my permanent or family home
- Family members including partners, children, and babies born on or before 27 March 2011
- Students and/or schoolchildren who live away from home during term time
- Housemates, tenants or lodgers
- People who usually live outside the UK who are staying in the UK for 3 months or more
- People who work away from home within the UK, or are members of the armed forces, if this is their permanent or family home
- People who are temporarily outside the UK for less than 12 months
- People staying temporarily who usually live in the UK but do not have another UK address, for example, relatives, friends
- Other people who usually live here, including anyone temporarily away from home

OR No-one usually lives here, for example, this is a second address or holiday home ➔ **Goto H4**

H2 Counting everyone you included in question H1, how many people usually live here?

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Figure 1.2 – Final usual residents questions – Wales (Welsh language)

H1 Pwy sy'n byw yma fel arfer?

☞ Ticiwch bob blwch sy'n berthnasol

- Fi, dyma fy nghyfeiriad parhaol neu gyfeiriad y teulu
- Aelodau o'r teulu, gan gynnwys partneriaid, plant a babanod a anwyd ar 27 Mawrth 2011 neu cyn y dyddiad hwnnw
- Myfyrwyr a/neu blant ysgol sy'n byw oddi cartref yn ystod y tymor
- Tenantiaid, lojers neu bobl sy'n rhannu cartref
- Pobl sy'n byw y tu allan i'r Deyrnas Unedig fel arfer, ond sy'n aros yn y Deyrnas Unedig am 3 mis neu fwy
- Pobl sy'n gweithio oddi cartref yn y Deyrnas Unedig, neu sy'n aelodau o'r lluoedd arfog, os hwn yw eu cyfeiriad parhaol neu gyfeiriad y teulu
- Pobl sydd y tu allan i'r Deyrnas Unedig dros dro am lai na 12 mis
- Pobl sy'n aros yma dros dro, sy'n byw yn y Deyrnas Unedig fel arfer, ond sydd heb gyfeiriad arall yn y Deyrnas Unedig, er enghraifft perthnasau, ffrindiau
- Pobl eraill sy'n byw yma fel arfer, gan gynnwys unrhyw un sydd oddi cartref dros dro

NEU Nid oes neb yn byw yma fel arfer, er enghraifft ail gyfeiriad neu dŷ gwyliau yw hwn ➔ **Ewch i H4**

H2 Gan gyfrif pawb a gafodd eu cynnwys gennych yng nghwestiwn H1, faint o bobl sy'n byw yma fel arfer?

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Figure 1.3 - Final household members question (England and Wales)

H3 Starting with yourself, list the names of all the people counted in question H2 including children, babies and lodgers.

☞ If a member of this household has requested an Individual Questionnaire, tick the box beside their name and leave blank the Individual questions 1 to 43 for that person

Individual
Questionnaire
requested?

First name	Last name	
First name	Last name	<input type="checkbox"/>
Person 2		<input type="checkbox"/>
Person 3		<input type="checkbox"/>
Person 4		<input type="checkbox"/>
Person 5		<input type="checkbox"/>
Person 6		<input type="checkbox"/>

If there are more than six people, complete the entire questionnaire online or contact us to get a Continuation Questionnaire.

Figure 1.4 – Final household members question – Wales (Welsh language)

H3	Gan roi eich enw chi eich hunan yn gyntaf, rhestrwch enwau'r holl bobl a gafodd eu cyfrif yng nghwestiwn H2, gan gynnwys plant, babanod a lojers.		
	☞ Os bydd aelod o'r cartref hwn wedi gofyn am Holiadur i Unigolion, ticiwch y blwch sy'n dilyn ei enw, a gadewch y Cwestiynau i Unigolion 1 i 43 ar gyfer y person hwnnw'n wag		
	Enw cyntaf	Cyfenw	A ofynnwyd am Holiadur i Unigolion?
Eich enw chi (Person 1)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Person 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Person 3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Person 4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Person 5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Person 6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Os oes mwy na chwe pherson, llenwch yr holiadur cyfan ar lein neu cysylltwch â ni i ofyn am Holiadur Cartref (Parhad).			

Figure 1.5 - Final visitors questions (England and Wales)

H4	Apart from everyone counted in question H2, who else is staying overnight here on 27 March 2011? These people are counted as visitors. Remember to include children and babies.		
	☞ Tick all that apply		
<input type="checkbox"/> People who usually live somewhere else in the UK, for example, boy/girlfriends, friends, relatives <input type="checkbox"/> People staying here because it is their second address, for example, for work. Their permanent or family home is elsewhere <input type="checkbox"/> People who usually live outside the UK who are staying in the UK for <u>less than 3 months</u> <input type="checkbox"/> People here on holiday			
OR	<input type="checkbox"/> There are no visitors staying overnight here on 27 March 2011 ➔ Go to H6		
H5	Counting only the people included in question H4, how many visitors are staying overnight here on 27 March 2011?		
<input type="checkbox"/> ☞		Remember to answer the Visitor questions on the back page (page 32) for these people	
<input type="checkbox"/> ☞		If there is no-one usually living here (there are only visitors staying here) answer questions H7 to H11 on page 6 and then go to the back page (page 32) to answer the Visitor questions	

Visitor questions

V How many visitors did you include in question H5?

- 1 to 3 - answer questions V1 to V4 below for each visitor
- 4 or more - answer questions V1 to V4 below for the first three visitors then go to www.census.gov.uk or call 0300 0201 101 to request a Continuation Questionnaire

Visitor A

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male Female

V3 What is this person's date of birth?

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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V4 What is this person's usual UK address?

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

OR Outside the UK, write in country

Visitor B

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male Female

V3 What is this person's date of birth?

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

V4 What is this person's usual UK address?

- Same address as Visitor A

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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OR Outside the UK, write in country

Visitor C

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male Female

V3 What is this person's date of birth?

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

V4 What is this person's usual UK address?

- Same address as Visitor A

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

OR Outside the UK, write in country

Now ➔ Go to the Declaration on the front page

Figure 1.6 – Final visitors questions – Wales (Welsh language)

<p>H4 Ar wahân i bawb a gafodd eu cyfrif yng nghwestiwn H2, pwy arall sy'n aros yma dros nos ar 27 Mawrth 2011? Mae'r bobl hyn yn cael eu cyfrif fel ymwelwyr. Cofiwch gynnwys plant a babanod.</p> <p><input checked="" type="checkbox"/> Ticiwch bob blwch sy'n berthnasol</p> <p><input type="checkbox"/> Pobl sydd fel arfer yn byw yn rhywle arall yn y Deyrnas Unedig, er enghraift cariadon, ffrindiau, perthnasau</p> <p><input type="checkbox"/> Pobl sy'n aros yma gan mai dyma eu hail gyfeiriad yn y Deyrnas Unedig, er enghraift oherwydd gwaith. Mae eu cyfeiriad parhaol neu gyfeiriad y teulu rywle arall</p> <p><input type="checkbox"/> Pobl sy'n byw y tu allan i'r Deyrnas Unedig fel arfer, ac sy'n aros yn y Deyrnas Unedig am <u>lai na 3 mis</u></p> <p><input type="checkbox"/> Pobl sydd ar wyliau yma</p> <p>NEU <input type="checkbox"/> Nid oes unrhyw ymwelwyr yn aros yma dros nos ar 27 Mawrth 2011 ➔ Ewch i H6</p>
<p>H5 Gan gyfrif dim ond y bobl a gafodd eu cynnwys yng nghwestiwn H4, faint o ymwelwyr sy'n aros yma dros nos ar 27 Mawrth 2011?</p> <p><input type="checkbox"/> Cofiwch ateb y Cwestiynau am Ymwelwyr ar y dudalen gefn (tudalen 32) ar gyfer y bobl hyn</p> <p><input checked="" type="checkbox"/> Os nad oes neb yn byw yma fel arfer (dim ond ymwelwyr sy'n aros yma), atebwch gwestiynau H7 i H11 ar dudalen 6, ac wedyn ewch i'r dudalen gefn (tudalen 32) i ateb y Cwestiynau am Ymwelwyr</p>

Cwestiynau am ymwelwyr

<p>V1 Faint o ymwelwyr a gafodd eu cynnwys gennych yng nghwestiwn H5?</p> <p><input type="checkbox"/> 1 i 3 - atebwch gwestiynau V1 i V4 isod am bob ymwyldd</p> <p><input type="checkbox"/> 4 neu fwy - atebwch gwestiynau V1 i V4 isod am y tri ymwyldd cyntaf, ac yna ewch i www.cyfrifiad.gov.uk neu ffoniwch 0300 0201 130 i ofyn am Holiadur Cartref (Parhad)</p>	<p>V4 Beth yw cyfeiriad arferol y person hwn yn y DU?</p> <p><input type="checkbox"/> Enw cyntaf</p> <p><input type="checkbox"/> Cyfenw</p> <p><input type="checkbox"/> Blwyddyn</p> <p>NEU <input type="checkbox"/> Y tu allan i'r Deyrnas Unedig, nodwch enw'r wlad</p>
<p>V2 Beth yw rhyw'r person hwn?</p> <p><input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw</p>	<p>V3 Beth yw dyddiad geni'r person hwn?</p> <p><input type="checkbox"/> Diwrnod <input type="checkbox"/> Mis <input type="checkbox"/> Blwyddyn</p>

<p>V1 Beth yw enw'r person hwn?</p> <p><input type="checkbox"/> Enw cyntaf</p> <p><input type="checkbox"/> Cyfenw</p> <p>V2 Beth yw rhyw'r person hwn?</p> <p><input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw</p> <p>V3 Beth yw dyddiad geni'r person hwn?</p> <p><input type="checkbox"/> Diwrnod <input type="checkbox"/> Mis <input type="checkbox"/> Blwyddyn</p>	<p>V4 Beth yw cyfeiriad arferol y person hwn yn y DU?</p> <p><input type="checkbox"/> Yr un cyfeiriad ag ymwyldd A</p> <p><input type="checkbox"/> Cod post</p> <p>NEU <input type="checkbox"/> Y tu allan i'r Deyrnas Unedig, nodwch enw'r wlad</p>
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<p>V1 Beth yw enw'r person hwn?</p> <p><input type="checkbox"/> Enw cyntaf</p> <p><input type="checkbox"/> Cyfenw</p> <p>V2 Beth yw rhyw'r person hwn?</p> <p><input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw</p> <p>V3 Beth yw dyddiad geni'r person hwn?</p> <p><input type="checkbox"/> Diwrnod <input type="checkbox"/> Mis <input type="checkbox"/> Blwyddyn</p>	<p>V4 Beth yw cyfeiriad arferol y person hwn yn y DU?</p> <p><input type="checkbox"/> Yr un cyfeiriad ag ymwyldd A</p> <p><input type="checkbox"/> Cod post</p> <p>NEU <input type="checkbox"/> Y tu allan i'r Deyrnas Unedig, nodwch enw'r wlad</p>
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Nawr ➔ Ewch i'r Datganiad ar y dudalen flaen

2. Introduction

The next census will take place on 27 March 2011. The topics to be included were announced in the 2011 Census White Paper, 'Helping to shape tomorrow', published in December 2008¹. A paper explaining the development process for the questions recommended for inclusion in the 2011 Census along with detailed recommendation papers for all topics is available on the ONS website at:

<http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/question-and-content-recommendations-for-2011/index.html>.

Development of the population questions for the 2011 Census began in 2004. An iterative and comprehensive process of user consultation, evaluation and prioritisation of user requirements, and qualitative and quantitative question testing has been carried out to inform the decisions on the questions to be included in the 2011 Census. The questions for England and Wales have been developed with the Welsh Assembly Government and through close collaboration with the Census offices of Scotland and Northern Ireland. A key aim of this collaboration is to minimise differences between questionnaires across the UK, although it is recognised that differing circumstances will sometimes require different solutions. A paper on the UK differences in census questions will be available on the National Statistics website in 2010.

This paper outlines the development of the key questions in the census for England and Wales that help to get an accurate estimate of the population. Papers detailing the recommended questions for other population related topics including students and second addresses are covered in separate papers.

This paper will begin by providing some background on the consultation process and user requirements for information on usual residents and visitors in the census. It will describe the population base used in 2001 and decisions taken on the population base for enumeration and outputs in 2011. The paper will describe the development of the questions designed to ensure that all people are enumerated correctly and show the final recommended questions. The final section will consider changes to the questions since the 2001 Census.

¹ This document is available on the ONS website at <http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/2011-census-white-paper--english.pdf>.

3. User Requirements

3.1 Consultation process

The inclusion of questions in the census must be supported by a clear user requirement for the information. The main user consultation process for the 2011 Census began in 2005 with a general topics consultation. In addition to this a Population Definitions Working Group (PDWG) was set up in September 2004 to provide clear definitional advice to ONS on population issues, particularly those relating to the 2011 Census. The PDWG consisted of mostly external stakeholders from central government, local authority and academic backgrounds, as well as staff from the Office for National Statistics (ONS) and Welsh Assembly Government (WAG). It was primarily an England and Wales group, led by a designated topic lead in the ONS Centre for Demography, but members of staff from the statistical offices in Scotland and Northern Ireland were correspondence members.

The PDWG group met several times a year until 2007 when a final statement of requirements was produced. The recommendations of the PDWG were considered, tested and adopted where possible, although it has not been possible to satisfy users' requirements in all instances.

The key user needs for information on usual residents and visitors are outlined in the following section.

3.2 Usual residents

The key user requirement is to determine how many people are usually resident in England and Wales and where are they usually resident.

A count of usual residents is the fundamental base for the enumeration and output of data. The primary purpose of the census is to produce accurate population estimates at national and local level. These estimates underpin a myriad of important funding and planning decisions both nationally and locally.

In order to get an accurate estimate of the population, the census has included new topics to help get the estimate right and get people included in the right place e.g. questions asking people whether they have a second address and the purpose of that address. This information helps to ensure people are not double-counted and ensures everyone is included on a census questionnaire where they usually live.

The data from the census is used as the base to produce the annual mid-year population estimates (MYEs) produced by the Centre of Demography in ONS. The population estimates combine information from a number of sources including the census, survey data and administrative registers. The MYEs have a wide variety of uses within central government as well as being used by local authorities, health bodies and other data users. Some of the main central government uses are concerned with resource allocation. The Department for Communities and Local Government (CLG) and the Welsh Assembly Government (WAG) use the population figures as denominators, for example in the calculation of economic indicators. Accurate census data is therefore important not just in the census year but in the period leading up to the next census and in understanding trends over the previous inter-censal period.

3.3 Visitor Information

The 2001 Census used a ‘usual residents’ enumeration base. Anyone who was away from their usual residence on census night should have completed a census questionnaire at their usual residence on their return. The 2001 Census did allow for visitors to be recorded, but this was to help respondents complete the questionnaire. The information collected was not published and did not form part of the population base. Anecdotal evidence suggests that it was possible for people to avoid completing the census questionnaire by claiming that they were not usually resident at that address, without having to identify where they should be counted.

For the 2011 Census, visitor information will be important in helping to get an accurate estimate of the population. Information collected on the name, sex, date of birth and usual address of visitors will ensure that everyone is counted at their usual address, in order to produce accurate estimates of the population, to facilitate effective planning and funding decisions.

In the 2005 census consultation, local authorities stated that they require estimates of the number of visitors in local areas to allow more effective planning of service provision e.g. transport and health. Visitor information is also essential as an indicator in resource allocation. In the 2005 general topics consultation one central government department stated that information on visitors is used as an indicator in grant allocation, and as information on visitors was not included in the 2001 Census, they are using 1991 Census data in the formula until the information becomes available from the 2011 Census.

4. Population Base

4.1 2001 Population Base

The 2001 Census used a *Usual Residents* population base, for both enumeration and outputs. However, although instructions were provided on the questionnaire to establish who should be counted as a usual resident at each household, these instructions did not include any explicit definition of who should be counted as a usual resident within the UK.

Field staff were advised that, when households were unsure whether or not to include someone as a usual resident because they weren’t a permanent UK resident, they should direct that people who had been, or intended to be, in the UK for a period of six months or more should be included. This advice was also given to respondents if they called the census helpline, though it is not clear how much this was given out or left to be self assessed by households.

The decision to use a six month stay to determine usual residence for the census made the national population estimate slightly inconsistent with the UN-ECE definition used as the basis for the mid-year population estimates (MYEs). These estimates are required to use a 12 month stay in the UK to determine usual residence.

The 2001 Census also enumerated people with two addresses at their family home in some circumstances, to enable production of accurate family statistics and reflect what respondents were likely to do regardless of instructions.

In some areas, particularly central London, there were some concerns over the population figures in certain areas and it is speculated that certain groups were problematic. These groups included people with no usual UK address, children of separated parents and people with second homes. Part of the problem was that without precise definitions on the questionnaire and without supplementary questions, it was difficult to understand whether the right people had been included in the right place.

The development of the population base and the questions for the 2011 Census has attempted to address the issues from 2001, and reflect changes in intercensal years such as increasing population mobility, with the aim of getting the best possible estimate of the population both nationally and locally.

4.2 Population base for 2011

The three UK statistical offices agreed in 2005 that the population base to be used for enumeration in the 2011 Census should be *Usual Residents and Visitors*. This was consistent with the Registrars General agreement to harmonise the three UK censuses as closely as possible.

The decision on the population base for 2011 was made in light of some problems encountered with the 2001 Census usual residence base, particularly evidence that respondents failed to complete the questionnaire because they classified themselves as visitors.

This decision was reached after extensive research and consultation, summarised in the paper, 'Selection of the population base for the 2011 Census enumeration' available on the National Statistics website at:

http://www.statistics.gov.uk/about/consultations/downloads/2011Census_consultation_population_base.pdf

4.2.1 Population base for enumeration

At the time of the 2007 Census Test, it was assumed that the enumeration base for the 2011 Census would be broadly consistent with that used in 2001, but with the addition of visitors, and the questionnaire reflected this.

However, further consultation identified increasing requirements for information on short-term UK residents, and it was agreed that the census would be expanded to meet this need.

The enumeration base for the 2011 England and Wales Census is usual residents, census short-term UK residents plus visitors. For purposes of enumeration, the agreed definitions state that a full census return should be completed by;

- anyone who has stayed or intends to stay in the UK for three months or more
- anyone outside the UK for less than 12 months

4.2.2 Main population base for outputs

After reviewing the 2001 Census and a series of discussions between census and demography staff across all three UK statistical offices, it was agreed that the main UK output base for the 2011 Census will be *Usual Residents*, and that usual residents will be defined as;

- anyone who is in the UK and has stayed or intends to stay in the UK for a period of 12 months or more

- anyone who has a permanent UK address and is outside the UK and intends to be outside the UK for less than 12 months

This will make the national level estimates directly comparable with the mid-year estimates (MYEs) for the first time, and also allow closer comparability with population estimates from other countries.

It will be necessary to be able to distinguish between usual residents and short-term UK residents in the census database when producing outputs and, as a result, ONS have tested a question on *Intended length of stay in the UK* to help achieve this in England and Wales. Respondents who have lived in the UK for less than 12 months will be asked to indicate whether their overall stay is likely to be less than 6 months, 6 months or more but less than 12 months or 12 months or more. Producing an output base containing these temporary residents may be necessary to allow correct weighting of surveys e.g. the LFS.

More detail about the testing of the question on intended length of stay in the UK can be found in the paper *Final recommended questions for the 2011 Census: migration* available at: <http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/recommended-questions---migration.pdf>

Some respondents with more than one residence will continue to be included at their family home, as in the 2001 Census, to enable the production of accurate family statistics. In England and Wales, information will be collected on second addresses, which may enable a census estimate of the *Majority of time* population to be produced. The feasibility of this is being explored.

5. Agreed Definitions

Population definitions for the 2011 Census have undergone extensive consultation and testing.

A separate paper detailing the agreed population definitions for England and Wales is available at: <http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/population-definitions-for-the-2011-census.pdf>

5.1 Definition of usual residence

As mentioned in section 4.1, in 2001 although instructions were provided on the questionnaire to establish who should be counted as a usual resident at each household, these instructions did not include any explicit definition of who should be counted as a usual resident of the UK.

This caused difficulties understanding who had been included and where, which caused problems understanding and reconciling differences between the census estimate of the population and the rolled forward Mid-Year Population Estimates.

Definitions for 2011 have been tightened and efforts made to communicate the definitions clearly on the census questionnaire.

The 2011 England and Wales Census will attempt to collect a full census return from all usual residents of the UK and census short-term UK residents.

A usual resident of the UK (for census output purposes only) is anyone who, on 27 March 2011:

- is in the UK and has stayed or intends to stay in the UK for a period of 12 months or more, or;
- has a permanent UK address and is outside the UK and intends to be outside the UK for less than 12 months

A census short-term UK resident is anyone born outside the UK who has stayed or intends to stay in the UK for a period of 3 months or more but less than 12 months.

A person's place of usual residence is generally the address in the UK at which they spend the majority of their time. For most people this will be their permanent or family home. In addition to this, someone should be counted as usually resident at an address even if, on 27 March 2011:

- they are temporarily away from home e.g. on holiday, visiting friends or relatives or travelling (unless outside the UK for 12 months or more)
- they are in a communal establishment such as a care home, hospital or similar establishment for less than 6 months
- they are a baby born on or before 27 March 2011, even if still in hospital
- they have more than one UK address and are staying at the second address on census night
- they are present at the address, even if temporarily and have no other usual address in the UK

Additional clarification has been provided for:

- Students
- Children with parents who live apart
- Armed forces
- People with more than one address
- People with no usual address
- People living in communal establishments
- People in prison

5.2 Definition of a visitor

For the 2011 Census there are two types of visitor:

A domestic visitor is a person staying overnight at an address on 27 March 2011 at which they are not usually resident.

An international visitor is a person who intends to stay in the UK for less than three months. They are usually resident outside the UK.

6. Methods of question testing

A variety of quantitative and qualitative methodologies have been employed to test the questions recommended for inclusion in the 2011 Census.

6.1 Qualitative testing

Qualitative question testing has mainly been conducted by the Data Collection Methodology (DCM) branch in ONS through a programme of cognitive testing running since February 2005.

6.1.1 Focus group testing

Before cognitive testing of the questionnaire started, two focus groups were carried out to explore individuals' understanding and perception of the phrase 'usual residence'.

6.1.2 Cognitive testing

DCM was commissioned to carry out a programme of cognitive question testing on census questions. The aim of this testing was to develop questions that collect accurate and meaningful information that meets user requirements, that minimise the burden on respondents, and that are designed to conform as closely as possible to best practice of questionnaire design. The testing was split into the following phases:

- **Pre-testing for the 2007 Census Test (February 2005 – April 2006)**
- **Whole questionnaire testing for the 2007 Census Test (June 2006 – August 2006)**
- **Testing for 2009 Census Rehearsal**
 - Wave 1 (November 2006 to January 2007)
 - Wave 2 (April to May 2007)
 - Wave 3 (July to September 2007)
 - Wave 4 (October and November 2007)
 - Wave 5 (January to March 2008)
 - Wave 6 (April to July 2008)
 - Welsh language testing, Wave 1 (October to November 2007)
 - Welsh language testing, Wave 2 (June to July 2008)
- **Testing for 2011 Census**
 - Wave 7 (March to April 2009)
 - Whole questionnaire testing – English language, (June to July 2009)
 - Whole questionnaire testing – Welsh language, (June to July 2009)

6.1.3 Research by the National Centre for Social Research

The Questionnaire Development and Testing hub at the National Centre for Social Research (NatCen) were commissioned by ONS to explore 'qualitatively' the

acceptability of collecting information from short-term migrants in the census. The main objectives of this study were:

- to explore short-term migrants' and usual residents' views on introducing a question on intended length of stay in the UK
- to identify whether there are problems associated with including short-term migrants in the census
- to explore the interaction between such factors as question sensitivity, question complexity, respondent recall and effort required to answer the intended length of stay in the UK question.

NatCen conducted in-depth interviews with short-term migrants and with householders who had a short-term migrant staying with them. They also conducted two focus groups, one with people who would have been defined as census usual residents and one with short-term migrants (defined as people who had been in the country at least a month but less than one year).

The full report produced by NatCen is available on the National Statistics website at:
<http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/inclusion-of-short-term-migrants-in-the-2011-census.pdf>

This work was key in helping to determine that the intended length of stay in the UK could be lowered to three months for the enumeration base and the question on intended length of stay in the UK could be used to separate census usual residents and short term migrants for outputs.

6.2 Quantitative testing

Analysis on the performance of the usual residents and visitor questions has been conducted for several quantitative tests since June 2006.

6.2.1 Lambeth Postal Test

In June and July 2006, a test of postal enumeration procedures was carried out in the London Borough of Lambeth. Although this was designed to test field procedures, it also allowed the opportunity to analyse and evaluate the performance of the questions. A response rate of 25 per cent was obtained and 366 household questionnaires were inputted, giving 787 individual respondents. Some of this data was analysed to help inform the development of the questions prior to the 2007 Test.

6.2.2 2007 Postal Test

The ONS Questionnaire Design and Content team ran a postal test of 10,400 households across England in April 2007. Although the main objective of this test was aimed at testing issues related to questionnaire length, it also provided valuable information on the acceptability and understanding of definitions and questions.

6.2.3 2007 Census Test

A large scale census test was carried out covering 100,000 households in England and Wales on 13 May 2007. The test took place in Bath and North East Somerset,

Camden, Carmarthenshire, Liverpool and Stoke-on-Trent. This allowed the opportunity to test new and updated questions.

A detailed evaluation of the 2007 Test questionnaire can be found on the national statistics website at:

<http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/2007-test-questionnaire/index.html>

6.2.4 2008 Postal Test

In July 2008 two postal surveys were carried out, each with a sample of 10,200 households, one across England, and the other in Northampton. The main purpose was to test any impact on response rates of including a question on intended length of stay in the UK.

The test also allowed valuable analysis to be conducted on the performance of the questions developed for the 2009 Rehearsal.

6.2.5 March 2009 Postal Test

In March 2009, a postal test was conducted with the primary aim of assisting the development of questions relating to the student population. Around 20,000 questionnaires were sent to areas selected for characteristics that were desirable for the purposes of the test. This test allowed valuable analysis to be conducted on the performance of the questions being developed for the 2011 Census.

6.2.6 July 2009 Postal Test

In July 2009, a postal test was conducted with the primary aim of testing the questions relating to ethnicity and identity. 27,000 questionnaires were sent to areas selected for characteristics that were desirable for the purposes of the test. This test allowed valuable analysis to be conducted on the performance of the questions being developed for the 2011 Census.

6.2.7 Opinions (Omnibus) survey question testing

The Opinions (Omnibus) survey is an ONS run, multi-purpose survey based on interviews with a monthly sample of around 1200 adults (aged 16 and over) in private households. It currently forms part of the Integrated Household Survey. One adult is selected from each household to answer the questions. It differs from the census in that all interviews are carried out face-to-face by members of the general field force of interviewers in ONS.

In May and June 2008, the census programme requested the addition of questions to this survey, which included the question on intended length of stay in the UK. The interviewer was asked to record any spontaneous reactions or comments to the question and respondents were then asked to rate how confident they felt about their answer and provide an explanation. The response options ranged from 'not at all confident' to 'very confident'. This research helped to identify whether the question was working and would produce data of a sufficient quality to accurately classify people as census usual residents or short-term migrants.

7. Development of the questions

7.1 Count of usual residents in each household

On the 2001 Census questionnaire the members of each household were captured via a table, which asked for ‘all the members of your household who usually live at this address’ and accommodated up to 10 names. The questionnaire did not ask for a ‘count’ of the number of people usually living in the household.

The table was accompanied by a detailed list of instructions, which guided respondents in who should be included as members of their household.

Figure 7.1 - 2001 Census question (household members):

Table 1 Household Members

- ◆ List all members of your household who usually live at this address, including yourself.
 - Start with the Householder or Joint Householders.
 - Include anyone who is temporarily away from home on the night of 29 April 2001 who usually lives at this address.
 - Include schoolchildren and students if they live at this address during the school, college or university term.
 - Also include schoolchildren and students who are away from home during the school, college or university term and for whom only basic information is required.
 - Include any baby born before 30 April 2001, even if still in hospital.
 - Include people with more than one address if they live at this address for the *majority of time*.
 - Include anyone who is staying with you who has no other usual address.
 - Remember to include a spouse or partner who works away from home, or is a member of the armed forces, and usually lives at *this address*.
- ◆ If any member of your household aged 16 or over requires a separate form for privacy reasons, please contact the Census Helpline and the relevant box in the column marked ‘Individual Form’.

The instructions were intended to guide respondents as to who needed to be listed as a usual resident. The expert review of the 2001 question noted that the instructions were very long and complex, and that the terms ‘usually’ and ‘majority of the time’ are subjective and therefore open to misinterpretation. In an attempt to simplify and clarify these instructions, the question was redeveloped over several iterations.

The first question to be cognitively tested was quite similar to the 2001 Census question, but an attempt was made to simplify the instructions. The existing categories were grouped, reordered and put under the heading ‘INCLUDE’. A ‘DO NOT INCLUDE’ heading was added for visitors and the ‘majority of the time’ instruction was omitted.

Figure 7.2 Pre-2007 testing Wave 1 question

Table 1 Household Members

- ◆ List all members of your household who usually live at this address, including yourself.
- INCLUDE**
- Everyone who usually lives at this address.
 - Anyone who is temporarily away from home on the 10th February who usually lives at this address.
 - Anyone who is staying with you and has no other usual address.
 - A spouse or partner who works away from home or is a member of the armed forces, and usually lives at this address.
 - Students and schoolchildren who are away from home during the school, college or university term and for whom only basic information is required.
 - Babies born before 11th February, even if they are still in hospital.
- If any member of your household aged 16 or over requires a separate form for privacy reasons, please contact the Census Helpline and the relevant box in the column marked 'Individual Form'.
- Start with the householder or joint householders.
- DO NOT INCLUDE**
- Visitors.
- ◆ Please complete the Visitor Table on the back page for all visitors on Census night.

The question worked reasonably well; respondents usually included all of their household members. However, respondents often suggested specific additional instructions that would have helped them respond. As a result three new instructions were added to the question for wave two: how to include children in joint custody; what to do if a household has more than six members; and when to use the tick box for separate questionnaires.

In testing of the Wave 2 question, respondents found the extended list of instructions too long, with too much to read at once. Therefore the question was split into two questions for Wave 3. The first question (H1) defined a household and asked for the number of people in the household. The second question (H2) included the instructions for who should be included and asked for the household members' names. In addition, 'and usually lives at this address' was removed from the 'spouse or partner who works away....' instruction because respondents in previous waves had queried its necessity.

Figure 7.3 Pre-2007 testing Wave 3 question

H1 How many people are there in this household?

- ◆ A household is one person or a group of people who have the accommodation as their *only* or *main* residence
AND (for a group)
either share at least one meal a day
or share the living accommodation, that is, a living room or sitting room.
- Number of people

H2 Who usually lives in this household?

- ◆ Remember to count:
 - a spouse or partner who works away from home or is a member of the armed forces
 - students and schoolchildren who are away from home during the school, college or university term on Census night
 - babies born before 8th August 2005, even if they are still in hospital
 - anyone who is temporarily away from home on the 7th August.
 - children in joint custody who live here most of the time. Count children who spend equal time with each parent/ guardian where they are staying on the 7th August 2005.

Also count:

- anyone who is staying with you and has no other usual address.
- ◆ Start with the householder or joint householders
 - ◆ If any member of your household aged 16 or over requires a individual questionnaire for privacy reasons, please tick the box next to their name and call the Census helpline on 01329 602011.

The Wave 3 layout did not work well for respondents due to being 'cramped' and 'messy'. It was highlighted that information in question H2 was also relevant to the first question, H1, and was therefore inappropriately placed. Consequently, for Wave 4 the instructions about who to count were moved into the count question (H1). Several other issues arose in the testing of the wave three question and the following changes were made in response.

- 'Household' and 'usually lives' were added as definitions, because testing had shown that respondents did not have a common understanding of these concepts.
- Lodgers and boarders were specifically mentioned in the instructions due to the varied ways in which respondents included/excluded their lodgers during testing.
- People who work away (including armed forces) were redefined from being a 'spouse or partner' to 'anyone', because testing had uncovered that it was not just spouses or partners who might work away, and armed forces personnel sometimes lived with other family members. These people were now included as 'anyone who works away from home or is a member of the armed forces' under the 'usually lives' definition.

The question including all these changes was tested in a fourth wave of cognitive interviews.

Figure 7.4 Pre-2007 testing Wave 4 question

H1 How many people usually live in this household, including yourself?

A household comprises:

- one person living alone or a group of people (not necessarily related) living at the same address and sharing cooking facilities and some living space

What we mean by 'usually lives here' is:

- anyone who lives here most of the time
- anyone who works away from home or is a member of the armed forces
- anyone who is away from home on Census Night who lives here most of the time

◆ Remember to count:

- students and schoolchildren who are away from home during the school, college or university term
- babies born before 23rd January 2006, even if they are still in hospital
- children in joint custody who live here most of the time. Count children who spend an equal amount of time with each parent/guardian where they are staying on 22nd January 2006
- lodgers and boarders if they have no other address

◆ Do not count:

- anyone who is staying with you who does not have a usual address in the UK. Record these people in question H3
- anyone who is just visiting on Census Night and has a usual address elsewhere in the UK. Record these people as Visitors in question H5

Number of people who usually live in your household

◆ This questionnaire only covers 6 people. If you have more than 6 people in your household or staying with you with no other address, you will need extra questionnaires - call the Census Helpline on 0800 602011. Return all questionnaires in the same envelope.

◆ Separate questionnaires: If anyone aged 16 or over wants their own questionnaire for privacy reasons - call the Census Helpline on 0800 602011 and tick the 'Separate Questionnaire' box beside their name on the next page.

◆ Internet questionnaires: If anyone aged 16 or over wants to complete their individual section on an internet questionnaire for privacy reasons, they can do so at www.ons.gov.uk/census 2011. Tick the 'Internet Questionnaire' box beside their name on the next page. These people should not fill in an individual section on this paper questionnaire.

In testing respondents often missed the write-in box for the count of household members, and it appeared to get lost on the page. They also tended not to read the new definitions that appeared in separate boxes between the question and the instructions. Respondents continued to exclude lodgers from the household count, giving a variety of reasons, including length of stay and electoral enrolment at another address.

Figure 7.5 Lambeth Test question

H2	How many people usually live in this household, including yourself?
<ul style="list-style-type: none">◆ A household is:<ul style="list-style-type: none">• one person living alone or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room, sitting room, dining room or kitchen◆ Count:<ul style="list-style-type: none">• anyone who lives here most of the time, even if they are away on 2 July 2006• anyone who works away from home or is in the armed forces• students and schoolchildren if they live at this address during the school, college or university term• students and schoolchildren who are away during the school, college or university term• babies born before 3 July 2006, even if they are still in hospital• children or foster children who live here most of the time• children who spend an equal amount of time with each parent/guardian if they are here on 2 July 2006• lodgers and boarders if they stay here most of the time◆ Do not count:<ul style="list-style-type: none">• adults or children who stay here sometimes, and usually live somewhere else - record them in question H6◆ Use black or blue ink.◆ Fill in numbers like this <input type="text" value="3"/>	
Number of people who usually live in your household <input type="text"/> <input type="text"/>	

In the Lambeth Test there was a relatively high level of item non-response (29/480, 14.1 per cent) for H2, the number of household members. This was possibly due to the write-in box being right-aligned, and missed by respondents.

The household members' question from the Lambeth Test was used in wave one of the Whole Questionnaire Testing for the 2007 Test with an additional instruction to count 'anyone staying here temporarily who does not have another address'.

Throughout whole questionnaire testing respondents often only partially read the question and expressed the view that it looked like too much information. As with the Lambeth Test, these respondents often missed the response box and so did not answer the question at all.

Respondents thought that the household definition provided made sense. However, some respondents were surprised that H2 was a question, because the first item on the page labelled 'H1' contained information on who should complete the questionnaire and did not require a response. They had then expected H2, and the rest of the page, to be for guidance.

Figure 7.6 2007 Census Test question

H1 Who should fill in this Census Test questionnaire?

The householder, or joint householders, should make sure this Census Test questionnaire is filled in for all adults and children who live in this household, anyone staying here temporarily and anyone staying the night.

If there is not a householder, one person aged 16 or over on 13 May 2007 who usually lives here should complete this questionnaire.

H2 How many people usually live in this household, including yourself?

◆ A household is:

- one person living alone or a group of people (not necessarily related) living at the same address who share cooking facilities **and** share a living room, sitting room, dining room or kitchen

◆ Count:

- anyone who lives here most of the time, even if they are away on 13 May 2007
- anyone staying here temporarily who does not have another address
- anyone who works away from home or is in the armed forces
- students and schoolchildren if they live at this address during the school, college or university term
- students and schoolchildren who are away during the school, college or university term
- babies born before 14 May 2007, even if they are still in hospital
- children or foster children who live here most of the time
- children who spend an equal amount of time with each parent/guardian if they are here on 13 May 2007
- lodgers and boarders if they stay here most of the time and are not being recorded at another address

◆ Do not count:

- adults or children who stay here sometimes, and usually live somewhere else - record them in question H3

◆ Use black or blue ink.

◆ Fill in numbers like this

Number of people who usually live in your household

H3 Does anyone want to fill in a separate questionnaire?

If anyone aged 16 or over wants to complete their questions on a separate paper questionnaire for privacy reasons, tick the separate paper questionnaire box next to their name in H4 and call 0845 603 2011.

2007 Census Test results showed a high level of non response to question H2 at 26.5 per cent.

In cases where a response was provided in question H2, analysis was conducted to explore how the count provided compared with the number of names provided of usual residents. Overall responses to the count of usual residents' question and the names of usual residents question matched for 71.2 per cent of questionnaires (31,314 from 43,959 questionnaires). Of the 28.8 per cent that didn't match, 22.6 percentage points are made up of respondents who didn't provide an answer to the count of usual residents' question but did to the names of usual residents' question.

Even where respondents didn't give an answer to the count of usual residents, 85.6 per cent still provided a list of names. There was also some evidence that where the count of usual residents' question was completed, the resident numbers may have been higher than the numbers of names subsequently given.

The high item non-response rate caused concern that some respondents had not noticed the write-in box in which they were asked to record their answer, possibly as a result of the considerable length of the question and the fact that the surrounding questions did not always require an answer.

In an attempt to overcome and improve the count, changes were made to simplify the question after the 2007 Test in the phase of testing leading up the 2009 Rehearsal, as it was thought that the page was becoming too complex.

In wave one of testing for the rehearsal, a simplified question was tested and many of instructions were removed.

Figure 7.7 1 Pre-rehearsal testing Wave 1

H2 Including yourself, how many people usually live in this household?

- ◆ Count all members of your household who usually live here. It is important to include:
 - anyone away from home on 13 May 2007 who usually lives here
 - anyone working away from home on 13 May 2007 who usually lives here
 - students and schoolchildren who board away from home during term-time
 - babies born before 14 May 2007, even if they are still in hospital

Number of people who usually live in your household

When answering the pre-rehearsal Wave 1 question, respondents were generally able to accurately decide who in their household was a ‘usual resident’. However, it was not clear for respondents in unconventional households who to include. For example, respondents with lodgers generally felt uneasy about including their lodger as a usual resident, sometimes because they were not part of the family or because they had not declared the lodger to the council. In addition, respondents with children who did not usually live with them differed as to whether they would include them as usual residents. These issues were identified as a possible source of undercount of usual residents on census night.

For Wave 2 of pre-rehearsal testing, the question was moved to be the first question, i.e. H1, on the questionnaire. The instructions regarding who should fill in the questionnaire and how to fill it in, previously listed under H1, were moved to the front page and the remaining instructions further simplified.

Figure 7.8 Pre-Rehearsal testing wave 2

H1 Including yourself, how many people usually live in this household?

- ◆ It is important to include anyone away from home on 13 May 2007 who usually lives here, including:
 - anyone working away from home
 - students and schoolchildren boarding away from home during term-time
 - babies born before 14 May 2007, even if they are still in hospital

Number of people who usually live in your household

Generally respondents were able to decide who to include in their household and were able to answer this question accurately. However, respondents tended to interpret the term ‘household’ in one of two ways; some felt that the term referred to the actual building they lived in while other respondents tended to describe their household in terms of the people who lived in it.

The term ‘usually live’ was generally well understood and broadly interpreted to include people who sleep there most of the time or live there permanently, the family members, or the people who pay rent, and not people who are visiting or have another address. Respondents also generally correctly included the household members who were not always present or were not part of the family:

- People who worked away were usually correctly included at their home address, even if they spent the majority of their time away, for example, armed forces personnel.
- People temporarily abroad were thought to be household members by respondents.
- Students who boarded away were correctly included at their home addresses.
- Lodgers were usually correctly included, although sometimes lodgers who spent the majority of their time somewhere else were incorrectly included in the household count.
- People with no usual UK address were mostly included, however respondents were not always sure whether or not this was correct, and some respondents chose to only include the ‘permanent’ household members.

Several respondents were concerned about including people that they had not declared for tax purposes, and some of these chose to exclude the undeclared people.

Occasionally respondents did not complete the question. For example, one respondent was unsure how to complete the question as she did not know whether to include her children. It was only after noticing and reading the instructions by chance that she saw that children should be included. Occasionally respondents simply did not see the write-in box at the bottom of the question.

Unlike previous waves of testing, where respondents spontaneously commented on the large number of guidance notes included for this question, respondents in this wave of testing made no comment.

For the next wave of testing a note to ‘remember to count children and babies’ was added to the question and a new instruction to include ‘anyone temporarily abroad for 12 months or less’ was added to the guidance notes. The question number changed to H3, because H1 and H2 were used on the front page for instructions, in order to encourage respondents to read the instructions. However, this was still the first question on the inside of the questionnaire and was placed at the top of the page.

Figure 7.9 Pre-Rehearsal testing Wave 3

H3	Including yourself, how many people usually live in this household? Remember to count children and babies. <ul style="list-style-type: none"> ◆ It is important to include anyone away from home on 13 May 2007 who usually lives here, including: <ul style="list-style-type: none"> • anyone working away from home • students and schoolchildren boarding away from home during term-time • anyone temporarily abroad for 12 months or less • babies born before 14 May 2007, even if they are still in hospital
	<input type="text"/> <input type="text"/> Number of people who usually live in your household

When answering this question, most respondents found it straightforward to decide who to include. However, some respondents felt that “*everybody that’s registered*” should be included, whilst others said they would also include people who weren’t on their tenancy agreement.

A couple of unusual cases highlighted that there were certain living arrangements where it may not be clear what to do. The first case was a family living on the ground floor of a house, whilst the grandparents lived on the first floor, both with separate

bathrooms, kitchens and their own entrances. This respondent incorrectly decided to include both households on the questionnaire.

The second case highlighted who would be responsible for the questionnaire in shared accommodation, where the rooms were rented separately. In this case a respondent lived in a shared house with seven separately rented bedrooms behind one door, with shared kitchen and bathroom. The respondent felt that a census questionnaire would be “left” because each resident only picked up mail addressed to them. He decided to answer the questionnaire just for himself as he didn’t know the other people living in the property. This was identified as a possible cause of undercount if only one, or none, of the shared householders completed the census questionnaire.

On the whole, respondents continued to correctly include people working or studying away, children in joint custody, and also remembered to include children and babies.

The first wave of the Welsh language questionnaire development occurred concurrently at this time. A Welsh equivalent of the wave three English rehearsal question for household members was developed and tested.

Figure 7.10 Wave 1 Welsh language

H3 Gan gynnwys eich hun, faint o bobl sydd fel arfer yn byw yn y cartref hwn? Cofiwch gyfrif plant a babanod.

◆ Mae'n bwysig cynnwys unrhyw un sydd oddi cartref ar 15 Hydref 2007, ond sydd fel arfer yn byw yma, gan gynnwys:

- unrhyw un sy'n gweithio oddi cartref
- myfyrwyr a phlant ysgol sydd oddi cartref yn ystod y tymor
- unrhyw un sydd dramor dros dro am lai na 12 mis
- babanod a gafodd eu geni cyn 15 Hydref 2007, hyd yn oed os ydyn nhw'n dal i fod yn yr ysbty

Nifer y bobl sydd fel arfer yn byw yn eich cartref

The results of the wave one Welsh testing were similar to those in the English questionnaire testing and demonstrated that respondents were able to decide how many people usually lived in their household. They had a good understanding of the term “usually live”, and interpreted it correctly, so they were able to put the correct number of people usually living in the house.

The main issue raised here was that of lodgers. One respondent who shared her house with three lodgers only counted herself in the number of people usually living in the house. She reasoned that the lodgers could leave at any time, despite the fact that one of them had lived with her for over two years. However, when she had completed the questionnaire, she acknowledged that she had made a mistake and that she should have included all four of them in H3. In contrast, one of the respondents interviewed, who was a lodger in a shared house, did not hesitate to include herself, the two other lodgers, and the owner of the house as usually living in the house.

Special effort was made for subsequent waves of testing to target respondents living in unrelated households, along with those in the armed forces, those who share children and those who have lodgers, to further explore issues with these groups.

During Wave 4 of pre-rehearsal testing respondents were mostly able to decide how many people usually lived in their household, including housemates and the household members who pay the bills. Rarely, the count was incorrect; one respondent only included those people who had lived at the property for a year or

more and another respondent missed the question altogether. On a couple of occasions respondents were unsure whether to include themselves but eventually did so.

For Wave 5 of pre-rehearsal testing it was realised that more effort was needed to get respondents to read all the instructions in order to include the right people in their count. In order to encourage respondents to read all of the instructions, tick boxes were placed next to each item in the list of people to include. The list of people to include was expanded to include 'anyone staying here because there is nowhere else they usually live in the UK' and 'people from abroad who will be staying in the UK for 1 month or more' to encourage short-term migrants to be included (this coincided with work on short-term migrants when it had not yet been determined what length of stay was necessary for enumeration) and was part of research into the plausibility and acceptability of collecting information on short-term migrants.

At the start of Wave 5 all the relevant instructions were included in one question but further amendments were made mid-wave, when the question was split into two parts. In the first question, respondents were required to tick the boxes to show what types of people lived in their household, then in the second question they were asked to provide the total number of household members.

Figure 7.11 Pre-rehearsal testing Wave 5.1

H3	Including yourself, who usually lives in this household? Remember to include children, babies and lodgers. ☞ Tick all that apply:
<input type="checkbox"/> People who usually live here (including yourself), even if they are away from home on Census night (10 February 2008)	
<input type="checkbox"/> Anyone working away from home	
<input type="checkbox"/> Students and schoolchildren who board away from home during term-time	
<input type="checkbox"/> Babies born before 11 February 2008, including if they are still in hospital	
<input type="checkbox"/> Anyone staying here because there is nowhere else they usually live in the UK	
<input type="checkbox"/> Anyone staying in the UK for 1 month or more	
<input type="checkbox"/> Anyone temporarily abroad for less than 6 months	
H4	Including yourself, how many people usually live in this household? Remember to include children, babies and lodgers.
<input type="text"/> <input type="text"/>	

During Wave 5, respondents were able to decide how many people usually lived in their household, as in previous waves. Respondents usually ticked the boxes that were applicable to them, although on some occasions respondents did not tick any boxes at all. While some of these respondents correctly entered the number of household members into the appropriate box, others forgot or overlooked the count question. One respondent did not notice the 'tick all that apply' option, and had difficulty choosing between two of the options.

Several respondents felt confused by the overlap between the title of the question 'who usually lives in this household...' and the first response category 'people who usually live here'. In one particular case a respondent ignored H3 because he thought that the tick boxes in H3 were just for information.

Another completion issue was where respondents occasionally entered numbers into the boxes, rather than ticks. This was possibly because an earlier 'Count' instruction

implied a numeric response for some respondents. This problem was remedied in version 5.1; without the ‘count’ instruction, respondents usually ticked the boxes that were applicable to them, and then went on to provide the number of household members in the following question. The use of tick boxes instead of bullet points appeared to force respondents to read these notes, though it was also increasing the cognitive burden of the question.

Although respondents were generally able to answer the question correctly, there were a number of issues encountered over the wave. One respondent staying temporarily in the UK incorrectly ticked ‘anyone abroad temporarily for less than 6 months’, as this actually described his situation. Another respondent ticked ‘anyone working away from home’ for her husband, although he came home every night, because he did not work at home. These generally did not affect the count.

However, the following issues that arose could affect the count:

- Children who usually lived with another parent or guardian were usually correctly excluded from the count, however, if they were actually, or possibly, staying that night respondents occasionally included them in the usual residents count instead of in the visitors questions;
- Lodgers were still being treated differently by different respondents; in particular, lodgers who only lodged for part of the week were incorrectly included;
- People from separate households within the property were incorrectly included, for example, where each floor of a house had its own kitchen and bathroom but the respondent included everyone living in the house, rather than just his household. This caused further problems because he did not know all of these people very well and couldn’t provide further details;
- People who worked away were not always correctly included. One respondent expressed difficulty in deciding where her ‘usual’ address was because she spent more time at her work address, and only returned to her family home occasionally. She incorrectly decided to include herself as a usual resident at her second address, but also felt that she could have been included as ‘working away from home’ on the census questionnaire at her family home address.
- People with no usual address caused some confusion. For example, one respondent who had someone staying who had recently arrived in the UK ticked ‘anyone staying in the UK for 1 month or more’ but did not include this person in the count. The reason given was that the resident was not ‘registered’ at the respondent’s address, and was not staying permanently. He included this person as a visitor, but later thought that this person should have completed individual questions because he was staying for one month or more.

As a result there were several changes to this question before further testing. The term ‘usually’ was removed from the question on the premise that the response categories would cover all the types of people to be included, and respondents would not have to self-define it.

Some quite major changes were made for Wave 6, mostly in wording changes to clarify the meaning of categories

Table 7.12 Response category changes for Wave 6 Pre-rehearsal testing:

Old Wording	New Wording
People who usually live here (including yourself), even if they are away from home on Census night (10 February 2008)	Myself Family members Tenants and/or lodgers
Babies born before 11 February 2008, including if they are still in hospital	Children and/or babies born before 11 May 2008
Anyone working away from home	People who work away from home, for example, armed forces
Students and schoolchildren who board away from home	Students or schoolchildren who board away from home
Anyone staying here because there is nowhere else they usually live in the UK	People staying temporarily who don't have another UK address, for example, lodgers, relatives, friends
Anyone staying in the UK for 1 month or more	People staying temporarily who are visiting the UK for one month or more
Anyone temporarily abroad for less than 6 months	People who are living outside the UK for less than 6 months, for example, for travel

Figure 7.13 Pre-Rehearsal testing Wave 6

H1 Who lives here?

Tick all that apply

Myself
 Family members
 Tenants and/or lodgers
 Students or schoolchildren who board away from home during term-time
 Children and/or babies born on or before 11 May 2008
 People who work away from home, for example, Armed Forces
 People who are living outside the UK for less than 6 months, for example, for travel
 People staying temporarily who don't have another UK address, for example, lodgers, relatives, friends
 People staying temporarily who are visiting the UK for one month or more

There were three additional changes mid-wave, which were incorporated into the Wave 6.2 questionnaire:

- Due to the lack of a clear response category for cohabiting partners being highlighted during Wave 6, the 'family members' response option was amended to read :

Family members, including partner ;

- ‘Lodger’ was removed as an example in the ‘people staying temporarily who don’t have another UK address’ instruction because it wasn’t thought to be relevant to the category:
People staying temporarily who don’t have another UK address, for example, relatives, friends ;
- The time periods in the response categories were underlined to emphasise them; and,
- The word ‘usually’ was re-introduced into the question because it was felt this would be more consistent with the 2001 Census and was more inclusive of residents who weren’t present on census night.

Generally throughout the wave, respondents were able to tick the appropriate boxes to demonstrate who lived in the household, and also provided a correct count in question H2 even if they did not tick the correct categories in H1. They were usually able to demonstrate a good understanding of ‘live/usually live’ and gave similar explanations for both.

However, although the question worked quite well for most respondents, a number of issues persisted. For example, lower literacy and non-UK born respondents who were interviewed during the wave tended to need more time to answer these questions and comprehend the usual residents’ categories. The respondent burden for these responses was much higher. In some cases these respondents ticked the relevant boxes, but crossed through part of the response option which wasn’t relevant to them, for example, ‘partner’ or ‘tenants’.

This indicates that some respondents may be reluctant to tick the box if only one of the specifications in the category applies. In Wave 6.2, one of these non-UK respondents felt that the category ‘Family, including partner’ was inappropriate for her husband because she felt that a husband and a partner were different. However, she included him correctly in the count even though she felt uncomfortable about the response.

Another issue that arose in this wave was how respondents who have foster children should include them. A respondent commented that although he did not have a foster child staying that night, it was not clear to him how he would include the foster children that came to stay with him.

Wave 2 of the Welsh language testing was run alongside Wave 6.2 of the English language testing. The Welsh question was further developed to be equivalent to the English Wave 6.2 question, and tested.

Figure 7.14 Wave 2 Welsh language

H1	Pwy sydd fel arfer yn byw yma?
<input checked="" type="checkbox"/> Ticiwch bob un sy'n berthnasol <input type="checkbox"/> Fi <input type="checkbox"/> Aelodau o'r teulu, gan gynnwys partneriaid <input type="checkbox"/> Tenantiaid a/neu letywyr <input type="checkbox"/> Myfyrwyr neu blant ysgol sydd oddi cartref yn ystod y tymor <input type="checkbox"/> Plant a/neu fabanod a gafodd eu geni ar 15 Mehefin 2008 neu cyn y dyddiad hwnnw <input type="checkbox"/> Pobl sy'n gweithio oddi cartref, er enghraifft yn y Lluoedd Arfog <input type="checkbox"/> Pobl sy'n byw dros dro y tu allan i'r DU am <u>lai na 6 mis</u> , er enghraifft er mwyn teithio <input type="checkbox"/> Pobl sy'n aros yma dros dro a heb gyfeiriad arall yn y DU, er enghraifft perthnasau, ffrindiau <input type="checkbox"/> Pobl yn y cyfeiriad hwn sy'n dod o dramor i fyw yn y DU am <u>1 mis neu fwy</u> , gan gynnwys gweithwyr, myfyrwyr	
H2	Gan gyfrif pawb a gynhyrsoch yn H1 , faint o bobl sy'n byw yma?
<input type="checkbox"/> <input type="checkbox"/>	

The Welsh wave two results showed that generally respondents were able to decide how many people usually lived in their household. Some respondents were hesitant about who they should tick in H1, but despite hesitations or mistakes, these respondents correctly noted the number of household members in H2.

A number of changes were made to the categories for the 2009 Census Rehearsal question in response to the English and Welsh cognitive testing recommendations, and those of independent expert reviewers. A summary of the changes along with the reason for each change is provided in Table 7.15.

Table 7.15 Response category changes for the 2009 Rehearsal question:

Old Wording	New Wording	Reason
Myself	Myself, this is my permanent or family home	Clarification to help avoid respondents at their second addresses ticking this option.
Children and/or babies born before 11 May 2008	Merged with family category to read 'Family members including partners, children, and babies born on or before 11 October 2009'	Grouping related categories to reduce the size of the list.
Students or schoolchildren who board away from home during term-time	Students or schoolchildren who live away from home during term-time	'board away' was amended to 'live away' because 'board' does not cover all the possible living arrangements for students and schoolchildren.
Tenants and/or lodgers	Housemates, tenants or lodgers	Clarify the category with a more salient term.

People who work away from home, for example, armed forces	People who work away from home within the UK, or are members of the armed forces, if this is their permanent or family home	Clarification to help avoid respondents at their second addresses ticking this option, including people from abroad who stay in the UK for work.
People staying temporarily who are visiting the UK for one month or more	People from outside the UK who have come to the UK for 3 months or more	Reworded to remove 'temporarily' and 'visiting' as these terms may not be salient to short-term migrants. The time period was changed in line with clarification of the enumeration base. This category was placed earlier in the list to make it more visible to the target group.
People who are living outside the UK for less than 6 months, for example, for travel	People who are temporarily outside the UK for less than 12 months	Time period change in line with clarification of the enumeration base.
Not applicable	Other people who usually live here, including anyone temporarily away from home	Catch-all for anyone missed by the list. Alternative option for foster children if respondents don't tick 'people staying temporarily...'.
Not applicable	No-one usually lives here, for example, this is a second address or holiday home -> Go to H4	Explicit category for visitor only households and filter to route past count.

Figure 7.16 2009 Census Rehearsal question – England and Wales

H1 Who usually lives here?

➊ Tick all that apply

- Myself, this is my permanent or family home
- Family members including partners, children, and babies born on or before 11 October 2009
- Students or schoolchildren who live away from home during term-time
- Housemates, tenants or lodgers
- People from outside the UK who have come to the UK for 3 months or more
- People who work away from home within the UK, or are members of the Armed Forces, if this is their permanent or family home
- People who are temporarily outside the UK for less than 12 months
- People staying temporarily who do not have another UK address, for example, relatives, friends
- Other people who usually live here, including anyone temporarily away from home

OR No-one usually lives here, for example, this is a second address or holiday home ➔ Go to **H4**

H2 Counting everyone you included in question H1, how many people usually live here?

<input type="text"/>	<input type="text"/>
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Figure 7.17 2009 Census Rehearsal question – Wales (Welsh language)

H1 Pwy sy'n byw yma fel arfer?

➊ Ticiwch bob blwch sy'n berthnasol

- Fi, dyma fy nghyfeiriad parhaol neu gyfeiriad y teulu
- Aelodau o'r teulu, gan gynnwys partneriaid, plant a babanod a gafodd eu geni ar 11 Hydref 2009 neu cyn y dyddiad hwnnw
- Myfyrwyr neu blant ysgol sy'n byw oddi cartref yn ystod y tymor
- Ffrindiau sy'n rhannu cartref, tenantiaid neu lojers
- Pobl o'r tu allan i'r DU, sy'n dod i'r DU am 3 mis neu fwy
- Pobl sy'n gweithio oddi cartref yn y DU, neu sy'naelodau o'r Lluoedd Arfog, os hwn yw eu cyfeiriad parhaol neu gyfeiriad y teulu
- Pobl sydd y tu allan i'r DU dros dro am lai na 12 mis
- Pobl sy'n aros yma dros dro a heb gyfeiriad arall yn y DU, er enghraifft perthnasau, ffrindiau
- Pobl eraill sy'n byw yma fel arfer, gan gynnwys unrhyw un sydd oddi cartref dros dro

NEU Nid oes neb fel arfer yn byw yma, er enghraifft ail gyfeiriad neu dŷ gwyliau yw hwn ➔ Ewch i **H4**

H2 Gan gyfrif pawb a gynhwysoch yng nghwestiwn H1, faint o bobl sy'n byw yma fel arfer?

<input type="text"/>	<input type="text"/>
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After the rehearsal questionnaire had been finalised, final waves of testing were conducted. For Wave 7 the questions on usual residents were not a priority, and no issues were raised.

For Whole Questionnaire Testing for the 2011 Census, some minor changes were made to the wording of the household members' question, see table 7.18.

Table 7.18 Response category changes for the 2011 Census:

Old Wording	New Wording	Reason
myself, this is my permanent or family home	'me, this is my permanent or family home'	More grammatically correct
Students or schoolchildren	Students and/or schoolchildren	Could feasibly be students and schoolchildren present in one household. Amendment avoids any confusion.
People from outside the UK who have come to the UK for 3 months or more	People who usually live outside the UK who are staying in the UK for 3 months or more	Amended to provide clarity that this category is for short-term migrants not anyone born outside the UK
People staying temporarily who do not have another UK address	People staying temporarily who usually live in the UK but do not have another UK address	As previously worded the category could be seen to be for international visitors

In the final phases of testing it was found that generally, respondents were able to demonstrate who usually lived in their household, and ticked the appropriate boxes. As found in previous waves of testing, some respondents did not select the 'me' response, sometimes because they felt that this option indicated that only one person lived in the household. However, all of these respondents included themselves in the count in question H2. Respondents with more unusual household arrangements (such as those with lodgers, or with household members from outside the UK) were sometimes unsure how to answer the household members' question, but answered the count correctly. Occasionally, respondents incorrectly followed the routing in the household members' question to the visitor filter question. These respondents tended to realise their mistake, but one respondent, who lived on their own, did not and consequently did not answer the count question.

7.1.1 Summary and final recommended question

The questions designed to count the number of usual residents in each household have undergone considerable change over the various waves of testing. Originally the question was simplified and shortened due to the cognitive burden of reading the complex instructions, and the risk that respondents would ignore the instructions altogether.

However, testing demonstrated that, without instructions, the quality of the response would be sacrificed because respondents did not have a similar approach to who they would include in the household. Although the 'average' family would likely be correctly recorded, there were a number of sub-groups for whom there would be issues, including: people with no usual UK address, people with second homes, foster children and people in shared accommodation.

The enumeration base for the census is quite complex. In order to incorporate the necessary guidance, the final version of the question is once again quite complex and lengthy. However, it is considered good questionnaire design to include the information necessary to answer a question within the question. In testing, the use of tick boxes for each response category appeared to ensure that respondents would read through each of them. This design feature breaks the information up into smaller more manageable tasks; in effect each response category is considered separately

and ticked if it is 'true' for the respondent. In testing there was evidence that respondents record the correct count, even if they do not tick the appropriate boxes.

A page of guidance notes has been developed to provide further information to respondents who are unsure how to count people in certain situations. The final page of guidance is shown in figure 7.19.

Figure 7.19 Further Information page –English language

Further information

Students / schoolchildren who live away from home during term time

All students or schoolchildren who live away from home during term time need to be included on a questionnaire at both their home and term time addresses.

- At their home address they must be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 8)
- At their term time address they must be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43)

Children with parents who live apart

Children with parents who live apart should be included on the questionnaire for the address where they spend the majority of their time. They should be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

If they are staying overnight at their other address on 27 March 2011, they must also be included on the questionnaire for that other address in Household questions (H4 to H5) and Visitor questions (V1 to V4).

If they live equally between two addresses, they should be included at the address where they are staying overnight on 27 March 2011 in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

People from outside the UK

People from outside the UK whose total length of stay in the UK will be 3 months or more should be included on the questionnaire where they usually stay. They should be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

If their total length of stay is less than 3 months, they should only be included as a visitor on the questionnaire at the address where they are staying overnight on 27 March 2011, in Household questions (H4 to H5) and Visitor questions (V1 to V4).

People with no usual address

People who usually live in the UK but have no usual address should be included on a questionnaire at the address where they are staying overnight on 27 March 2011, in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

Households away on 27 March 2011

If this address is unoccupied overnight on 27 March 2011 because the whole household is away, the questionnaire should be completed as soon as possible upon their return.

People temporarily away from home

Anyone who is temporarily away from their permanent or family home on 27 March 2011 should be included at their home address in Household questions (H1 to H3 and H6) and Individual questions (1 to 43). This includes people who are:

- staying, or expecting to stay, in an establishment such as a hospital, care home or hostel, for less than 6 months
- living away from home while working, on holiday or travelling (unless outside the UK for 12 months or more)
- members of the armed forces
- staying at their second address
- visiting friends or relatives
- in prison on remand (for any length of time), or sentenced to less than 6 months' imprisonment

People who live at more than one UK address

People with more than one UK address, for example people who live away from home while working, should be included on the questionnaire at:

- their permanent or family home; or
- the address where they spend the majority of their time, if they do not have a permanent or family home

They should be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

If they are staying overnight at their second UK address on 27 March 2011, they must also be included as a visitor on the questionnaire for that address in Household questions (H4 to H5) and Visitor questions (V1 to V4).

Lodgers

Lodgers who live full time at their lodging address should be included on the questionnaire where they lodge, in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

People who only lodge part time should refer to the other section on this page 'People who live at more than one UK address'.

Unrelated / shared households

One of the householders/tenants must complete Household questions (H1 to H14) and ensure Individual questions (1 to 43) are completed for each household member. The Individual questions may be completed separately by requesting an Individual Questionnaire.

Figure 7.20 – Further information page – Welsh language

Gwybodaeth ychwanegol

Myfyrwyr / plant ysgol sy'n byw oddi cartref yn ystod y tymor

Rhaid i bob myfyrwr neu blentyn ysgol sy'n byw oddi cartref yn ystod y tymor gael ei gynnwys yn holiadur cyfeiriad ei gartref ac yn holiadur ei gyfeiriad yn ystod y tymor.

- Yn holiadur cyfeiriad ei gartref, rhaid ei gynnwys yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43)
- Yn holiadur ei gyfeiriad yn ystod y tymor, rhaid ei gynnwys yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43)

Plant sydd â rhieni sy'n byw ar wahân

Dylai plant sydd â rhieni sy'n byw ar wahân gael eu cynnwys yn holiadur y cyfeiriad y maent yn treulio'r rhan fwyaf o'u hamser ynddo. Dylent gael eu cynnwys yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43).

Os byddant yn aros yn eu cyfeiriad arall dros nos ar 27 Mawrth 2011, rhaid iddynt gael eu cynnwys yn holiadur y cyfeiriad hwnnw hefyd, yn y Cwestiynau am y Cartref (H4 i H5), ac yn y Cwestiynau am Ymwelwyr (V1 i V4).

Os byddant yn rhannu eu hamser yn gyfartal rhwng dau gyfeiriad, dylid eu cynnwys yn holiadur y cyfeiriad y byddant yn aros ynddo dros nos ar 27 Mawrth 2011, yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43).

Pobl o'r tu allan i'r Deyrnas Unedig

Dylai pobl o'r tu allan i'r Deyrnas Unedig, sy'n aros yn y Deyrnas Unedig am gyfanswm o 3 mis neu fwy, gael eu cynnwys yn holiadur y cyfeiriad y byddant yn aros ynddo fel arfer. Dylent gael eu cynnwys yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43).

Os bydd cyfanswm y cyfnod y byddant yn aros yn y Deyrnas Unedig yn llai na 3 mis, dylent gael eu cynnwys fel ymwelwyr yn unig yn holiadur y cyfeiriad y byddant yn aros ynddo ar 27 Mawrth 2011 - yn y Cwestiynau am y Cartref (H4 i H5), ac yn y Cwestiynau am Ymwelwyr (V1 i V4).

Pobl heb gyfeiriad arferol

Dylai pobl sy'n byw yn y Deyrnas Unedig fel arfer, ond sydd heb gyfeiriad arferol, gael eu cynnwys yn holiadur y cyfeiriad y maent yn aros ynddo dros nos ar 27 Mawrth 2011 - yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43).

Cartrefi sydd â phob aelod oddi cartref ar 27 Mawrth 2011

Os nad oes unrhyw un yn aros yn y cyfeiriad hwn dros nos ar 27 Mawrth 2011, gan fod pob aelod o'r cartref oddi cartref, dylai'r holiadur gael ei lenwi cyn gynted ag y bo modd ar ôl iddynt ddychwelyd.

Pobl sydd oddi cartref dros dro

Dylai unrhyw un sydd oddi cartref dros dro ar 27 Mawrth 2011 (hynny yw, nid yw'n aros yn ei gyfeiriad parhaol neu yng Nghyfeiriad ei deulu), gael ei gynnwys yn holiadur cyfeiriad ei gartref yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43). Mae hyn yn cynnwys pobl:

- sy'n aros, neu sy'n disgwyl aros, mewn sefydliad fel ysbty, cartref gofal neu hostel, am lai na 6 mis
- sy'n byw oddi cartref oherwydd gwaith, sydd ar wyliau, neu sy'n teithio (oni bai eu bod y tu allan i'r Deyrnas Unedig am 12 mis neu fwy)
- sy'n aelodau o'r lluoedd arfog
- sy'n aros yn eu hail gyfeiriad
- sy'n ymweld â ffrindiau neu â pherthnasau
- sydd yn y carchar ar remand (am unrhyw gyfnod), neu sydd wedi'u dedfrydu i lai na 6 mis o garchar

Pobl sy'n byw mewn mwy nag un cyfeiriad yn y Deyrnas Unedig

Dylai pobl sydd â mwy nag un cyfeiriad yn y Deyrnas Unedig, er enghraift pobl sy'n gweithio oddi cartref oherwydd gwaith, gael eu cynnwys:

- yn holiadur eu cartref parhaol neu gartref y teulu; neu
- yn holiadur y cyfeiriad lle byddant yn treulio'r rhan fwyaf o'u hamser, os nad oes ganddynt gartref parhaol neu gartref i deulu

Dylent gael eu cynnwys yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43). Os byddant yn aros yn eu hail gyfeiriad yn y Deyrnas Unedig dros nos ar 27 Mawrth 2011, rhaid iddynt gael eu cynnwys fel ymwelwyr yn holiadur y cyfeiriad hwnnw hefyd, yn y Cwestiynau am y Cartref (H4 i H5), ac yn y Cwestiynau am Ymwelwyr (V1 i V4).

Lojers

Os bydd lojers bob amser yn byw yn y cyfeiriad lle maent yn lletya, dylent gael eu cynnwys yn holiadur y cyfeiriad lle maent yn lletya, yn y Cwestiynau am y Cartref (H1 i H3 ac H6), ac yn y Cwestiynau i Unigolion (1 i 43).

Os mai dim ond weithiau y bydd lojers yn byw yn y cyfeiriad lle maent yn lletya, dylent gyfeirio at un o'r adrannau eraill ar y dudalen hon, sef 'Pobl sy'n byw mewn mwy nag un cyfeiriad yn y Deyrnas Unedig'.

Cartrefi ag aelodau sydd ddim yn perthyn i'w gilydd/sy'n rhannu'r cartref

Rhaid i un o'r deliaid/tenantiaid ateb y Cwestiynau am y Cartref (H1 i H14), a sicrhau y caiff y Cwestiynau i Unigolion (1 i 43) eu hateb ar gyfer pob aelod o'r cartref. Gall y Cwestiynau i Unigolion (1 i 43) gael eu hateb ar wahân drwy ofyn am Holiadur i Unigolion.

Figure 7.21 Final recommended usual residents question – England and Wales

H1 Who usually lives here?

☞ Tick all that apply

- Me, this is my permanent or family home
- Family members including partners, children, and babies born on or before 27 March 2011
- Students and/or schoolchildren who live away from home during term time
- Housemates, tenants or lodgers
- People who usually live outside the UK who are staying in the UK for 3 months or more
- People who work away from home within the UK, or are members of the armed forces, if this is their permanent or family home
- People who are temporarily outside the UK for less than 12 months
- People staying temporarily who usually live in the UK but do not have another UK address, for example, relatives, friends
- Other people who usually live here, including anyone temporarily away from home

OR No-one usually lives here, for example, this is a second address or holiday home ➔ Goto **H4**

H2 Counting everyone you included in question H1, how many people usually live here?

Figure 7.22 Final recommended usual residents question - Wales (Welsh Language)

H1 Pwy sy'n byw yma fel arfer?

☞ Ticiwch bob blwch sy'n berthnasol

- Fi, dyma fy nghyfeiriad parhaol neu gyfeiriad y teulu
- Aelodau o'r teulu, gan gynnwys partneriaid, plant a babanod a anwyd ar 27 Mawrth 2011 neu cyn y dyddiad hwnnw
- Myfyrwyr a/neu blant ysgol sy'n byw oddi cartref yn ystod y tymor
- Tenantiaid, lojers neu bobl sy'n rhannu cartref
- Pobl sy'n byw y tu allan i'r Deyrnas Unedig fel arfer, ond sy'n aros yn y Deyrnas Unedig am 3 mis neu fwy
- Pobl sy'n gweithio oddi cartref yn y Deyrnas Unedig, neu sy'n aelodau o'r lluoedd arfog, os hwn yw eu cyfeiriad parhaol neu gyfeiriad y teulu
- Pobl sydd y tu allan i'r Deyrnas Unedig dros dro am lai na 12 mis
- Pobl sy'n aros yma dros dro, sy'n byw yn y Deyrnas Unedig fel arfer, ond sydd heb gyfeiriad arall yn y Deyrnas Unedig, er enghraifft perthnasau, ffrindiau
- Pobl eraill sy'n byw yma fel arfer, gan gynnwys unrhyw un sydd oddi cartref dros dro

NEU Nid oes neb yn byw yma fel arfer, er enghraifft ail gyfeiriad neu dŷ gwyliau yw hwn ➔ Ewch i **H4**

H2 Gan gyfrif pawb a gafodd eu cynnwys gennych yng nghwestiwn H1, faint o bobl sy'n byw yma fel arfer?

7.2 Counting people with no usual UK address

In the 2001 Census it was speculated that one group of people that were undercounted were those people who usually lived in the UK but had no usual address at the time of the census, e.g. people who had moved house and not bought another or people staying temporarily on a friend's sofa. There was an instruction on the 2001 questionnaire that read, ' include anyone who is staying with you who has no other usual address,' however this instruction was near the bottom of a long list of bulleted instructions and it is well known that people very often skip over instructions.

In an attempt to get these people included, a separate question was tested leading up to the 2007 Test.

Figure 7.23 2007 Pre-testing Wave 4

H3 List the names of all people staying with you who do not have a usual address in the UK here:

- ◆ Complete an individual section of this questionnaire for these people too
- ◆ Do not count:
 - anyone who is just visiting on Census Night and has a usual residence elsewhere in the UK. Record these people as Visitors in question H6

Name	Separate Questionnaire?	Internet Questionnaire?
Person 1	<input type="checkbox"/>	<input type="checkbox"/>
Person 2	<input type="checkbox"/>	<input type="checkbox"/>
Person 3	<input type="checkbox"/>	<input type="checkbox"/>
Person 4	<input type="checkbox"/>	<input type="checkbox"/>
Person 5	<input type="checkbox"/>	<input type="checkbox"/>
Person 6	<input type="checkbox"/>	<input type="checkbox"/>

In Wave 4 testing, only some of the respondents interviewed were able to determine who should be included in this question; examples included au-pairs, international students, overseas relatives/friends and people moving house. However, these examples would only be correct if the people in question were residents of the UK. Others had no idea who should be included or thought it was trying to 'catch people' who were trying to avoid paying tax.

The question was amended to make clearer what types of people should be counted and which should be excluded. The question wording was amended to read as a question and act as a filter for respondents who did not have anyone else staying, in which case they were routed to the next question.

Figure 7.24 2007 Whole questionnaire testing

H5 Is there anyone staying here temporarily who does not have another address in the UK?

- ◆ Complete the individual questions in this questionnaire for these people too.
- ◆ Do not count:
 - anyone who is just visiting and has another address in the UK - record them in question H6
 - overseas visitors - record them in question H6
- ◆ Count:
 - people staying in your home because they have nowhere else to stay. For example, people staying in your spare room or on your sofa
 - yourself if you are only staying here temporarily

Yes, list them below

No → Go to **H6**

First name and last name	Separate paper questionnaire	Separate internet questionnaire
Person A	<input type="checkbox"/>	<input type="checkbox"/>
Person B	<input type="checkbox"/>	<input type="checkbox"/>
Person C	<input type="checkbox"/>	<input type="checkbox"/>

Respondents continued to have problems understanding who they should include in this question and there was a lack of consistency in the way that respondents interpreted the question. It was thought that this would result in an incorrect count of this sub-group on census night.

Due to the ongoing problems with this question, a decision was taken that the most practical way to capture information on this sub-group in the 2007 Test would be to include an instruction for people with no usual address to include themselves in the household members table, but also direct any visitors with no usual address to fill themselves in as a resident to ensure that these people are captured.

For pre-rehearsal testing the question was reverted back to instruction-type phrasing and who should be counted was further clarified to state '*List anyone staying here temporarily who does not have another address, either in the UK or overseas.*'

The instruction to count overseas visitors and people with another UK address in the visitors' questions and not in the resident visitors' questions was removed.

Figure 7.25 Wave 1 Pre-rehearsal question

H4	List anyone staying here temporarily who does not have another address, either in the UK or overseas. If no one is staying here temporarily, go to H5		
<ul style="list-style-type: none">◆ Count:<ul style="list-style-type: none">• people staying in your home because they have nowhere else to stay. For example, people staying in your spare room or on your sofa• yourself if you are only staying here temporarily◆ If anyone staying here temporarily aged 16 or over wants to complete their questions on a separate paper questionnaire for privacy reasons, tick the 'separate paper questionnaire' box next to their name and call 0845 603 2011 to request a separate questionnaire.			
	First name	Last name	Separate paper questionnaire
Person A	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Person B	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

In testing, the Wave 1 version of the rehearsal question was found to be similarly problematic to previous versions. Respondents differed in their interpretation of the term 'temporarily', ranging through "*at least three nights*", "*over a week*", "*a couple of weeks*", "*a month*", "*over a month*" up to "*six months*".

Respondents continued to be unsure about who to include in this question and found it difficult to distinguish between those staying temporarily and visitors. They also continued to apply their own reasoning when deciding whether or not to include people. For example, incorrectly deciding not to include someone who would soon be leaving the country, or incorrectly deciding to include someone who was staying on the sofa because their home was too far away within the UK for them to return to that night. Some respondents who included resident visitors did not realise they would have to complete individual questions for these people.

The question was then revised for wave two and was repositioned on the questionnaire to come after the household members and visitors questions, and to serve as a 'catch-all'. That is, by default, 'anyone else' included here should be a resident visitor because household members and visitors had been accounted for.

Figure 7.26 Wave 2 pre-rehearsal question

H4	Is there anyone else, not listed in H2 and H3, who will be staying the night here on 13 May 2007?		
<input type="checkbox"/> Yes - these people need to fill out individual questions on this questionnaire. Write their names below, then go to H5.			
<input type="checkbox"/> No → Go to H5			
First name Person A: <input type="text"/>		Last name Person A: <input type="text"/>	Separate paper questionnaire <input type="checkbox"/> <input type="checkbox"/>
Person B: <input type="text"/>		<input type="text"/>	Separate internet questionnaire <input type="checkbox"/> <input type="checkbox"/>

During testing, some respondents understood that visitors who did not have any other address should be included for this question, while others were not sure who to include. Occasionally the wrong types of people were included, for example, one respondent decided to include his two children who stay with him at the weekend here, instead of in the visitors question.

Respondents without resident visitors sometimes found it difficult to understand the purpose of this question and struggled to see a difference between the previous visitors' question and the resident visitors' question. Those respondents who did not understand the question were generally happy to tick 'no' and continue with the questionnaire, however some respondents left this question blank because they did not see the 'no' option.

When asked who should be included in this question, respondents differed in their suggestions. Respondents often used the information they had previously read in the visitors' question as guidance when thinking about who to include. In doing so, some respondents misinterpreted the earlier instructions and concluded that this question must be for visitors "*in this country or in this town, not from abroad*".

Respondents continued to make conscious decisions on who to include based on their own criteria. For example, one respondent excluded her resident visitor because he was "*not representative*" of her house. A resident visitor included himself as a household member instead because he had been at the address for three months, but thought he would leave it up to the homeowner to decide if he should be included, as he was concerned about the "*repercussions*" and "*knock-on effects*" regarding council tax.

For the next wave the 'No' response option was repositioned above the name write-in boxes to improve its visibility and the 'separate internet questionnaire' tick box was added back, as was done with the household members' name question.

Figure 7.27 Waves 3-4 Pre-rehearsal question

H6	Is there anyone else, not listed in H4 and H5, who will be staying the night here on 13 May 2007?		
<input type="checkbox"/> Yes - these people need to fill out individual questions on this questionnaire. Write their names below, then go to H7.			
<input type="checkbox"/> No → Go to H7			
First name Person A: <input type="text"/>		Last name Person A: <input type="text"/>	Separate paper questionnaire <input type="checkbox"/> <input type="checkbox"/>
Person B: <input type="text"/>		<input type="text"/>	Separate internet questionnaire <input type="checkbox"/> <input type="checkbox"/>

This version of the question was tested in waves three and four, and continued to perform poorly. It was not always well understood and was occasionally misinterpreted. On some occasions, respondents interpreted this question to be a catch-all; and one of these respondents was suspicious of it, thinking it was a check on the previous visitors' question. Some respondents couldn't see a difference between this and the previous visitors' question, or thought it was for people who were visiting for a longer period of time. One respondent incorrectly thought that only visitors from abroad, not people who were already in the UK, would be included here.

Figure 7.28 Welsh language testing – Wave 1

The Welsh equivalent of the wave three rehearsal question was developed and cognitively tested in Welsh.

H6	A oes unrhyw un arall, sydd heb ei restru yn H4 ac H5, a fydd yn aros yma dros nos ar 15 Hydref 2007?		
<input type="checkbox"/> Oes – rhaid i'r bobl hyn ateb cwestiynau unigol yn yr holiadur hwn. Ysgrifennwch eu henwau isod, ac yna ewch i H7.			
<input type="checkbox"/> Nac oes → Ewch i H7			
Enw cyntaf	Cyfenw	Holiadur papur ar wahân	Holiadur ar wahân ar y we
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

In general, during the Welsh testing, respondents commented that they could not see a distinction between this question and the visitors' question. A few of the respondents were able to give non-specific examples of who to include here but none could give a specific example. No respondents with resident visitors were interviewed and none appeared to have had experience of resident visitors.

As a result of the ongoing issues with this question, a decision was taken not to attempt to include a separate question to identify people with no usual address but to ensure they were included in the main household usual residents count. Therefore, from October 2007 onwards, the question did not appear in any further waves of the English or Welsh testing.

For Wave 5 of pre-rehearsal testing a separate tick box was included in the count of usual residents:

- Anyone staying here because there is nowhere else they usually live in the UK

The Wave 5 results indicated that respondents continued to use their own criteria in deciding whether to include resident visitors, despite the tick box being placed in the 'count' instructions of the household count. For example, one respondent with a resident visitor ticked 'anyone staying in the UK for 1 month or more' for someone staying with him temporarily who had recently moved to the UK, but did not include them in the count. Instead, he included this person as a visitor. In Wave 6 the wording was slightly amended and further tested.

- People staying temporarily who don't have another UK address, for example, lodgers, relatives, friends

During the subsequent English and Welsh testing, the category appeared to be well understood; however respondents continued to use their own criteria for deciding whether or not they would include someone.

Wording of the category for the 2009 Rehearsal questionnaire was:

- People staying temporarily who do not have another UK address, for example, relatives, friends

Final wording for 2011 was:

- People staying temporarily who usually live in the UK but do not have another UK address, for example, relatives, friends

7.3. Household members table

In 2001 the household members' names were collected in a table, for up to 10 household members. As the questionnaire only provided five sets of individual questions, instructions for larger households were placed after the fifth name.

7.29 2001 Census question (household members):

Person No.	First name and surname	Individual Form
Person 1		<input type="checkbox"/>
Person 2		<input type="checkbox"/>
Person 3		<input type="checkbox"/>
Person 4		<input type="checkbox"/>
Person 5		<input type="checkbox"/>
If you have more than 5 people in your household, you will need an extra form.		<input type="checkbox"/>
Person 6		<input type="checkbox"/>

The 2001 Census question was used in the first wave of pre-testing for the 2007 Test, although two additional rows were added in order to accommodate 12 household members' names. This was in line with a change to the questionnaire which then accommodated up to six household members in the individual questions. This table was further modified in Wave 2 to include individual write-in boxes for names, which allows the names to be captured during scanning and processing of the questionnaire.

Figure 7.30 2007 Pre-testing Wave 2 (household names):

Person Number	First name and surname	Individual Questionnaire
Person 1	<input type="text"/>	<input type="checkbox"/>
Person 2	<input type="text"/>	<input type="checkbox"/>
Person 3	<input type="text"/>	<input type="checkbox"/>

Throughout waves one and two, respondents often queried whether they should provide middle names, and ran out of space when they decided to provide them. It was also mentioned that double-barrelled first names would not fit.

As a result, for Wave 3 the question was reformatted from the tabular format to a question, to make the page look less cluttered, and to provide more space for respondents to write in their names. Separate lines were given for 'First' and 'Last' names. In this design there was room for the first six members only.

Figure 7.31 2007 Pre-testing Wave 3 (household members):

Person 1	First name	[12 boxes]	Individual Questionnaire	<input type="checkbox"/>
	Last name	[12 boxes]		
Person 2	First name	[12 boxes]	Individual Questionnaire	<input type="checkbox"/>
	Last name	[12 boxes]		
Person 3	First name	[12 boxes]	Individual Questionnaire	<input type="checkbox"/>
	Last name	[12 boxes]		
Person 4	First name	[12 boxes]		

In testing, respondents thought that the placement of the instructions for large households at the end of the list was logical. However, the new layout of the name boxes caused a completion problem where respondents put their surname after their first name on the first line, before noticing the separate surname row. They then had to cross it out and rewrite it in the correct position, which increased the burden of response.

It was also a common mistake over early waves of testing for respondents to exclude themselves from the table or not start with themselves. Consequently, in Wave 4 the 'start with the householder or joint householders' instruction was replaced with a statement about who is responsible for ensuring individual questions are answered and an instruction to 'Start with this person'. Due to the problems in Wave 3 with the names boxes, a larger single line was provided in Wave 4.

Figure 7.32 2007 Pre-testing Wave 4 (household members):

H2 List the names of all the people who usually live in your household here:	
<ul style="list-style-type: none"> The householder, joint householder or one person who usually lives here must make sure that an individual section of this questionnaire is filled in for everyone who lives in this household. Start with this person. 	
Name	Separate Questionnaire? <input type="checkbox"/> Internet Questionnaire? <input type="checkbox"/>
Person 1	<input type="checkbox"/> <input type="checkbox"/>
Person 2	<input type="checkbox"/> <input type="checkbox"/>
Person 3	<input type="checkbox"/> <input type="checkbox"/>
Person 4	<input type="checkbox"/> <input type="checkbox"/>
Person 5	<input type="checkbox"/> <input type="checkbox"/>
Person 6	<input type="checkbox"/> <input type="checkbox"/>
If you have more than 6 people in your household, call the Census Helpline on 0800 602011	
Person 7	<input type="checkbox"/> <input type="checkbox"/>

In testing, the problem of respondents not including themselves persisted and some respondents who were joint householders put the other householder first in the table, but then answered the Person 1 individual questions themselves. Respondents did not know whether to start with first names or surnames, as it just said 'name'.

Separate and Internet questionnaire tick boxes were often incorrectly ticked, with some respondents believing that everyone in the household would need an 'individual' section, or thinking they should tick once they had completed each section. In this wave respondents thought that they would tick the Internet questionnaire box if they wanted to complete the questionnaire online.

In Wave 4 an additional question was placed after the household members' names, with the purpose of capturing any concealed households at the address.

Figure 7.33 2007 Pre-testing Wave 4 (concealed households):

H4 Are there any other people that live at this address who you have not listed above?

Yes
 No

Respondents did not understand this question and thought it was asking whether or not they had answered the household members question correctly.

For the Lambeth Test, the question text was amended to be phrased as a question rather than an instruction, and new instructions were added on how the response should be entered. ‘Name’ was changed to ‘First and last name’ due to the confusion when ‘name’ was used on its own. The instructions for how to fill in responses on the questionnaire were placed within the question.

Figure 7.34 Lambeth Test question (household members):

A small number of respondents (1.5 per cent) did not complete the table. These tended to be people from single person households and these respondents may have thought this was for additional household members only.

Figure 7.35 2007 Whole questionnaire testing question

H3	Does anyone want to fill in a separate questionnaire?																					
If anyone aged 16 or over wants to complete their questions on a separate paper questionnaire for privacy reasons, tick the separate paper questionnaire box next to their name and call 0845 602011.																						
If anyone wants to complete their questions on a separate internet questionnaire, tick the separate internet questionnaire box next to their name and go to www.statistics.gov.uk .																						
H4	What are the names of the people who usually live here?																					
<ul style="list-style-type: none"> ◆ Start with yourself. ◆ Use CAPITAL LETTERS and leave one space between each word. ◆ If you make a mistake, fill in the box like this  SMI TH 																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding-bottom: 5px;">First name and last name</th> <th style="text-align: center; padding-bottom: 5px;">Separate paper questionnaire</th> <th style="text-align: center; padding-bottom: 5px;">Separate internet questionnaire</th> </tr> </thead> <tbody> <tr> <td style="padding-top: 5px;">Person 1</td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-top: 5px;">Person 2</td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-top: 5px;">Person 3</td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-top: 5px;">Person 4</td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-top: 5px;">Person 5</td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-top: 5px;">Person 6</td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> </tr> </tbody> </table>		First name and last name	Separate paper questionnaire	Separate internet questionnaire	Person 1	<input type="checkbox"/>	<input type="checkbox"/>	Person 2	<input type="checkbox"/>	<input type="checkbox"/>	Person 3	<input type="checkbox"/>	<input type="checkbox"/>	Person 4	<input type="checkbox"/>	<input type="checkbox"/>	Person 5	<input type="checkbox"/>	<input type="checkbox"/>	Person 6	<input type="checkbox"/>	<input type="checkbox"/>
First name and last name	Separate paper questionnaire	Separate internet questionnaire																				
Person 1	<input type="checkbox"/>	<input type="checkbox"/>																				
Person 2	<input type="checkbox"/>	<input type="checkbox"/>																				
Person 3	<input type="checkbox"/>	<input type="checkbox"/>																				
Person 4	<input type="checkbox"/>	<input type="checkbox"/>																				
Person 5	<input type="checkbox"/>	<input type="checkbox"/>																				
Person 6	<input type="checkbox"/>	<input type="checkbox"/>																				
If you have more than 6 people in your household, call 0845 602011 to get an extra questionnaire, and return all questionnaires in the same envelope.																						

In whole questionnaire testing, the question continued to have some problems. Respondents often either skipped the separate questionnaire instructions or did not understand them. These respondents frequently did not understand what the tick boxes in the table were for. Some respondents wrote their surname first and/or provided their middle names, because it was 'what they expected' would be required.

To avoid confusion over the necessity of providing middle names, in the first wave of rehearsal questionnaire testing 'First' and 'Last' names were split into separate write-in boxes. Unlike the previous testing of this, the name boxes were aligned horizontally instead of vertically to avoid respondents putting the whole name in the first box. The completion instructions were moved to the front page. The internet questionnaire tick box was removed to provide additional space for recording names. The instruction for separate questionnaires was placed within the question.

In the 2007 Census Test this question performed reasonably well, with only 4.9 per cent of respondents not answering the question.

Figure 7.36 Pre-Rehearsal testing Wave 1

H3 What are the names of the people who usually live here?		
<ul style="list-style-type: none"> ◆ Start with yourself. ◆ If anyone aged 16 or over wants to complete their questions on a separate paper questionnaire for privacy reasons, tick the 'separate paper questionnaire' box next to their name and call 0845 603 2011 to request a separate questionnaire. 		
First name	Last name	Separate paper questionnaire
Person 1		<input type="checkbox"/>
Person 2		<input type="checkbox"/>
Person 3		<input type="checkbox"/>
Person 4		<input type="checkbox"/>
Person 5		<input type="checkbox"/>
Person 6		<input type="checkbox"/>
If you have more than 6 people in your household, call 0845 603 2011 to get an extra questionnaire. When all of the questionnaires are complete, return them in the envelope provided.		

It was evident that respondents did not understand the purpose of the 'separate paper questionnaire' boxes and had not read the guidance note. Respondents tended to understand the purpose of the boxes once they had read the guidance note, although not always.

Although respondents did not always read the guidance note to 'start with yourself', most put their own names first. It was suggested that this instruction could be incorporated into the question in order to ensure that it is noticed. This was done for the second wave of testing.

Figure 7.37 Wave 2 Pre-Rehearsal testing

H2 Starting with yourself, list the names of the people who usually live here.	
<ul style="list-style-type: none"> ◆ If anyone aged 16 or over wants to complete a separate paper questionnaire, tick the 'separate paper questionnaire' box next to their name and call 0845 603 2011 to request a separate questionnaire. 	

On the whole, respondents were able to complete the question well, although some problems were observed. For example, there were mixed results for the separate first and last name write-in boxes. There were several instances where respondents wrote their middle names or provided a middle initial. On a few occasions respondents provided a surname first, however most respondents corrected their mistake. Insufficient space was also a problem for some respondents. Occasionally, in unrelated households, respondents did not know the names of the other people they lived with.

Respondents in large households did not always comply with the instructions for them. One respondent explained that she would not ring the helpline to request an extra questionnaire as she would be concerned about being put on hold or entering an automated system. She thought she would just write the child's information on a spare piece of paper and staple it to the back of the questionnaire. In another case where there were eight people in a household the respondent split the Person 5 and Person 6 columns into two in order to put the last two children onto the questionnaire.

Occasionally respondents omitted people who usually lived in the household. For example one respondent initially thought that children aged 16 years or younger should not be counted and did not record this child's name. This could possibly be due to confusion over the instruction which begins 'If anyone aged 16 years or over...'.

In some cases respondents understood the purpose of the separate questionnaire box and could give examples. However, others were not sure of the purpose of the boxes, despite sometimes giving careful consideration to the instruction.

For Wave 3 the 'Separate Internet questionnaire' tick box was added back in and the question was further tested. An instruction to 'Remember to list children and babies' was added for this wave of testing in line with other questions on the questionnaire.

Figure 7.38 Wave 3 Pre-Rehearsal testing

H4	Starting with yourself, list the names of the people who usually live here. Remember to list children and babies.											
<ul style="list-style-type: none"> ◆ If anyone aged 16 or over wants to complete a separate paper questionnaire, tick the 'separate paper questionnaire' box next to their name and call 0845 603 2011 to request a separate questionnaire. ◆ If anyone wants to complete an internet questionnaire, tick the box next to their name and go to www.census2011.co.uk to fill in a questionnaire. 										Separate paper questionnaire	Separate internet questionnaire	
	First name					Last name						
Person 1	<input type="text"/>					<input type="text"/>					<input type="checkbox"/>	<input type="checkbox"/>

In testing, the instruction to 'start with yourself' appeared to be effective, and respondents tended to write their own names first. There were some instances where respondents put other members of the household first. Reasons for doing this included: "*because (housemate's name) is the household owner*"; it was "*the first thing that came to mind*"; and age order. These respondents appeared not to have read the instruction.

In related households the order of completion usually followed a 'typical' family structure, i.e. the father, mother, and then children in age order. In unrelated households the order of completion was less structured. Several respondents in unrelated households did not know the surnames of their housemates, but felt that they would "*probably ask*" if completing the census for real. A couple of respondents included middle names, and one explained, "*When you fill a form in you put the middle name as well*".

In this wave the instructions on extra questionnaires appeared to work well. Those with more than six people in their households noticed the instruction to request extra questionnaires and felt that they would do this on census night. Respondents mostly understood the purpose of the separate questionnaire tick boxes, and where they were unsure it did not impact on the accurate completion of the question.

Figure 7.39 Wave 1 Welsh language testing

The Wave 3 rehearsal question was developed into the Welsh equivalent and cognitively tested.

H4 Gan ddechrau gyda'ch enw chi yn gyntaf, rhestrwch enwau'r bobl sydd fel arfer yn byw yma.
Cofiwch restru enwau plant a babanod.

- ◆ Os bydd unrhyw un sy'n 16 oed neu'n hŷn am lenwi holiadur papur ar wahân, ticiwch y blwch 'holiadur papur ar wahân' wrth ymyl ei enw, a ffoniwch 0845 603 2011 i ofyn am holiadur papur ar wahân.
- ◆ Os bydd unrhyw un am lenwi holiadur ar y we, ticiwch y blwch priodol wrth ymyl ei enw, ac ewch i www.census2011.co.uk i lenwi holiadur.

	Enw cyntaf	Cyfenw	Holiadur papur ar wahân	Holiadur ar wahân ar y we
Person 1	[6 boxes]	[6 boxes]	<input type="checkbox"/>	<input type="checkbox"/>
Person 2	[6 boxes]	[6 boxes]	<input type="checkbox"/>	<input type="checkbox"/>
Person 3	[6 boxes]	[6 boxes]	<input type="checkbox"/>	<input type="checkbox"/>
Person 4	[6 boxes]	[6 boxes]	<input type="checkbox"/>	<input type="checkbox"/>
Person 5	[6 boxes]	[6 boxes]	<input type="checkbox"/>	<input type="checkbox"/>
Person 6	[6 boxes]	[6 boxes]	<input type="checkbox"/>	<input type="checkbox"/>

Os oes mwy na 6 pherson yn eich cartref, ffoniwch 0845 603 2011 i gael holiadur ychwanegol. Ar ôl llenwi'r holiaduron, anfonwch nhw yn ôl yn yr amlen sydd wedi'i darparu.

In the Welsh testing, respondents were generally able to list the names of their household members and tended to write their own name first. Some started with their name as they had read that they should do so in the instructions, but many respondents started with their own name for reasons other than having read the instructions. Some respondents commented that they wanted to include their middle names as this was what they were known by; some did include their first names and middle names, even though in one case there was not enough room to do so, which meant writing in the space outside of the boxes.

Those in large households said that they would request an extra questionnaire on census night. Some respondents did not understand the purpose of the separate paper and internet questionnaire boxes, and thus ticked them incorrectly. One respondent was confused by the meaning of 'am lenwi holiadur' [wants to complete a questionnaire] in the guidance notes. The preposition 'am' used in front of a verb is used in Welsh to express a desire i.e. 'to want'. It can also denote intention, or something which is going to happen in the future i.e. 'about to', when used before a verb or noun. This was a potential source of confusion.

It was recommended that 'eisiau' [to want] be used instead of 'am' [to want] in the guidance notes explaining the purpose of the separate paper questionnaire and internet questionnaire, to eliminate any ambiguity.

The English Wave 3 question was tested further in a fourth wave of cognitive interviews, with similar results. Generally respondents were able to list the names of their household members, and included themselves first. However in this wave, respondents with more than six people in their household felt that they were unlikely to request an extra questionnaire on census night. Respondents also thought that they could complete the details for the seventh member of the household on the internet and did not always understand the purpose of the separate paper questionnaire and internet questionnaire tick boxes.

The question was then slightly amended for Wave 5 of the rehearsal questionnaire testing. Instead of asking respondents to 'list the names of the people who usually live here', it asked for a list of 'all the people counted in H4'. Respondents were also asked to remember to include lodgers in this question as well as children and babies. The instructions, and boxes, for separate questionnaires and internet questionnaires were removed because over several waves of testing it had been common for respondents not to understand their purpose. In addition, it was not clear whether they were necessary for processing. In order to remind respondents to put their own names first, 'Yourself' was placed next to the first write-in box with 'Person 1' in brackets.

Figure 7.40 Wave 5 Pre-Rehearsal testing

H5 Starting with yourself, list the names of all the people counted in H4. Remember to list children, babies and lodgers.		
	First name	Last name
Yourself (Person 1)	<input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>
Person 4	<input type="text"/>	<input type="text"/>
Person 5	<input type="text"/>	<input type="text"/>
Person 6	<input type="text"/>	<input type="text"/>

If you have more than 6 people in your household, call 0845 603 2011 to get an extra questionnaire. When all of the questionnaires are complete, return them in the envelope provided.

On the whole respondents were able to list the names of their household members and tended to write their own name first, but not always. In some unrelated households, respondents did not know the full names of the other household members but felt they would check on census night. A respondent from a large household commented she would be reluctant to phone for an additional questionnaire, especially if it was at her expense.

This question was then further tested during Waves 6.0 and 6.1. Generally the question continued to work well. For the rehearsal question the wording of the question was amended to read 'Starting with yourself, list the names of all the people counted in question H2. Remember to list children, babies and lodgers' in line with the overall design recommendations for the questionnaire.

Figure 7.41 Wave 2 Welsh language testing

H3 Gan ddechrau gyda’ch enw chi yn gyntaf, rhestrwch enwau'r bobl a gafodd eu cyfrif yn **H2**. Cofiwch restru enwau plant, babanod a lletywyr.

	Enw cyntaf	Cyfenw
Eich enw chi (Person 1)	[]	[]
Person 2	[]	[]
Person 3	[]	[]
Person 4	[]	[]
Person 5	[]	[]
Person 6	[]	[]

Os oes mwy na 6 pherson yn eich cartref, ewch i www.statistics.gov.uk/census neu ffoniwch 0845 603 2011 i gael Holiadur Parhau. Ar ôl llenwi pob un o'r holiaduron, anfonwch nhw yn ôl yn yr amlen sydd wedi'i darparu.

In wave two of Welsh testing (based on the Wave 6.2 questionnaire) most respondents had no problems with this question. All respondents included themselves first, as directed in the instructions. Respondents tended to list names in order of age, starting with the eldest. Removal of the separate paper and internet questionnaire boxes seemed to alleviate confusion. The only issue was a lack of space, as some respondents wanted to include both first names and middle names and often this did not fit. In this case, they either wrote outside the boxes or put down middle names instead of first names.

It was recommended that changing ‘cyfenw’ [surname] to ‘enw olaf’ [last name] be discussed by the support group members. Following discussion, the decision was made not to implement this change, as ‘enw olaf’ [last name] is not a term which is commonly used to convey ‘surname’, and is one which could cause confusion.

7.42 Rehearsal question - England

H3 Starting with yourself, list the names of all the people counted in question H2 including children, babies and lodgers.

	First name	Last name
Yourself (Person 1)	[]	[]
Person 2	[]	[]
Person 3	[]	[]
Person 4	[]	[]
Person 5	[]	[]
Person 6	[]	[]

If there are more than 6 people in your household, go to www.census.gov.uk or call 0300 0200 901 to get a Continuation Questionnaire.

No changes were made to this question for Wave 7, and it was not a priority for this wave. No issues arose during this testing phase.

For Whole Questionnaire Testing for the 2011 Census, minor changes were made to the instruction for this question as specific references to the website and helpline were removed. Also, the Individual Questionnaire boxes were reintroduced, for respondents to tick if any member of their household has requested an Individual Questionnaire.

Figure 7.43 2011 Whole Questionnaire Testing

H3 Starting with yourself, list the names of all the people counted in question H2 including children, babies and lodgers.

	First name	Last name	Individual Questionnaire?
Yourself (Person 1)	[]	[]	<input type="checkbox"/>
Person 2	[]	[]	<input type="checkbox"/>
Person 3	[]	[]	<input type="checkbox"/>
Person 4	[]	[]	<input type="checkbox"/>
Person 5	[]	[]	<input type="checkbox"/>
Person 6	[]	[]	<input type="checkbox"/>

If there are more than six people in this household, either complete the entire questionnaire online or contact us to get a Continuation Questionnaire.

For Whole Questionnaire Testing, as found in previous waves of testing, respondents provided their own names first when listing the members of their household. Respondents did not understand the purpose of the Individual Questionnaire boxes, and sometimes ticked these boxes for themselves, and other household members, in error. Respondents gave several different explanations regarding the purpose of these boxes, but were rarely correct. For example, some respondents thought that the boxes should be ticked to request an Individual Questionnaire, others ticked the box to demonstrate that they had completed the Individual questions, and some ticked the boxes simply because they were there.

In developing the final question several amendments were made to the question. The text above the boxes was amended to read 'Individual Questionnaire requested?' to imply that respondents must have already requested a questionnaire before they can tick the box. An instruction was also added to reiterate that respondents should tick the box if an Individual Questionnaire has been requested, and also to explain that this household member's Individual questions should be left blank. The instruction beneath the question, for households with more than six people, was also shortened in order to accommodate the new instruction.

7.3.1 Summary of question development on household members table

This question has undergone a number of layout changes in an attempt to help respondents complete this question correctly. One of the main issues was respondents running out of space; sometimes because they had a double-barrelled name, but also because they tried to include a middle name. Other issues included not putting themselves first, and not knowing what the separate or internet questionnaire tick boxes were for. Testing demonstrated the need to guide respondents in how they should complete the names. Some respondents would start with their surname if a specific order was not specified, and others became confused or uncertain about what to do, increasing the burden of response. Having the first name and surname write-in boxes horizontally aligned worked much better for respondents.

Having the separate questionnaire instructions closer to the boxes helped to improve respondents' understanding of their purpose on some occasions, although generally the instructions were confusing to respondents, or were not noticed at all. Therefore, the quality of information gained from these boxes would be poor, and would possibly cause more problems during processing if respondents inappropriately ticked them. Furthermore, removing the separate and internet questionnaire tick boxes allows additional boxes for respondents' names, which may lead to better quality data for this question by preventing the need for respondents to squash letters or write outside the boxes.

There is some evidence that respondents will occasionally miss or ignore the instruction to start with themselves. This could affect the quality of the relationship matrix and individual questions if the same order is not maintained throughout the questionnaire. However, the changes made to the question design have had a positive impact, and this mistake occurred less frequently in later waves of testing. In addition, the instructions placed in later relevant questions asking respondents to refer to the names' table should help to minimise the occurrence of this problem.

Figure 7.44 Final recommended question – Household members (England and Wales)

H3	Starting with yourself, list the names of all the people counted in question H2 including children, babies and lodgers.		
	☞ If a member of this household has requested an Individual Questionnaire, tick the box beside their name and leave blank the Individual questions 1 to 43 for that person		
First name	Last name	Individual Questionnaire requested?	
Yourself (Person 1)			<input type="checkbox"/>
Person 2			<input type="checkbox"/>
Person 3			<input type="checkbox"/>
Person 4			<input type="checkbox"/>
Person 5			<input type="checkbox"/>
Person 6			<input type="checkbox"/>

If there are more than six people, complete the entire questionnaire online or contact us to get a Continuation Questionnaire.

Figure 7.45 Final recommended question – Household members (Welsh language)

H3	Gan roi eich enw chi eich hunan yn gyntaf, rhestrwch enwau'r holl bobl a gafodd eu cyfrif yng nghwestiwn H2, gan gynnwys plant, babanod a lojers.		
	☞ Os bydd aelod o'r cartref hwn wedi gofyn am Holiadur i Unigolion, ticiwch y blwch sy'n dilyn ei enw, a gadewch y Cwestiynau i Unigolion 1 i 43 ar gyfer y person hwnnw'n wag		
Enw cyntaf	Cyfenw	A ofynnwyd am Holiadur i Unigolion?	
Eich enw chi (Person 1)			<input type="checkbox"/>
Person 2			<input type="checkbox"/>
Person 3			<input type="checkbox"/>
Person 4			<input type="checkbox"/>
Person 5			<input type="checkbox"/>
Person 6			<input type="checkbox"/>

Os oes mwy na chwe pherson, llenwch yr holiadur cyfan ar lein neu cysylltwch â ni i ofyn am Holiadur Cartref (Parhad).

7.4 Visitors

The visitors' questions have gone through considerable change since the 2001 Census. In 2001 there was a single table which asked for the name(s) and usual address(es) of any visitors. This was more to help the respondents ensure that everyone was included on the questionnaire; it was not used in census outputs.

There was also an instruction on what to do if there were only visitors staying at the address on census night, as only questions H1 to H5 needed to be answered under these circumstances.

Figure 7.46 2001 Census question (visitors' details):

Table 2 Visitors	
First name and surname	Usual address

◆ To help you complete the form you may use Table 2 to list any visitors at this address, on the night of 29 April 2001, who usually live elsewhere.

◆ If there are only visitors at this address, please complete questions H1 to H5 on page 3. No further questions need to be answered.

The recommendations from the 2001 Census expert review following the census was to position the heading 'Table 2' directly above the table, and provide more space for entering name and address.

In order to satisfy the user requirements for information on visitors, a question was tested asking for the name, sex, date of birth and usual address of visitors. Due to the space required, the visitors' questions were moved to the back page of the questionnaire, with space for five visitors. There was also a tick box for 'address the same as Visitor 1' to make it easier to record visitors from the same household.

Figure 7.47 Pre-2007 testing Wave 1

Visitors Table		
<ul style="list-style-type: none"> ◆ please complete for all Visitors on Census night. ◆ If more than 5 visitors please phone xxxxxxxxx to request a continuation form. 		
Address of Visitor 1		
Sex		
<input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of Birth		
Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Name
		<input type="text"/>
		Usual Address
		<input type="text"/>
		Postcode
		<input type="text"/>
Visitor 2		Name
Address same as Visitor 1		<input type="checkbox"/>
		Usual Address
		<input type="text"/>

During testing, respondents did not always understand why this information was required, and did not always record their visitors. Respondents varied with regard to who they decided to include.

For Wave 2, the questions for Visitor 5 were removed and the remaining four sets were spaced out. Two versions were tested, version A with the visitor questions on the back page, and version B with the visitor questions on page 3 of the questionnaire.

For version A an instruction was used to tell the respondents to go to the back page to complete the visitor questions, before returning to complete the rest of the questionnaire. Respondents who were given version A often missed the instruction to go to the visitors table on the back page, and were surprised to see this question if they came across it while looking through the rest of the questionnaire. As a result, in further waves the visitor questions were kept at the front of the questionnaire with the household members questions. An information bubble was added to explain why it is important to include visitors, as in previous waves respondents had often mentioned that they did not understand why this information was needed and felt it was intrusive. A new instruction to 'count anyone staying overnight' was introduced because respondents had expressed that this was not clear and sometimes included people who only visited during the day.

Figure 7.48 Pre-2007 testing Wave 3

Visitors

H3 Who else is staying with this household on Census night?

- ◆ Please count everyone who is staying overnight with you on Census night who you have not included on the Household Members Page.

Visitor 1

Name _____

Address _____

Postcode _____

Sex: Male
 Female

Age _____

Overseas, please write in country below



We don't want to miss anyone. Please fill in details of anyone you are not sure about including on the Household Members Page.

Visitor 2

Name _____

Address _____

Sex: Male
 Female

Age _____

In testing, respondents often missed the information bubble. The new instruction about 'staying overnight' worked well and it was generally understood that only visitors who stayed overnight should be counted. Consequently, for Wave 4 the information bubble was reduced to a single line and the picture was removed. A routing question was added before the visitor questions for respondents who had no visitors on census night.

At this point in time, short-term migrants were identified as being of particular interest to users. Subsequently a new data requirement to identify temporary migrant workers and collect labour force information from them was specified. These questions were developed, and a short and long version tested. The short version accommodated four visitors over two pages and collected: name; address; date of birth; length of time in UK; and employment status.

Figure 7.49 Pre-2007 testing Wave 4

We collect information on visitors to improve services in your local area.

H5 Do you have anyone else staying with you on Census Night?

- ◆ Remember to count:
 - anyone from overseas who has been in the UK for less than 6 months
 - anyone staying overnight with you on Census Night

No → Go to **H6**

Yes, ask them to complete the questions below:

Visitor 1

a Name and address in the UK

Name

 Address

 Postcode

d What is your date of birth?

Day Month Year

e Have you been in the UK for 6 months or longer?

Yes → Go to questions for Visitor 2
 No → Go to **f**

f Last week, were you working for a UK-based organisation?

◆ ✓ 'No' if you were on business / a contract from the organisation you work for overseas

Yes
 No

The general visitor instructions were moved to the end of the questions and a new instruction for visitor-only households was added.

Figure 7.50 Pre-2007 testing Wave 4 (visitors, short version instructions):

- ◆ If the people recorded above have a usual address in the UK, they should be included on the Census Questionnaire at that address.
- ◆ If you have more than 4 visitors staying with you on Census Night you will need an additional visitors section - contact the Census Helpline on 0800 602011.
- ◆ If there are only visitors at this address, please complete questions H7 to H11 on the Household Accommodation section on page 8 and return the questionnaire in the envelope provided.

The long version of the new questions accommodated four visitors over four pages and also collected: reason for stay; whether currently or previously employed by a UK organisation; and intention to work.

Figure 7.51 Pre-2007 testing Wave 4 (visitors filter & details with labour market, long question)

<p>Visitor 1</p> <p>a What is your name? <input style="width: 300px; height: 1.2em; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/></p> <p>b What is your usual address in the UK? <input style="width: 300px; height: 1.2em; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> <input style="width: 300px; height: 1.2em; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> <input style="width: 100px; height: 1.2em; border: 1px solid #ccc; margin-bottom: 5px; text-align: center;" type="text"/>Postcode</p> <p>c If you are from overseas, please write in the country below: <input style="width: 300px; height: 1.2em; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/></p> <p>d What is your sex? <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>e What is your date of birth? Day Month Year <input style="width: 20px; height: 1.2em; border: 1px solid #ccc; margin-right: 10px;" type="text"/> <input style="width: 20px; height: 1.2em; border: 1px solid #ccc; margin-right: 10px;" type="text"/> <input style="width: 20px; height: 1.2em; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> <p>f Have you been in the UK for 6 months or longer? <input type="checkbox"/> Yes → Go to questions for Visitor 2 <input type="checkbox"/> No → Go to g</p>	<p>g Last week, why were you staying in the UK? ♦ ✓ all that apply.</p> <p><input type="checkbox"/> To work → Go to h <input type="checkbox"/> To study → Go to i <input type="checkbox"/> On holiday / visiting people → Go to i <input type="checkbox"/> Other → Go to i</p> <p>h Last week, were you being paid by a UK-based organisation? ♦ ✓ 'No' if you were on business / a contract from the organisation you work for overseas <input type="checkbox"/> Yes → Go to questions for Visitor 2 <input type="checkbox"/> No → Go to i</p> <p>i During your stay in the UK, have you worked for a UK-based organisation? <input type="checkbox"/> Yes → Go to questions for Visitor 2 <input type="checkbox"/> No → Go to j</p> <p>j During your stay in the UK, do you intend working for a UK-based organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	--

♦ If the person recorded above has a usual address in the UK, he/she should be included on the Census Questionnaire at that address.

With these questions, respondents generally continued to only include visitors staying overnight, but tended to incorrectly exclude non-UK residents or people who had another usual address in the UK where they would be recorded.

The questions were found to be acceptable by non-UK born respondents, however certain terms were not understood, including 'UK-based organisation'. The routing question, 'have you been in the UK for 6 months or longer', was occasionally misinterpreted, and some respondents incorrectly thought the following labour market questions should be answered by people who had been in the UK for more than 6 months.

Some non-UK born respondents incorrectly included themselves as household members, rather than visitors, and therefore answered the labour market questions for UK residents. While they found these questions acceptable, they did not understand the terms 'supervisor', 'briefly' and 'remaining' and confused 'employee' and 'employer'.

UK born respondents felt that the labour market questions were intrusive and designed to 'catch people out'.

The ‘visitor-only households’ instruction was often missed, resulting in these respondents trying to complete the relationship matrix question, which did not make sense because it refers to the household members table.

The ‘more than 4 visitors’ instruction was also often missed, and those in large shared households commented that they often had more than four visitors and wouldn’t know who to put down.

To address some of these issues, for the Lambeth Test the routing question was revamped and the existing categories were updated, and some new categories added.

There was space for six visitors (over two pages). The labour force questions were removed in favour of routing temporary migrant workers through to the individual questions due to the fact that they had not worked well in previous waves of testing.

Figure 7.52 –Lambeth Test visitor questions

H6 Do you have anyone visiting you?

◆ Count:

- overseas visitors
- people staying overnight on 2 July 2006, even if they are only staying with you for one night.
- people who have a usual address in the UK where they are also being counted as a household member
- any children in joint custody who usually live elsewhere, if they are here on 2 July 2006
- people who stay at this address when they work away from home

Yes, ask them to complete the Visitors Section on page 4

No  Go to page 6

- ◆ Include people staying overnight at your address, even if they are only staying with you for one night
 - ◆ If you have more than 6 visitors staying with you on Census Test Night you will need an additional visitors section - call us on 0845 601 3034

Visitor 1

a What is your name and usual address?	b What is your sex?
First name <input type="text"/>	<input type="checkbox"/> Male
Last name <input type="text"/>	<input type="checkbox"/> Female
Address <input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode <input type="text"/>	
<input type="checkbox"/> Overseas	
<input type="checkbox"/> No usual address → Include yourself in H5	

In a small number of cases (10/480, 4.9 per cent), household members' details were mistakenly entered in the visitor questions. This may be due to the visitor questions preceding the individual questions for household members.

There were two waves of whole questionnaire testing following the Lambeth test. In the first wave, the filter question remained the same, while the visitors' details questions had two small changes to the layout in order to accommodate four visitors on one page. An additional instruction was added before the visitor questions, which stated that people with a usual address in the UK should also be included on the census questionnaire at that address. The 'more than 6 visitors staying with you' instruction was amended to '4 visitors' as only four could now be accommodated.

In testing, these questions continued to be poorly understood and there was variation in the way that respondents decided to answer. Respondents found the tick box for 'No usual address' confusing. The distinction between people staying temporarily and visitors was not well understood. Some respondents did not tick any box in the filter question, generally because they felt that the question did not apply to them. One respondent included people who sometimes stayed with her although they were not there on census night. This suggested that the interpretation of the question could be improved if a time reference was added.

For the second wave of whole questionnaire testing anyone staying temporarily without another address was instructed to be included in the household members' question instead of in a separate question. The filter and details questions were combined so that respondents were asked to provide details of visitors in just one question. An additional instruction was added for 'visitor-only' households, who only needed to answer a subset of the household questions. The two instructions previously placed at the top of the visitors' details question, were moved to the end of the questions. The layout was slightly amended in order to fit all of the instructions on one page, and 'sex' and 'date of birth' were double-banked.

Figure 7.53 2007 Whole Questionnaire Testing Wave 2

H5 Record any visitors here.	
◆ Count:	
<ul style="list-style-type: none"> • overseas visitors • people staying overnight on 9 July 2006, even if they are only staying with you for one night • people who have a usual address in the UK where they are also being counted as a household member • any children in joint custody who usually live elsewhere, if they are here on 9 July 2006 • people who stay at this address when they work away from home 	
◆ If all of the people staying here are visitors or they usually live somewhere else in the UK, complete this visitors section and questions H7 to H9 on page 6.	
Visitor 1	
a What is your name and usual address?	
First name _____	
Last name _____	
Address _____	
_____ Postcode _____	
<input type="checkbox"/> Overseas, write in country _____	
<input type="checkbox"/> No usual address → Include yourself in H4	
b What is your sex?	c What is your date of birth?
<input type="checkbox"/> Male	Day Month Year
<input type="checkbox"/> Female	<input type="checkbox"/> Day <input type="checkbox"/> Month <input type="checkbox"/> Year
Visitor 3	
a What is your name and usual address?	
First name _____	
Last name _____	
Address _____	
_____ Postcode _____	
<input type="checkbox"/> Overseas, write in country _____	
<input type="checkbox"/> No usual address → Include yourself in H4	
b What is your sex?	c What is your date of birth?
<input type="checkbox"/> Male	Day Month Year
<input type="checkbox"/> Female	<input type="checkbox"/> Day <input type="checkbox"/> Month <input type="checkbox"/> Year

Generally, respondents in Wave 2 were able to provide a definition of a visitor and decide whether the question applied to them or not. However, some respondents were confused by the visitors' question and provided their own details, or the details of others in the household. Although some respondents felt they would include details of visitors on census night, others wouldn't. This decision was generally associated with the length of the visitor's stay, or because respondents did not see why this information was required.

Respondents tended to read the question in detail when deciding whether they should answer the question or leave it blank. However, it was suggested that there should be an option stating “*if you have no visitors on census night skip to here*”. These results suggested that there may be an undercount for visitors, as respondents did not always include all of the people staying overnight correctly. Respondents typically made up their own mind on who to include, and who not to include, and this was often based on an assumption that visitors will be counted at their usual address.

Figure 7.54 2007 Test question

H5 Record any visitors staying overnight on 13 May 2007.	
♦ Count: <ul style="list-style-type: none"> • people staying overnight on 13 May 2007, even if they are only staying with you for one night • people who have a usual address in the UK where they are also being counted as a household member • visitors from outside the UK • any children in joint custody who usually live somewhere else, if they are here on 13 May 2007 • people who stay at this address when they work away from home 	
♦ If all the people staying here are visitors, or they usually live somewhere else in the UK, complete this visitors' section and questions H6, H7 and H8 on page 4.	
Visitor 1	Visitor 3
a What is your name and usual address?	
First name _____ Last name _____ Address _____ _____ _____ Postcode _____	
or <input type="checkbox"/> Outside the UK, write in country _____	
or <input type="checkbox"/> No usual address → Include yourself in H4	
b What is your sex? c What is your date of birth? <input type="checkbox"/> Male Day _____ Month _____ Year _____ <input type="checkbox"/> Female Day _____ Month _____ Year _____	
Visitor 2	Visitor 4
a What is your name and usual address?	
First name _____ Last name _____ Address _____ _____ _____ Postcode _____	
or <input type="checkbox"/> Outside the UK, write in country _____	
or <input type="checkbox"/> No usual address → Include yourself in H4	
b What is your sex? c What is your date of birth? <input type="checkbox"/> Male Day _____ Month _____ Year _____ <input type="checkbox"/> Female Day _____ Month _____ Year _____	
♦ If you have more than 4 visitors staying with you on Census Test night (13 May 2007), call 0845 603 2011 to get an extra questionnaire.	

Analysis of the 2007 Test indicated there were some issues with the completion of visitor information. After removal of obvious errors (such as "N/A", "none" or "not applicable" from the list of first names or surnames), the total number of visitors recorded was 2,175 of which 31.3 per cent also appeared in the list of usual residents.

Households may have been confused by the visitor section being located before the individual section and may have begun filling it out in error. Examining a random sample of questionnaire images where visitor questions were incomplete suggests that either some respondents had begun to fill in details for usual residents already named in the previous question before realising their mistake, or respondents included visitors as usual residents.

As for information available, most people saw no problem in giving the sex or date of birth of their visitors (over 93 per cent gave the sex and over 86 per cent gave the full date of birth) but other details had lower response rates, in particular only 72.2 per cent of visitors provided some address information and postcode. It should be noted that here by address we mean any text in the space provided, not necessarily a full UK address.

This evidence suggested that further consideration was needed regarding the location and distinction between sections for the count of usual residents and visitor questions.

After the 2007 Test the visitor questions were further developed leading up to the rehearsals.

- The 'count' instructions for people who would be counted as a household member somewhere else, and people staying overnight, even for one night, were removed;
- The reminder that visitors from within the UK should be included at their usual address was replaced with a new instruction that visitors do not need to complete individual questions;
- An 'or' was added next to the tick box for 'Outside the UK...'
- The 'no usual address' tick box was removed, as testing had shown it was not well understood by respondents.

Figure 7.55 Pre-Rehearsal testing Wave 1

H5 Record any visitors staying overnight on 13 May 2007, even if they will be counted at another address.																																									
<ul style="list-style-type: none"> ◆ Count: <ul style="list-style-type: none"> • visitors from outside the UK • any children in joint custody who usually live somewhere else, if they are here on 13 May 2007 • people who stay at this address when they work away from home ◆ These people do not need to complete the individual questions in this questionnaire. 																																									
Visitor 1	Visitor 3																																								
<p>a What is your name and usual address?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>First name</td><td colspan="4"></td></tr> <tr><td>Last name</td><td colspan="4"></td></tr> <tr><td>Address</td><td colspan="4"></td></tr> <tr><td></td><td colspan="4"></td></tr> <tr><td></td><td colspan="4"></td></tr> <tr><td></td><td colspan="4">Postcode</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>or <input type="checkbox"/> Outside the UK, write in country <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="5"></td></tr> </table> </p>		First name					Last name					Address																Postcode													
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<p>b What is your sex? c What is your date of birth?</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td><input type="checkbox"/> Male</td><td>Day</td><td>Month</td><td>Year</td></tr> <tr><td><input type="checkbox"/> Female</td><td><table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td></tr></table></td><td><table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td></tr></table></td><td><table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td></tr></table></td></tr> </table>		<input type="checkbox"/> Male	Day	Month	Year	<input type="checkbox"/> Female	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td></tr></table>			<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td></tr></table>			<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td></tr></table>																												
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The ‘more than 4 visitors’ instruction was placed at the end along with an instruction for visitor-only households:

- ◆ If you have more than 4 visitors staying with you on Census night (13 May 2007), call 0845 603 2011 to get an extra questionnaire.
- ◆ If all the people staying here are visitors, or they usually live somewhere else in the UK, complete this visitors’ section and questions H6, H7 and H8 on page 4.

In testing of these versions, most respondents understood the concept of visitors; they were generally able to describe a visitor and could give accurate examples, such as grandchildren, friends, and parents. However, several issues arose; some respondents had difficulty deciding exactly who should be included and there was also some concern regarding confidentiality and the purpose of the question.

Some respondents misinterpreted the question, referring to the interviewer as a visitor or including people who were regular visitors but not visiting at the time of the interview. There was also some confusion regarding how to answer the question, for example, the word ‘your’ encouraged one respondent to provide his own details.

Some respondents found the guidance notes confusing, and assumed that the list of people to include was exhaustive. These respondents mentioned that they wouldn’t include friends or relatives, or visitors from within the UK unless this was also specified. Other respondents raised concerns about providing information on visitors, mentioning “*Big Brother*” and that this information might ‘catch’ people “*without visas*”. Respondents also voiced concerns over not knowing all the relevant details for their visitors. These issues could lead to an undercount of visitors in the census.

In Wave 2 an attempt was made to address these concerns. The instructions were simplified into two categories; people from within the UK who will be included on another census questionnaire, and overseas visitors staying in the UK for less than 12 weeks. The visitor questions were moved to the back page and an instruction was used to ask respondents to complete them before continuing. There was only

space for two names within the question, but four visitors could be included on the back page.

Figure 7.56 Pre-Rehearsal testing Wave 2

H3 Is anyone staying the night here on 13 May 2007 who:

- ◆ will be included on a census questionnaire at another address, OR
- ◆ is visiting from abroad and is staying in the United Kingdom for less than 12 weeks?

Yes - write in their names below, then go to the back page and answer the questions for those people. Don't forget to come back and answer question H4 and other questions on this questionnaire for all other people staying here on 13 May 2007.

First name	Last name	Separate paper questionnaire
Person A		<input type="checkbox"/>
Person B		<input type="checkbox"/>

No —————→ Go to **H4**

H5 Record any visitors staying overnight on 13 May 2007, from question **H3**

- ◆ If you have more than 4 visitors staying with you on Census night (13 May 2007), call 0845 603 2011 to get an extra questionnaire.

Person A

a What is your name and usual address?

First name	
Last name	
Address	
Postcode	
<input type="checkbox"/> Outside the UK, write in country	

b What is your sex?

- Male
 Female

c What is your date of birth?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

Person B

a What is your name and usual address?

First name	
Last name	
Address	
Postcode	
<input type="checkbox"/> Outside the UK, write in country	

b What is your sex?

- Male
 Female

c What is your date of birth?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

Respondents displayed a good understanding of who might be included as a visitor, but continued to be concerned about the purpose of the question.

Occasionally respondents included the wrong people and included people that they had already included in the usual residents' question. Most respondents noticed the instruction to turn to the back page and were mostly willing to turn to the back to complete the additional questions. However some respondents were reluctant to comply with this instruction. Occasionally respondents without visitors turned to the back page after completing the individual questions and could not see the purpose of

the visitors matrix. However these respondents were then able to turn back to question H3 and realise its purpose.

Respondents usually declared their visitors but did not always turn to the back page. Some respondents admitted they had not read the instruction in the question. Those who did complete the back page were sometimes unsure of their visitor's details. The acceptability of the question varied between respondents. Some respondents, who did not have visitors, felt that they might not complete this question if they did have someone staying with them and could not see the purpose of the question. Other respondents felt threatened by the question and thought it was an invasion of their privacy.

A Welsh language equivalent of the English wave three visitor rehearsal questions were developed and cognitively tested.

Figure 7.57 Wave 1 Welsh testing

H5 A oes unrhyw un sy'n aros yma dros nos (gan gynnwys plant a babanod) ar 15 Hydref 2007:

- ◆ yn llenwi holiadur y cyfrifiad ar gyfer cyfeiriad arall, NEU
- ◆ yn ymweld o dramor, ac yn aros yn y Deyrnas Unedig am lai na 6 mis?
- Oes – ysgrifennwch eu henwau isod, ac yna ewch i'r tudalen olaf ac atebwch y cwestiynau ar gyfer y bobl hynny. Peidiwch ag anghofio dod yn ôl i ateb cwestiwn H6, a'r cwestiynau eraill yn yr holiadur hwn ar gyfer y bobl eraill sy'n aros yma ar 15 Hydref 2007.
- Nac oes → Ewch i **H6**

	Enw cyntaf	Cyfenw
Person A	[]	[]
Person B	[]	[]
Person C	[]	[]
Person D	[]	[]

Parhad o gwestiwn H5

Cofnodwch unrhyw ymwelwyr (gan gynnwys plant a babanod) sy'n aros dros nos ar 15 Hydref 2007, o gwestiwn **H5** ac yna ewch yn ôl i **H6** i lenwi'r gweddill o'r holiadur.

- ◆ Os bydd mwy na 4 ymwydd yn aros gyda chi ar noson y Cyfrifiad (15 Hydref 2007), ffoniwch 0845 603 2011 i gael holiadur ychwanegol.

Person A	Person C
a Beth yw enw'r person hwn, a'r cyfeiriad arferol? Enw cyntaf [] Cyfenw [] Cyfeiriad [] Cod post [] [] [] []	a Beth yw enw'r person hwn, a'r cyfeiriad arferol? Enw cyntaf [] Cyfenw [] Cyfeiriad [] Cod post [] [] [] []
<input type="checkbox"/> Y tu allan i'r DU, ysgrifennwch enw'r wlad []	<input type="checkbox"/> Y tu allan i'r DU, ysgrifennwch enw'r wlad []
b Beth yw rhyw y person hwn? <input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw	b Beth yw rhyw y person hwn? <input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw
c Beth yw dyddiad geni'r person hwn? Diwrnod Mis Blwyddyn [] [] []	c Beth yw dyddiad geni'r person hwn? Diwrnod Mis Blwyddyn [] [] []
Person B	Person D

In the Welsh testing respondents generally understood who to include as a visitor and could give correct examples of who should be included, although no respondents with visitors were interviewed. Some respondents interpreted the question to be referring only to tenants/lodgers, visitors from abroad or visitors staying for a longer period, whilst others weren't sure how long visitors had to stay in order to be included. Some respondents said that they would not include someone staying for just one night on census night; the common reason cited for this was that visitors would complete a census questionnaire at their usual address.

For subsequent waves of English testing further amendments were made to the question. These included changing the introduction of a question on 'Month of arrival', which required the number of visitors to be cut back to two.

Figure 7.58 Pre-Rehearsal testing Wave 4

H5 Is anyone staying the night here (including children and babies) on 29 October 2007 who:

- ◆ will fill in a census questionnaire at another address, OR
- ◆ is visiting from abroad and is staying in the United Kingdom for less than 6 months?

Yes - write in their names below, and then **Go to H5** on back page

No → **Go to H6**

First name _____ Last name _____

Person A

e What month did this person arrive in the UK?
Month

--	--

Respondents generally continued to give correct examples of who should be included. Some respondents felt that the question only applied to visitors from abroad and one respondent incorrectly included his partner and child who were overseas awaiting visas because they would be joining him soon.

The issue of not wanting to include visitors persisted, for example, because visitors would complete their own census questionnaire at their usual address, or because respondents felt that it 'wasn't their place' to include people who didn't usually live in their household. On a couple of occasions respondents left this question blank as they were unsure what the question was asking.

There were several further changes to the question for Wave 5. The visitors' question was reworded so that respondents first ticked the type of visitor who was staying with them, and then provided their names in the following question.

Figure 7.59 Pre-Rehearsal testing Wave 5

H5 Who else is staying the night here (including children and babies) on Census night (10 February 2008)?

→ Tick all that apply:

Count:

- People who usually live somewhere else in the UK
 - Anyone staying in the UK for less than 1 month
 - None of these [GO TO !\[\]\(5ee6b016b6ef4e9937ca775bada91b2c_img.jpg\) H7](#)

GO TO

H7

H6 List the names of everyone else staying the night here (including children and babies) on 10 February 2008:

First name	Last name	GO TO PAGE
Visitor A		GO TO PAGE
Visitor B		GO TO PAGE
Visitor C		GO TO PAGE

Now go to the back page and answer questions about these visitors.

Record any visitors (including children and babies) staying overnight on 10 February 2008, from question H6, and then return to H7 to complete the rest of the questionnaire.

→ If you have more than 3 visitors staying with you on Census night (10 February 2008), call 0845 603 2011 to get an extra questionnaire.

Visitor A

V1 What is this person's name?

First name

V2 What is this person's sex?

- Male
 - Female

V3 What is this person's date of birth?

Da

1

V4 What is this person's usual address?

OR

outside the UK, write in country

Postcode

Country

There were additional changes mid-wave to address some issues arising in early results. In the subsequent version of the question, named Wave 5.1, the filter question remained the same except that the instruction to 'Count:' was removed. In the listing question the routing arrows to the 'BACK PAGE' next to each name were removed, allowing more space for 'Last name'. The instruction at the bottom was amended slightly because it was often missed in Wave 5. An additional instruction for visitor-only households was also reintroduced into the listing question to explain which questions they were required to answer on the questionnaire.

Figure 7.60 Pre-Rehearsal testing Wave 5.1

- If there are only visitors staying here, answer the questions on the back page (**V1** to **V4**) for each visitor and **H8** to **H9** on page 3.

H7 List the names of everyone else staying the night here (including children and babies) on 10 February 2008, then go to the back page.

- If there are only visitors staying here, answer the questions on the back page (**V1** to **V4**) for each visitor and **H8** to **H9** on page 3.

	First name	Last name
Visitor A		
Visitor B		
Visitor C		

Now **GO TO** the back page and answer questions about these visitors.

The results for these two versions of the question were similar to previous versions; generally respondents were able to give correct examples of who should be included, but often decided not to include their visitors for a variety of reasons. These reasons included that they expected to answer about who had stayed the previous night, rather than that night; having visitors was a one-off event; visitors would have their own census questionnaires to complete; and it didn't specify to include partners for this question. As in previous testing, the wrong types of people were occasionally included, for example resident visitors and lodgers.

Those who included their visitors did not always turn to the back page. In one case, in Wave 5, the respondent commented that she had not noticed the instruction to turn to the back page because it looked like an 'office use only' box, which led to the amendment of the instruction for Wave 5.1. Respondents with visitors could not always provide all of the relevant information.

There were several changes to this question for Wave 6. The response options in the visitors filter question were expanded and the listing question was substituted for a count question similar to that used for the usual residents questions. Respondents were now required to provide a count of their visitors, rather than list the names of their visitors, before turning to the back page.

Figure 7.61 Pre-Rehearsal testing Wave 6

H4 Who else is staying the night here (including children and babies) on Census night (11 May 2008)?

- Tick all that apply
- Visitors who usually live somewhere else in the UK, for example, friends, family, boy/girlfriends
 - Visitors who usually live outside the UK who are staying in the UK for less than one month
 - People staying at their second address, for example, for work
 - People on holidays
 - None of these

GO TO **H6**

H5 Counting everyone you included in **H4**, how many people are visitors here on 11 May 2008?

- If there are only visitors staying here, answer the questions on the back page (**V1** to **V4**) for each visitor and **H7** to **H10** on page 6

Now **GO TO** the back page and answer questions about these visitors

The back page and visitor questions remained unchanged.

A Welsh language equivalent of the Wave 6 English rehearsal question was developed and cognitively tested. In the Welsh testing, respondents generally understood who should be included as visitors in this question. The ‘visitor-only’ instruction caused confusion in some instances, where respondents did not know whether this applied to them. Others did not follow the routing to the back page.

Subsequently a few further amendments were made for Wave 6.2. Generally, this version of the question was well understood and there were fewer instances of the errors that arose in previous waves of testing. Nonetheless, respondents were still unsure why information on visitors was needed. All respondents who had visitors included them in the visitor count, and most, but not all of them, also went to the back page. However, some respondents did not go to the back page until after completing the individual questions.

The instruction ‘if there are only visitors staying here’ was not clear; several respondents incorrectly skipped to questions H7-H10, or spent some time flicking between H5 and the back page to work out what to do.

The Wave 6.2 version of the rehearsal question was also cognitively tested by the Welsh Assembly Government in September 2008. A new issue arose in this testing where some respondents counted the number of visitors staying overnight with them incorrectly. Most of those who answered incorrectly saw question H5 as the total number of people in their household, including the number of visitors. For example, one respondent who lived in a household with three usual residents and one visitor entered ‘4’ in question H5. Those who didn’t have any visitors repeated their answer to question H2 in question H5. Furthermore, one respondent was confused when answering question H5 as she thought that it was referring to how many people had visited her that day as the question did not specify to count those staying overnight.

For the rehearsal questionnaire it was recommended that the navigation of the questionnaire was reviewed so that respondents work through the questionnaire sequentially, i.e. directs respondents to the visitors section after the completion of the individual questions rather than after the visitor count question. At the bottom of the back page send respondents to the declaration on the front page. This means that respondents work through the questionnaire sequentially, which maps onto respondents’ usual behaviour.

A number of amendments were made to the question with consideration of the wave six and Welsh Assembly Government cognitive testing recommendations and a number of expert reviews:

- To help prevent respondents from including household members in the visitor count the question was preceded with ‘Apart from everyone included in H1’. ‘These people are counted as visitors’ was added per the testing recommendations.
- The categories were slightly rephrased and all referred to ‘people’ rather than a mix of ‘people’ and ‘visitors’.
- The second address response category was changed from ‘people staying at their second address’ to ‘people staying here because it is their second address’. In addition a clarification was added to the end, stating ‘Their permanent or family home is elsewhere’.

- The time period for visitors from outside the UK was updated to 3 months in line with the enumeration base.
- ‘People on holidays’ was changed to ‘people here on holiday’ in line with the phrasing used in the other categories.
- An ‘or’ category was added for ‘no visitors staying here...’ although there is no routing, so when this is the case respondents will need to answer the ‘count’ question.
- Similar to H4, the ‘count’ question instructs respondents to count only the people included in the previous question, to avoid respondents including usual residents.
- In line with the recommendation from the rehearsal testing and expert reviewers, the routing to the back page was removed. Respondents are told that there are visitor questions on the back page that they should answer, however the routing occurs at the end of each set of individual questions.
- Instead of moving the instruction for visitor-only households to the information for special circumstances page, it was amended. The term ‘visitor-only household’, which had not been well understood, was replaced with ‘If there is no-one usually living here...’ This ties in with the wording of the household members question, in particular the last category which stated ‘No-one usually lives here...’ In addition, respondents were instructed to complete H7 to H14 (the remaining relevant household questions) and then go to the back page, so that they would not need to flick back and forth within the questionnaire.

Figure 7.62 Rehearsal question - England

H4 Apart from everyone included in question H1, who else is staying overnight here on 11 October 2009? These people are counted as visitors. Remember to include children and babies.

☞ Tick all that apply

People who usually live somewhere else in the UK, for example, boy/girlfriends, friends, relatives
 People staying here because it is their second UK address, for example, for work. Their permanent or family home is elsewhere
 People who usually live outside the UK who are staying in the UK for less than 3 months
 People here on holiday

OR There are no visitors staying here on 11 October 2009

H5 Counting only the people included in question H4, how many visitors are staying overnight here on 11 October 2009?

☞ Remember to answer the Visitor questions on the back page (page 32) for these people
 ☞ If there is no-one usually living here answer questions H7 to H14 on page 6 and then go to the back page (page 32) to answer the Visitor questions

43 There are no more questions for Person 1.

➔ Go to questions for Person 2

OR If there are no more people in your household,

➔ Go to the Visitor questions on the back page

The visitors’ details questions were also amended. In order to have a ‘same as Visitor A’ tick box for address, and additional instructions, only three sets of questions are provided. Due to respondents now only being routed to these questions after completing the rest of the questionnaire, the question asks ‘How many visitors did you include in question H5?’. There are three response categories, ‘None’, ‘1-3’ and ‘4 or more’, each with their own relevant instruction.

Visitor questions

- V** How many visitors did you include in question H5?

- None - check that H7 to H14 on page 6 have been completed, then go to the Declaration on the front page
 - 1 to 3 - answer questions V1 to V4 below for each visitor
 - 4 or more - answer questions V1 to V4 below for the first 3 visitors, then go to www.census.gov.uk or call 0300 0200 901 to request a Continuation Questionnaire

Visitor A

- V2** What is this person's sex?

- Male Female

- V3** What is this person's date of birth?

Day Month Year

V4 What is this person's usual address?

OR Outside the UK, write in country

Visitor B

- V4** What is this person's usual address?

- Same address as visitor A

In addition, it was decided that information on why visitors should be included should be reintroduced, because some respondents had still expressed a lack of understanding of the purpose of these questions. This was included with the general instructions on page 2 of the questionnaire.

No changes were made to the visitor questions between the finalisation of the census rehearsal questionnaire and Wave 7. However, as explained previously, in finalising the rehearsal questionnaire the routing instruction, directing respondents without visitors away from the visitor count question, was removed. Therefore respondents who did not have visitors staying the night were required to answer the visitor count question, which asks how many visitors are staying. Although the visitor questions were not initially identified as a priority for wave seven, these questions were investigated as this was the first time this amendment was tested.

It was found that respondents generally understood what the visitor filter was asking them, and were able to answer accurately. Two respondents declared that they had visitors, although one of these visitors was actually a resident visitor and should therefore have been included as a household member. This respondent did not realise their mistake. Respondents without visitors were confused by the visitor count question and unsure how to answer. These respondents eventually either answered '0' or left the question blank, but did not feel confident in their answers. One respondent commented that those who do not have visitors staying the night should not be asked any further questions:

“Maybe it could say ‘if there are no visitors, don’t do anything’”.

Respondents without visitors also tended to miss the visitor questions on the back page, either because they did not see the instruction in question 43, or because they felt it wasn't relevant to them. Therefore some respondents did not see the reminder to sign the declaration and did not do this.

It was then recommended that the routing should be reintroduced in the visitor filter question for those respondents without visitors to avoid the unnecessary burden of answering a question that is not relevant. It was also recommended that the visitor questions, with the routing amendment, should be further tested in Whole Questionnaire Testing.

For Whole Questionnaire Testing, the routing was reintroduced to the visitor filter question so that respondents without visitors were routed straight to the relationship matrix, avoiding the visitor count.

As found in previous waves of testing, respondents generally understood who should be included in the visitor questions. Those respondents without visitors usually ticked the 'no visitors' response option and then correctly routed to the relationship matrix, but occasionally missed the routing and became confused by the visitor count question. These respondents usually realised their mistake, or wrote in '0', or left the question blank. Respondents occasionally incorrectly included visitors, but realised their mistake and changed their answers. Those respondents with visitors tended to select an appropriate response option in the visitor filter question, and then answer the count correctly. Generally, respondents turned to the visitor details questions on the back page after completing the individual questions, rather than skipping to these questions after providing their visitor count. Some respondents, who did not have visitors staying the night, raised concerns about the confidentiality of these questions and the possibility of this information getting into the "*wrong hands*".

When finalising the questions, it was decided to amend the instruction for visitor-only households to clarify who this instruction referred to.

7.4.1 Summary of development of visitor question

The information needs for visitors require the collection of name, usual address, sex and date of birth. The plausibility of collecting labour market information from short-term migrants through the visitors' questions was tested. It was concluded that including labour market questions within this section would lead to poor overall data quality because these people did not always route themselves through the visitor questions, and permanent residents of the UK felt the questions were unacceptably invasive. Therefore, this proposal was dismissed in favour of identifying short-term migrants in the individual questions.

The position of the visitors' details questions within the questionnaire was also tested throughout the various waves. Although with later designs most respondents correctly went to the back page to answer these questions, the routing continued to be problematic for some respondents. In particular, the 'visitor-only' household instruction tended to be misinterpreted. This led to a number of changes for the final question, including changing the navigational path for these questions, a number of updates to the question and response category wording, and a new filter/instruction question on the back page.

The evidence suggests that respondents will continue to use their own criteria when deciding whether or not to include a particular person as a visitor, and whether to include their visitors on the questionnaire at all. The current list of questions has been found acceptable during testing; however, some respondents still do not understand why such information is required in a census. It is hoped that the additional instruction on page 2 will help to explain this to respondents.

Figure 7.63 Final recommended visitor questions – England and Wales

H4 Apart from everyone counted in question H2, who else is staying overnight here on 27 March 2011? These people are counted as visitors. Remember to include children and babies.

Ⓐ Tick all that apply

- People who usually live somewhere else in the UK, for example, boy/girlfriends, friends, relatives
- People staying here because it is their second address, for example, for work. Their permanent or family home is elsewhere
- People who usually live outside the UK who are staying in the UK for less than 3 months
- People here on holiday

OR There are no visitors staying overnight here on 27 March 2011 ➔ Go to **H6**

H5 Counting only the people included in question H4, how many visitors are staying overnight here on 27 March 2011?

Ⓐ Remember to answer the Visitor questions on the back page (page 32) for these people

Ⓐ If there is no-one usually living here (there are only visitors staying here) answer questions H7 to H11 on page 6 and then go to the back page (page 32) to answer the Visitor questions

Visitor questions

V How many visitors did you include in question H5?

- 1 to 3 - answer questions V1 to V4 below for each visitor
- 4 or more - answer questions V1 to V4 below for the first three visitors then go to www.census.gov.uk or call 0300 0201 101 to request a Continuation Questionnaire

Visitor A

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male
- Female

V3 What is this person's date of birth?

Day Month Year

 / /

V4 What is this person's usual UK address?

Postcode

OR Outside the UK, write in country

Visitor B

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male
- Female

V3 What is this person's date of birth?

Day Month Year

 / /

V4 What is this person's usual UK address?

- Same address as Visitor A

Postcode

OR Outside the UK, write in country

Visitor C

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male
- Female

V3 What is this person's date of birth?

Day Month Year

 / /

V4 What is this person's usual UK address?

- Same address as Visitor A

Postcode

OR Outside the UK, write in country

Now ➔ Go to the Declaration on the front page

Figure 7.64 - Final recommended visitor questions – Welsh language

H4 Ar wahân i bawb a gafodd eu cyfrif yng nghwestiwn H2, pwy arall sy'n aros yma dros nos ar 27 Mawrth 2011? Mae'r bobl hyn yn cael eu cyfrif fel ymwelwyr. Cofiwch gynnwys plant a babanod.

⌚ Ticiwch bob blwch sy'n berthnasol

- Pobl sydd fel arfer yn byw yn rhywle arall yn y Deyrnas Unedig, er enghraift cariadon, ffrindiau, perthnasau
- Pobl sy'n aros yma gan mai dyma eu hail gyfeiriad yn y Deyrnas Unedig, er enghraift oherwydd gwaith. Mae eu gyfeiriad parhaol neu gyfeiriad y teulu rywle arall
- Pobl sy'n byw y tu allan i'r Deyrnas Unedig fel arfer, ac sy'n aros yn y Deyrnas Unedig am lai na 3 mis
- Pobl sydd ar wyliau yma

NEU Nid oes unrhyw ymwelwyr yn aros yma dros nos ar 27 Mawrth 2011 ➔ Ewch i **H6**

H5 Gan gyfrif dim ond y bobl a gafodd eu cynnwys yng nghwestiwn H4, faint o ymwelwyr sy'n aros yma dros nos ar 27 Mawrth 2011?

⌚ Cofiwch ateb y Cwestiynau am Ymwelwyr ar y dudalen gefn (tudalen 32) ar gyfer y bobl hyn

⌚ Os nad oes neb yn byw yma fel arfer (dim ond ymwelwyr sy'n aros yma), atebwch gwestiynau H7 i H11 ar dudalen 6, ac wedyn ewch i'r dudalen gefn (tudalen 32) i ateb y Cwestiynau am Ymwelwyr

Cwestiynau am ymwelwyr

- V** Faint o ymwelwyr a gafodd eu cynnwys gennych yng nghwestiwn H5?
- 1 i 3 - atebwch gwestiynau V1 i V4 isod am bob ymwelydd
 - 4 neu fwy - atebwch gwestiynau V1 i V4 isod am y tri ymwelydd cyntaf, ac yna ewch i www.cyfrifiad.gov.uk neu ffoniwch 0300 0201 130 i ofyn am Holiadur Cartref (Parhad)

Ymwelydd A

<p>V1 Beth yw enw'r person hwn? Enw cyntaf Cyfenw [Redacted boxes]</p> <p>V2 Beth yw rhyw'r person hwn? <input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw</p> <p>V3 Beth yw dyddiad geni'r person hwn? Diwrnod Mlys Blwyddyn [Redacted boxes]</p>	<p>V4 Beth yw cyfeiriad arferol y person hwn yn y DU? [Redacted boxes] Cod post [Redacted boxes]</p> <p>NEU <input type="checkbox"/> Y tu allan i'r Deyrnas Unedig, nodwch enw'r wlad [Redacted boxes]</p>
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Ymwelydd B

<p>V1 Beth yw enw'r person hwn? Enw cyntaf Cyfenw [Redacted boxes]</p> <p>V2 Beth yw rhyw'r person hwn? <input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw</p> <p>V3 Beth yw dyddiad geni'r person hwn? Diwrnod Mlys Blwyddyn [Redacted boxes]</p>	<p>V4 Beth yw cyfeiriad arferol y person hwn yn y DU? <input type="checkbox"/> Yr un cyfeiriad ag ymwelydd A [Redacted boxes] Cod post [Redacted boxes]</p> <p>NEU <input type="checkbox"/> Y tu allan i'r Deyrnas Unedig, nodwch enw'r wlad [Redacted boxes]</p>
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Ymwelydd C

<p>V1 Beth yw enw'r person hwn? Enw cyntaf Cyfenw [Redacted boxes]</p> <p>V2 Beth yw rhyw'r person hwn? <input type="checkbox"/> Gwryw <input type="checkbox"/> Benyw</p> <p>V3 Beth yw dyddiad geni'r person hwn? Diwrnod Mlys Blwyddyn [Redacted boxes]</p>	<p>V4 Beth yw cyfeiriad arferol y person hwn yn y DU? <input type="checkbox"/> Yr un cyfeiriad ag ymwelydd A [Redacted boxes] Cod post [Redacted boxes]</p> <p>NEU <input type="checkbox"/> Y tu allan i'r Deyrnas Unedig, nodwch enw'r wlad [Redacted boxes]</p>
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Nawr ➔ Ewch i'r Datganiad ar y dudalen flaen

8. Justification and impact of changes since 2001

In the 2001 Census, usual residence was essentially undefined on the questionnaire. Although guidance was provided when asked, there was no guidance for everyone as to how long someone had to have been resident in the UK in order to be a usual resident and there was limited guidance on where people should be counted as usually resident. It is therefore not clear exactly what population was enumerated.

The lack of understanding about who had and had not been included in the census contributed to some of the difficulties reconciling the census population estimate with the rolled forward mid-year population estimates. For 2011, guidance on the questionnaire is being made more explicit, to make clear who should be included as a usual resident. Clarifying who should be included rather than relying on self-identification should lead to better information on what has been collected. Although this may impact on comparability, the extent of the impact is unknown and is likely to be masked by other changes since the 2001 Census. The only way to produce directly comparable results would be to exclude the guidance again, however this is not desirable, and could not be guaranteed to collect the same information.

Specifying who should be enumerated on the questionnaire and producing the outputs on the basis of 12 months residency in the UK will mean that at a national level, the census will use the same definition of usual residence as required by UN-ECE regulations and used in the MYEs. This will enable closer comparability between the UK census results, the MYEs and population estimates from other countries.

Aside from the introduction of a clear definition of how long someone should have spent or expect to spend in the UK to be classified as a usual resident, the other main definitional difference from 2001 is the enumeration of people with more than one address. For 2011, all people with more than one address will be counted at their permanent or family home, rather than just those with a spouse or partner. The reason for this is that the incidence of second homes and people working away is on the increase and it is necessary to retain information on household relationships. It also allows for one clear and simple definition for all people with more than one address and testing indicates that the permanent or family home is where most people in this situation would choose to be counted. The inclusion of a question on second addresses in 2011 in England and Wales will further the understanding of where people are spending their time. The change may lead to slight differences in population estimates at local area level. The difficulty is that without knowing where people were counted in 2001 it will not be possible to say with any certainty what the effect on comparability will be.