

# Title: Creating Data Collection Form

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## Creating your Data Collection Form

The data collection form is easy to create once we have a clear idea of the variables we want to study

- Each form should have a title (example: the study name. clinical details, socio-demographic form, risk factors etc)
- Each form should have a sequential serial number
- The date of data collection should be noted
- Each subject should have a unique ID
- List the variables in the order of data collection
- Highlight skip questions

Create a data code sheet:

If there are multiple responses, you can code the responses and provide the response key with the data collection form (example, 1=illiterate, 2=primary education, 3= secondary and high school etc).

### IMPORTANT FACTORS

- Aesthetics of the form are not as important as the content
- Simpler forms elicit better responses than complex forms