



## East African Regional External Quality Assessment Scheme (EA – REQAS)

**November 2024**

### EA-REQAS Online Submission Instructions

#### Introduction

This guide is intended to help participants fill in their results online.

If there are any issues or queries on how to use the online version of the Survey Questionnaire, please contact:

Country	Contact person	Address	Email	Telephone
Kenya; Burundi; South Sudan; Somalia; Nigeria; Ethiopia; Sierra Leone; Democratic Republic of Congo; Central African Republic	-Dennis Mwiti -Reuben Ongwae	Amref Health Africa in Kenya Langata Road P.O. Box 27691 - 00506, Nairobi	<a href="mailto:Dennis.Mwiti@amref.org">Dennis.Mwiti@amref.org</a> <a href="mailto:Reuben.Ongwae@amref.org">Reuben.Ongwae@amref.org</a>	+254 702 034 799 +254 704 441 848
Tanzania and Zanzibar	-Sagamo Mattaro -Meshack Levi	Amref Health Africa in Tanzania 1019 Ali Hassan Mwinyi Road, Upanga, P.O. Box 2773, Dar es Salaam	<a href="mailto:Sagamo.Mattaro@amref.org">Sagamo.Mattaro@amref.org</a> <a href="mailto:Meshack.Levi@amref.org">Meshack.Levi@amref.org</a>	+255 754 290 139 +255 754 803 878

## Instructions on How to Login and Answer the Online Questionnaire

1. Open a web browser and type [www.eareqas.org](http://www.eareqas.org)

2. Select your country



Burundi



Central African Republic



Democratic Republic of Congo



Ethiopia



Kenya



Nigeria



Sierra Leone



Somalia



South Sudan



Tanzania



Zanzibar

3. Read the instructions **CAREFULLY**

### Latest Questionnaire Distribution S034-2024

01 [Click here to download Survey Questionnaire S034-2024 \(PDF 343KB\)](#)

02 [Click here to download the Coded Answer Sheet \(PDF 276KB\)](#)

03 [Click here to download instructions on how to submit your answers online \(PDF 300KB\)](#)

04 [To begin the Online Questionnaire S033-2024, Click Here!](#)

**Survey S034-2024 closing date - 15 December 2024**

4. To begin working on the questionnaire, click on the link **04 To begin the Online Questionnaire S034-2024, Click Here!** You will be redirected to a login page. Please login with the **Username** and **Password** supplied with the Question and Answer Sheet that accompanies the survey materials.

### Login

To access the private area of this site, please log in.

Username

Password

Remember Me

[Lost Password?](#)

5. If you wish, you can download the following sheets. These are the same as the hard copy sheets that accompany the survey materials:

**Please note:** We suggest you **FIRST** complete the questionnaire in **hard copy** before transferring your answers to the online form.

- a. The General Information Sheet and Question and Answer Sheet for Survey 34
- b. The Coded Answer Sheet for Survey 34

6. The first page of the questionnaire has information about: (1) Details of contact person (2) Dates the materials were received and dispatched; (3) Staff information (4) Equipment and methods used.

Please complete these by filling the text boxes, clicking on the circles or selecting the answers from the drop down lists.



7. Click on 'Next' at the end of every page.

8. Read each question and select your answer from the drop down list of code(s) taken from the Coded Answer Sheet as shown in the diagram below.

**A) Analyse the haemoglobin lysate sample labelled L112010 and report the haemoglobin level in grams per decilitre (g/dl)**

Please Select

**B) Examine the stool sample labelled F112010 and report your findings.**

Please Select

CD001

CD002

CD003

CD004

CD005

CD006

CD007

CD008

**CD009**

CLP000

CLP001

CLP002

CLP003

CTA001

CTA002

CTA003

CTA004

CTA005

CTA006

Please Select

with your clinician, outline the management of this patient.

with the public health staff at your facility, indicate what advice you ther to prevent the problem recurring.

9. Repeat this process for all questions. After completing the answers to all questions, it is **MANDATORY** to indicate the **quality of the materials**.

**PLEASE NOTE:** If you select '**Unsatisfactory**', please type in your reason(s).



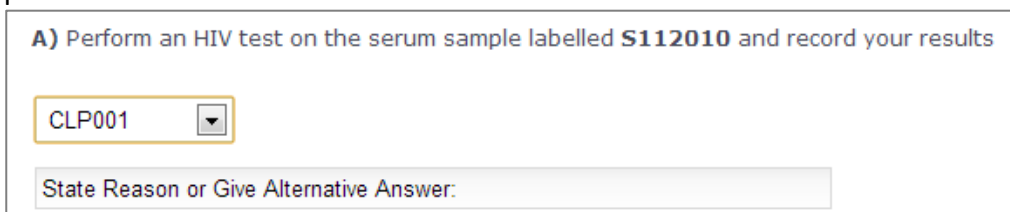
Quality of EQAS materials for Question 1 **S111008**

Satisfactory  Unsatisfactory

State Reason:

Prev Next

10. **IMPORTANT NOTE:** If you are unable to answer any questions, select code **CLP000** and **CLP001** provided on the Coded Answer Sheet. If you select CLP000 or CLP001 state your reason in the text box provided.



A) Perform an HIV test on the serum sample labelled **S112010** and record your results

CLP001

State Reason or Give Alternative Answer:

11. Click on '**Next**' to proceed to the next question and follow the same procedure for answering.

12. The online survey **automatically** saves data. In case the browser is accidentally closed or if there is a power outage before you complete entering the answers to the questionnaire, you can resume from where you left off by clicking on the 'Use Data' button as shown:

**PLEASE NOTE!**

You have submitted some data stored in the Local Storage! You can use it or clear it and start from scratch!

Clear >

Use Data >

13. When you have completed all the questions, you can **preview and print** your results. To make any corrections before you submit, click on the '**Previous**' button at the bottom of the page which will take you back to the previous page; similarly you can review all pages.
14. Once you are satisfied that the information you have keyed in is correct, click on '**Submit**'.
15. **PLEASE NOTE:** Once the form is submitted, you cannot return to "**Preview**" or correct it.
16. If you encounter any technical difficulties, please contact EA-REQAS on:

Dennis Mwiti  
dennis.mwiti@amref.org  
+254 717 977 874  
+254 702 034 799

**Please confirm your data before Submitting**

To make corrections, press Prev at the Bottom of the Page

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Date Materials Received:

Date Materials Sent to AMREF:

Equipment Used:

Type of Microscope .

Light Source .

HIV Method

Clinical Scenario 1 :

Q1a Results CLP000 CLP001

Q1b Results