

PROVINCE OF WEST LANCASHIRE
THE DISCOVERER PROJECT

Help Sheet : The Arithmetic!

1. Each of the three responses **YES** or **NO** or **DON'T KNOW** has equal weight.
2. For each question add up how many ticks were put in each of the above categories. If you had twenty-five forms each question should have twenty-five responses unless someone ticked more than one box, or did not tick at all. Discount such invalid responses entirely. Count only single-tick responses.
3. For each question you will therefore have a total number for each of the **YES, NO** or **DON'T KNOW** responses.
4. You need to convert that number into a percentage of the total valid responses for each question. Here is an example:

Question 6: **YES** = 16 **NO** = 7 **DON'T KNOW** = 2 (no spoilt responses)

Total valid responses therefore is 25

The percentages of responses are arrived at thus

YES $16 \times 100 = 1600 \div 25 = 64\%$

NO $7 \times 100 = 700 \div 25 = 28\%$

DON'T KNOW $2 \times 100 = 200 \div 25 = 8\%$

Modern calculators, of course, have a percentage button on them to assist with such calculations.

Round any decimal figures to the nearest whole number. For example:

35.32% will become 35%

35.67% will become 36%

5. Enter the results onto the results form which is also available from your Group Secretary or from the Provincial website www.westlancsfreemasons.org.uk.
6. Some Brethren may have chosen to enter a personal comment in the final section of the questionnaire. These need to be summarised together with the numerical results bearing in mind that the comments are confidential and if you know the identity of the writer it must not be disclosed, accidentally or otherwise, when publishing the results.
7. Copy the results form and issue it to all members with the next summons to your Lodge, or give it out at the meeting where the results will be discussed.