



Research into the FPQ, HPQ, and EPQ

Information sheet for teachers (Version 2.3.a)

You are invited to take part in some research. Our school, Riverside Academy, is doing this research with University College London (UCL).

It is up to you whether you take part. So it is important for you to know why the research is being done. You also need to know what taking part means for you.

Please read this information carefully. Discuss it with others if you wish. Contact me if there is anything that is not clear, or if you would like more details. My contact details are below.

What is the point of the research?

To understand students' experience of doing a project qualification: the FPQ, HPQ, and EPQ. This will help improve how our school provides for these qualifications in the future.

Why have you been chosen?

Because you may have been involved in delivering the project qualifications.

Do you have to take part?

No. You will only take part if you decide to freely.

What will happen to you if you decide to take part?

You will take part in a research interview. You'll have the chance to share and explore your thoughts about your decision not to do a project.

The interview will take place in school on a school day and last about 40 minutes. The actual time slot will be agreed with you.

The research is scheduled to be done in years 2019 and 2020. But there is a chance that some interviews will be done later than that. The research project as a whole is scheduled to finish on 25 June 2024.

Will you be recorded and how will recordings be used?

Yes, interviews will be audio recorded. Recordings will be used for analysis only. No other use will be made of them without your written permission. No one outside of the research project, including at our school and at UCL, will be allowed to listen to them. Recordings will be stored securely and destroyed when the research project is finished.

What if you start to take part but want to stop?

That is fine. You can stop at any time, and do not need to give a reason. The decision to stop taking part does not result in any penalty or loss of benefits to which you are otherwise entitled. If you decide to withdraw during the research, then the information that you've given up to that point will still be analysed. However, you will not be quoted in any report on the research.

What are the possible disadvantages and risks of taking part?

The proposal was formally approved by the UCL Research Ethics Committee and deemed minimal risk.

Those who already know about you may be able to work out your identity in research reports. A false name will be used to make this hard to do. You may choose your false name if you wish!

What are the potential benefits of taking part?

Hopefully, you'll enjoy the interview and find that it helps to improve your understanding. The research may benefit any student who goes on to do another project qualification. Hopefully, the changes that our school makes based on the research will improve how students are supported in the future, including beyond the project qualifications.

What if something goes wrong?

If you have a concern, please contact me, Jed Stone, in the first instance. I will do my best to address your concern. My contact details are below. However, if your concern is not dealt with to your satisfaction, then you can contact the Chair of the UCL Research Ethics Committee to make a formal complaint:

Research Ethics Co-ordinator
Office of the Vice-Provost (Research)
University College London
2 Taviton Street
WC1E 6BT
020 76798717 ext. 28717
ethics@ucl.ac.uk

Will your taking part in this project be kept confidential?

The information that is collected from you will be kept private. You may be quoted or paraphrased in written and oral reports on the research. But you will not be able to be easily identified in these reports.

Your privacy will be respected subject to legal constraints and school policy. For example, if you say something that indicates that you are at risk of harm, then what you say will be shared with members of staff at our school responsible for making sure that you are safe.

What will happen to the results of the research project?

You will be sent a report on the research by school email. A report on the research will also be shared with staff at our school. UCL Publications Service will publish the full report on the UCL open access electronic portal.

Privacy notice

The controller for this project will be University College London (UCL) ('we', 'us'). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data and can be contacted at data-protection@ucl.ac.uk.

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in UCL's 'general' privacy notice:

<https://www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice>

The information that is required to be provided to participants under data protection legislation General Data Protection Regulation 2018 and Data Protection Act 2018 is provided across both the 'local' and 'general' privacy notices.

The categories of personal data used will be as follows:

- forename and surname
- school email address
- job title
- main subject taught

The lawful basis that will be used to process your personal data are: 'Public task' for personal data and 'Research purposes' for special category data.

Your personal data will be processed so long as it is required for the research project. It is likely to be required until 25 June 2024.

If we are able to anonymise or pseudonymise the personal data you provide we will undertake this. We will endeavour to minimise the processing of personal data wherever possible.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at dataprotection@ucl.ac.uk.

Who is organising the research?

The research is being done with UCL, a world leading centre for education research. It was ranked number one for education worldwide in the 2014, 2015, 2016, 2017, 2018, 2019, and 2020 QS World University Rankings. The UCL data protection reference of the research project is Z6364106/2019/06/37 social research. Please note, however, that UCL will not own the data.

The research accords with the ethical guidelines of the British Educational Research Association:

<https://www.bera.ac.uk/researchers-resources/publications/ethical-guidelines-for-educationalresearch-2018>

Contact for further information

Jed Stone, Lead Practitioner
Riverside Academy
River Lane
Riverworld
RVI ISD
020...
jstone@...

How do you give your consent to take part?

If you are happy to take part, please fill in the consent form attached. You can then pass this to me.

Please keep a copy of this information sheet for your own records.

Many thanks



Jed Stone