



Research into the FPQ, HPQ, and EPQ

Info sheet for pupils (Version 1.1)

You are invited to take part in some research. Our school is doing this research with University College London (UCL). It is up to you whether you take part. So I'd like you to know why the research is being done. You also need to know what taking part means for you.

I will talk you through this info sheet. Please ask if you have any questions.

What is the point of the research?

To understand your experience of doing a project: the FPQ, the HPQ, or the EPQ. This will improve how our school helps pupils doing projects in the future.

Why have you been chosen?

Because you have done, or partly done, a project.

Do you have to take part?

No. You only take part if you want to.

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

You'll take part in a discussion with other pupils here. You'll have the chance to share your thoughts about doing your project. The discussion will last about 50 minutes.

You will also be invited to do a questionnaire in a few months' time. You can fill it in online.

Will you be recorded?

Yes, the discussion will be audio recorded. I'll use the recording to make sure that I don't miss anything that you say. I won't let anyone listen to it, unless they are helping me. This includes pupils and teachers at our school. It also includes staff at UCL. Recordings will be deleted when the research is done.

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

That's fine. You can stop at any time, and don't need to give a reason.

What are the risks of taking part?

We think that there's not much of a risk. Other pupils will be asked to keep what you say private. But they might not, so keep this in mind. Those who already know about you or your project may be able to work out who you are in research reports. A false name will be used to make this hard to do. You may choose your false name if you wish! Our school email system is checked by our school's ICT support team. This keeps you safe. But it means that what you say in the questionnaire isn't 100% private.

What are the benefits of taking part?

Pupils who have taken part before say that they enjoyed the discussion. They also said that they learnt a lot from it.

What if something goes wrong?

Just let me know, and I'll help. You can also let your parents know.

Will your taking part in this project be kept private?

What you say will be kept private. You may be quoted in reports on the research. I may also put what you've said in my own words.

If you say something that makes me worry that you may be at risk of harm, then I'll let another teacher know. This will help make sure that you are kept safe.

What personal info about you will be used in the research?

Your name, age, year group, gender, school email address, project title, and project mark and grade. This personal info will only be used to help with the research. For example, your school email address is needed so that you can be sent a copy of the research report.

UCL asked me to include the 'privacy notice' on the next page. This says the same thing. It adds some extra details too.

How will what you say be reported?

The 'Example report' document, included with this info sheet, gives you an idea of how you might be quoted in the full report.

What will happen to the results of the research project?

You will be sent a report on the research by school email. A report will also be shared with teachers. Additionally, a full report on the research will be published by UCL.

How do you give your assent to take part?

If you are happy to take part, please fill in and sign the pupil assent form.

Please feel free to keep this info sheet.

Many thanks!



J. Stone

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
- age
- year group
- gender
- project title(s)
- school performance data e.g. project mark and grade

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