**Participant Information Sheet for Staff Participants**

**Study Title**: Oral Presentation Assessment in English-medium Education

**Researcher**: Louise Palmour

ERGO number: 67538

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others but it is up to you to decide whether or not to take part. If you are happy to participate you will be asked to sign a consent form.

**What is the research about?**

The Principal Investigator (researcher) is a Postdoctoral Research Fellow and this project is funded by the Economic and Social Research Council (ESRC). The project seeks to shed light on oral presentation assessment practice in English-medium education at UK universities. It documents teacher, student and management decision-making processes linked to oral presentation assessment tasks, in order to raise awareness of the role oracy plays in evaluating learning in UK Higher Education Institutions. It also seeks to understand how any sociolinguistic justice issues which might arise are navigated. The project findings will be disseminated in a range of publications and workshops targeted at practitioners, students and researchers. Anonymised data will be deposited to UK Data Service for future use by other researchers to maximise the benefits of the information collected.

**Why have I been asked to participate?**

You have been approached to take part because you are a member of staff linked to a module on a degree programme at a UK university which involves completing an oral presentation assessment task. Other members of staff at your institution and other institutions are being approached to take part. Students and teaching staff and management staff at your institution may also be asked to contribute to this study.

**What will happen to me if I take part?**

There can be varying levels of participation in this study. You may be asked to be interviewed and/or take part in a fieldwork study.

You may be asked to grant permission for the Principal Investigator to observe some of the lessons on the module and access module documentation and oral presentation assessment events and feedback.

In addition, or alternatively, you will be asked to dedicate 1 hour to 2 audio-recorded interviews about your oral assessment experiences.

Video-recorded presentations and audio-recorded interviews are requested as they are crucial to capturing rich insights into the assessment events. The research will last the duration of your module (one semester), and you may be contacted for checks on the analysis of the data within a year of participating, if agreed on consent forms. The project should take up no more than 3 hours of your time outside the allotted contact time on your university course.

It is important to note that this is not a module evaluation and information will not be shared with colleagues at your institution.

**Are there any benefits in my taking part?**

Research participants often cite the beneficial critical reflection they undertake when participating in a research project. Furthermore, your participation will help to contribute to knowledge bases on oral assessment in Higher Education which can lead to better quality assessment practice.

**Are there any risks involved?**

There is very minimal risk associated with this type of research. Depending on disposition and past experiences, some participants may experience slight anxiety when discussing their experiences of assessment. The researcher will make every effort to ensure that the research experience is a positive one and you can share whatever is comfortable for you.

**What data will be collected?**

The data collected depends on the access granted. Below are the types of data that may be accessed, depending on the permissions given, and how it will be processed.

**Participant consent documentation**

Any paper copies of consent forms and letters of approval will be initially stored in locked cabinets then stored electronically in one folder on University of Southampton’s server and One Drive. All emails which contain communication with participants will be sent from University of Southampton email account. The personal information within the consent forms (e.g. name and email address) will not be shared with anyone other than the Principal Investigator.

**Fieldnotes**

These are notes made by the researcher while observing lessons and assessment activities. Pseudonyms will be used on fieldnotes from the earliest opportunity. Notes will be written by hand during observation, but the notes will be typed up onto an electronic document and paper notes destroyed appropriately at the earliest opportunity. The electronic field notes will be stored on University of Southampton server and One Drive Information which could identify participants will be redacted before any data deposit to UK Data Service.

**Audio and video recordings**

Copies of video recordings of oral presentation assessment events and audio recorded interviews will be stored on University of Southampton server and One Drive. Transcriptions of the audio-recorded interviews and video recordings of student presentations will be made by the principal investigator or a transcription service. Then the principal investigator will make necessary redactions to anonymise these. These transcriptions will be deposited to UK Data Service. The recordings will be retained while analysis is being undertaken and then original recordings will be destroyed.

**Documentation from the field**

Depending on the access granted, this will likely include assessment policy documents, module outlines and other teaching-related documentation, oral presentation assessment task briefs, oral presentation rubrics, and feedback given to students on oral presentations.

One copy of the documentation which identifies the field site will be stored on University of Southampton server, accessible to the PI only for reference purposes. Copies of the documentation made for analysis purposes will have the institution removed and will also be accessed by the PI only. Paraphrased summaries of the documentation and analysis summaries will be made available for data deposit to UK data service. The documents in full and large quotations of these will not be published or deposited.

The research will be conducted in accordance with [University of Southampton’s Ethics Policy](https://www.southampton.ac.uk/about/governance/policies/ethics.page) and [ESRC Research Data Policy](https://www.ukri.org/publications/esrc-research-data-policy/#:~:text=ESRC%20funds%20its%20data%20service,data%20deposited%20by%20grant%20holders.&text=Publishers%2C%20responsible%20digital%20repositories%20and,the%20data%20in%20their%20custody.)

**Will my participation be confidential?**

Your participation and the information we collect about you during the course of the research will be kept strictly confidential.

Video recordings and audio recordings will be sent to Transcription services which have been approved by the University of Southampton and abide by a strict confidentiality agreement. All other data in its raw form will be accessed by the Principal Investigator. Responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. All of these people, including the transcription service, have a duty to keep your information, as a research participant, strictly confidential.

Your email will be kept for the duration of the study and in the future if you agree or request to be informed of publications and details on data deposit.

The use of pseudonyms and removal of as much personally identifiable data as possible will be undertaken which can help reduce privacy risks by making it more difficult to identify individuals. However, there is still potential for participants to be identified as gatekeepers and fellow participants at the study site may know the research is taking place and personal data on consent forms will be retained for some time in case of audit.

**Do I have to take part?**

No, it is entirely up to you to decide whether or not to take part. If you decide take part, you will need to sign a consent form to show you have agreed to participate.

**What happens if I change my mind?**

You have the right to change your mind and withdraw at any time without giving a reason and without your participant rights being affected.

If you choose to withdraw, please contact the Principal Investigator, Louise Palmour, at L.C.Palmour@soton.ac.uk

**What will happen to the results of the research?**

Research findings made available in any reports or publications will be removed of information that if triangulated could directly identify you. There is a possibility that particular individuals from your institution who know you took part in a study could identify you, but steps will be taken to minimise the potential of this.

The data and findings linked to this project will be shared in publications and presentations.

You can email the Principal Investigator if you would like to be informed about the publications.

As this study is funded by ESRC, the researcher is required to make the data as open as possible. This means you will be asked if data in a modified form (for example transcriptions of audio and video-recordings with redactions of as much personally identifiable as possible) can be deposited in the UK Data Service depository. Anonymised data will be deposited to UK Data Service for future use by other researchers to maximise the benefits of the information collected. This allows the data to be reused on future ethically-approved research projects and affords greater transparency in how findings are reached in this project.

**Where can I get more information?**

For more information on the project, please contact Louise Palmour at L.C.Palmour@soton.ac.uk.

**What happens if there is a problem?**

If you have a concern about any aspect of this study, you should speak to the researcher Louise Palmour at L.C.Palmour@soton.ac.uk who will do their best to answer your questions.

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, rgoinfo@soton.ac.uk).

**Data Protection Privacy Notice**

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 10 years after the study has finished after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page) where you can make a request using our online form. If you need further assistance, please contact the University’s Data Protection Officer (data.protection@soton.ac.uk).

**Thank you.**

Thank you for taking the time to read the information sheet and considering taking part in this research.