

# Full Ethical Assessment Form

## APPLICATION FOR ETHICAL APPROVAL OF A RESEARCH PROJECT FROM FACULTY ETHICS COMMITTEE

This application form is to be used by **STAFF** and **PGR STUDENTS** seeking ethical approval for an individual research project where preliminary ethical assessment indicated full ethical review was required.

A completed version of this document should be emailed to the Secretary of your appropriate Faculty Ethics Committee in the University. *Applications must be completed on this form; attachments will not be accepted other than those requested on this form. This form has been designed to be completed electronically; no handwritten applications will be accepted.*

**Research must NOT begin until approval has been received from the appropriate Faculty Ethics Committee.**

### SECTION 1: APPLICANT DETAILS

Name of Researcher (Applicant):	Philip Heslop
Email Address:	Philip.Heslop@ncl.ac.uk
Faculty & School:	<b>SAGE</b>
Contact Address:	<b>Space 2 culture lab, kings walk, Newcastle University, Newcastle-Upon-Tyne, NE1 7RU</b>
Telephone Number:	<b>0191 246 4629</b>

### SECTION 2: PROJECT DETAILS

Project Title:	Collaborative Writing using a Digital Tabletop		
Name of Supervisor(s) (for PGR):	Patrick Olivier		
Is this project:	Internally Funded <input checked="" type="checkbox"/>	Externally Funded <input type="checkbox"/>	
If externally funded, please provide the MyProjects BH reference number:			BH <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Category of Research:	Postgraduate Research <input checked="" type="checkbox"/>	Staff Research <input type="checkbox"/>	

### SECTION 3: TYPE OF PROJECT

Please indicate the predominant nature of this project (tick one box only):

<b>Questionnaire/Survey</b> e.g. surveys of members of particular groups / organisations; mail out questionnaires, street surveys	<input type="checkbox"/>
<b>Experiments</b>	<input checked="" type="checkbox"/>

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e.g. participants completing tasks under controlled conditions, use of tasks/method other than or in addition to questionnaires/surveys	
<b>Observational</b> e.g. observing how people behave in a natural setting or in a laboratory	<input type="checkbox"/>
<b>Data-based</b> e.g. the use of official statistics where individuals could be identified	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>
If you answered 'Other' please describe.	

### SECTION 4: PROGRAMME STUDY DETAILS

Proposed date on which project or study will begin:	<b>July 2011</b>
Proposed date on which project or study will end:	<b>July 2013</b>

#### Project Outline & Aims:

Briefly describe the aims of this research as well as the main tasks (or tests) that participants will be required to complete or what use will be made of sensitive economic, social or personal data. This description must be in everyday language, free from jargon, technical terms or discipline-specific phrases.

(No more than 300 words)

The study is designed to assess the Collaborative Writing software on the Digital tabletop, and to ascertain the effect on students' structured writing. This study will address the following research question:

How can digital tabletop technologies support face-to-face collaboration and learning in the area of extended writing?

The study will involve students undertaking an initial exercise on a digital table and then (in a later session) using our Collaborative Writing research software as a structured writing tool to support their write-up of the initial exercise. The initial exercise will take between 30mins and 45mins and the writing exercise will take around 30mins. Both tasks completed by the students are collaborative

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and will be completed using a promethean whiteboard and pens. After each group of students have completed the task they will complete a short semi-structured interview with the researcher. (Developing extended writing is a major school development focus).

The initial task and writing task are both collaborative table based tasks, using a promethean whiteboard and pens.

Each task will be video-recorded and the software will log the students' interactions with the digital tabletop. The video data will be subject to a qualitative analysis (thematic analysis) and the log data will be quantitatively analysed to identify interaction patterns (e.g. the subjects tend to do action X after theme Y has been discussed). The semi-structured interviews with students will be audio recorded. These audio recordings will be analysed using a qualitative, thematic analysis.

### **PROPOSED RESEARCH METHODS**

Please provide an outline, in layman's terms, of the proposal research methods, including where and how data will be collected and stored, and all tasks that participants will be asked to complete. Specify if the research will take place outside of the UK or in collaboration with internationally-based partners, and/or if research will take place using the Internet. Present an outline of the method in a step-by-step chronological order, and avoid using jargon and technical terms as much as possible. (No more than 700 words)

The participants targeted for this study are in keystage 3 and aged between 13 and 14. The initial exercise and writing task will be conducted with groups of three to four students, with four to eight separate groups taking part (making 12 - 32 students overall). Participants will be selected by their teachers to take part in the study based on their overall academic ability. We aim to recruit both low achieving and high achieving groups.

The initial task will be a digital mysteries task, using the digital tabletop. The task involves reading and organizing data slips to answer a specific question and tests the higher order thinking skills of participants.

The writing task will also take place on the table. The same group will use the software to plan and write a persuasive document about their conclusion from the initial task. Since the writing task will occur at a different time from the initial task the participants will be able to view conclusion to the initial task before commencing.

Both the initial exercise and the writing task will take place in a classroom environment in a school under teacher supervision. They will be filmed on digital video cameras, and the interactions with the software will be logged. Log data will record the interactions with the software, e.g. "object 1 was moved 10 pixels left and 5 pixels right". Audio recordings of short interviews with participants will also be collected. This data will be stored on a university computer whilst analysis takes place, then it will be archived on a dvd or usb drive which will be stored in a locked cupboard or drawer. All data will be anonymised before publication.

A thematic analysis will be applied to the video data and the log data will be used to identify potentially important interactions to guide the video analysis. Short semi-structured audio interviews will also be subject to a thematic analysis. Additionally, the final document produced by the writing task will be assessed anonymously by a teacher and compared with documents written without the software (from students with similar academic ability). It will be made clear to participants that assessment from this study is not part of their assessment within the school, and is for the purpose of the study only.

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### SECTION 5: PARTICIPANT DETAILS

Does this research specifically target (select all that apply):

Students or staff of this University	<input type="checkbox"/>				
Adults (over the age of 18 years and competent to give consent)	<input type="checkbox"/>				
Children/legal minors (anyone under the age of 18 years)	<input checked="" type="checkbox"/>				
The elderly	<input type="checkbox"/>				
People from non-English speaking backgrounds	<input type="checkbox"/>				
Welfare recipients	<input type="checkbox"/>				
Anyone who has a physical disability	<input type="checkbox"/>				
Clients of professionals	<input type="checkbox"/>				
Anyone who is a prisoner or parolee	<input type="checkbox"/>				
Any groups where a leader or council of elders may need to give consent on behalf of the participant	<input type="checkbox"/>				
Number of participants required:	<b>12 - 32</b>				
Age from:	<b>13</b>				
Age to:	<b>15</b>				
Source and means by which participants are to be recruited:	<b>Schools will choose suitable pupils to take part in the study based on their academic record.</b>				
Does this project require approval from an external authority (e.g. LEA, school, governing body)?	<table border="1"> <tr> <td><b>YES</b></td> <td><b>NO</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>YES</b>	<b>NO</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>YES</b>	<b>NO</b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Has approval already been granted?	<table border="1"> <tr> <td><b>YES</b></td> <td><b>NO</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>YES</b>	<b>NO</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>YES</b>	<b>NO</b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

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### SECTION 6: PARTICIPANT INFORMATION

	YES	NO
Will you inform participants that their participation is voluntary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you inform participants that they may withdraw from the research at any time and for any reason?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you inform participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you provide an information sheet that will include the contact details of the researcher/team?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you obtain written consent for participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you debrief participants at the end of their participation (i.e., give them an explanation of the study and its aims and hypotheses)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you provide participants with written debriefing (i.e., a sheet that they can keep that shows your contact details and explanations of the study)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If using a questionnaire, will you give participants the option of omitting questions that they do not want to answer?	<input type="checkbox"/>	<input type="checkbox"/>
If an experiment, will you describe the main experimental procedures to participants in advance, so that they are informed about what to expect?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If the research is observational, will you ask participants for their consent to being observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### SECTION 7: PARTICIPANT CONSENT

Please describe the arrangements you are making to inform participants, before providing consent, of what is involved in participating in your study:

Information sheets (attached) will be provided to the Schools outlining the scope of the research and the methods used; this will also be provided to the pupils before they give consent. In addition, these information sheets and a consent form supplied by the school will be sent home to parents to obtain their consent for their child's participation in the study. .

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Please describe the arrangements you are making for participants to provide their full consent before data collection begins:

The Schools will obtain consent from both pupils and the parents to take part in the study, using the consent form included with this document. Before individual studies a researcher will ask subjects if they understand the process (by going through the information sheet with them), i.e. if they mind being filmed and interviewed, as well as inform them that they can leave the study at any time.

Participants will be told the full scope of the study, and that their work will be anonymously assessed at the end of the study. Any questions during the study will be answered as fully as possible.

Participants should be able to provide written consent. If you think gaining consent in this way is inappropriate for your project, then please explain how consent will be obtained and recorded.

### **SECTION 8: PARTICIPANT DEBRIEFING**

Please describe the debriefing that participants will receive following the study and the exact point at which they will receive the debriefing:

Participants will be reminded about the scope of the study (by going through the attached debrief sheet), and that their work will be anonymously assessed (and that the assessment will not contribute to their grades). Any questions will be answered as fully as possible.

It is a researcher's obligation to ensure that all participants are fully informed of the aims and methodology of the project, and to ensure that participants do not experience any levels of stress,

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discomfort, or unease following a research session. Also describe any particular provisions or debriefing procedures that will be in place to ensure participants feel respected and appreciated after they leave the study. Please attach the written debriefing sheet that you will give to participants. If you do not plan to provide a written debriefing sheet, please explain why.

### **SECTION 9: INSURANCE & RISK CONSIDERATIONS**

The appropriate arrangements concerning insurance and/or indemnity to meet the potential legal liability of the University or other external funders for harm to participants arising from the management, design and conduct of this research will be confirmed by the University's Insurance section.

#### **Potential risk to participants and risk management procedures**

Identify, as far as possible, all potential risks (small and large) to participants (e.g. physical, psychological, etc.) that are associated with the proposed research. Please explain any risk management procedures that will be put in place and attach any risk assessments or other supporting documents.

Participants will be in an ordinary classroom environment, with full teacher supervision. The technology involved is a commercially available Digital Table, which is already in widespread use in classroom environments. Participants will be reassured that their work will not contribute to their school grades. The investigators will not be left alone with participants as their will be teacher supervision at all times.

#### **Potential risk to researchers and risk management procedures**

What are the potential risks to researchers themselves? For example, personal safety issues such as lone or out of normal hours working or visiting participants in their homes; travel arrangements, including overseas travel; and working in unfamiliar environments. Please explain any risk management procedures that will be put in place and attach any risk assessments or other supporting documents.

The investigators will not be left alone with participants as there will be teacher supervision at all times.

### **SECTION 10: SUPPORTING DOCUMENTATION**

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Please supply copies of any applicable documents in support of your answers. Ensure that attached files have appropriate file names.

Document	Attached
Participant Consent Form	<input checked="" type="checkbox"/>
Participant Information Sheet	<input checked="" type="checkbox"/>
Participant Debriefing Document	<input checked="" type="checkbox"/>
Questionnaire(s)	<input type="checkbox"/>
Outline Protocol	<input checked="" type="checkbox"/>
Risk Assessment	<input type="checkbox"/>
Others (please list):	

### SECTION 11: DECLARATION

I certify that the information contained in this application is accurate. I have attempted to identify the risks that may arise in conducting this research and acknowledge my obligations and the rights of the participants.	
Name of Principal Investigator:	Philip Heslop
Signed:	
Date:	

***If you have any queries on this form, please contact your Faculty Ethics Coordinator or visit the website at <http://www.ncl.ac.uk/business-directorate/ethics/index.php>***

***Please email or send this form to the appropriate Faculty Ethics Coordinator***

*For office use only:*

The appropriate Ethics Committee has considered the ethical aspects of this proposal. The committee recommends that the programme/project be:

☒ Approved
 ☐ deferred (for reasons attached)
 ☐ not approved