**Activity 4: Task Checklist for Criterion 4**

**Task Instructions:** Students are required to collect data that will inform the analysis of their research question.

Data collection should include a range of methods and techniques, including ***interviews***, ***observation***, ***querying of data stored in large repositories*** and ***surveys****.*

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| **Task** | **Completed** | **NA** |
| 1. **Plan/update your primary data collection methods or techniques.** | | |
| * Finalise your interview questions |  |  |
| * Finalise/update your Survey questioners |  |  |
| * Plan your any other primary data collection tool. |  |  |
| * update your follow up questions |  |  |
| * Prepare your consent form according to your primary data collection tool. |  |  |
| * Prepare your privacy statement according to your data collection method |  |  |
| 1. **Conduct your interviews or surveys etc. to collect your primary data.** |  |  |
| 1. **Collect your data from secondary data sources and securely save your secondary data.** |  |  |
| 1. **Prepare your both primary and secondary data for manipulation by using spreadsheet or database software.** |  |  |
| 1. **Prepare/update your reference sheet in a word document to References primary and secondary data using the APA referencing system.** |  |  |