

## Participant Information Sheet

### Project title: HE Assessment Tracking Tool (HEAT Tool)

We would like to invite you to take part in our research project. Before you decide whether to participate, we would like you to understand why the research is being conducted and what it would involve for you. Talk to others about the study if you wish. Please ask us questions if anything is unclear.

#### What is the purpose of the project?

The project aims to address the issue of opaque assessment presentation in educational programs by developing a tool that provides a clear overview of assessments throughout the year. The motivation behind undertaking this project is to improve transparency and help students manage their time effectively, while also enabling staff to set appropriate expectations. The examination focuses on creating an infographic or visual representation that highlights the clustering of deadlines at the beginning of the year. Additionally, the research explores the pedagogical relevance of mapping the relationship between formative and summative assessments and providing hyperlinks to specific feedback locations. The ultimate goal is to enhance the application of feedback to learning. This research project may be utilized as part of a dissertation for a BA degree, showcasing the student's investigation and proposed solution to the issue of assessment transparency.

#### Why have I been invited to participate?

The project aims to develop a fully functional platform for both staff and students at the University of Bristol. To achieve this, we will invite participants who are currently experiencing the issues we have identified.

#### Do I have to take part?

It is up to you to decide whether you wish to participate in the project. We will describe the study and go through this information sheet with you before you participate and answer any questions you might have. If you agree to take part, we will then ask you to sign a consent form. You are free to withdraw at any time, without giving a reason.

As the data will be collected anonymously, you need to know that you won't be able to withdraw from participating in the study after submitting your response. However, you are free to withdraw any point during the study before you submit your response. If you decide to participate, you will need to fill out a questionnaire about your anticipation of assessment tool. Please mind that the information you provide will be confidential and anonymous. The current study will not ask for personal information, such as your name. All the data collected will only be used for academic purposes. All data will be encrypted and protected in the University of Bristol OneDrive.

After receiving your consent and data is collected we understand that you accept the use of the data for its analysis.

#### What will happen to me if I take part and what will I have to do?

The participant will be asked to take part in a focus group and finish a questionnaire. It will take around 5-10 minutes to complete, and it asks you a few questions related to your anticipation of the assessment tool we will develop. It also contains two demographic questions (including study field and study phase).

**What are the possible disadvantages and risks involved in taking part in the project?**

If you feel under risk or discomfort during the process of finishing the questionnaire, please feel free to contact us members and communicate with us your worries.

In case you don't want to share your thoughts, you can also decide to withdraw from the research process without notifying us.

**What are the possible benefits of taking part?**

As our primary focus is on gathering feedback regarding an assessment tool to assist students and staff in effectively managing their assessment information, all advice provided is crucial for enhancing the functionality of the tool and gaining a deeper understanding of the requirements of future users. This not only benefits the participants directly by contributing to the development of a more effective tool, but it also has wider benefits for the community, such as advancing knowledge and understanding in the field of assessment management. We appreciate any input, and while there may not be immediate direct benefits for participants, their valuable contributions play a significant role in shaping the tool for the better.

**Will my participation in this project be kept confidential?**

All information which is collected about you during the research will be kept strictly confidential, and any information about you will have your name and address removed so that you cannot be recognised (if it is applicable to your research). Data will be stored securely on my University of Bristol file store. Data will be destroyed after I have graduated.

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

The data collection process is anonymous, and therefore the current study will not be able to provide individual results for single participant. However, you can access a copy of the final presentation and a report of the general results by request.

**Who is organising and funding the research?**

The client is Joel Ross <Joel.Ross@bristol.ac.uk> from the Department of Mechanical Engineering, University of Bristol. The project is held by the University of Bristol.

**Who has reviewed the study?**

The supervisor of this project is Simon Lock<simon.lock@bristol.ac.uk>, from the Department of Computer Science, University of Bristol.

**Further information and contact details**

If you want further information about the study, please contact any of the following:

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If participants have any concerns related to your participation in this study, please direct them to the Research Governance Team: [research-governance@bristol.ac.uk](mailto:research-governance@bristol.ac.uk)