



Research linking physical
education to improved thinking
and learning in school

FORM-TEACHER INFORMATION SHEET | COMPUTER-BASED ASSESSMENTS

INFORMATION SHEET FOR FORM-GROUP TEACHER

We would be very grateful if you could give your pupils some homework instructions during **Monday's** and **Wednesday's** form time. This sheet tells you more about the project, the homework and provides instructions for teachers.

Please take your time to read through this sheet. If you have any questions, please read through the Q&A sheet (page 3) and/or ask your Head of PE. If still unclear, please find our contact details at the bottom of this sheet.

Dear form-group teacher,

Thank you for agreeing to help with the Fit to Study research project. We are running some computer-based cognitive assignments that will help us find out how physical activity might be related to pupils' mental skills. To assist us, we would like to ask your group of Year 7 pupils to complete the computer-assignments as *homework*. **We would be very grateful if you could give them the homework-instructions and hand-out the homework-assignment during Monday's and Wednesday's form-time.**

The homework is spread over two days. On Monday, the pupils will do the first part as homework. During Wednesday's form-time, they will be given the second part of assignments to complete as homework. **The instructions are the same for both days.** During Monday's form-time, pupils will receive **homework assignment 1**, during Wednesday's form-time, they will receive **homework assignment 2**.

The aim of this trial is to test how physical activity might be related to pupils' mental skills, such as memory or attention.

This teacher information pack includes:

For teachers

- 1x Pupil-ID number look-up table [Teacher look-up table]
- 5x pupil homework assignment without name and ID-number [Homework assignment pupils – extra]

To be handed out to pupils

- For every pupil a homework assignment 1 with their name and ID-number [Homework assignment 1]
- For every pupil a homework assignment 2 with their name and ID-number [Homework assignment 2]

INSTRUCTIONS

Prior to form-time

Preparation for form-group teacher:

We would be very grateful if you could read through this sheet to prepare yourself for any questions a pupil may have.

	Monday	Tuesday	Wednesday	Thursday	Friday
Form-teacher	Set homework assignment 1	Remind pupils of homework and answer any questions	Set homework assignment 2 Check completion assignment 1	Remind pupils of homework and answer any questions	Check completion assignments 1 and 2
Year-7 pupils	Complete homework assignment 1	Complete homework assignment 1	Complete homework assignment 2	Complete homework assignment 2	Complete assessment if not done by now

During form-time

Instructions (~10 mins)

We would be very grateful if you could:

1. Briefly **explain to the pupils the purpose of their homework** so that they are motivated to try their best.

"The Universities of Oxford, Oxford Brookes and Birmingham are conducting a science experiment called Fit to Study that is investigating the impact of PE on mental skills. You will be doing assessments of mental skills, such as attention and memory, as homework. These tests should be done in a quiet environment so that you can concentrate and do your best. Do not worry if you find it hard – not all of the exercises are easy – but your performance is important to the scientists, so please concentrate and do as well as you can."

2. Make sure that pupils understand that this homework should be done on a **desktop-computer or laptop** (not a tablet or phone), **individually** and in a **quiet environment**. They should **wear headphones**, as the instructions of the computer-based tests are presented verbally.
3. Inform pupils that if they do not have access to a computer at home, they can use the school's computer-room after school time.
4. Hand-out the **homework assignment 1** sheet to every pupil. Their name is printed at the bottom of the sheet. Please make sure each pupil receives the his/her unique form.
5. Go over the homework instructions with the pupils and make sure they understand what to do.
 1. Login onto your computer
 2. Plug in your headphones & check volume
 3. Open an internet browser
 4. Type in the URL that is written on your assignment sheet
 5. Enter your ID-number, printed at the bottom of the sheet, confirm your ID-number and enter your date of birth
 6. Follow the instructions on the screen
 7. Complete exercises
6. Ask them to complete the exercises **by Wednesday** (i.e. they could do the tasks Monday or Tuesday afternoon)
7. Make sure that pupils who do not have a computer at home know that they can use the school's IT-suite after school hours. Please feel free to write down their names at the bottom of this page if convenient for you.
8. **PRIZE DRAW:** every pupil who completed all homework assignments of this week, as well as the online questionnaires (at school), will be entered into a prize draw.

On Wednesday

Check of completion of homework

1. You will receive an overview of pupils who did not complete the exercises according to our read-out. Please find out why these pupils did not complete their homework and ask them to work on the assessment today:
 - a. In case a pupil lost his/her homework assignment, provide them with one of the extra homework assignments that are in the pack and use the **pupil-ID number look-up table** to write down on the sheet their pupil-specific ID.
 - b. In case a pupil could not do it at home for any other reason, ask them to complete the assignment by today and give them the opportunity to do it in the school's IT suite after school hours.

Today's homework instructions

1. Briefly explain to the pupils that today they will do the last part of the exercises
2. Hand-out homework assignment 2 to every pupil. Their name is printed at the bottom of the sheet. Please make sure each pupil receives his/her unique form.
3. Ask pupils to complete the exercises by **Friday** (i.e. Wednesday or Thursday afternoon/evening)

On Friday

Check completion of homework

1. You will receive an overview of pupils who did not complete the exercises according to our read-out.
2. In case a pupil did not complete the homework by now, please ask them to complete it by the end of today

Troubleshooting

1. A pupil cannot login:

- If the pupil cannot login, make sure the ID-number is entered with capital letters and/or the date of birth is entered in the correct way: dd/mm/yyyy, e.g. 01/01/2002.

2. Assessment fails to load

- If the assessment fails to load, please advise pupils to refresh the page.
- If refreshing the page does not work, it may be that the cognitive assessment is not compatible with their internet browser at home. Please ask those pupils to (1) try a different browser, or (2) complete the cognitive tasks at school computers, after school hours.

3. For all other issues, please make a note of those issues and get in touch with the researcher directly. His/her contact details can be found on the information sheet that has been given to you or through your Head of PE.

FAQ

What do I do if...

1) ... a pupil is not attending form time?

In the event that a pupil is absent during form-time, please make a note of this and make sure he/she will receive the homework instructions and sheets upon his/her return to school.

2) ... a pupil has opted-out of participation?

A pupil whose parents have opted-out of participation does not need to complete cognitive assignment. His/her name should not have been included on the pupils' homework sheet in the first place. In the event that this does happen, please make a note (of pupil's ID number) and let the pupil know that he/she does not need to complete the assignment

3) ... a pupil does not want to complete the tasks?

Participation in the Fit to Study trial is a school-level decision. The homework that comes with participation in this trial should be treated like all other homework is treated, i.e. it is an obligatory part of school, unless a pupil has opted-out of participation/data-storage.

Please do make a note of the pupil's ID number, which can be found in the Name-IDnumber conversion table included in each information pack.

4) ... a pupil does not have a computer at home?

Make a note of his/her ID-number and make sure they can use school's computers after school-time. If school-computers are not available after school, they may want to try to complete the tasks during a spare hour of school time.

5) ... a pupil has lost their instruction sheet?

The information pack for each form-group teacher contains several extra copies of instruction sheets. In case a pupil lost his/her homework assignment, provide them with one of the extra homework assignments that are in the pack and use the **pupil-ID number look-up table** to write down on the sheet their pupil-specific ID.

6) ... I do not understand what to do?

Please try to take time to go over the instructions again. If not clear, please get in touch with the Head of PE. If still unclear, you could contact the researcher who will try to explain it to you to the best of his/her abilities. You can find the researcher's contact details on your information sheet.

7) ... I lost the instruction pack?

The Head of PE has received a digital copy of all information packs (i.e. for each form-group teacher). Please contact your Head of PE and he/she could print the relevant information pack for you.

8) ... I would like some more information about the Fit to Study project?

There are several ways to get some more information about the project. First, you could ask your Head of PE, whom we've briefed in detail about the project and procedures. Second, you could explore this website, which contains information the project, the team and contact details. Third, you could email the researcher directly and ask him/her any questions you may have.