



Participant Information Sheet

Study title

Implementing a School Resource Marketplace for Students

Version number and date

Version 0.1: 19.11.2024

Researcher's name

Farida Addo

Educational Supervisor: Claria Guo

Queen Mary Ethics of Research Committee reference number:

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Invitation paragraph

You are being invited to participate in an study, with the aim of implementing a school resource marketplace web application. The study involves completing a questionnaire to gather user requirements about desired features and desired design preferences. Before deciding whether you wish to participate in this study, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Feel free to ask any questions if there is anything unclear, or you would like more information.

What is the purpose of the study and what would taking part involve?

The purpose of the study is to create a website that helps students buy and sell school resources, like old textbooks or notes, that they no longer need. If you decide to participate, you will be asked to complete a questionnaire. This will help me understand what features I should include on the website, so that the website meets the needs of students like you.

The questionnaire will take around 5 to 10 minutes to complete, and is entirely online, so there will be no meeting in person. There are also no plans for a follow up after completing the questionnaire.

The questionnaire will ask you about:

- What you think about certain features I have thought to include in the application.
- Your opinion about features you like in existing marketplaces, such as Amazon.
- The features you would like to see in the proposed application
- How you want the website to look, and if there are any colours you prefer.

If successful, this study could lead to the creation of a website that lets students buy and sell school resources. The website will still need to be changed and improved based on user feedback.

Why am I being invited?

You are being invited to participate in this research study because you are a potential user of the proposed application, and might benefit from being able to buy and sell resources online.

Participants under the age of 18 cannot take part in the study due to ethical guidelines requiring informed consent from adults.

Do I have to take part?

This participant information sheet has been written to help you decide if you would like to take part. It is up to you to decide whether you wish to take part. If you decide to take part, you are free to withdraw at any time without needing to provide a reason, and with no penalties or consequences. If the questionnaire includes questions that you do not want to answer, you can move on to the next question without explanation.

After submission, responses cannot be withdrawn due to anonymous nature of the study, unless identifying information is included in your responses. If this is the case, you will need to confirm which identifying information you provided to link you to your response. The deadline for emailing f.addo@se22.qmul.ac.uk about this particular withdrawal case is 10 January 2025, after which responses will have been analysed with no ability for withdrawal.

What are the possible benefits of taking part?

By taking part, the data that you provide could contribute to the design of a website that can help students. This could also benefit the community by providing access to affordable resources.

Having said this, the website will need to be tested before becoming available to users.

What are the possible disadvantages and risks of taking part?

The questionnaire will include areas where you can write your own opinions. This could lead to confidentiality risks if you include information that can identify you. If this is the case, this risk will be minimised by ensuring that any details that identify you are removed and deleted from the analysis.

There may be risks to anonymity when sending the questionnaire responses. This risk will be minimised by ensuring that the 'Anonymous Mode' of Microsoft Forms is turned on, preventing your personal details from being stored.

If you find any questions about your preferences uncomfortable, you can skip the question without providing a reason.

Expenses and payments

The questionnaire will happen on a free application online. Therefore, there are no expenses incurred by participating in the questionnaire.

What information about me will you be collecting?

The questionnaire will ask you if you are at least 18 years of age, but I will not ask you for your age specifically. In order to send you the link to the survey, I will need to send you an email. But I will delete your email after sending it to you.

How will my data be stored and who will have access to it?

Your data will be stored in a fully anonymised format on Microsoft Forms, which is used to create and complete the questionnaire. Microsoft Forms encrypts the data, so you can be sure that your data cannot be accessed by unauthorised people. Only the researcher and research supervisor will be able to access the data. After data collection, responses will be stored securely on SharePoint for analysis. If you reveal any identifying information in your responses, this will be removed and deleted from the data to be analysed.

When and how will my data be destroyed?

Data will be kept until 24 May 2025, as analysed results are needed for inclusion in the final project presentation about generating user requirements.

The data on SharePoint will be securely and permanently deleted from their servers. In both cases, the data deletion tools provided by the websites will ensure that the data cannot be recovered.

How will my data be used and shared?

Anonymised data will be used and published in a dissertation report to highlight key trends. Identifying information provided in responses removed and deleted. The data will not be stored in a database accessible by others.

Under what legal basis are you collecting this information?

- Queen Mary University of London **processes personal data** for research purposes in accordance with the lawful basis of 'public task'.
- Please read [Queen Mary's privacy notice for research participants](#) containing **important information about your personal data and your rights** in this respect.
- **If you have any questions** relating to data protection, please contact Queen Mary's Data Protection Officer, Queens' Building, Mile End Road, London, E1 4NS or data-protection@qmul.ac.uk or 020 7882 7596.

What will happen if I want to withdraw from this study?

You can withdraw your participation in the study at any time without providing a reason. You can withdraw by not submitting the questionnaire. You can skip questions that you do not want to answer without providing a reason. Data is anonymised, so questionnaire responses cannot be linked to you. As a result, already-collected data relating to you will be retained and analysed, meaning that after submitting the questionnaire, you will not be able to request access to or withdrawal of the information you have provided.

However, if you have included identifying information in the questionnaire, such as your name or email address, you can request the removal of your data by confirming which identifying information you provided. The purpose of this confirmation is to ensure that it is actually you who wants to remove the data. Please note that if you include identifying information in the questionnaire without contacting the researcher, the identifying data will still be removed and deleted from the analysis to protect privacy and confidentiality. The latest date to request withdrawal in this case is 10 January 2025, after this point the data will have been analysed so cannot be withdrawn.

What should I do if I have concerns about this study?

- **If you have any concerns** about the manner in which the study was conducted, in the first instance, please **contact the researcher(s)** responsible for the study:
f.addo@se22.qmul.ac.uk or claria.guo@qmul.ac.uk.
- **If you have a complaint** which you feel you cannot discuss with the researchers then you should **contact the Research Ethics Facilitators** by e-mail: research-ethics@qmul.ac.uk.
- When contacting the Research Ethics Facilitators, **please provide details** of the study title, description the study and QMERC reference number (where possible), the researcher(s) involved, and details of the complaint you wish to make.

Who can I contact if I have any questions about this study?

Farida Addo

f.addo@se22.qmul.ac.uk