

PARTICIPANT INFORMATION SHEET: COURSE COORDINATORS

Assisting University Teachers to Adopt Inclusive Assessment Practices

QUT Ethics Approval Number 7136 (UQ Ratified)

Research team

Doctoral Researcher: Aliisa Mylonas, EdD Candidate, QUT

Associate Researchers: Associate Professor Jill Willis, Principal Supervisor

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Why is the study being conducted?

This research project is being undertaken as part of a QUT Doctor of Education (EdD) program for me, Aliisa Mylonas (Doctoral Researcher). The purpose of this project is to learn more about what experiences assist university educators to adopt inclusive assessment practices. Inclusive assessment is a priority for universities as growing numbers of students with disability are enrolling to study. Educators may not currently be making assessment accessible as students' disabilities may not be immediately apparent to others yet can impact on their ability to learn and successfully meet academic commitments like assessment.

This project is an opportunity to learn more about the assessment experiences of students with non-apparent learning disabilities like developmental language disorder, dyslexia, dysgraphia, dyspraxia, dyscalculia and auditory processing disorder. There are also non-apparent conditions that can impact learning success, such as chronic fatigue or pain, anxiety, depression, autism spectrum disorder, and attention deficit hyperactivity disorder. From this information, university educators will be able to design more inclusive assessment. This project is fully endorsed by the BEL Associate Dean (Academic).

Why have you been invited to participate in this study?

You are being invited to volunteer to participate in this project because you are a university educator responsible for designing and implementing assessment experiences in a course you coordinate.

What does participation involve?

You are invited to voluntarily engage in a process of professional learning enacted via an Action Research (AR) project focused on designing an inclusive assessment practice for implementation in your own course. You will be supported by a collaborative community of inquiry involving two or three other volunteer BEL educators, and myself as the Doctoral Researcher, to identify enablers to adopting inclusive assessment practices valued by students with non-apparent learning disabilities or conditions.

Given the spiraling nature of Action Research, the planned activities will require a time commitment of 12-14 hours spread across April/May to November (see below), with mutually agreed times, locations and modes to be confirmed. These activities, organised and facilitated by Aliisa, will enable you to design and deliver an inclusive assessment practice in a course of your choosing during S2, 2024.

Data collection activities will be audio recorded. They include:

1. 1 day Foundation Workshop for planning (up to 6 hours, lunch provided);
2. 2 x Semi-structured (individual check-in) interviews (up to 1 hour each);
3. Focus group to share plans (up to 2 hours);
4. Group Workshops: mid-cycle implementation check-in; project debrief/closure (up to 2 hours each).

Your participation in this research project is entirely voluntary. If you do agree to participate, you can withdraw from the research project without comment or penalty, with data gathered prior to withdrawal included for analysis. Your decision to participate or not participate will in no way impact upon your current or future relationship with QUT or UQ.

It is not possible to participate in the research project if you are not coordinating a course in S2, 2024 or you are not available to participate in the planned data collection activities.

What are the possible benefits for me if I take part?

It is expected that your voluntary participation in this project may benefit you directly through facilitated professional learning activities that will enable you to undertake Action Research related to your own course assessment experiences. Your involvement will contribute new knowledge about professional learning experiences and inclusive assessment ideas that can inform institutional and higher education practice through presentations, publications and communities of practice.

As an optional activity, there will be an opportunity for you to participate in a panel discussion about this study's findings.

In appreciation of your contribution to this study, you will receive a \$50 Ultimate Gift Card. Lunch will also be provided during the Foundation Workshop.

What are the possible risks for me if I take part?

Risks associated with your voluntary participation in this research project are expected to be minimal, but may include inconvenience, confidentiality, mild discomfort and pressure to participate.

You may feel inconvenienced due to a disruption in your usual routine and the time associated with participating in the project. This will be managed by ensuring all communication with you is as concise and clear as possible, that the activities undertaken have direct relevance to the course you coordinate, and by asking for your preferences in arranging the data collection activities at a date, time and venue that is convenient to you. Flexible arrangements will also be offered in response to participant needs, such as providing the option of an online focus group or interview. It is anticipated that the opportunity for professional reflection and learning will be beneficial, balancing out the inconvenience.

The importance of maintaining confidentiality about information discussed during the data collection sessions will be emphasised before the commencement of each session. All data will be de-identified and anonymised. You can withdraw at any time, with data gathered prior to withdrawal included for analysis.

You may experience some mild discomfort when discussing your approach to designing and managing course assessment in front of others. As facilitator, I will take steps to ensure the process runs smoothly, and will be attentive to participants' verbal and non-verbal cues during each data collection session, pausing the session if necessary. You can choose to respond to all, some or none of the questions/prompts during the data collection sessions. You can also withdraw from the project at any time, without comment or penalty.

Another risk may be that you feel a sense of pressure or obligation to participate in the research. Your voluntary consent is required prior to the project starting. You may also withdraw at any time.

All data collection activities will be organised and facilitated by Aliisa Mylonas who has a professional staff role at UQ as well as being a QUT doctoral student.

What about privacy and confidentiality?

Your participation in this research is voluntary, and data collected will be treated with the utmost privacy and confidentiality.

It is not possible to participate in the research project without being recorded. While the data collection activities will be audio recorded and transcribed, all data will be de-identified and anonymised. Identifiability and re-identifiability will be managed by participants being given the choice of not being named, and by data being aggregated in the research outputs to focus on the experiences that assist teachers to adopt inclusive assessment practices, rather than the practices used by individual teachers in specific courses.

As some of the audio recordings will include the talk of others, it will not be possible to destroy them. However, the project is committed to ensuring that the study's findings accurately represent what transpired, with participants able to corroborate data (for example, two weeks to check their interview transcripts and suggest any amendments).

Audio recordings will be retained for the minimum retention period of 5 years after the last data collection activity. These audio recordings will not be used for any other purpose. Only the named researchers will have access to the audio recordings.

Any data collected as part of this research project will be stored securely as per QUT's Management of research data policy. Data will be stored for a minimum of 5 years, and can be disclosed if it is to protect you or others from harm, if specifically required by law, or if a regulatory or monitoring body such as the ethics committee requests it.

How can I indicate that I want to participate?

Please take 1 minute now to complete the Participant [Expression of Interest](#) (by 30 April at latest). Aliisa Mylonas will then be in touch to discuss the project further, and confirm your ongoing interest.

How do I give my consent to participate?

You will be asked to complete and sign a written consent form to confirm your agreement to participate.

What if I have questions about the research project?

If you have any questions or require further information, please contact Aliisa Mylonas a.mylonas@hdr.qut.edu.au or Associate Professor Jill Willis jill.willis@qut.edu.au

What if I have a concern or complaint regarding the conduct of the research project?

QUT is committed to research integrity and the ethical conduct of research projects. If you wish to discuss the study with someone not directly involved, particularly in relation to matters concerning policies, information or complaints about the conduct of the study or your rights as a participant, you may contact the QUT Research Ethics Advisory Team on +61 7 3138 5123 or email humanethics@qut.edu.au.

**Thank you for helping with this research project.
Please keep this sheet for your information.**