Department of Education



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**Ethics Approval Reference: ED-CIA-19-113**

Dear Governors,

**Request for Governors to participate in a Focus Group on Assessment**

My name is Shailen Popat and I am a research student at the University of Oxford reading for a PhD in Education. The title of my thesis is ‘How have primary schools interpreted and enacted Assessment without Levels?’ as I have been interested as to how schools have been creating their own assessment systems since levels were removed 4 years ago. I was wondering if I could interview a few governors in a focus group to hear your experiences of using your AwL system on either Monday, Tuesday or Wednesday next week? The interviews will be audio recorded and transcribed by me. I have interviewed the Headteacher and will speak with class teachers, governors, pupils and parents so that I develop a snapshot from different perspectives.

*Ethics*

My research will be consistent with the strict guidelines required by Oxford University. This study has received ethics clearance through the University of Oxford’s ethical approval process for research involving human participants. Taking part in this research is completely voluntary and you are free to say you do not want to participate. You are free to withdraw from the research at any point, without giving any reason. I will endeavor to make the data I collect in the study anonymous. Audiotapes, my notes, and all other data will be stored securely. I will also maintain confidentiality consistent with current UK law. Your child’s school will not have access to the data, and no one other than me, and my supervisors, will see the data. I will send a brief report on the research to your child’s school at the end of the project, and you are welcome to see this. I will not identify the school, teacher or any students in any reports or articles linked with the research but will use pseudonyms.

If you have any questions about the research, please contact me on [Shailen.popat@education.ox.ac.uk](mailto:Shailen.popat@education.ox.ac.uk). This is my webpage <http://www.education.ox.ac.uk/people/shailen-popat/>. At the top are contact details for my supervisor whom you are welcome to contact to discuss any concerns with.

If you would be willing to participate, please let Mrs Barton know which day and times could be possible for you.

Thank you.

Yours faithfully,

Shailen Popat