**Participant Information and Consent**

**Project: The future of exam boards**

**Scoping workshop – 9th February 2024 (online and in-person)**

**Name of Lead Researcher: Charlotte Verney, University of Bristol**

**What is the purpose of the project?**

This project emerged from the Academic Registrars’ Council and is currently being established as a QAA Collaborative Enhancement Project. The purpose of the project is to facilitate practice sharing, identify and document practice, and work collaboratively to overcome challenges with exam boards.

**What is the purpose of this workshop?**

This is a scoping workshop. Its purpose is to provide an update on the planned project and seek input from participants to shape the project. It will include a case study of change to exam boards, questions to and from the room, and group discussions on existing practice.

**What data is being collected?**

During this workshop, we will collect information to help inform the shape of the project. This information will be captured via Menti, Padlet, flipcharts. Menti/Padlet data will be downloaded after the workshop as a pdf. Flipchart contributions will be photographed. All data will be stored securely on a Sharepoint site accessible only to the project team. All data will be analysed and reported anonymously. Original data sources will be maintained for three years after the end of the project before being destroyed, to allow time for publication of findings.

Participants are also asked to share examples of their paperwork to inform a group discussion. These may identify a University, but not the individual. We will not replicate any images from paperwork shared, without express permission to do so, and we will redact any images to remove the University references if required.

**What will you participation be?**

It is up to you to decide whether you wish to participate in the project scoping workshop. If you agree to take part, you are asked to sign a consent form. During the workshop, you will able to ask questions about the shape of the project, and the case study of change presented. You will be asked to provide insights about what is interesting to you, what may be missing from the project approach, and make suggestions. You are free to withdraw from the workshop at any time, without giving a reason. Please note that it will not be possible to withdraw any data you have provided anonymously, via Menti, Padlet or flipcharts.

Click here to sign the [Consent Form](https://forms.office.com/e/Ldn0SE5t0p)