

**Ethics Checklist**

Please go through the checklist below and make sure all the boxes can be ticked before submitting your ethics document. Enclose a copy of the completed checklist to your ethics document.

**A. Does your ethics document include**

a Project Submission, Project Description, Information Sheet & Consent Form?	<input type="checkbox"/>
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**B. In your Information Sheet for the participants, have you mentioned the following points? Put a tick in if you have.**

The data will be securely kept on a password-protected computer <b>OR</b> in a locked drawer.	<input type="checkbox"/>
Only the researcher and their supervisors will have access to the data.	<input type="checkbox"/>
The data will be used for academic purposes only.	<input type="checkbox"/>
The data will be anonymous <b>OR</b> pseudonyms will be used.	<input type="checkbox"/>
The data will be destroyed immediately after the completion of the dissertation.	<input type="checkbox"/>
The participants' privacy and confidentiality will be carefully observed.	<input type="checkbox"/>
The participants have the right to withdraw from the study at any time they wish to.	<input type="checkbox"/>

**C. Ensure you have done all the necessary checks.**

Have you used the University of Reading logo on all the ethics document pages?	<input type="checkbox"/>
Have you checked your ethics documents with your supervisor?	<input type="checkbox"/>
Have you and your supervisor signed the finalised ethics documents?	<input type="checkbox"/>
Have you included a copy of the first page of your questionnaire, if you are using one?	<input type="checkbox"/>

**D. Only for those who will be working at schools with children and if the school has required for a CRB check.**

Have you submitted a copy of your CRB check?	<input type="checkbox"/>
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