# Sample Ethics Form

Please also see the BERA Ethical Guidelines for Educational Research (<http://www.bera.ac.uk/publications/guides.php>).

Name of Project:

Researcher(s)

Dear (name of participant),

I would like to invite you to take part in an action research project, which I am doing with (name of group/ organisation/ people involved). I want to explain why I am (/ we are) doing this research and what it would involve for you. Please ask me if there is anything that is not clear or if you would like more information.

What is the purpose of the project?

Brief sentence about the purpose/ summary of your action research project.

Why are you asking me to take part?

Brief sentence about why you want this person to participate

Do I have to take part?

Explain that participation is voluntary

What will taking part involve for me?

Outline:

How information will be collected

What participants need to do

How long it will take to take part

What access will the participant have to the data

Who else will have access to the data

How will the participants’ anonymity be protected

What will I have to do?

Signing of consent form, turning up to the session etc.

What are the possible benefits of taking part?

Outline the possible benefits. Do not make unrealistic claims.

Thank you for reading this information sheet.

Your Name

Sample Consent Form

Title of Project:

### Name of Researcher(s):

Please initial box

|  |  |
| --- | --- |
| 1. I confirm that I have read and I understand the action research information sheet |  |
| 2. I understand that my participation is voluntary |  |
| 3. I consent to the interview/ session being audio/ video recorded |  |
| 4. I agree to take part in the action research project |  |

### Name of Participant:

### Date:

### Signature: