



ELSA: STEM in Schools pilot

Teacher instructions for student assent

Dear Teachers,

Please follow these instructions to administer and manage the student assent process for the ELSA: STEM in Schools pilot program in your classroom.

Steps to manage student assent:

1. Please print the accompanying “ELSA F-2 Student Assent Form” PDF. You will need to print one copy for each student.
2. Prior to each student starting our pre-test on a digital device, please sit them down individually.
3. Write the student’s first name and initial of their surname on the Student Assent form (for your own records).
4. Read the script aloud on page 1 and 2 of the ELSA Student Assent Form PDF.
5. Then ask the student to circle one of the three faces (on page 2) to indicate if they would like to have their work included in our project.
6. Take the following actions, depending on each student’s response:
 - a. If the student circles the “I want to be involved” smiley face, then you can proceed to offer them the pre-test on a digital device.
 - b. If the student circles the “I’m not sure yet” plain face, check that the student has understood the purpose and reasons for assent. Then ask the student if they have any more questions about the project and/or put their assent form aside until you have had time to discuss it further with the student. If the student eventually chooses the “I want to be involved” smiley face, please follow the instructions under ‘a.’ above. If the student eventually chooses the “I don’t want to be involved” unhappy face, please follow the instructions under ‘c.’ below. After they have discussed the project with you further, if the student is still unsure, please follow the instructions below under ‘c.’ below, as they have not assented.
 - c. If the student circles the “I don’t want to be involved” unhappy face, this student is not to be given the ELSA: STEM in Schools pre- or post-test and their data should not be collected for the ELSA Pilot.

www.canberra.edu.au

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Instead, please find another activity for them to do in your classroom.

- c. (*continued*) Also, please navigate to the student's profile in our digital Teacher Tool, find the toggle button that says "Collect this student's data?" and turn it off.

7. Please keep a paper record of each student's response to the assent form.

8. Please **do not** send any copies of the Student Assent form responses to us.

9. If, at any point, a student changes their mind no longer wants their work included in our project, they may remove their assent. Please have the student mark the change on their paper assent form, or provide them with a new copy, and indicate the date that the student changed their mind. Then turn off data collection in the Teacher Tool as explained in 'c.' above.

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