UNIVERSITY OF PRETORIA

FACULTY OF EDUCATION

DEPARTMENT OF MATHEMATICS, SCIENCE AND TECHNOLOGY (SMTE)

Assessment and Quality Assurance (AQA) Concept Note

**Title:**

|  |  |
| --- | --- |
| **Student Name:**  |  |
| **Student Registration #:**  |  |
| **Telephone# (s):**  |  |
| **E-mail Address:**  |  |
| **Supervisor:**  |  |
| **Co-supervisor:**  |  |
| **Date:**  |  |

**Guidelines for length**

Please take note that the central text may not exceed **5 pages**, excluding front matter, references, and appendices. See guidelines for length below.

|  |  |
| --- | --- |
| **Section** | **Page length**  |
| Introduction, problem statement & research questions (RQs) | 1.5 page |
| Literature review  | 1.5 pages |
| Framework | 0.5 page |
| Methodology | 1 page |
| Timelines & Budget | 0.5 page  |

**Other Instructions**

1. Please use **EndNote** or **Zotero** to manage your references.
2. Please use **Grammarly** to check your writing.
3. Please use **Headings in Word.**
4. Please use **UK English** (make sure this is set when working in Word).

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# Introduction

Write text here…

# Problem Statement

a) What do we already know about the problem? (Use recent and relevant studies to substantiate)

b) What do we need to know about the problem? (Gap in literature/scholarly field)

c) Why does it matter? (importance of the study)

d) Conclude with how your study will address the problem

## Research Questions

#  Literature Review

Introductory paragraph…

## Global perspective

## Local perspective

## Synthesis and gap

Create table where you display main trends and findings from literature. Discuss the gaps you identified and how your study would address the gaps.

# Theoretical/Conceptual Framework

# Research Methodology

The current study will utilise quantitative / qualitative /mixed methods…

## Sample

Give an estimated sample size and description for the intended study. For example if you plan to distribute questionnaires, who would be your target population, what is the intended sample size etc.

Please note that if you are planning to collect multi-modal data, for example doing both interviews and observations, give a sample size breakdown per data collection technique/phase of study.

## Instruments

Quantitative instruments are surveys (questionnaires), tests, assessments, checklists. If conducting quantitative research, explain where you will obtain the instrument (existing or designed), what aspects it will cover, what evidence exists for its reliability and validity etc.

Qualitative instruments are interview guides, focus group guides, observation sheets, frameworks for document analysis etc. If for example you plan to conduct focus groups, explain how the guide will be developed and what sort of questions it would contain.

## Data Analysis

Describe the quantitative or qualitative data analysis techniques/tests you intend to utilise and any software packages. For example, quantitative research may require regression analysis, in that case explain why chose the statistical technique and how you will interpret the outputs. Qualitative research could for example use Reflexive thematic analysis (TA), describe the steps you will follow to do the analysis.

## Advantages and Limitations of the current study

Please note that this the methodological advantages and limitations.

Examples of advantages in quant: generalizability, objectivity, replicability, precision

Examples of limitations in quant: lack of context, reductionism, inflexibility

Examples of advantages in qual: Depth of Understanding, contextualisation, flexibility, participant perspectives

Examples of limitations in qual: subjectivity, time and resource intensive, lack of generalisation, circular and self-confirmatory

## Methodological integrity (norms)

Discuss validity and reliability (quant) OR trustworthiness and credibility (qual)

## Ethical Considerations

Permission will be requested from the Faculty of Education Ethics Committee, University of Pretoria, to conduct this research. ADD MORE DETAILS: permission from Department of Basic Education, permission from principals, informed consent etc.

# Timelines and Budget

*Table 1: Timelines*

|  |  |
| --- | --- |
| **Research Activity** | **Dates** |
| Proposal defence |  |
| Approval from UP Ethics committee |  |
| Chapter 1: Introduction |  |
| Chapter 2: Literature Review |  |
| Chapter 3: Research Design and Methodology |  |
| Data collection |  |
| Preparing data and data analysis |  |
| Chapter 4: Findings and Results |  |
| Chapter 5: Conclusion |  |
| Editing and printing copies for examination |  |
| Writing and submitting article to journal (only for PhDs) |  |
| Submission for examination |  |

*Table 2: Budget*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget items** | **Year** | **Quantity** | **Rate** | **Budget Amount** |
| Registration fee | Year 1 | 1 | R12 500 | R12 500 |
| Yearly fees | Year 1 |   |   |   |
| Registration fee | Year 2 |   |   |   |
| Yearly fees | Year 2 |   |   |   |
| Data collection costs | Year 2 |   |   |   |
| Printing and stationary costs | Year 2 |   |   |   |
| Language & technical editing | Year 2 |   |   |   |
| **Total** |  |  |  |  |

# References

Must be APA 7 style. Please use EndNote and make sure doi links work. Check all references and citations carefully.

#  Appendix: Instruments

Add your questionnaire / interview guide / observation schedule etc here