



Information sheet for participating in online surveys.

Why have I been asked to take part in this evaluation?

You have been asked to take part as you recently viewed the Outreach North East webinar UCAS - Preparing for the January Deadline. The views of people participating in our webinars are very important to us. Your data will provide essential information that enables us to evaluate the webinar to see if it works, how well it works, and to help us improve future Outreach North East webinars.

What is the purpose of this evaluation?

The purpose of this evaluation is to help us understand people's experiences of this Outreach North East webinar. The evaluation will cover things such as what impact this session had on your knowledge and understanding of UCAS and the January deadline, and your thoughts on the quality of communications and accessibility surrounding the event.

What will I have to do?

Taking part in this survey will take approximately five minutes of your time. You will be asked questions about the webinar which you took part in and your perceptions as to the impact that taking part may have had on your knowledge and understanding around UCAS and the January deadline. You will also be asked about the communications and accessibility surrounding the activities.

What are the advantages of taking part?

By taking part in this research you get to give your honest opinion of the webinar, making sure that participant voices are heard and listened to by the people designing, delivering, and evaluating the session. You will help us to deliver future webinars that work, and are useful to take part in.

What are the disadvantages of taking part?

You will only have to give up five minutes of your time to take part.

What will happen with my data?

Your responses will initially be stored on the online platform Online Surveys. After the survey closes the data will be downloaded onto Outreach North East staff's university owned computers. The information will then be deleted from Online Surveys. All staff computers within the university are password protected. We will be asking you to complete this survey anonymously and therefore no personal data will be collected. It will therefore not be possible for us to remove responses after submission. Any information submitted as part of a response to a free-text which allows for you to be identified will either be made de-identifiable or deleted.

What will you do with the results of the evaluation?

The results from this evaluation will be used in a number of ways:

- To make sure the activities we deliver are successful, useful, and/or relevant
- To adapt future webinars to make them more successful, useful, and/or relevant
- To show our funders what we are doing

All of this will be done anonymously, and you will not be identified or identifiable in any of our outputs. This data will be shared with Outreach North East's staff, UCAS and the Office for Students for the purpose of providing evidence of what works to promote access to higher education.

Thank you for taking part in this evaluation. If you have any questions please contact the central team at info@outreachnortheast.ac.uk and we will be happy to help. If you have any concerns for which you would like to receive a response regarding the activity, please contact info@outreachnortheast.ac.uk. To view our full data protection policy please see <https://www.outreachnortheast.ac.uk/privacy-statement/>.