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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Translating the Science of Reading to the Classroom: Can Teacher Development Workshops in the Science of Reading Improve Spelling in Mainstream Classrooms? (DEMSI Part 2)

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**Template:** DCC Template

**ID:** 134746

**Start date:** 20-10-2023

**End date:** 31-10-2023

**Last modified:** 04-10-2023

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# Translating the Science of Reading to the Classroom: Can Teacher Development Workshops in the Science of Reading Improve Spelling in Mainstream Classrooms? (DEMSI Part 2)

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## Data Collection

### What data will you collect or create?

Two types of data will be collected: child data and teacher data.

Child test data will be collected and stored by schools. Data (anticipated volume < 2 GB per school) will be saved in .xlsx format. Completely anonymised data will be shared with the research team in this format for processing in Excel and analysis in Stata and Mplus. It will also enable the data to be converted to another file type (e.g., .csv) for long term storage or sharing on an open data server.

Teacher survey data collected from primary school staff who have a responsibility for literacy provision across the school. Data will (anticipated volume < 1 GB) will be downloaded in .xlsx format. This format will enable data processing in Excel and analysis in Stata and Mplus. It will also enable the data to be converted to another file type (e.g., .csv) for long term storage or (anonymised) sharing on an open data server.

### How will the data be collected or created?

Two types of data will be collected: child data and teacher data.

Child data will be collected using paper and pencil standardised measures of scholastic ability (e.g., reading and spelling tests). Teachers will score the tests and enter the data onto one spreadsheet according to their own file structure. Schools will share an anonymised version of this spreadsheet with the research team. Schools will follow their own structuring, versioning, and quality assurance procedures when storing the data. The data provided to the research team will only be edited/revised by the principle investigator and we will follow the quality assurance processes and best practice of the lead organisation (Leeds Trinity University).

Teacher data will be collected via a survey which is administered online using the JISC Online Survey Platform at one time-point. All data will be stored on one file, which will be named inline with the project. The version history of the data will be recorded by using version numbers and dates in the dataset's file name. The data will only be edited/revised by the principle investigator and we will follow the quality assurance processes and best practice of the lead organisation (Leeds Trinity University).

## Documentation and Metadata

### What documentation and metadata will accompany the data?

A .txt file will contain the name of the principle investigator, title, version number, date created, and the names and description of the variables.

## Ethics and Legal Compliance

### How will you manage any ethical issues?

The study the data is collected from will be approved by the Faculty Research Ethics Committee at Leeds Trinity University.

For child participant data, Headteachers will give their written consent to (a) take part in the study, (b) for their data to be used for the purposes of the study, and (c) for completely anonymised data to be perpetually available in a repository. Schools will only share with the research team raw scores on the children's assessments, children's month and year of birth, class year, and the child's gender. Children and schools will be anonymised on the data set. This means that no identifiable or personal data (as defined by the Data Protection Act, 2018), will be shared with the research team. The lawful bases of schools processing and sharing this data is public task, whereby we are performing data processing in the public interest (furthering knowledge). This specifically relates to the assessment of and provision for children or young people as part of Part 3 of the Children and Families Act 2014. This agreement is formalised with schools via the Data Sharing Agreement.

Teacher participants contributing to the data will give their fully informed written consent to (a) take part in the study, (b) for their

data to be used for the purposes of the study, and (c) for completely anonymised data to be perpetually available in a repository. All data will be completely anonymised at analysis and so no participant will be identifiable. During the analysis, data will be stored in accordance with Leeds Trinity's data storage policy.

### **How will you manage copyright and Intellectual Property Rights (IPR) issues?**

The schools will own the child data and they will act as the data controller.  
The Principle Investigator will be the Data Controller and will retain ownership of the teacher data.  
All anonymised data will be made available via a repository after the primary data analysis. It will be made freely available via the Creative Commons license: Attribution-NonCommercial-ShareAlike 4.0 International license.

## **Storage and Backup**

### **How will the data be stored and backed up during the research?**

Schools will be responsible for their storage of child level data, in line with their own policies.  
Data collected and acquired by the research team will be stored via the Leeds Trinity University's Microsoft 365 OneDrive system, in line with the institution's policy. Leeds Trinity University will be responsible for data recovery in the event of an incident. After analysis, the anonymised dataset will also be available via a repository.

### **How will you manage access and security?**

Schools will be responsible for their storage of child level data, in line with their own policies.  
Data collected and acquired by the research team will be stored via password protected files on Leeds Trinity's Microsoft 365's OneDrive system. Data will be transferred from the data collection platform (JISC) to OneDrive on a University owned and managed laptop. During the analysis, only the principle investigator will have access to the data.

## **Selection and Preservation**

### **Which data are of long-term value and should be retained, shared, and/or preserved?**

All the anonymised data we collect will have long-term value and so will be made available on a repository indefinitely.

### **What is the long-term preservation plan for the dataset?**

The data will be held indefinitely in an open access repository which allows free storage and access of the data.

## **Data Sharing**

### **How will you share the data?**

The anonymised data will be available to share via an online open access repository. The repository will handle access to the data and provide a reference (including a DOI) for other users to cite the dataset. Potential users will find out about the data via reports and peer-reviewed outputs based on this dataset.

### **Are any restrictions on data sharing required?**

Data will be available after the primary analysis under the terms of the Creative Commons license: Attribution-NonCommercial-ShareAlike 4.0 International license.

## **Responsibilities and Resources**

### **Who will be responsible for data management?**

Schools will be responsible for their storage of child level data, in line with their own policies.

For data collected and acquired by the research team: The principle investigator will be responsible for implementing the data management plan, data management activity, and will retain ownership of the data.

### **What resources will you require to deliver your plan?**

We foresee no additional resources being required to deliver this plan.