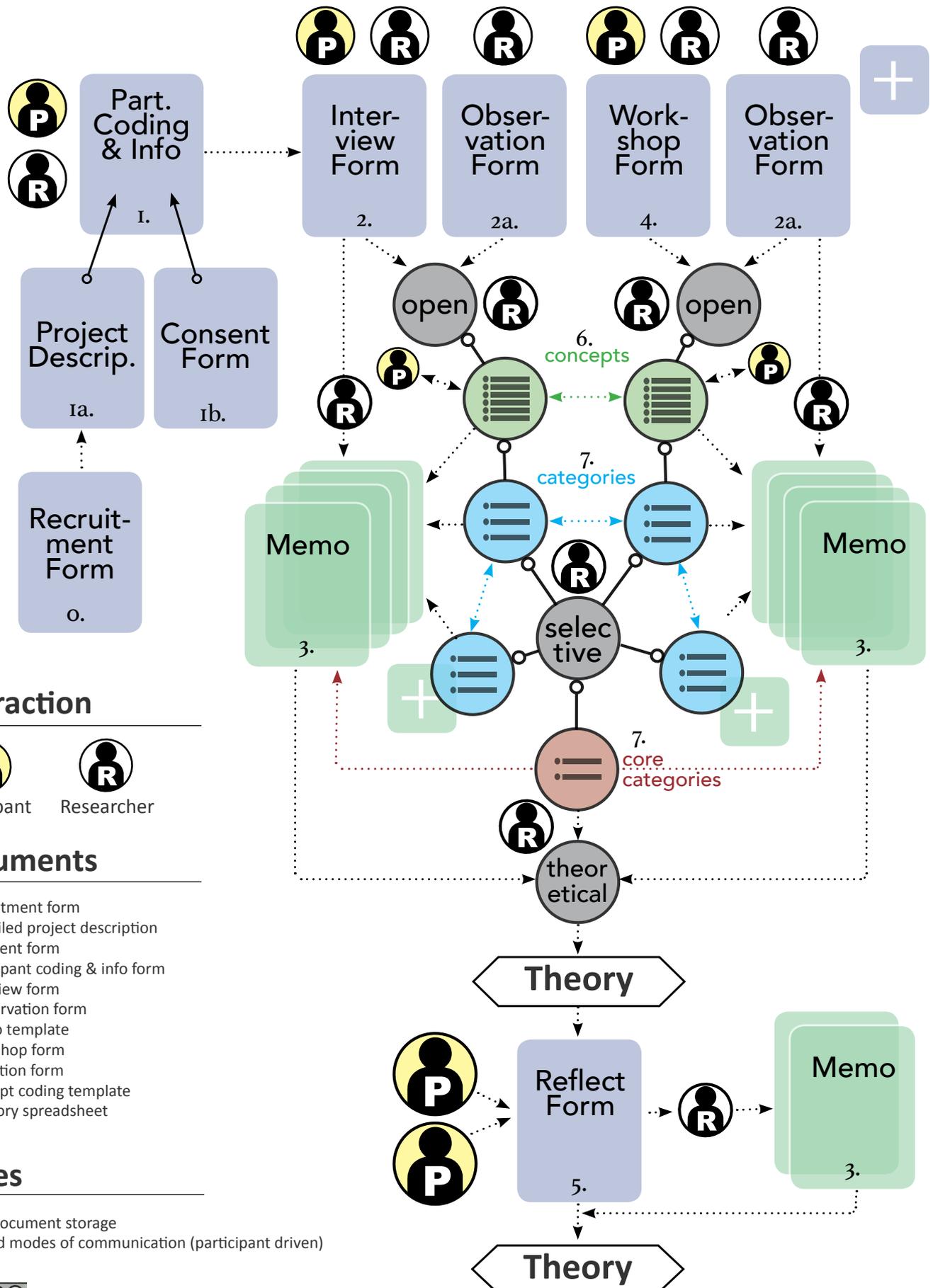


Data & Coding Map



Form 1: To be completed with the participant.

Participant Coding & Information

Full Name: _____
Gender: _____ Cell Number: _____
E-mail: _____
Age _____

Participant Code: _____
Pseudonym: _____
Research Activity: _____
Date: _____

Step 1: Talk about the project tick if completed

Introduce the project, yourself and the goals of the study. Talk about why you are doing this and what excites you about the project. Explain what the participant can expect and what research activities you hope they will participate in. Give the participant a description of the study to keep.

Step 2: Talk about the person tick if completed

Ask the participant if they have any questions or concerns. Note down any that they may have and answer their questions.

Step 3: Talk about the process tick if completed

Introduce the research activity. Explain any tools that you will be using. Let the participant know the approximate length of the activity. Restate that all activities are voluntary and that they are able to stop participating at any point during the session.

Step 4: Talk about the protocol tick if completed

Introduce the ethics process and consent form. Walk participant through the form. Note down any concerns and how you addressed them.

Form 2a: To be completed by the researcher.

Observation Form

To be used in conjunction with other recording methods. Note down key aspects that you observe before or during the research activity, or upon reflection. Indicate if you have asked the participant(s) about something you have noted.

Participant Code:

Research Activity:

Date:



The Person

Level of engagement, emotions, reactions to questions, body language etc.



The Place

Context, environment etc.



The Research Tool

Facilitating interaction, understandable, etc.



The Researcher

Behaviour, learning, reflective practice, etc.

Form 3: To be completed by the researcher.

Memo

Ensure that you link memos to participants, forms or resources.
Reflect on your memo to extract the key notes and capture them.

What is/was the catalyst for this memo?

Event, idea, observation, data comparison, theory implication etc.

Memo:

Memo Date:

Research Activity:

Participant(s) referred to in this memo:



Key note(s) from memo: