

Date: 28 February 2025

Ref: Recruitment to participate in a research study

Contact person: Mr T. Jagwanth

Dear: Prospective Participant

My name is Tarish Jagwanth, and I am a senior lecturer in the School of Accounting at Nelson Mandela University and currently a registered PhD in Accounting candidate at Nelson Mandela University. The research that I am conducting is a study titled: A guidance framework for assessment practices with reference to classmark requirements in first-year accounting. The study is being conducted under the joint supervision of Professor Houdini Fourie and Professor Tracy Beck from the School of Accounting at Nelson Mandela University. Ethical clearance has been obtained for the research, and the ethical clearance number is: REC-042508-025

You are being requested to participate in this research study. I will provide the necessary information to assist you in understanding the study and explain what would be expected of you as a participant. These guidelines would include the risks, benefits, and your rights as a study subject. Please feel free to ask myself as the researcher, to clarify anything that may still be unclear to you.

The study focuses on whether classmark requirements for access to final assessments add value or contribute to the throughput rates in first-year accounting modules. The study, therefore, aims to provide a generic guidance framework on assessment practices with reference to classmark requirements, for first-year accounting students' access to final assessments after the research has been conducted. Based on the focus and aim of the study, the primary research objective is formulated accordingly:

- To develop and propose a guidance framework for the design of assessment practices with reference to classmark requirements in first-year accounting modules.

Participation in the study will be through means of a semi-structured interview, with questions that will yield open-ended answers, taking place preferably in person, or online if an in-person interview is not possible. The interview will last approximately 45-60 minutes in length, and participants will be asked to

provide permission, confirming if they are willing to have the interview recorded using a voice recorder or electronic communication application software, being Microsoft (MS) Teams® or Zoom. Anonymity will be maintained throughout the data collection process, as any recordings will be transcribed but coded pseudonyms will be used in place of names. Data gathered during the collection phase will be categorised according to themes, based on the research objectives and research instrument.

Should you voluntarily agree to participate, a mutually suitable date and time to conduct the interview will be arranged, taking into account the information that you provide regarding availability. Prior to the commencement of the interview, you will be required to complete the consent form attached to the interview guide, that will be sent to you through email. The form will require your signature, acknowledging that you understand and agree to the conditions, which will provide enrolment to begin with the interview. Participation is completely voluntary, and you may withdraw from the interview at any time without any resulting consequences. Should you withdraw from the study, any data obtained will be destroyed or removed from transcribed data (recordings) to ensure privacy and confidentiality.

Responses to questions asked during the interview will be used in the research study and subsequent academic articles derived from the study. However, the identities of all participants will be confidential as names will not appear in any published material. Upon completion of the study, the research findings will be presented in a thesis and made available to the Nelson Mandela University library. Please feel free to indicate if you would like to receive a copy of the approval letter that I received from the Nelson Mandela University Research Ethics Committee (Human) to conduct the research.

Thank you for taking the time to read this information letter and for your consideration in this matter. Your participation in this research study will provide valuable information. Queries, concerns, or complaints, with regard to your rights as a research participant can be directed to the researcher (tarish.jagwanth@mandela.ac.za), supervisors (houdini.fourie@mandela.ac.za and tracy.beck@mandela.ac.za), and NMU Research Ethics Committee (Human) by email at rd@mandela.ac.za. Concerns or queries that have not been satisfactorily addressed can be directed to the National Research Ethics Committee (NHREC) via email at nhrec@health.gov.za.

Yours sincerely,

Tarish Jagwanth
Nelson Mandela University



Mr T. Jagwanth



Prof H. Fourie



Prof T. Beck

Should you willingly consent to participate in the study, please provide written acknowledgement by emailing tarish.jagwanth@mandela.ac.za, and complete the table below providing potential dates and times that work best for you to conduct the interview, during the month of March 2025:

Dates:	Suitable times:	Preferred mode of interview (in person or online):

Please note that should you accept to be a participant in this study, you will be referred to as PA(x).

Signature

Date

20 January 2025

Mr Tarish Jagwanth
School of Accounting
Faculty of Business and Economic Sciences
Nelson Mandela University
Email: tarish.jagwanth@mandela.ac.za

Dear Mr Jagwanth

RE: PERMISSION TO CONDUCT RESEARCH

Gatekeeper's permission is hereby granted for you to conduct research at the University of KwaZulu-Natal (UKZN), provided Ethical clearance has been obtained. We note the title of your research project is:

"A guidance framework for assessment practices with reference to classmark requirements in first-year accounting."

It is noted that you will be constituting your sample as follows:

- With a request for responses on the website. The questionnaire and/or request for responses to "interview questions" must be placed on the notice system <http://notices.ukzn.ac.za>. A copy of this letter (Gatekeeper's approval) must be simultaneously sent to (ramkissoonb@ukzn.ac.za).

Please ensure that the following appears on your notice/questionnaire:

- Ethical clearance number;
- Research title and details of the research, the researcher and the supervisor;
- Consent form is attached to the notice/questionnaire and to be signed by user before he/she fills in questionnaire;
- gatekeepers approval by the Registrar.

You are not authorized to contact staff and students using the 'Microsoft Outlook' address book. Identity numbers and email addresses of individuals are not a matter of public record and are protected according to Section 14 of the South African Constitution, as well as the Protection of Personal Information Act. For the release of such information over to yourself for research purposes, the University of KwaZulu-Natal will need express consent from the relevant data subjects. Data collected must be treated with due confidentiality and anonymity.

Yours sincerely



Mr MA TUFTS
Director Governance & Administration

Office of the Registrar

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