**Ethical Compliance Statement**

**Please complete and include the following statements in your assignment:**

I have read the Massey Code of Ethical Conduct for Research, Teaching and Evaluations involving Human Participants,and my assignment work complies with this code*.*

My assignment work complies with all requirements of a low risk study according to the low risk checklist and information sheet.

All data collected from participants has been kept secure and private to myself and the teaching team in this course. I have not uploaded any data to Generative AI tools e.g. ChatGPT.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Low Risk Checklist**

Use the checklist below to ensure that your assignment work is low risk. For a study to be deemed low risk, you must answer ‘No’ to all the questions below. Include the completed checklist in your assignment.

**Does your research include:**

a) Situations where the researcher may be at risk of harm.

No Yes

b) Use of a questionnaire or interview, whether or not it is anonymous, which might reasonably be expected to cause discomfort, embarrassment or psychological or spiritual harm to the participants.

No Yes

c) Processes that are potentially disadvantageous to a person or group, such as the collection of information which may expose a person / group to discrimination.

No Yes

d) Collection of information of illegal behavior(s) gained during the research which could place the participants at risk of criminal or civil liability or be damaging to their financial standing, employability, professional or personal relationships.

No Yes

e) Collection of blood, body fluid, tissue samples or other samples.

No Yes

f) Any form of exercise regime or manipulation (e.g. sleep pattern or dietary).

No Yes

g) Any form of physical examination (e.g. physical, radiation, ultrasound).

No Yes

h) The administration of any form of drug (including alcohol), medicine (other than in the course of standard medical procedure), or placebo.

No Yes

i) Physical pain, beyond mild discomfort.

No Yes

j) Any Massey University teaching which involves the participation of Massey University students for a demonstration of procedures or phenomena which have potential for harm.

No Yes

k) Participants whose identities are known to the researcher giving oral consent, rather than written consent, other than for cultural reasons.

No Yes

l) Participants who are unable to give informed consent.

No Yes

m) Research on your own students / pupils. For Massey Staff - refer to the Decision Chart in section 2 of the Code.  
[Code of Ethical Conduct - Decision Chart](http://www.massey.ac.nz/massey/fms/Human%20Ethics/Documents/MUHEC%20Code.pdf#page=12)

No Yes

n) The participation of children (seven (7) years old or younger).

No Yes

o) The participation of children under sixteen (16) years old where active parental consent is not being sought.

No Yes

p) Participants who are in a dependent situation, such as nursing home or prison, or patients highly dependent on medical care.

No Yes

q) Participants who are vulnerable.

No Yes

r) The use of previously collected identifiable personal information or research data for which there was no explicit consent for this research.

No Yes

s) The use of previously collected biological samples for which there was no explicit consent for this research.

No Yes

t) Any evaluation of organisational services or practices where information of a personal nature may be collected and where participants or the organisation may be identified.

No Yes

u) Deception of the participants, including concealment or covert observations.

No Yes

v) Conflict of interest situation.  
[Code of Ethical Conduct - Special Relationships](http://www.massey.ac.nz/massey/fms/Human%20Ethics/Documents/MUHEC%20Code.pdf#page=7)  
*e.g. Is the project funded or supported in any way that might result in a conflict of interest, do any of the researchers have a financial interest in the outcome, or is there a professional or other relationship between the researcher and the participants?*

No Yes

w) Payments or other financial inducements (other than reasonable reimbursement of travel expenses or time) to participants.

No Yes

x) A requirement by an outside organisation (e.g. a funding organisation or a journal in which you wish to publish) for Massey University Human Ethics Committee approval.

No Yes

y) I wish to submit a full application for Training / Education purposes.

No Yes

**Usability Evaluation of Sketchpad Website**

**INFORMATION SHEET**

My name is {enter your name}, I’m a student part of the User Experience Design course at Massey (158359). As part of this course I am working on an assignment evaluating the usability of the Sketchpad website.

The purpose of this assignment is for me to learn how to plan and run usability studies. I will be asking you to complete some tasks using the system. I will observe how people perform tasks using this system, and collect data to help me measure how usable this system is, such as time, questionnaires, screen/video/audio recording.  All information collected will be non-identifying. I will use my findings to write my assignment report. The session will take no longer than an hour.

You are invited to participate in my project, and I would appreciate any assistance you can offer me, although you are under no obligation to do so.

If you don’t want to participate, you don’t have to give any reason for your decision. If you do participate, you may withdraw at any time during the session and you can also ask for any identifiable information you have provided to be withdrawn at any time until one week after the conclusion of your session, without explanation and without penalty, by contacting me (details below). If you are a student at Massey University choosing not to participate, or to withdraw yourself or your information, your grades or academic relationships with the University or members of staff will not be affected.

All the information you provide will remain anonymous. You may decline to answer any particular question. The data collected during this study will be used for my assignment work only. Data will be shared with teaching staff for my course, they will delete it after marking. I will store the data securely and delete/dispose of it when it is no longer of use to my learning. You may ask any questions about the study at any time during participation. Your name will not be used in any reports arising from this study. At the conclusion of the study, a summary of the findings will be available upon request.

If you agree to participate in this study, please first complete the consent form attached to this information sheet. Your consent form will be kept separately from your data so that no-one will be able to identify your answers from the information you provide.

Thank you very much for your time and help in making this study possible. If you have any questions at any time you can email me at {enter your email}, or my lecturer Rachel Blagojevic at [r.v.blagojevic@massey.ac.nz](mailto:r.v.blagojevic@massey.ac.nz)

***This project has been evaluated by peer review and judged to be low risk. Consequently, it has not been reviewed by one of the University’s Human Ethics Committees. The researcher(s) named above are responsible for the ethical conduct of this research.***

***If you have any concerns about the ethical conduct of this research that you want to raise with someone other than the researcher(s), please contact Massey University Human Ethics by email:***[*humanethics@massey.ac.nz*](mailto://humanethics@massey.ac.nz)***.***

**Usability Evaluation of Sketchpad Website**

**PARTICIPANT CONSENT FORM**

I have read and I understand the Information Sheet attached. I have had the details of the study explained to me, any questions I had have been answered to my satisfaction, and I understand that I may ask further questions at any time. I have been given sufficient time to consider whether to participate in this study, and I understand participation is voluntary and that I may withdraw from the study at any time until 1 week after this session.

1. I agreeto the session being recorded (audio/video/screen recording).

1. I agree to participate in this study under the conditions set out in the Information Sheet.

**Declaration by Participant:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consent to take part in this study.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This project has been evaluated by peer review and judged to be low risk. Consequently, it has not been reviewed by one of the University’s Human Ethics Committees. The researcher(s) named above are responsible for the ethical conduct of this research.***

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