

Appendix E: Observation Sheet (to be filled by moderator) **RETROSPECTIVE SELF-OBSERVATION BASED ON RECORDING**

E.0 Participant Information	
E.0.1 Participant ID: <u>0</u>	E.0.2 Session date: <u>06-APR-2025</u> <small>/DD-MMM-YYYY/</small>

E.1 Session timing	
E.1.1 Session Start Time: <u>15:33</u>	E.1.2 Session End Time: <u>15:50</u>

E.2 Session Environment	
E.2.1 Session is conducted: <input checked="" type="checkbox"/> Face-to-Face <input type="checkbox"/> Remotely	E.2.2 Location of the face-to-face session or software used for remote access and observation: <u>N/A</u>

E.3 Pre-test impression of participant	
E.3.1 The participant seems: <input checked="" type="checkbox"/> Calm <input type="checkbox"/> Nervous <input type="checkbox"/> Tired <input type="checkbox"/> Irritated / Annoyed <input type="checkbox"/> _____	E.3.2 The participant's verbal behavior seems: <input checked="" type="checkbox"/> Talkative / Verbally expressive <input type="checkbox"/> Minimal answers / Quiet <input type="checkbox"/> Balanced – nether talkative, nor quiet <input type="checkbox"/> _____

E.4 Observation Summary
<p><u>This session aims to validate task design.</u> <u>Conducted by the moderator themselves.</u></p> <p><u>Nothing of concern was observed. High confidence in</u> <u>performing the tasks thanks to prior knowledge.</u> <u>Data from this session is not to be used in the results.</u></p> <p><u>Combined time for all tasks: 14 minutes</u></p> <p>1. Overall Usability Issues Identified: <u>N/A</u></p> <p>_____</p> <p>_____</p> <p>2. Positive Feedback: <u>N/A</u></p> <p>_____</p> <p>_____</p> <p>3. Improvement Recommendations: <u>N/A</u></p> <p>_____</p> <p>_____</p>

E.5 Task Observations

E.5.1 Task 1 Observation			E.5.2 Task 2 Observation		
E.5.1.1 Task Timing			E.5.2.1 Task Timing		
E.5.1.1.1 Task start time: <u>15:34</u>	E.5.1.1.2 Task end time: <u>15:37</u>	E.5.1.1.3 Total time spent on this task: <u>3</u> minutes	E.5.2.1.1 Task start time: <u>15:38</u>	E.5.2.1.2 Task end time: <u>15:41</u>	E.5.2.1.3 Total time spent on this task: <u>3</u> minutes
E.5.1.1.4 Time allowed for this task: 20 MINUTES			E.5.2.1.4 Time allowed for this task: 20 MINUTES		
E.5.1.2 Task Events Timeline (notable quotes, critical incidents)			E.5.2.2 Task Events Timeline (notable quotes, critical incidents)		
<div style="border: 1px solid black; padding: 10px; height: 400px;"> <div style="position: absolute; top: 0; left: 0; width: 100px; height: 20px; background-color: black; color: white; text-align: center;">TASK START</div> <div style="position: absolute; bottom: 0; left: 0; width: 100px; height: 20px; background-color: black; color: white; text-align: center;">TASK END</div> <p style="text-align: center; margin-top: 100px;">Nothing of concern.</p> </div>			<div style="border: 1px solid black; padding: 10px; height: 400px;"> <div style="position: absolute; top: 0; left: 0; width: 100px; height: 20px; background-color: black; color: white; text-align: center;">TASK START</div> <div style="position: absolute; bottom: 0; left: 0; width: 100px; height: 20px; background-color: black; color: white; text-align: center;">TASK END</div> <p style="text-align: center; margin-top: 100px;">Nothing of concern.</p> </div>		
E.5.1.3 Task Execution Overview			E.5.2.3 Task Execution Overview		
E.5.1.3.1 Completion: F = Fully completed P = Partially Completed N = Not Completed F	E.5.1.3.2 Total number of assists (AS): <u>0</u>	E.5.1.3.3 Total number of errors (ER): <u>0</u>	E.5.2.3.1 Completion: F = Fully completed P = Partially Completed N = Not Completed F	E.5.2.3.2 Total number of assists (AS): <u>0</u>	E.5.2.3.3 Total number of errors (ER): <u>0</u>
E.5.1.3.4 Total number of task breakdowns (TB): <u>0</u>			E.5.2.3.4 Total number of task breakdowns (TB): <u>0</u>		

E.5.5 Task 5 Observation			E.5.6 Additional Notes (if applicable)
E.5.5.1 Task Timing			<p>1. No account registration process. ↳ Might need to give a few minutes for this where applicable.</p>
E.5.5.1.1 Task start time: <u>15:47</u>	E.5.5.1.2 Task end time: <u>15:49</u>	E.5.5.1.3 Total time spent on this task: <u>2</u> minutes	
E.5.5.1.4 Time allowed for this task: 20 MINUTES			
E.5.5.2 Task Events Timeline (notable quotes, critical incidents)			
<div style="border-left: 2px solid black; padding-left: 10px; min-height: 400px;"> <div style="background-color: black; color: white; padding: 2px 5px; text-align: center;">TASK START</div> <div style="margin-top: 50px; text-align: center; font-size: 1.2em;">Nothing of concern.</div> <div style="background-color: black; color: white; padding: 2px 5px; text-align: center;">TASK END</div> </div>			
E.5.5.3 Task Execution Overview			<p>Total: <u>0</u></p> <p>AS: <u>0</u></p> <p>ER: <u>0</u></p>
E.5.5.3.1 Completion: F = Fully completed P = Partially Completed N = Not Completed	E.5.5.3.2 Total number of assists (AS): <u>0</u>	E.5.5.3.3 Total number of errors (ER): <u>0</u>	
E.5.5.3.4 Total number of task breakdowns (TB): <u>0</u>			
			<p>Completion:</p> <p>F - <u>5</u></p> <p>P - <u>0</u></p> <p>N - <u>0</u></p>