

CUTGROUP CONSENT TO PARTICIPATE IN USABILITY TEST

What is the purpose of this test?

We are asking you to participate in a usability test because we are trying to learn more about how people are likely to use the website you are being asked to test.

How much time will this take?

This usability test will take about 50-60 minutes of your time as follows: 5-10 minutes of introduction, 40 minutes for evaluating the site and 5-10 minutes of wrap-up.

What will I be asked to do if I agree to participate in this study?

If you agree to be in this study, you will be asked to perform basic interactions with the website or application under consideration.

What are the risks involved in participating in this study?

Being in this study does not involve any risks other than what you would encounter in daily life interacting with a computer-based application. It is important that you understand that your information will remain confidential during and after the testing session.

What are the benefits of my participation in this study?

You will not personally benefit from being in this study beyond the basic remuneration that has been offered. However, we hope that what we learn will help contribute to improving the quality of the applications being studied.

Will my participation be confidential?

Your personal information will be collected in accordance with [City Tech Collaborative's Privacy Policy](#). Except as described in the [Privacy Policy](#) or below, your information will remain confidential during and after the testing session. We will not include any information that will identify you in any report that we may publish.

Some test sessions will be video recorded (if remote, the video session with the proctor will be recorded). Following the session, the video recordings may be analyzed by City Tech Collaborative staff in order to provide further feedback, and videos with voice and the website interface may be shared to educate others about website usability.

How will the confidentiality of the research records be protected?

The records of this study will be kept confidential. In any report we might publish, we will not include any information that will identify you. Study records will be stored securely and only the CUTgroup will have access to the records that identify you by name. Some people might review our records in order to make sure we are doing what we are supposed to. If they look at our

records, they will keep your information confidential. Digital versions of all video recordings will be kept in password-protected files and will be destroyed within three years after start of the study. Images from studies may be kept longer, as they may be used for broader communications.

Can I decide not to participate? If so, are there other options?

Yes, you can choose not to participate. Even if you agree to be in the study now, you can change your mind later and leave the study. There will be no negative consequences if you decide not to participate or change your mind later.

Who can I contact for more information?

Meera Raja, City Tech Collaborative
meera.raja@citytech.org

EXAMPLE

Statement of Consent:

TO PARTICIPATE IN THIS STUDY, YOU MUST AGREE TO THE TERMS OF [CITY TECH COLLABORATIVE'S PRIVACY POLICY](#), WHICH ADDRESSES THE PERSONAL INFORMATION WE COLLECT RELATING TO PARTICIPANTS LIKE YOU, AND HOW WE STORE, USE AND SHARE THAT INFORMATION. PLEASE CONFIRM THAT YOU HAVE READ AND AGREED TO THE PRIVACY POLICY. UPON REQUEST, YOU WILL BE GIVEN A COPY OF THIS INFORMATION TO KEEP FOR YOUR RECORDS.

I have read the above information and [City Tech's Privacy Policy](#) and (check one:)

- ☐ I consent to be in this study
- ☐ I **DO NOT** consent to be in this study, but consent to the privacy policy and agree that City Tech may retain my information and contact me regarding potential participation in future opportunities
- ☐ I **DO NOT** consent to be in this study and request City Tech to delete my information from their records. I understand this will remove me from the CUTgroup list and I will have to sign up again to make me eligible to participate in future CUTgroup activities.

Signature: _____ Date: _____

Printed name: _____

Personal Release for Filming:

I authorize City Tech to take and use photos and video recordings of me in connection with the usability study and the CUTgroup program.

Signature: _____ Date: _____

Printed name: _____