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| UNIVERSITY OF DUNDEESCHOOL OF COMPUTING ETHICS COMMITTEE APPROVAL FORM |

Title of project: RateMyClass

Name of Lead Investigators (Student in case of project work): Kevin McKenzie

Module Code if applicable: AC40001 Module Name: Individual Project

Research Supervisor / Other Academic Staff involved: Janet Hughes

Email address: k.m.z.mckenzie@dundee.ac.uk Funding Body (if applicable)

Estimated start date 01/01/2015 Estimated end date 01/05/2015

Date submitted: 24/11/2014 SoCEC Ref no. (LEAVE BLANK)

**DECLARATION:**

I have read and understand the University of Dundee Guidelines for ethical practices in research and the School of Computing Code of Practice for Research involving Human Participants. I confirm that my research abides by these guidelines as embodied in the statements in Part A below.

Print Name: Kevin McKenzie Date:…………………24/11/2014

*Students must ensure that their supervisors review their application before submission as this can prevent delays in being able to commence a study.*

I confirm that I have reviewed this application and consider this application ready for submission.

Print Name Janet Hughes Date 24/11/2014

(Supervisor)

**PART A**

The declaration above confirms that you will:

* Provide an information sheet to participants which describes the main procedures to participants in advance so that they are informed about what to expect;
* Tell participants that their participation is voluntary (both in information sheets and consent forms);
* Obtain written informed consent for participation and provide participants with a copy;
* Ask participants for their consent to being observed, should the research be observational;
* Ensure that participants are able to read and understand the participant information sheet;
* Tell participants that they may withdraw from the research at any time without penalty and for any reason;
* Give participants the option of omitting questions they do not want to answer if a questionnaire is used
* Tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs;
* Tell participants that all recordings, e.g. audio/video/photographs, will not be identifiable unless prior written permission has been given by the participants;
* Debrief participants at the end of their participation (i.e. give them a brief explanation of the study).

**PART B**

Please answer the following questions:

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|  | | | YES | NO |
| 1 | Will your project involved deliberately misleading participants in any way? | |  | **X** |
| 2 | Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? If Yes, give details on a separate sheet and state what you will tell them to do if they should experience any problems (e.g. who they can contact for help). | |  | **X** |
| 3 | Do participants fall into any of the following special groups? | Children (under 18 years of age) |  | X |
| People with Intellectual or communication difficulties |  | X |
| Note that you will also need to obtain satisfactory Disclosure Scotland (or equivalent) clearance when working with vulnerable people. | People in custody |  | X |
| People engaged in illegal activities (e.g. drug-taking) |  | X |
| Non-human animals |  | X |
| NHS Patients |  | X |
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**PART C**

You must provide the information listed below:

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| 1. Title of project.  RateMyClass |
| 2. Purpose of project, background and its academic rationale.  This project will be a continuation of earlier rateMyLab work by the School of Computing: it would allow for further development of an app for Android tablets that would be placed in student labs/lecture theatres to gather from students: (1) end-of-class ratings; (2) text comments; (3) (possibly) attendance information.  The project will also provide a system which will allow for analysis of the feedback data (e.g. for particular lecturers, modules, etc.), which will be stored in a server-side database. The system will be accessible to all lecturers for their relevant classes and modules.  Throughout this project, the end user is to be the focal point. Various user-centred design techniques and strategies will be used, including rapid prototyping and user profiling. User testing will be thorough, with the app being tested in the end user environment (i.e. in a lab/lecture) in order to ensure that feedback is as relevant as possible.  Student feedback is an important tool that benefits all contributors to a lecture or lab class: (i) giving students a mechanism to report their assessment of the class in question and thereby influence related classes and (ii) helping lecturers to identify and tackle issues experienced by their students and thereby subsequently develop the curriculum accordingly (Johnson, 2009).  There is an already existing app (rateMyLab), developed by the School of Computing, which aimed to provide a mechanism for obtaining such feedback, but it needed improvement – although it was simple and quick to use, the feedback it obtained was seriously lacking in detail (it allowed users to specify whether a lab was good, bad or average – without specifying *why*). This problem is what we aim to solve with this new phase of development. The aim is to provide a mechanism which allows for richer feedback, whilst maintaining the simplicity and accessibility of the original rateMyLab app. |
| 3. Brief description of methods (e.g. interviews) and data analysis.  The app will be evaluated in this way:   * Informal discussions will be conducted with students and staff at the end of every development sprint (in a ‘sprint review’) during development in order to gauge how well the user stories developed in said sprint have been implemented. In these sessions the user stories developed in the sprint will be demonstrated to the students/staff and then feedback can be given by these. * During final evaluation (after app has been developed) there will be a final evaluation which will consist of these methods:   + The app (installed on a tablet) will be used in a real-life class situation.     - The tablet will be left somewhere in the class, and students will be informed of its usage and asked to use it to give feedback     - A researcher will be present, in order to record how students are using it (in terms of 2 main variables – time taken to give feedback and no. of errors made).     - Students in the class will be given the option to complete a Simple Usability Scale.   + Final interviews will be conducted with a selection of staff and students.     - These will be asked to briefly use the app.     - A researcher will be present, in order to record how students are using it (in terms of 2 main variables – time taken to give feedback and no. of errors made).     - They will then be asked a series of pre-defined questions, and asked to complete a Simple Usability Scale (SUS) and demographics questionnaire (see attached documents).     - They will also be offered the opportunity to give any comments.   During all of these evaluations, all students and staff will be asked to give consent before participating.  The final analysis will be conducted by taking the results from the aforementioned methods of evaluation and finding the average time taken to give feedback, average no. of errors made, and average usability rating (from the SUS questionnaire). These will then be measured against pre-defined levels of acceptability to ascertain if the app meets the desired standards of usability. |
| 4. Participants  4a recruitment methods:  Contact students for interview/testing - send broadcast emails to all SoC students appealing for participants  Contact staff for interview/testing – email selected staff and ask them to participate.  Contact staff for class-based testing – email selected member of staff and ask them to allow app to be used in one of their classes.  4b number:  10+  4c age:  18+  4d gender:  Any gender  4e exclusion/inclusion criteria:  Must be a student at University of Dundee/member of staff at School of Computing |
| 5. Consent and participant information arrangements:  Consent forms and an Information Sheet have been attached to this application. The demographics and Simple Usability Scale questionnaires have also been attached.  Researcher will read all of the sheets and forms to participants, and assist the participants in giving consent/answering questions. |
| 6. Debriefing / Feedback:  Each participant will be provided with the following statement at the outset of the study:  This study tests the performance of a tablet-based app that is used to gather feedback from students about a single lab or lecture. With your data, we are hoping to show that the app fulfils the School of Computing’s requirements and meets high standards of usability. Please feel free to contact us at [k.m.z.mckenzie@dundee.ac.uk](mailto:k.m.z.mckenzie@dundee.ac.uk) if you wish to be notified of the results of the study. Also, you are warmly invited to attend the final Honours Project demonstrations at the end of Semester 2 at the Queen Mother Building, University of Dundee. |
| 7. A clear but concise statement of how you will ensure confidentiality, any ethical considerations raised by the project and how you intend to deal with them.  Each participant will be assigned a unique identification (e.g. VI1, VI2) after the exercise has been completed. This ID will be the sole identification used throughout the entire study (and in processing the study results) to identify that the set of data has come from a single participant. Data will be stored in an anonymised manner. No photographs or video footage will be recorded of any participants (except students’ hands will appear in recording of tablet screen during class-based testing).  The study presents no obvious ethical risks to any participants. |
| 8. Participants forms (See code of practice for examples and standard consent form).  I have attached [1] information sheet/s.  I have attached [1] consent form/s  I have attached [0] combined information/consent form/s  I have attached [0] release form/s.  I have attached [1] demographics questionnaire.  I have attached [1] Simple Usability Scale questionnaire. |
| 9. If external ethical approval has been granted, please attach approval letter and tick box ❑. |

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| **There is an obligation on the lead researcher to bring to the attention of the Ethics Committee any issues with ethical implications not clearly covered by the above checklist.** |
| Email this form and accompanying attachments as a zip file with your name and date submitted to [ethics@computing.dundee.ac.uk](mailto:ethics@computing.dundee.ac.uk) |

We would like to invite you to take part in our research study. Before you decide, we would like you to

# understand why the research is being done and what it would involve for you. A member of the research

# team will go through the information sheet with you and answer any questions you have. This study tests the performance of a tablet-based app that is used to gather feedback from students about a single lab or lecture. With your data, we are hoping to show that the app fulfils the School of Computing’s requirements and meets high standards of usability. Please feel free to contact us at [k.m.z.mckenzie@dundee.ac.uk](mailto:k.m.z.mckenzie@dundee.ac.uk) if you wish to be notified of the results of the study. Also, you are warmly invited to attend the final Honours Project demonstrations at the end of Semester 2 at the Queen Mother Building, University of Dundee.

# What is the ‘RateMyClass App Evaluation’ study?

# Many staff often have difficulty gaining accurate, detailed feedback from students about their labs and lectures. We have developed an app which we hope will aid in this endeavour.

# In this study, we are attempting to evaluate the suitability and usability of this app. To do this, we will have you run through the standard usage of the app, giving feedback for a class (Note: depending on your time of participation, class may be fictional/hypothetical).

# Do I have to take part in the study?

# It is up to you to decide to join the study. We will describe the study and go through this information

# sheet with you. If you agree to take part, we will then ask you to sign a consent form. You will be given

# copies of these forms to keep. You will be provided time to ask any questions you may have of the

# researchers. Please also feel free to ask questions at any time during the study. You will be asked a number of demographic questions (e.g. age, occupation, sex). All questions are optional.

# What happens if I wish to withdraw from the study?

# You are free to withdraw at any time, without giving a reason and without penalty. You can omit any question or any part of the study if you wish to.

# What will I have to do?

There are 3 key points regarding your involvement in this study:

* Your participation is entirely voluntary
* You can withdraw from the study at any time
* You can omit any question from the study

You will be seen by a researcher at the School of Computing, University of Dundee, in a user-based lab study session. The researcher may begin by asking you for some general information about yourself (e.g., age) using a demographic questionnaire. You will then complete the study. It will take less than 5 minutes, and it assesses how quickly and easily you can use the app. You will then be given another questionnaire which assesses your feelings and opinions about using the app. Overall, the session will take less than 10 minutes. The aim of this research is not to ‘test’ you but to help us to evaluate the quality of our app.

**What are the possible disadvantages and risks of taking part?**

There is no risk of any injury of danger to participants.

**What are the possible benefits of taking part**?

In our experience, people enjoy taking part in research as they are helping to develop new technology.

Your involvement will help us to understand how our app can be improved, which can

potentially help lecturers improve the quality of their classes (thus directly benefitting students).

**What happens at the end of the study?**

The analysis of the data will be completed by May 2015. The results of this study may be published

academic journals and presented at academic conferences. If you would like to know the outcome of the

study, I will send you a copy of the study report by July 2015.

**What if there is a problem?**

If you have a concern about any aspect of this study, you should speak to the study supervisor, Kevin McKenzie, who will do his best to answer your questions [phone: 07758270527 or email:

k.m.z.mckenzie@dundee.ac.uk]. If you remain unhappy and wish to complain formally, you can do this by

speaking to Dr Janet Hughes, Dean and Head of School of Computing, University of Dundee [phone:

01382 385195 or email: [jhughes@computing.dundee.ac.uk](mailto:jhughes@computing.dundee.ac.uk)].

**Will my information be kept confidential?**

Yes. We will follow ethical and legal practice and all information about you will be handled in

confidence. To ensure anonymity, personal records will only be available to the research team for the

duration of the study and will not be kept together with the results or be presented in the report. If your

data is used for publications or presentations, no reference to your identity will be made.

**Who has reviewed this study?**

The School of Computing’s Ethics Committee, which has responsibility for scrutinising all proposals for

non-clinical research on humans at the University of Dundee’s School of Computing, has examined the

proposal and has raised no objections from the point of view of ethics.

**Thank you**

Thank you for taking the time to read this Information Sheet and for considering taking part in this study.

Please

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box

1. I confirm that I have read and understand the information sheet dated ……………..

(version ……) for the above study. I have had the opportunity to consider the

information, ask questions and have had these answered satisfactorily.

2. I understand that my participation is voluntary and that I am free to withdraw from the

study at any time without giving any reason and without penalty.

3. I understand that researchers will follow ethical and legal practice and all information about me will be handled in confidence. To ensure anonymity, personal records will only be available to the research team for the duration of the study and will not be kept together with the results or be presented in the report. If my data is used for publications or presentations, no reference to my identity will be made.

4. I understand that data collected during the study may be looked at by individuals from

the research team where it is relevant to my taking part in this research. I give

permission for these individuals to have access to my data.

5. I agree to take part in the above study.

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Name of Participant Signature Date

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Name of Researcher taking Consent Signature Date When completed: 1 for participant; 1 for researcher site file.

**Demographics Questionnaire** Participant ID\_\_\_\_\_\_\_\_

*RateMyClass App Evaluation*

All questions are optional.

1. Handedness: Left Right Ambidextrous (circle one)

2. Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Capacity: Staff Student (circle one)

4. Course Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Simple Usability Scale questionnaire**

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| --- | --- | --- | --- | --- | --- |
|  | Strongly Disagree  1 | 2 | 3 | 4 | Strongly  Agree  5 |
| 1. I think that I would like to use this product frequently |  |  |  |  |  |
| 1. I found the product was not too complex |  |  |  |  |  |
| 1. I thought the product was easy to use |  |  |  |  |  |
| 1. I think that I would be able to use this product without the support of a technical person |  |  |  |  |  |
| 1. I found the various functions in the product were well integrated |  |  |  |  |  |
| 1. I though the product was consistent |  |  |  |  |  |
| 1. I imagine that most people would learn to use this product very quickly |  |  |  |  |  |
| 1. I didn’t find the product awkward to use |  |  |  |  |  |
| 1. I felt very confident using the product |  |  |  |  |  |
| 1. I could get going with this product without having to learn a lot of things |  |  |  |  |  |