**Deadline: BCS, Project Specification, Ethics Form and Supporting Material**

Don’t leave this until the last minute. There is quite a lot to do. See the 4 sections below.

1. **BCS – British Computer Society**

Watch the BCS Code of Conduct and Research Ethics lecture (in Assessment folder on the BB site).

Complete the BCS Code of Conduct & Research Ethics **Test** (until you get a mark of 70% or above). This is also in the Assessment folder on BB.

1. **Project Specification – upload to BB.**

Project specification examples are available in 2 places:

* as an appendix to the module handbook in Learning Materials.
* in most of the Project Report examples on BB, the project specification will be included as an appendix.

The blank document to fill is an appendix to the handbook (in Learning Materials) – Appendix A Project Specification Pro-forma 2022-23.docx. Fill in this document and ask for feedback from your project supervisor before submitting it to BB.

Sign (by typing your name) the final three boxes to agree that you:

* have completed the BCS training with a mark of 70% or above (this is a compulsory part of your project and it must be completed before you can receive feedback on your project specification).
* have read and accept the 'Guidance on Publication Procedures' information (available in Learning Materials on the BB site).
* commit to using the university Participant Information Sheet for all user testing (this is available as an appendix to the Module Handbook and in Learning Materials/Ethics)

1. **Ethics Form – upload to BB**

If you are going to show your deliverable to anyone you need to complete the UREC2 Ethics Form. If you are only doing hardware testing then a UREC1 is sufficient. Both forms are available as an appendix to the Module Handbook and in Learning Materials/Ethics.

Your supervisor needs to sign this form. It is sufficient to type in your own name and date, email it to your supervisor who then types in their name/date and emails it back to you. The email chain is sufficient proof that your supervisor has seen and agreed the ethics form.

1. **Support Materials – upload to BB**

The ethics form requires you to also submit your first attempt at all the material you will use to approach people as part of your project. There are 3 items here.

* **The Participant Information Sheet** (you have to sign on the Project Specification to say you will use this as the basis of any documentation) is available on BB as an appendix to the Module Handbook and in Learning Materials/Ethics. Please use this as a checklist when creating your information sheet for participants.
* **The Participant Consent Form** - an example of a participant consent form is on BB in Learning Materials/Ethics.
* **Participant Questionnaire/Survey/Test** - you need to submit your first attempt at the questionnaire/survey/test you will ask participants to carry out.