# Informed Consent Form template instructions for students:

This template should be adapted to meet the needs of your study. It does not cover all eventualities, and not all statements will be relevant to your study. Depending on the type of study you are planning, and what is involved, you will need to determine the statements that are appropriate to include.

The Informed Consent form concisely covers the main points of the *Participant Information Sheet*, phrased as statements with which potential participants can agree or disagree. You must not ask participants to consent to points not included in the *Participant Information Sheet*.

**Remove the 2 pages of template instructions in your final version—only keep the form part.**

## Add a study title.

Provide an appropriate title\* for your study, that includes the module code and is phrased in a way that is unlikely to bias participant behaviour—e.g. watch out for priming them in some way. Ensure the title is understandable to a non-expert. Avoid using jargon or unnecessarily academic language. \*For the UCSD coursework, you can leave the current form title as is. The title must be the same as that on the study’s *Participant Information Sheet*.

## Review and amend form content.

Review all parts of informed consent form, particularly those that are in red. Amend/delete as appropriate, to align with what you are planning to do, and what you are able to provide assurance of.

Additional statements that it *may* be necessary/appropriate to include on the form

*Data logging*

* I agree to the automated logging of data during computer/mobile device-based tasks.

*Use of video/imagery*

* I agree to being photographed during the session.
* I consent to the use of images (photographs/video stills) in publications and/or presentations.
* I consent to my face being shown in any images (photographs / video stills) used in publications and/or presentations. I understand that my name would not accompany any such stills or clips.
* I consent to the use of video clips in publications and/or presentations.
* I consent to my face being shown in any video clips used in publications and/or presentations. I understand that my name would not accompany any such stills or clips.

*Groups and workshops*

* I agree to take part in a focus group discussion.
* I agree to take part in a workshop, in which I undertake tasks as part of a group.

*Data sharing with others*

* I understand that anonymised direct quotes from me, de-identified results and screen images, may be shared with [name of organisation or party].

*Confidentiality*

* I agree to maintain the confidentiality of [group] discussions.

*Other*

* If you are planning to do anything that wouldn’t be covered by these or the other statements on the form, come up with a statement that accurately describes what you are planning to do.

Once you have amended the content, adjust the statement row numbering and make all text black.

Ideally, keep the form on a single page. If it must span two pages, add page numbers.

## Use the form

Go through the Informed Consent form with the participant and ensure that they understand it.

Both you and the participant must sign the Informed Consent form before any data is collected. Each of you should get a copy of the signed form, i.e. you will each sign two copies of the same form.

Please keep copies of your Informed Consent forms until your coursework has been returned and your mark has been approved by the Board of Examiners. You may be asked to provide them at any time before then.

**Note:** For online surveys/questionnaires, which must be created in Qualtrics for student projects, a separate Informed Consent form would normally not be required. Instead, consent can be obtained through one of the following options:

* A tick box (or tick boxes) for the participant to tick to agree to taking part (e.g. ‘I understand what taking part in this study will involve. I agree to take part in this study.’); or,
* A statement directly after the participant study information explaining that consent is provided by virtue of completing the survey; or,
* Implementing the Informed Consent form into the questionnaire, requiring respondents to complete it before they provide any data.

**Participant Informed Consent Form**

Title of Study: IN3065 User-Centred System Design 2025 Coursework Project

Please tick

or initial box

|  |  |  |
| --- | --- | --- |
| 1 | I confirm that I have read the *Participant Information Sheet* for this student coursework project, and can keep a copy of that information for my records. The study has been explained to me, and I had opportunity to ask questions, which were answered satisfactorily. |  |
| 2 | I understand that my participation is voluntary, that I can choose not to participate in part or all of the project, and that I can withdraw [at any stage], without penalty or disadvantage. |  |
| 3 | I understand that I will be able to withdraw my data up to [X days] after the session has taken place (inclusive of the date of the session). |  |
| 4 | I agree to be interviewed (asked verbal questions). |  |
| 5 | I agree to complete [a] questionnaire[s]. |  |
| 6 | I agree to undertake given tasks [on a computer/mobile device] [while being observed]. |  |
| 7 | I agree to ‘think aloud’ while undertaking tasks. |  |
| 8 | I agree to screen-recording of tasks I undertake. |  |
| 9 | I agree to the session being audio recorded. |  |
| 10 | I agree to the session being video recorded. |  |
| 11 | I understand that anonymised direct quotes from me, de-identified results and screen images, may be reused in future teaching. |  |
| 12 | I agree to the use of anonymised direct quotes from me in the written part of this project*.* |  |
| 13 | I understand that anonymised direct quotes from me, de-identified results and screen images, may be used in, reports, presentations, posters, publications and portfolios of the student’s work. |  |
| 14 | I understand that no information that could lead to the identification of any individual will be shared with any other party other than the researcher and those involved in marking and moderating the coursework. |  |
| 15 | I agree to City St George’s recording and processing this information about me. I understand that this information will be used only for the purpose(s) explained in the *Participant Information Sheet*, and my consent is conditional on City complying with its duties and obligations under the General Data Protection Regulation (GDPR). |  |
| 16 | I understand that data from this study will be stored securely on a password-protected device, and deleted/destroyed after the coursework marks have been approved by the Examinations Board. |  |
| 17 | I agree to take part in this study. |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Name of Participant |  | Signature |  | Date |  | Contact |
|  |  |  |  |  |  |  |
| Name of Researcher |  | Signature |  | Date |  | Contact |