

## **Ethics checklist form for 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> year, MSc IT/CS/ACS projects**

*This form is only applicable for projects that use other people ('participants') for the collection of information, typically in getting comments about a system or a system design, getting information about how a system could be used, or evaluating a working system.*

***If no other people have been involved in the collection of information, then you do not need to complete this form.***

*If your evaluation does not comply with any one or more of the points below, please submit an ethics approval form to the Department Ethics Committee.*

*If your evaluation does comply with all the points below, please sign this form and submit it with your project.*

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1. Participants were not exposed to any risks greater than those encountered in their normal working life.

*Investigators have a responsibility to protect participants from physical and mental harm during the investigation. The risk of harm must be no greater than in ordinary life. Areas of potential risk that require ethical approval include, but are not limited to, investigations that occur outside usual laboratory areas, or that require participant mobility (e.g. walking, running, use of public transport), unusual or repetitive activity or movement, that use sensory deprivation (e.g. ear plugs or blindfolds), bright or flashing lights, loud or disorienting noises, smell, taste, vibration, or force feedback*

2. The experimental materials were paper-based, or comprised software running on standard hardware.

*Participants should not be exposed to any risks associated with the use of non-standard equipment: anything other than pen-and-paper, standard PCs, mobile phones, and PDAs is considered non-standard.*

3. All participants explicitly stated that they agreed to take part, and that their data could be used in the project.

*If the results of the evaluation are likely to be used beyond the term of the project (for example, the software is to be deployed, or the data is to be published), then signed consent is necessary. A separate consent form should be signed by each participant.*

*Otherwise, verbal consent is sufficient, and should be explicitly requested in the introductory script.*

4. No incentives were offered to the participants.

*The payment of participants must not be used to induce them to risk harm beyond that which they risk without payment in their normal lifestyle.*