

Experiment Procedure and Script

READ THIS CAREFULLY BEFORE EACH SUBJECT YOU RUN

Use this document as a guideline for subject-running procedures and as template for how to interact with participants. Consistency across experimenters is crucial, to try to follow these procedures and the italicized text as closely as possible.

Overall Strategies: Be polite, supportive, competent, confident, and professional. In addition, be encouraging and upbeat. Our study can be a bit long, boring or even frustrating. The happier participants are, the better data we will get. Let them know that we are grateful for their attendance to our research project. In addition, attention to detail is crucial. Be thorough and methodical during the study and take notes on anything that is interesting or unusual.

Arrange to meet your participant in a quiet place. Send them a reminder email about the time, location, and duration of the study the night before. Arrive to the appointment early and make sure all equipment and materials are prepared in advance, including: Have a comfortable chair and table ready, ensure that your computer is fully charged or plugged in, open the Ibex experiment and close all other programs in the background which make your computer liable to run slowly. Have the consent form and a pen ready. Get 10€ and the payment signature sheet from Les beforehand and have it ready. Have some water and maybe some snacks available (but don't let them become distractions.) Remove or minimize any potential distractions from the area (e.g., other objects from the table, turn off the TV and radio, close doors and windows if noisy outside, etc.). Know where the nearest bathroom is. If possible, try to avoid other people coming and going into the room during the experiment (e.g., put up an "Experiment in Progress" sign, or let your roommates / friends know in advance so that they don't unexpectedly show up).

Greeting: *Hi, I'm {Name}. Is it ok if we speak in English? Thank you for agreeing to participate in this experiment. It was designed by my student colleagues and me as part of the requirements for an Experimental Methods course. Unfortunately, we can't reward you for your time but please know that you are contributing to a research project that was developed by a group of students, and we are very grateful.*

You're going to be looking at my laptop and reading short stories in German for the next 30-40 minutes, so if you need to use the restroom, now would be the best time. Please read this Consent Form. Let me know if you have any questions. If everything looks OK, please fill it out and sign it.

Confirm that they have signed the Consent Form and provided all the required information. Verify that they are a native speaker of German (i.e., that it has been their dominant language since the age of 6). We might even want to check for that before we meet our participants.

Introduction to Procedure: *Great, so we are ready to start! Do you have a cell phone with you? If so, please turn it on silent and put it away for the duration of this study. You'll get step by step instructions in German on the computer, but in summary you'll be reading short profiles about people on this computer. The last sentence of each profile will appear one word at a time. You can press the space bar on the laptop to see each word. After each profile, you will answer a Yes / No question about it. Press J for YES (as in Ja) and F for NO (as in Falsch). Use your best judgment to answer the questions, but don't overthink it. This is not an IQ test. Your first intuition is probably correct. However, base your answers only on the information that was given. For example, a profile might say something like, "John likes to play hockey." If the question then asks, "Does John like to play football?", the best answer would be No since the profile did not mention football. Everything will become clear when we do a few practice trials, so I suggest we can now start with them! Are you ready?*

Start the Experiment: Enter the participant's number in Ibex (see below for what subject numbers to use). Ask the participant to read the instructions carefully, even though it will repeat some of what you already said (Repetition is a good thing!), and let them know that it is ok to ask questions. Make sure that you yourself completely understand the instructions and the task before running any subjects. If the participant has any questions, use the information provided in the Ibex instructions as the basis for answering their questions. Be careful not to give away the critical manipulations or to inadvertently alter the participant's attention or behavior from what can be considered "normal".

Now that you completed the practice trials, do you have any questions?

Check whether participant's index fingers are on the keys J and F keys and the thumbs are on the space bar.

You are going to read a total of 100 profiles. Understanding the profiles and answering the questions correctly is much more important than finishing quickly, so don't rush through it. The study is self-paced, so you can take as much time as you like between profiles. If you find yourself losing focus, just take a short break to refocus your attention on the task. In addition, there will be a longer break after every 25 profiles (approximately every 10 minutes). Do you have any questions?

Make sure that the experiment is running properly and stay near by (but not so close as to be a distraction) in case there are any questions or problems. Once you have established that everything is running ok, you can do some sort of silent activity (study, read, etc.) but be sure check on them from time to time to make sure that they are still following the experiment and that their hands are placed correctly.

Breaks: Chat a bit with them to give them a short break (3-4 minutes). *How's it going? Would you like some water/chocolate? Do you want to stretch or move around a bit?* However, don't talk about the study unless they have specific procedural questions. For any other questions about the study, tell them that you can talk about it after the study is finished.

End of Experiment: Make sure that the Ibex script says it has completed. *Good job! We're almost done. I just want to ask you a few follow-up questions.* Give them some water or a snack.

Exit Survey: Open the Exit Survey on Google Docs. *Thanks again for participating in this study! We really appreciate it!* Read out each of the questions in order and take your time. They are organized from general to more specific. Avoid using "leading questions" by reading the question as written and allow them to say whatever comes to mind. You can then follow up with more detailed or leading questions, if appropriate. Enter the participant's responses in the appropriate cells next to their subject number as close to verbatim as possible. In addition, make notes of anything interesting or surprising that comes up and which could be interesting for your final report.

Note how long the Ibex experiment itself lasted (**excluding** introductions, exit survey and debrief) and the total time (from when participant arrived to when they left). Note anything else interesting or problematic about the session (e.g., Participant said that they really enjoyed the experiment; During the exit survey, the participant suggested X; Participant seemed like they were in a hurry to leave; Ibex crashed after the first break; etc.)

Debrief: *If you are interested, this sheet tells you more about the experiment and what we were measuring. Take your time and let me know if you have any questions, but please give it back to me when you are done.*

Let them read the debriefing form, but do not let them keep it (because we don't want other potential participants to potentially read it before participating). Answer any questions they might have and make notes in the Exit Survey of anything that comes up that could be interesting for your final report.

Thanks again for your valuable participation! Please don't tell anyone else that might eventually participate in this study about any of the details because it might affect how they would respond. Put the consent form someplace for safe keeping.

Payment: Give the participant 10€ and have them fill out the payment signature sheet (*Versuchspersonenvergütung*). **Confirm** that they have filled in all the information and signed it. **Do not lose the original version of this form or you can not be reimbursed.**

Subject numbers

Each student will run 4 participants. Use the following subject numbers for “your” participants:

Aitor	1-4
Alessandra	5-8
Conrad	9-12
Francesca	13-16
Gareth	17-20
Lennart	21-24
Luigi	25-28
Mahsa	29-32
Medha	33-36
Priyanka	37-40
Suvda	41-44
Vojtech	45-48
Zuzana	49-52