

Usability Testing Guidelines

Informed consent form

As per the Web Presence Policy for staff, under ethical practices for working with users, all usability testing participants must sign a consent form providing their consent to share their feedback with the team/sponsor of the usability study.

Below are two sample consent forms:

Sample 1

I agree to participate in the study being conducted and recorded by _____.

I understand and consent to the use and release of the recorded data by _____. I understand that the information and recording is for research purposes only and that my name and image will not be used for any other purpose. I relinquish any rights to the recorded material and understand that the recorded data may be copied and used by IEEE without further permission.

I understand that I can leave at any time during the session.

I agree to immediately raise any concerns or areas of discomfort with the study facilitator.

Signed: _____

Name: _____

Date: _____

Sample 2

Please read and sign this form.

In this usability test:

- You will be asked to perform certain tasks on a Web site.
- We will also conduct an interview with you during this session/study.

Participation in this usability study is voluntary. All information that is either recorded on the computer or in writing will remain strictly confidential. The descriptions and findings may be used to improve the Web site. However, at no time will your name or any other identification be used.

You can withdraw your consent to the study and stop participation at any time.

If you have any questions after today, please contact [insert project team contact name] and [e-mail].

I have read and understood the information on this form and had all of my questions answered.

Signed: _____

Name: _____

Date: _____