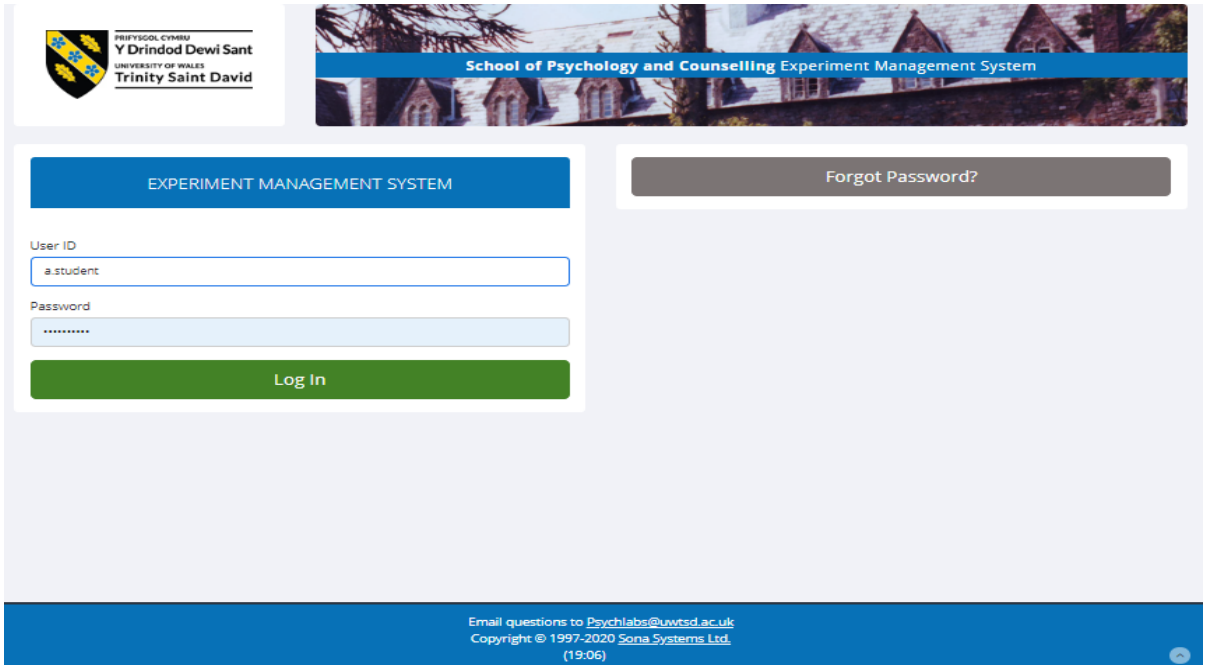
THE UWTSD PSYCHOLOGY EXPERIMENT MANAGEMENT SYSTEM (EMS)

EMS as a PARTICIPANT

2022/23

https://uwtsd-uk.sona-systems.com/

Logging in



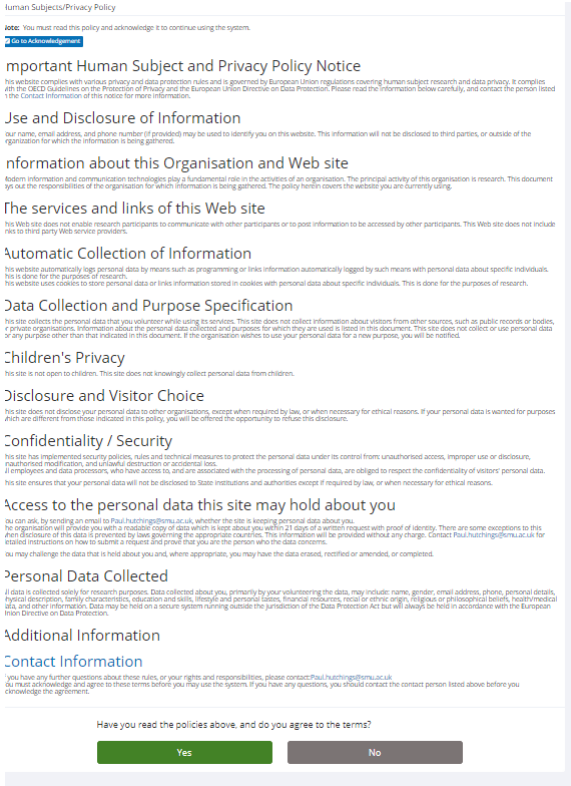
Your user ID and password will be sent to you from EMS. Please note that these are NOT your university username and password; they are generated by the EMS. If you forget your username you can find it in emails by searching your email account for Experiment Management System uwtsd-uk-admin@sona-systems.net or emailing the address at the bottom of the login screen. If you forget your password use the 'Forgot password' function.

When you first use the system you will be asked to change your password. Your new password needs to be a minimum of eight characters.

Human Subject and Privacy Policy Notice

The first time that you log in as a participant you will be presented with the Human Subject and Privacy Policy Notice. The collection and storage of data in psychology is extremely important, and in our exploration of psychological processes we need to use many methods to collect data on the constructs that we wish to explore, and this must be done in an ethical and legal way. The Centre for Psychology and Counselling follows BPS and GDPR regulations regarding the storage of data, and it is important that you understand what this means for your rights as a participant. Therefore, please

make sure that you read the information provided on this page of EMS (shown below) so that you understand how your data will be collected and stored.


Iuman Subjects/Privacy Policy

ote: You must read this policy and acknowledge it to continue using the system.

Go to Acknowledgement

mportant Human Subject and Privacy Policy Notice

his website complies with various privacy and data protection rules and is governed by European Union regulations covering human subject research and data privacy. It complies ith the OECD Guidelines on the Protection of Privacy and the European Union Directive on Data Protection. Please read the information below carefully, and contact the person listed the Contact Information of this notice for more information.

Jse and Disclosure of Information

our name, email address, and phone number (if provided) may be used to identify you on this website. This information will not be disclosed to third parties, or outside of the rganization for which the information is being gathered.

nformation about this Organisation and Web site

Modern information and communication technologies play a fundamental role in the activities of an organisation. The principal activity of this organisation is research. This document lys out the responsibilities of the organisation for which information is being gathered. The policy herein covers the website you are currently using.

The services and links of this Web site

his Web site does not enable research participants to communicate with other participants or to post information to be accessed by other participants. This Web site does not include nks to third party Web service providers.

Automatic Collection of Information

his website automatically logs personal data by means such as programming or links information automatically logged by such means with personal data about specific individuals. his is done for the purposes of research.
his website uses cookies to store personal data or links information stored in cookies with personal data about specific individuals. This is done for the purposes of research.

Data Collection and Purpose Specification

his site collects the personal data that you volunteer while using its services. This site does not collect information about visitors from other sources, such as public records or bodies, r private organisations. Information about the personal data collected and purposes for which they are used is listed in this document. This site does not collect or use personal data r any purpose other than that indicated in this document. If the organisation wishes to use your personal data for a new purpose, you will be notified.

Children's Privacy

his site is not open to children. This site does not knowingly collect personal data from children.

Disclosure and Visitor Choice

his site does not disclose your personal data to other organisations, except when required by law, or when necessary for ethical reasons. If your personal data is wanted for purposes hich are different from those indicated in this policy, you will be offered the opportunity to refuse this disclosure.

Confidentiality / Security

his site has implemented security policies, rules and technical measures to protect the personal data under its control from: unauthorised access, improper use or disclosure, nauthorised modification, and unlawful destruction or accidental loss.
ll employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of visitors' personal data.

his site ensures that your personal data will not be disclosed to State institutions and authorities except if required by law, or when necessary for ethical reasons.

Access to the personal data this site may hold about you

ou can ask, by sending an email to Paul.hutchings@smu.ac.uk, whether the site is keeping personal data about you.
he organisation will provide you with a readable copy of data which is kept about you within 21 days of a written request with proof of identity. There are some exceptions to this hen disclosure of this data is prevented by laws governing the appropriate countries. This information will be provided without any charge. Contact Paul.hutchings@smu.ac.uk for etailed instructions on how to submit a request (and proof that you are the person who the data concerns.

ou may challenge the data that is held about you and, where appropriate, you may have the data erased, rectified or amended, or completed.

Personal Data Collected

ll data is collected solely for research purposes. Data collected about you, primarily by your volunteering the data, may include: name, gender, email address, phone, personal details, hysical description, family characteristics, education and skills, lifestyle and personal tastes, financial resources, racial or ethnic origin, religious or philosophical beliefs, healthy/medical ata, and other information. Data may be held on a secure system running outside the jurisdiction of the Data Protection Act but will always be held in accordance with the European nion Directive on Data Protection.

Additional Information

Contact Information

you have any further questions about these rules, or your rights and responsibilities, please contact:Paul.hutchings@smu.ac.uk
ou must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you cknowledge the agreement.

Have you read the policies above, and do you agree to the terms?

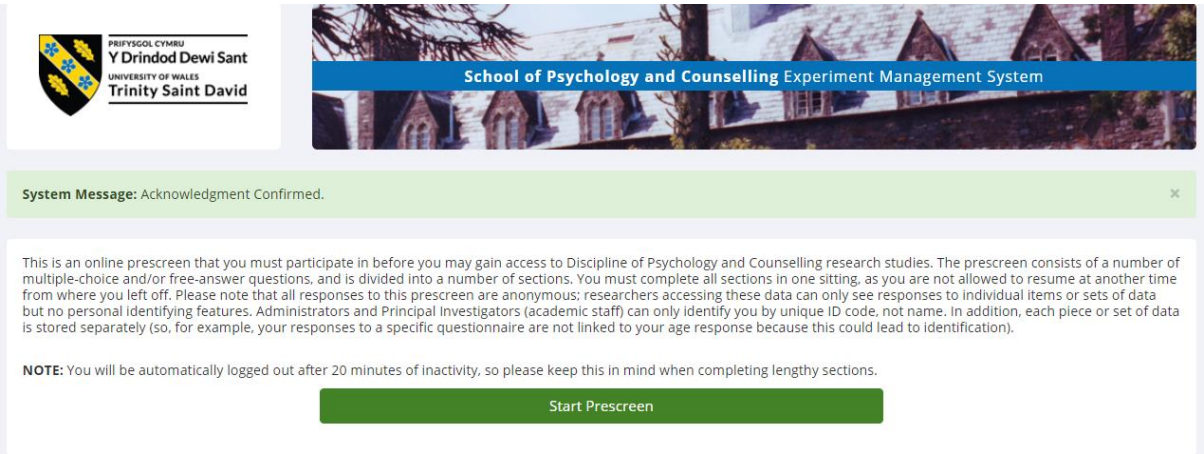
Yes No

As you are pursuing a programme of study that involves psychological research it is expected that you will agree to taking part in research and to your data being stored in compliance with GDPR and ethical guidelines (otherwise why would you want to study psychology?). However, if for any reason you do not wish to agree you may click 'No' and this will take you out of the system, but you will not be eligible to use the system for the year and it may impact upon your ability to complete certain modules on your programme of study. Therefore, we strongly urge you to email Psychlabs@uwtsd.ac.uk with any queries or concerns prior to clicking 'no'.

The Prescreen

After completing the Human Policy agreement you will be taken to the Centre's prescreen. This is a set of questions that range from demographics (age, ethnicity, nationality etc.) to attitude questionnaires. This differs year by year depending upon the data being collected by researchers, but we will set out here the principle of why we collect these data.

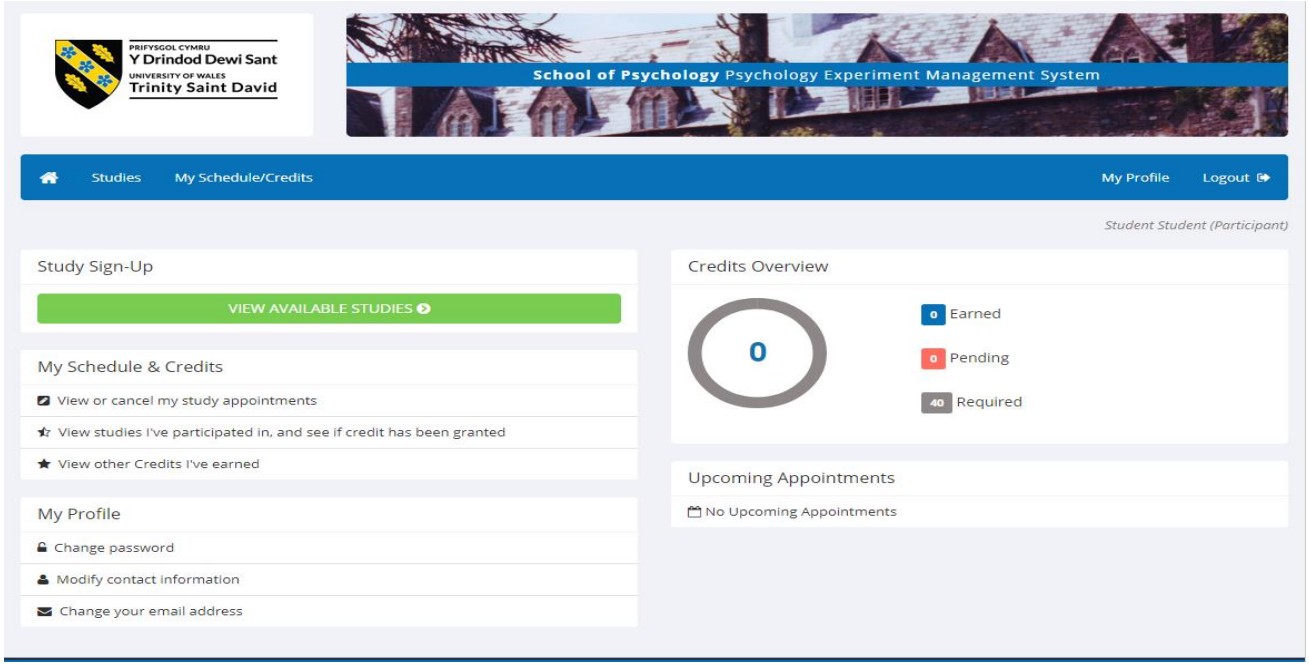
Researchers may wish to measure your attitudes in a study against a baseline measure provided by this prescreen; others may wish to invite only females or left-handed people to take part in their study because they are exploring something very specific about that participant characteristic. The prescreen allows us to collect and store data securely and anonymously; your data is not identifiable to you as an individual (more about that later) and the start of the prescreen explains this in more detail.



The prescreen should take you between 15-30 minutes to complete, so please bear this in mind when you first log in to the system. We ask all participants to complete this prescreen, not just to collect data but also because for many it is their first experience of the type of research that we do in psychology. We only allow validated attitude questionnaire scales to be used in the prescreen and so it is a useful training tool. However, if you do not wish for your data to be used or stored you can have it removed from the system by emailing Psychlabs@uwtsd.ac.uk. Requesting your data to be removed will not impact upon your ability to use the EMS during the year but will mean that you are not eligible for participation in some studies.

The Experiment Management System

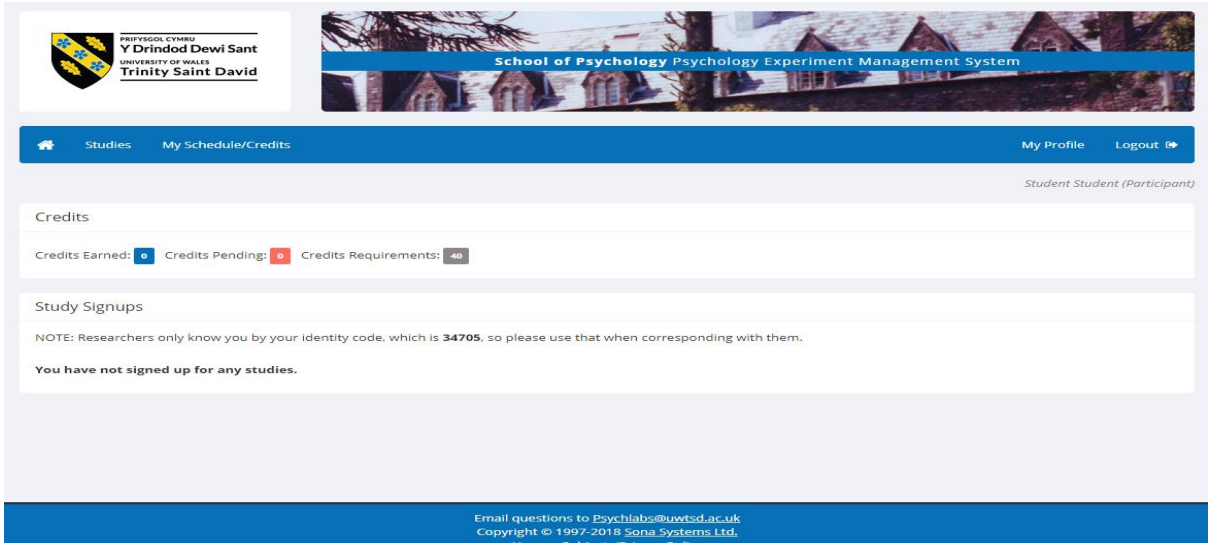
When you have completed the prescreen you will enter the EMS you should see the home screen, as shown below:



The little 'house' in the top left is your home button that will bring you back to this page from wherever you are in the system.

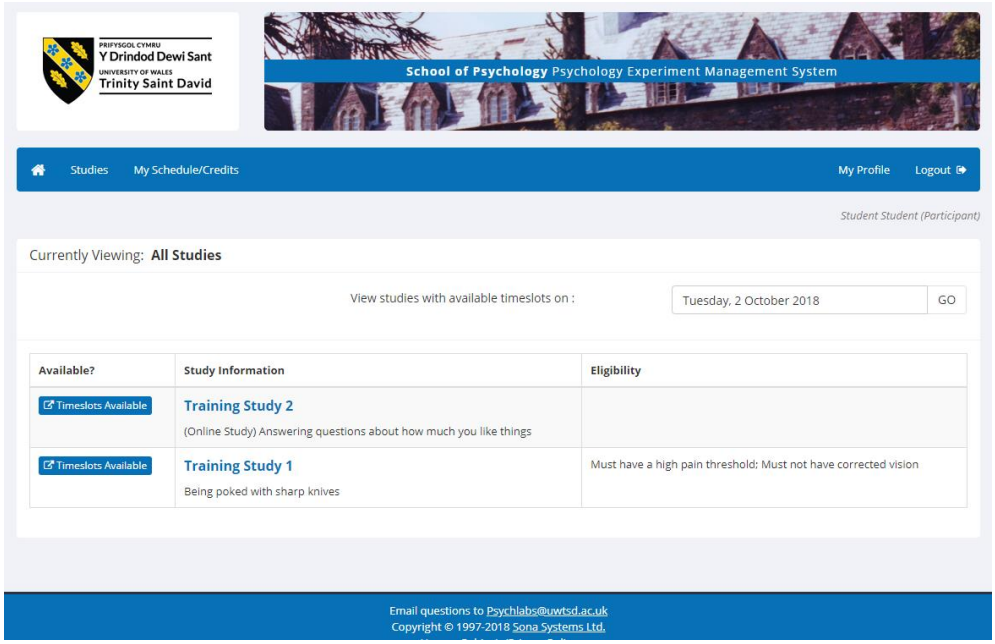
On the right you can see the credit requirement for your programme of study. As we have different programmes with different requirements this year please check the information in the EMS tile on your programme Moodle page for details of credit requirements.

Now click on the My Schedule/Credits tab, either in the blue bar or the box on the left side:

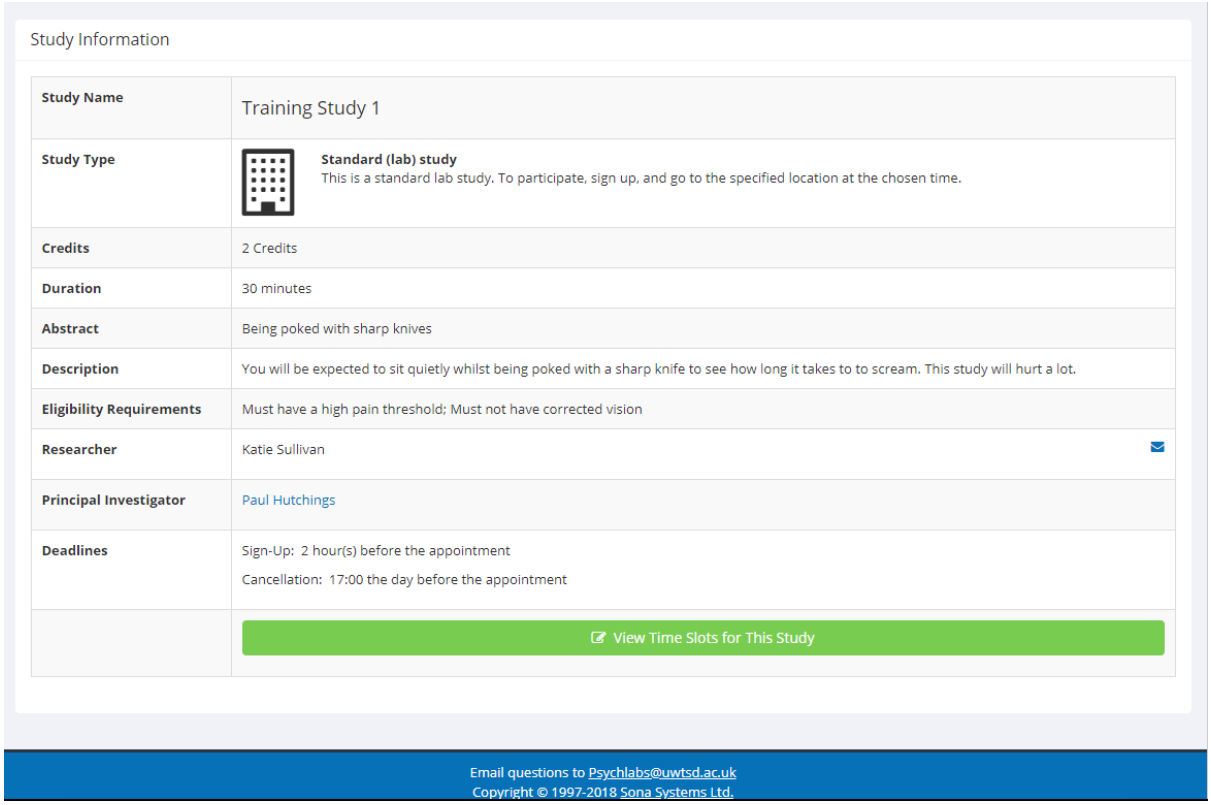


Notice here that your **Unique ID Number** is in bold – this is what researchers will know you by when you attend research studies and so you need to make sure that you know this number when you go along to take part in a study; they will not know your name. This is part of our data confidentiality and anonymity process. If you take part in an online study researchers will also only ever see your unique ID number, never your name. Researchers using the prescreen to identify participants will not even be informed of your unique ID number so that they cannot put together a profile of an individual (for example, a researcher wishing to invite left-handed people to a study would be informed how many left-handed people were in the participant panel and emails would be sent to those participants from the system for the researcher, but they would never know the name or unique ID number of who the invite has been sent to – it is then up to the participant whether they wish to take part in the study they have been invited to).

Now click on the ‘home’ button to take you back to the main screen and click on the green ‘View Available Studies’ bar



You will see that there are two training studies set up (we will not be expecting you to take part in them and we will not be awarding credits for them, these are just for information to get you used to using the system). Notice that Training Study 2 says ‘online’ below it – this is an online study that takes place from your computer/electronic device and can be completed immediately; we will look at this in more detail later. Also note that Training Study One has an eligibility criteria – it is important to note this and, if you do not meet the criteria, you should not sign up, as the researcher may refuse to test you if it turns out that you breech the criteria (e.g., if a study says ‘must not have corrected vision’ it is because they are exploring something to do with visual perception and uncorrected vision is a critical part of the study; if you turn up wearing glasses they will not be able to collect your data and so it would be a waste of everybody’s time). For now though, ignore the criteria and sign up to this study – even though it is going to be painful! Either click on the name ‘Training Study 1’ or the ‘Timeslot Availability’ tab beside it.



Study Information

Study Name	Training Study 1
Study Type	**Standard (lab) study** This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Credits	2 Credits
Duration	30 minutes
Abstract	Being poked with sharp knives
Description	You will be expected to sit quietly whilst being poked with a sharp knife to see how long it takes to to scream. This study will hurt a lot.
Eligibility Requirements	Must have a high pain threshold; Must not have corrected vision
Researcher	Katie Sullivan
Principal Investigator	Paul Hutchings
Deadlines	Sign-Up: 2 hour(s) before the appointment Cancellation: 17:00 the day before the appointment
	View Time Slots for This Study

Email questions to Psychlabs@uwtsd.ac.uk
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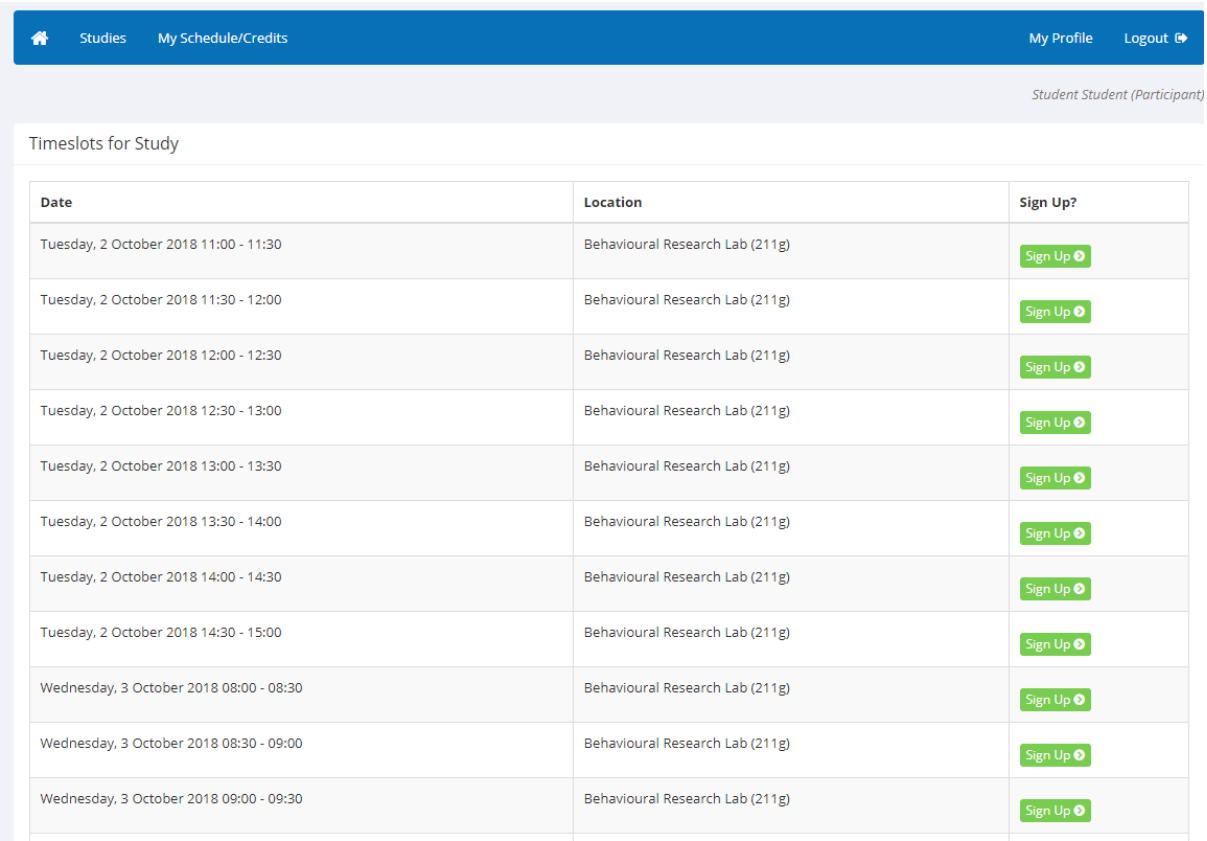
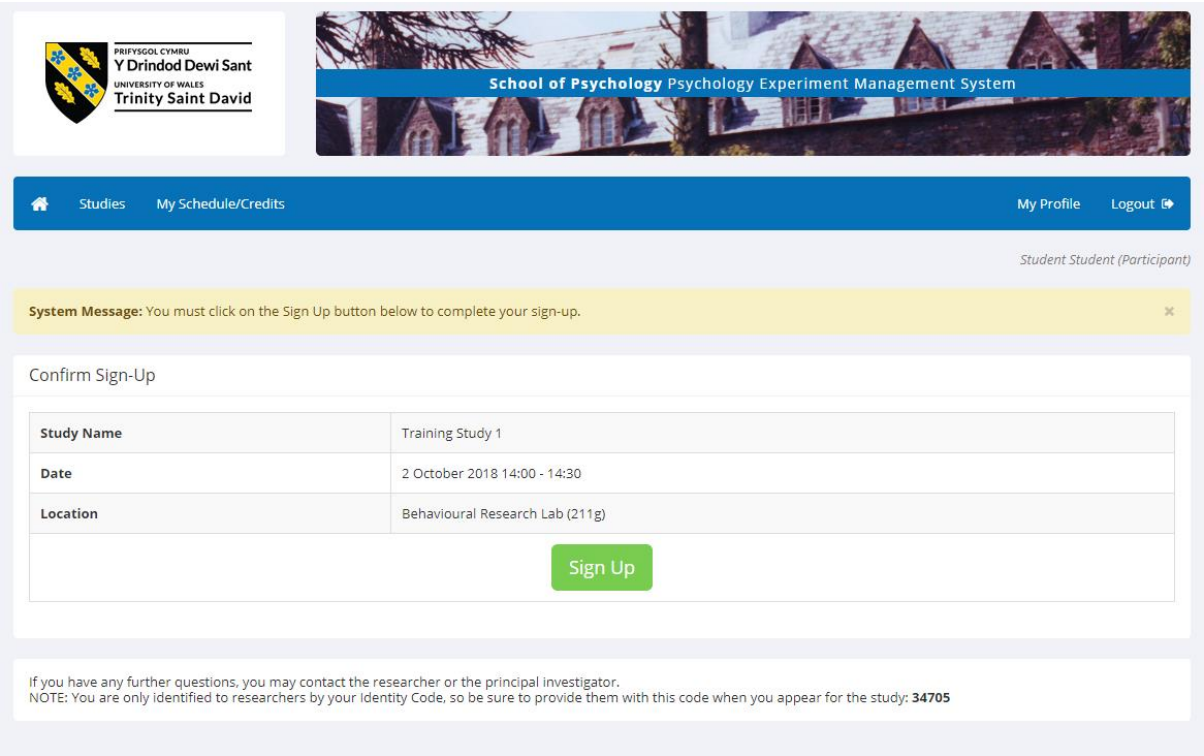
This takes you to the Study Information page. Here you will see a more detailed description of the study, how long it will take, how many credits you will get for taking part, who the researchers are (and the little email symbol can be clicked on to email them directly if you have any questions about the research) and cancellation deadline information. Naturally we wouldn't expect a research study carried out in this department to be so unethical, but we wanted to make the point that you should always read the description of what the research entails!

Sign up to this study by clicking the green 'View Timeslots' bar – this will take you to the available timeslots.

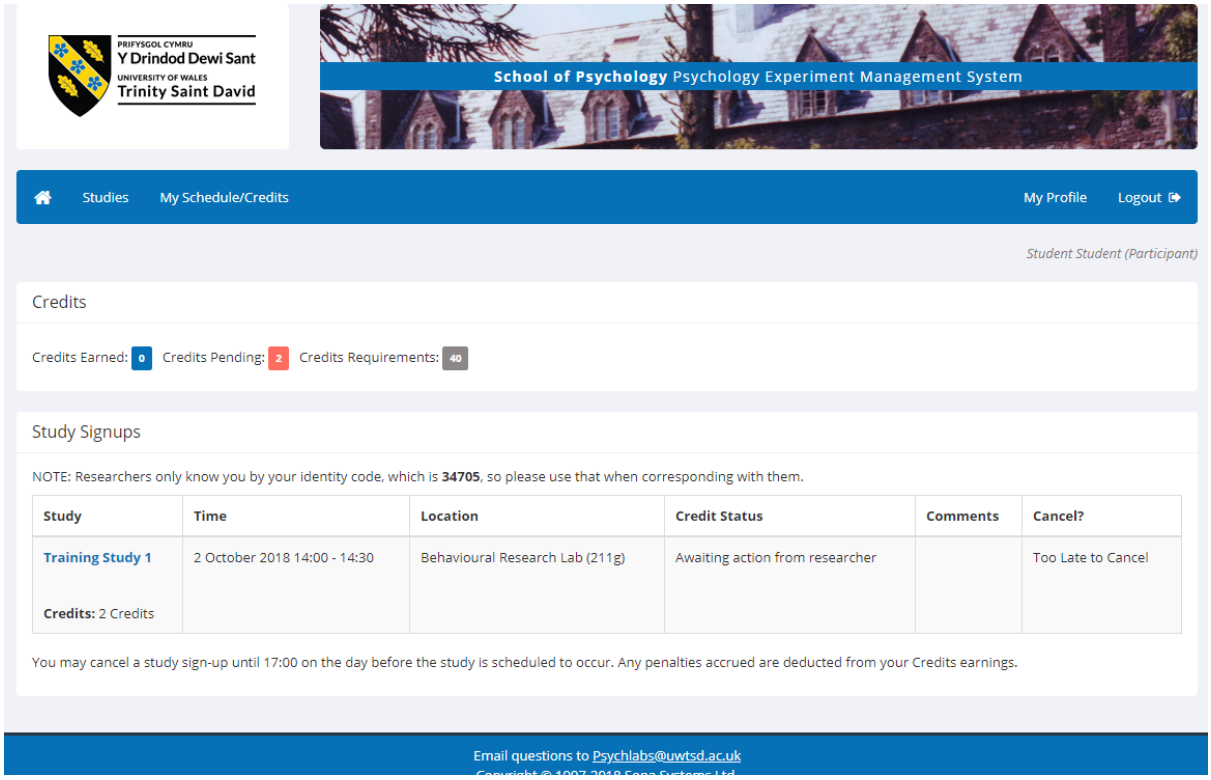


Researchers will often have multiple timeslots on multiple days for their studies – find a timeslot that works for you and does not clash with your other commitments. Please note that academic staff will not accept research participation as a reason for non-attendance of their taught sessions or arriving late for taught sessions because they have booked in to do a research study. There are often so many timeslots available that there really is no excuse for this, so do not do it. **You should only book research participation on days when you do not have taught sessions.**

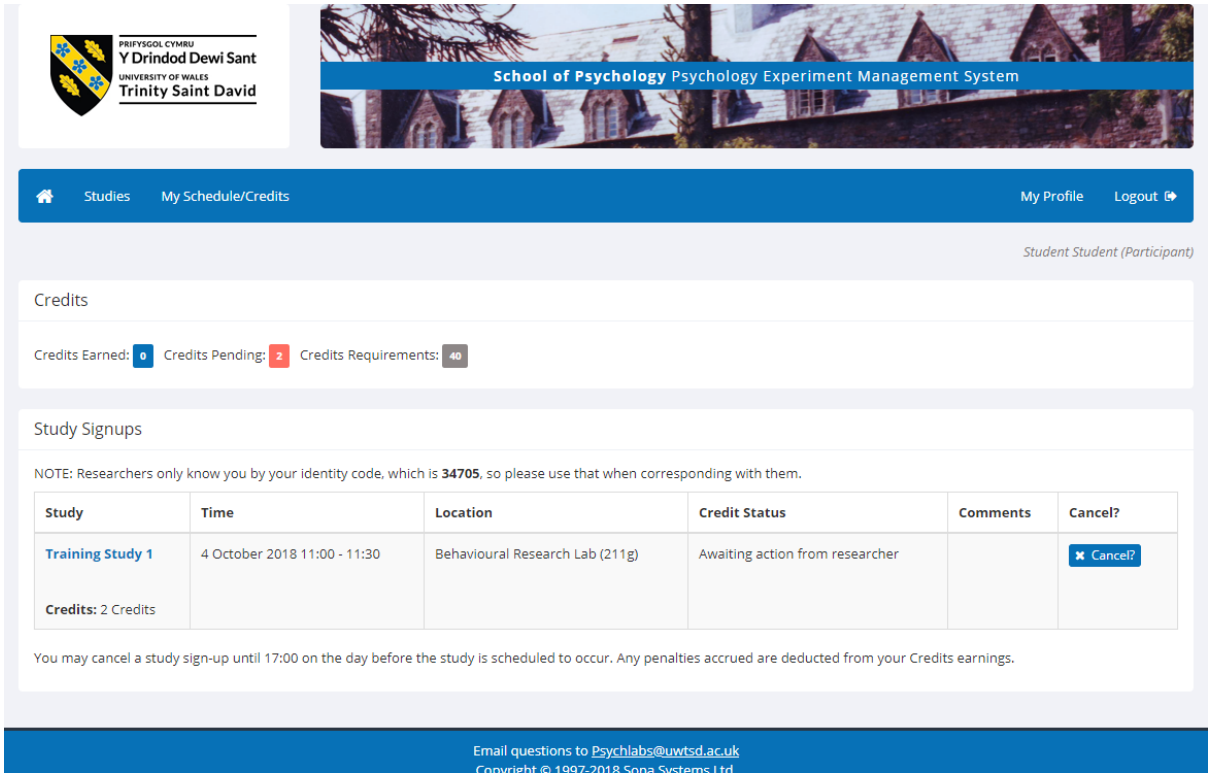
Choose any signup slot you like (we are not going to make you turn up!) by clicking on the green sign-up button to the right. You may notice, as others are booking their timeslots in labs around you, that slots become unavailable; that is because they have been taken by other people. Other timeslots may be in the past, or the researcher may have set up the system for bookings to be only available up until a certain amount of time before the timeslot (a lot of researchers set the system to stop participants signing up to timeslots within 24 hours of a timeslot so that they can plan their schedule for the day.



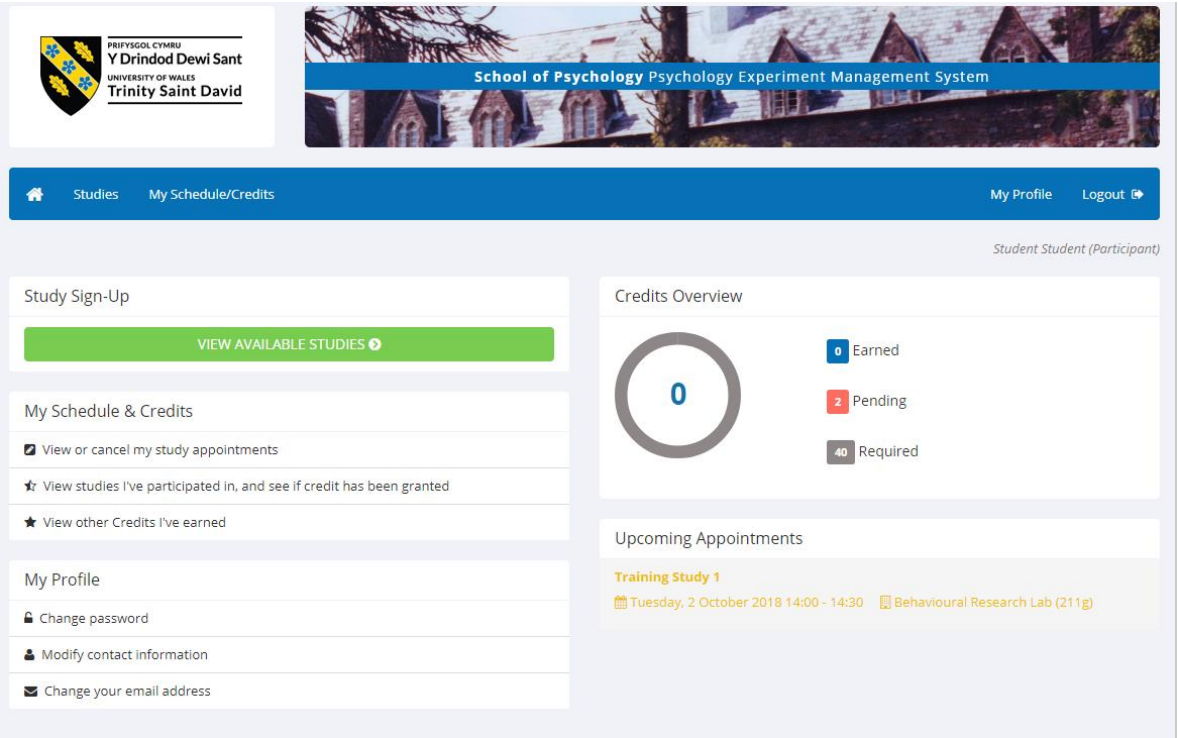
When you click on a signup slot it will tell you the study name, time and date, and which lab it will be in (although you just need to concentrate on getting to the lab waiting area, the researcher will guide you from there to the specific lab). Click the green Sign Up button to complete the signup.



In the example above you will notice over on the right hand side that it says ‘Too late to cancel’; this is because I booked a timeslot for tomorrow and I did it after 5pm, and that is the cut-off deadline for cancelling study participation. Depending upon which timeslot you booked you might be able to cancel or you might not. If you booked a timeslot for any day other than the day you are doing this training, as long as it is before 5pm, then you will have the option to cancel by just clicking on the cancel button (see below).

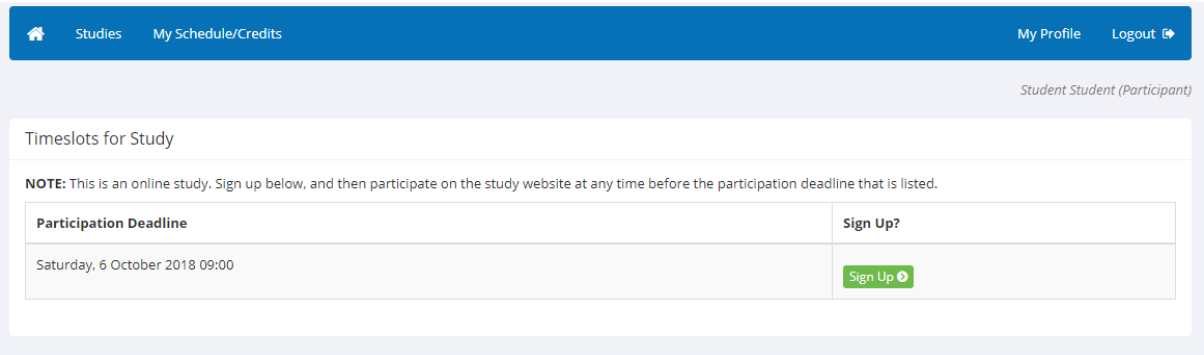


Do not cancel your study participation just yet because we want you to see your Upcoming Studies Reminder information; so use the ‘Home’ button to go back to the main screen.

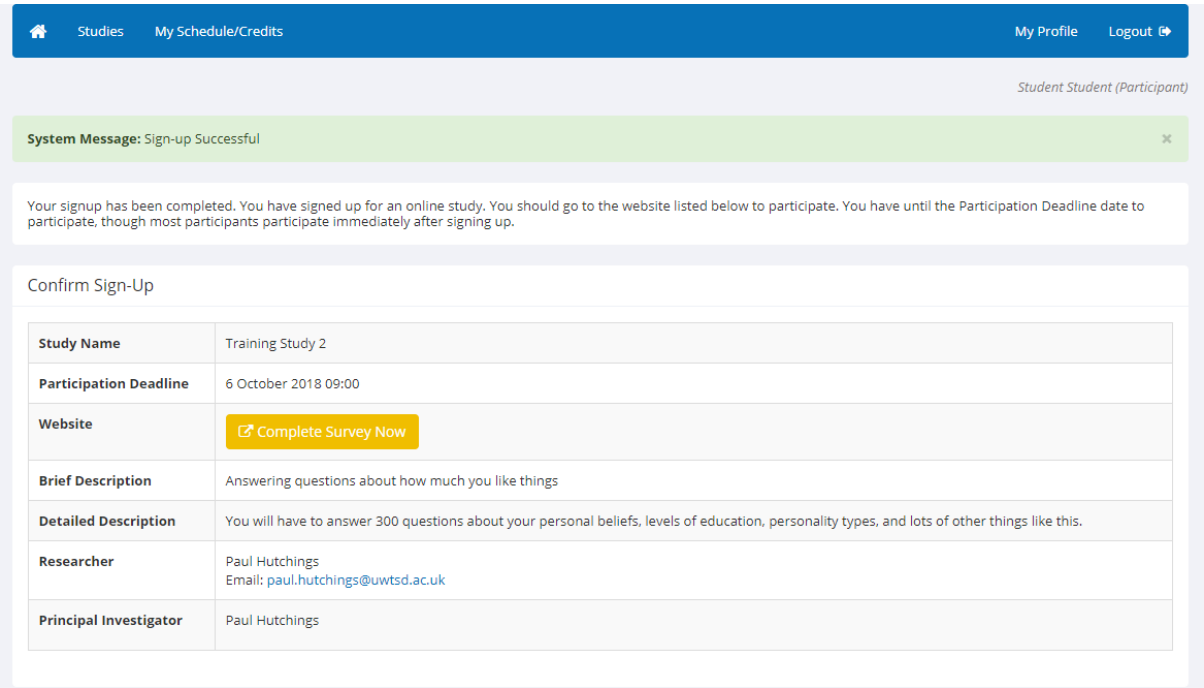


You can now see down in the bottom right panel that you have an Upcoming Appointment reminder – all studies that you sign up to will appear here and this is where to look if you forget what you have signed up to.

Now we want you to click on the green View Available Studies bar and this time select Training Study 2 (the online study).

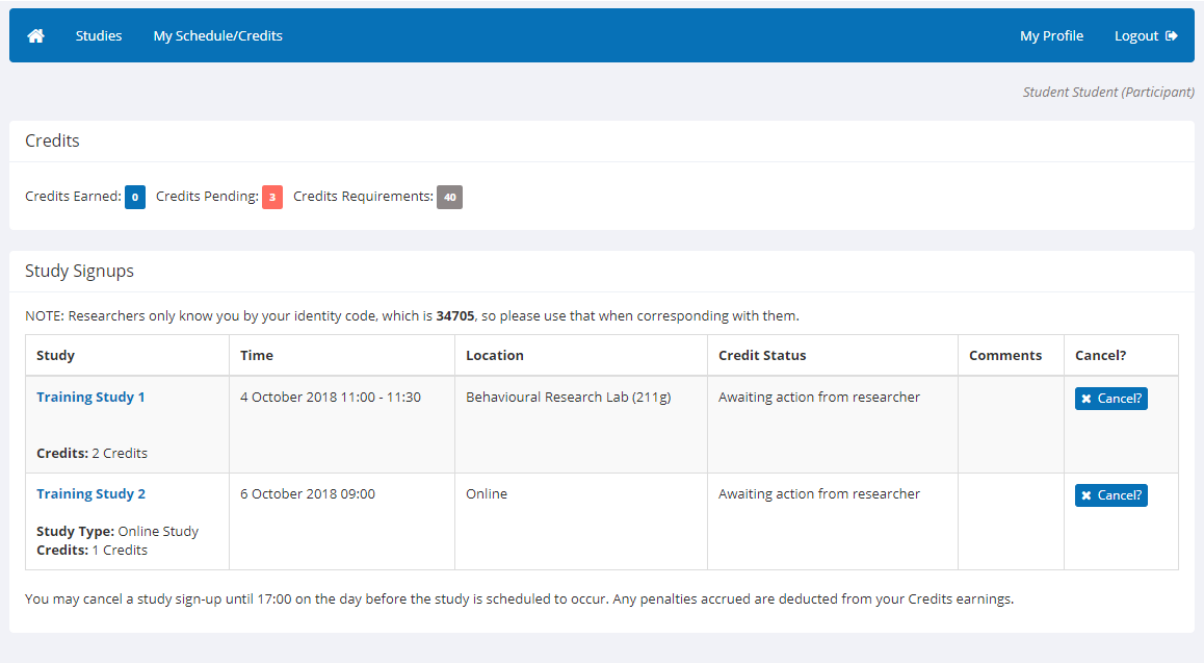


Online studies are different because you do not have to physically go anywhere to take part in them; also, they don't have multiple sign-up slots, you simply sign up to a slot and take part there and then (or before the study deadline, but just getting it done when you sign up is far more sensible).

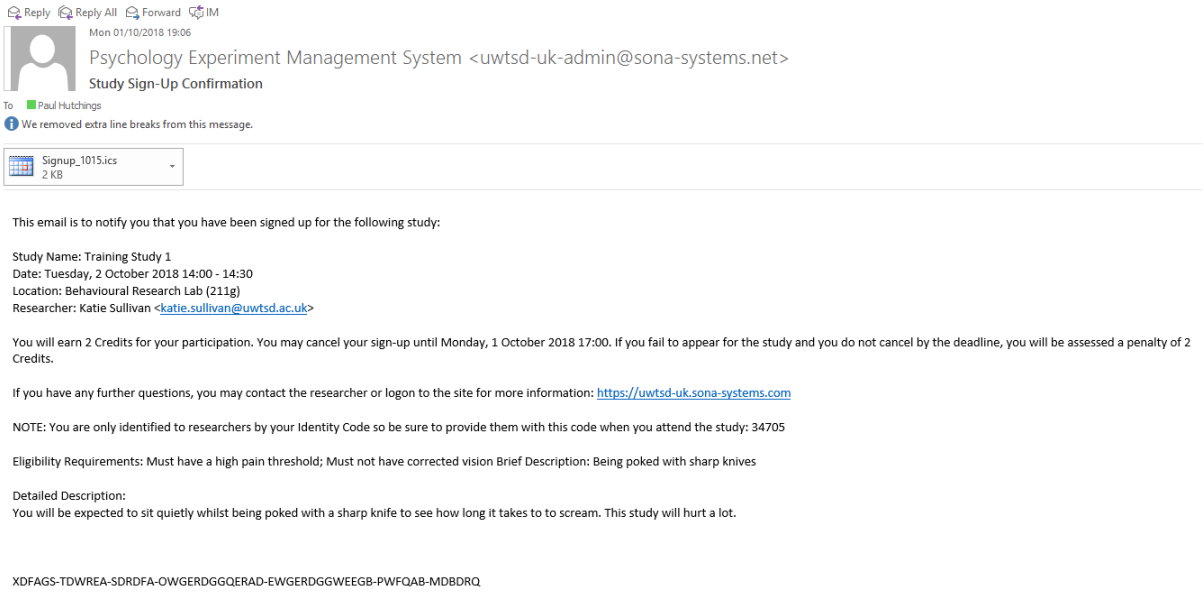


As with a physical study you will get descriptions of the research, contact details for the researcher etc., but now you have a link to the website or internal survey that is the study (the yellow bar in the picture above). Click on this and complete the online survey (or what there is of it).

Once you have got to the end page simply close the web browser that it opened in, leaving you with the EMS browser still open (so do not close all browsers).



You will now have signed up to a physical study and have taken part in an online study – but right now you do not have any credits! This is because, as you can see from the 'Credit Status' box on the My Schedule/Credits page, you are waiting for the researcher to action these credits. They are asked to do so within 48 hours of participation so credits should be awarded by then, but if they aren't for any reason please contact Psychlabs@uwtsd.ac.uk



Reply Reply All Forward IM

Mon 01/10/2018 19:06

Psychology Experiment Management System <uwtsd-uk-admin@sona-systems.net>

Study Sign-Up Confirmation

To Paul Hutchings

We removed extra line breaks from this message.

Signup_1015.ics
2 KB

This email is to notify you that you have been signed up for the following study:

Study Name: Training Study 1
Date: Tuesday, 2 October 2018 14:00 - 14:30
Location: Behavioural Research Lab (211g)
Researcher: Katie Sullivan <katie.sullivan@uwtsd.ac.uk>

You will earn 2 Credits for your participation. You may cancel your sign-up until Monday, 1 October 2018 17:00. If you fail to appear for the study and you do not cancel by the deadline, you will be assessed a penalty of 2 Credits.

If you have any further questions, you may contact the researcher or logon to the site for more information: https://uwtsd-uk.sona-systems.com

NOTE: You are only identified to researchers by your Identity Code so be sure to provide them with this code when you attend the study: 34705

Eligibility Requirements: Must have a high pain threshold; Must not have corrected vision Brief Description: Being poked with sharp knives

Detailed Description:
You will be expected to sit quietly whilst being poked with a sharp knife to see how long it takes to to scream. This study will hurt a lot.

XDFAGS-TDWREA-SDRDFA-OWGERDGGQERAD-EWGERDGGWEEGB-PWFQAB-MDBDRQ

Finally, when you check your emails you will find that you have received an email from the system with all of the details about your study sign-up in it; the study name, time and date, location, and email address of the researcher. You will also notice in the email that it sets out the number of credits that you will be penalised if you fail to turn up to the study at the set time. It is important that you attend studies you have signed up to, as you have made a contract with the researcher; they have agreed to be there and allocate that timeslot and resources to you, so if you do not turn up they WILL penalise you – you have cost them time, resources, and data. **If you wish to cancel your participation in a study you must do so by 5pm the day before the study takes place (for studies on a Monday the cancellation deadline is 5pm Sunday). After that time you will be unable to cancel and must either attend, accept the credit penalty for non-attendance, or send an appeal to Psychlabs.**

If there is a good reason for you not attending (e.g., a valid emergency) then please contact Psychlabs@uwtsd.ac.uk with your explanation and we will make the judgment of whether you should have your penalty rescinded. Similarly, if you turn up and the researcher doesn't, we need to know – you will be credited and the researcher will be penalised. All of this works on a fairness principle.

Data collection will start in the main this year when researchers are ready to run their studies. This tends to be around mid-November and continue through to late February, although some studies may be available earlier or later. There is a function in EMS that enables you to switch on or off an email that provides you with a weekly update of the studies running that week, and this can be really useful for keeping an eye on what studies are available. For those of you on courses that require credit completion, do not leave it until the last few weeks of data collection. Every year we have people complaining that they cannot find enough studies to sign up to – and when we check the system we find that it is because they did not even try to sign up to studies for the majority of the data collection period.

Now, if you feel that you know what you are doing, please use the Log Out function on the right hand side of the home screen.

Thanks for taking part in the EMS training. If you have also completed watching the lab induction video then you are now all set for your research participation across the academic year – enjoy it!.

The Psychology Lab Team