

**Department of Computer Science**

**13-POINT ETHICS CHECK LIST**

This document describes the 13 issues that need to be considered carefully before students or staff involve other people (“participants”) for the collection of information as part of their project or research.

1. *Have you prepared a briefing script for volunteers?*  
You must explain to people what they will be required to do, the kind of data you will be collecting from them and how it will be used.
2. *Will the participants be using any non-standard hardware?*  
Participants should not be exposed to any risks associated with the use of non-standard equipment: anything other than pen and paper or typical interaction with PCs on desks is considered non-standard.
3. *Is there any intentional deception of the participants?*  
Withholding information or misleading participants is unacceptable if participants are likely to object or show unease when debriefed.
4. *How will participants voluntarily give consent?*  
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.
5. *Will the participants be exposed to any risks greater than those encountered in their normal work 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.
6. *Are you offering any incentive 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.
7. *Are any of your participants under the age of 16?*  
Parental consent is required for participants under the age of 16.
8. *Do any of your participants have an impairment that will limit their understanding or communication?*  
Additional consent is required for participants with impairments.

9. *Are you in a position of authority or influence over any of your participants?*  
A position of authority or influence over any participant must not be allowed to pressurise participants to take part in, or remain in, any experiment.
10. *Will the participants be informed that they could withdraw at any time?*  
All participants have the right to withdraw at any time during the investigation. They should be told this in the introductory script.
11. *Will the participants be informed of your contact details?*  
All participants must be able to contact the investigator after the investigation. They should be given the details of the Unit Lecturer or Supervisor as part of the debriefing.
12. *Will participants be de-briefed?*  
The student must provide the participants with sufficient information in the debriefing to enable them to understand the nature of the investigation.
13. *Will the data collected from the participants be stored in an anonymous form?*  
All participant data (hard copy and soft copy) should be stored securely, and in anonymous form.

**NAME:** \_\_\_\_\_

**SUPERVISOR (IF APPLICABLE):** \_\_\_\_\_

**SECOND READER (IF APPLICABLE):** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_