

STUDENT PARTICIPANT GUIDE TO THE
UNIVERSITY OF PLYMOUTH - SCHOOL OF PSYCHOLOGY
PARTICIPATION SYSTEM

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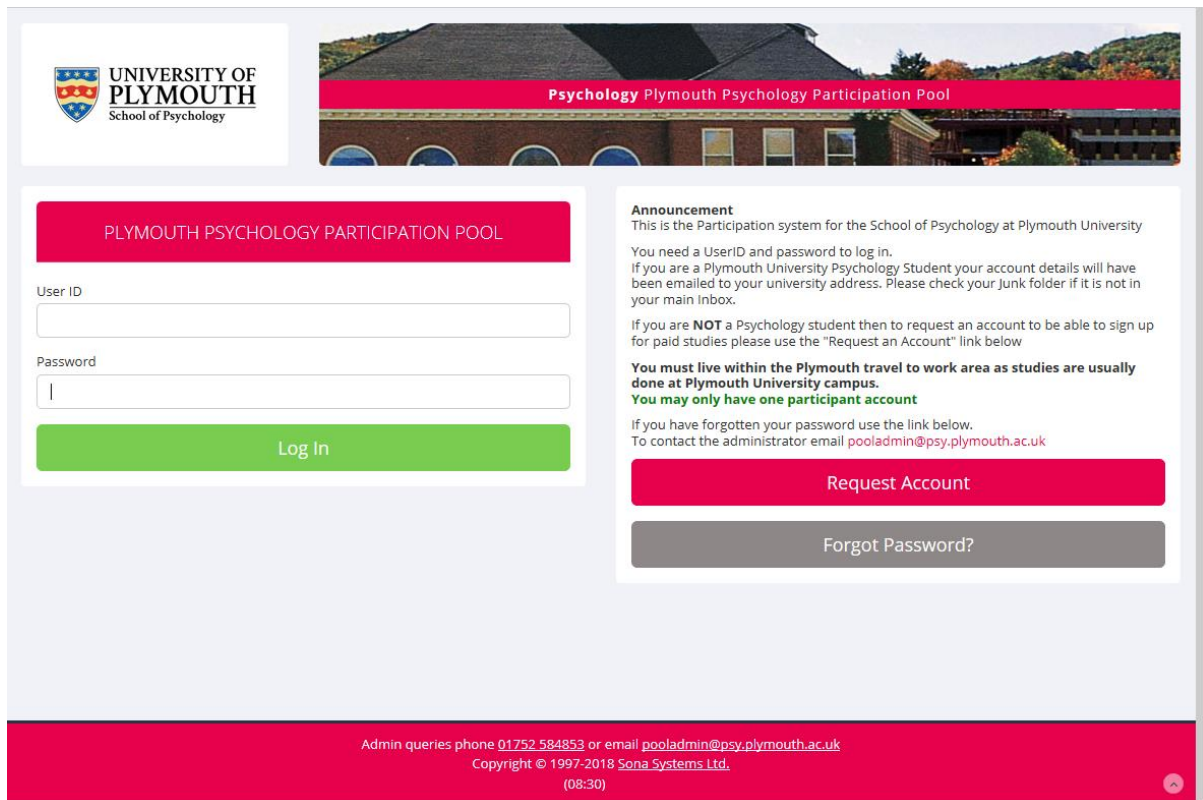
LOGGING IN

A few weeks after the beginning of term you will receive an email giving you your User ID and password for the Points Manager System. These details are only for the Points Manager system and you should make sure that you keep the details in an accessible place.

The following link will take you to the login screen.

<http://www.psy.plymouth.ac.uk/home/Stage1/>

and click on “Points System”



UNIVERSITY OF PLYMOUTH
School of Psychology

Psychology Plymouth Psychology Participation Pool

PLYMOUTH PSYCHOLOGY PARTICIPATION POOL

User ID

Password

Log In

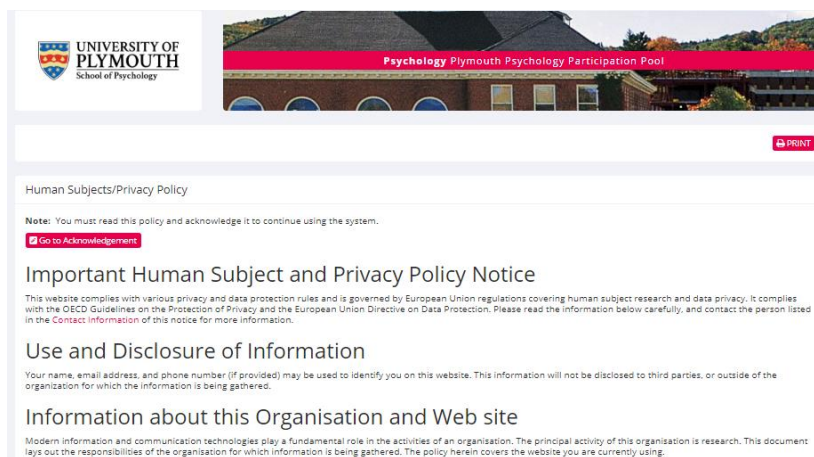
Request Account

Forgot Password?

Announcement
This is the Participation system for the School of Psychology at Plymouth University
You need a UserID and password to log in.
If you are a Plymouth University Psychology Student your account details will have been emailed to your university address. Please check your Junk folder if it is not in your main Inbox.
If you are **NOT** a Psychology student then to request an account to be able to sign up for paid studies please use the "Request an Account" link below
You must live within the Plymouth travel to work area as studies are usually done at Plymouth University campus.
You may only have one participant account
If you have forgotten your password use the link below.
To contact the administrator email pooladmin@psy.plymouth.ac.uk

Admin queries phone 01752 584853 or email pooladmin@psy.plymouth.ac.uk
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(08:30)

Enter the details given in the email. The first time you login you will be asked to read and agree to the Human Subjects/Privacy Policy.



UNIVERSITY OF PLYMOUTH
School of Psychology

Psychology Plymouth Psychology Participation Pool

PRINT

Human Subjects/Privacy Policy

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

Go to Acknowledgement

Important Human Subject and Privacy Policy Notice
This 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 with 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 in the Contact Information of this notice for more information.

Use and Disclosure of Information
Your 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 organization for which the information is being gathered.

Information 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 lays out the responsibilities of the organisation for which information is being gathered. The policy herein covers the website you are currently using.

You need to read this as it tells you about your rights as a participant and some information about the points manager system.

Access to the personal data this site may hold about you

You can ask, by sending an email to pooladmin@psy.plymouth.ac.uk, whether the site is keeping personal data about you.

The 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 when disclosure of this data is prevented by laws governing the appropriate countries. This information will be provided without any charge. Contact pooladmin@psy.plymouth.ac.uk for detailed instructions on how to submit a request and prove that you are the person who the data concerns.

You 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

All 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, physical description, family characteristics, education and skills, lifestyle and personal tastes, financial resources, racial or ethnic origin, religious or philosophical beliefs, health/medical data, 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 Union Directive on Data Protection.

Additional Information

Contact Information

If you have any further questions about these rules, or your rights and responsibilities, please contact: pooladmin@psy.plymouth.ac.uk

You 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 acknowledge the agreement.

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

Yes

No

At the bottom click on "Yes" to signify your agreement and move to the next screen.

COMPLETE THE QUESTIONNAIRE

You must then answer five basic questions about yourself. This enables you to see studies that you qualify to participate in.

(Section 1/1)

Section Questions

Listed below are questions for this section of the prescreen. Please provide a response for every question.

1. Gender

Male Female
2. Which hand do you write with?

Right Left
3. Are you dyslexic?

No Yes

4. Are you colour blind?

No

Yes

5. Is English your first language?

Yes

No

[Record Responses](#)

Click on “Record Responses” to save your answers and move on.

You will then see a summary of your answers, click on “Save Prescreen” to move on.


System Message: Responses noted. ✕

A summary of your responses is below. If you would like to change any of your responses, this is your only opportunity to do so. After you save the Prescreen, you may not change any of your responses. Click on the response to change your response. If you are satisfied with your responses, you may save the Prescreen now.

[Save Prescreen](#)

Response Summary

- **Section 1**
Listed below are questions for this section of the prescreen. Please provide a response for every question.
 - o 1. Gender
 - Your Response: **Female**
 - o 2. Which hand do you write with?
 - Your Response: **Right**
 - o 3. Are you dyslexic?
 - Your Response: **No**
 - o 4. Are you colour blind?
 - Your Response: **No**
 - o 5. Is English your first language?
 - Your Response: **Yes**

Note the System message box.  This box will be used to give you messages about the progress of the action you have taken.

System Message: Information saved. Please read the following text, and choose the CONTINUE link at the bottom of the page. ✕

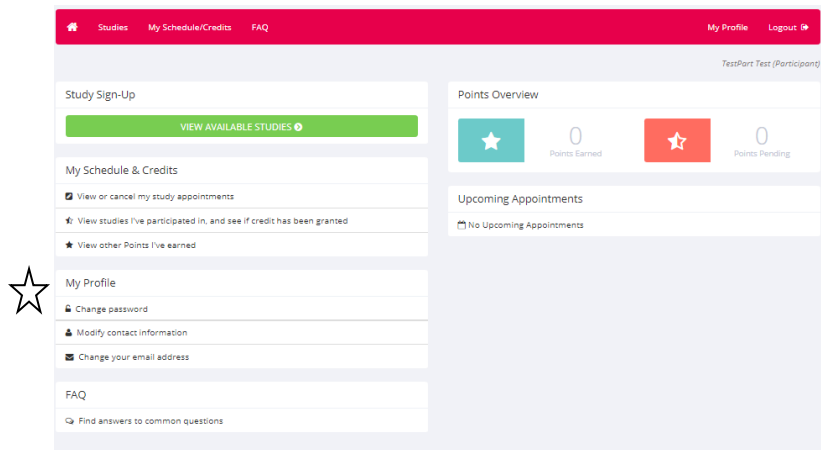
The Prescreen is now complete and all responses have been saved. Please read the following information, then use the link to continue using the site: [CONTINUE](#)

Thank you for completing the pre-screen questionnaire.
Plymouth Psychology students take part in studies for course credits ('points'), other participants are recruited for 'paid' studies where you receive a small payment (currently £4 per half hour) for your assistance. When you click CONTINUE, and in future when you log in to the system, you will see a page with a menu across the top. Select 'View All Studies' to see a list of all studies for which you are eligible and which are currently recruiting participants.
Since the system only shows you studies for which you match any criteria, and which currently have slots available, you may find that there are no studies currently available - please check back later as new studies and new timeslots are continually being added.

[CONTINUE](#)

CHANGE YOUR PASSWORD

This is the screen that will normally appear once you have logged in to the system. The first time you login, it is strongly recommended that you go to “My Profile” (☆) and change your password to something that you are likely to remember easily.



If you have not already provided your date of birth, please do so you will not be able to take part in studies that have an age range otherwise.

Type in your current password and then the new one twice.

Remember to click Update so the details are changed on the system.

The screenshot shows the 'My Profile' page. At the top, there is a blue 'System Message: Please provide your birthday.' Below this, the 'My Profile' section contains a message: 'You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.' The profile details are as follows: Name: TestPart Test; User ID: testpart; Email Address: lynne.james777@hotmail.co.uk (entered twice for verification); Birthday: Day, Month, Year (dropdown menus); Change Password: Enter your current password, then your new password twice, to change your password. Otherwise, leave blank. Below this are three input fields labeled 'Current Password', 'New Password', and 'New Password (confirm)'; Student ID Number; and Phone Number. At the bottom right, there is a green 'Update' button. Three arrows point from the text annotations to the 'Current Password', 'New Password', and 'Update' fields.

You will then be returned to the previous screen where you can sign up for studies and check on your points.

SIGNING UP FOR STUDIES

By clicking on “View available studies” under “Study Sign-Up”, you will be presented with a list of current studies. All studies that are active and have available time slots will be shown. The studies are listed in a random order each time you log in, this is so that studies at the top of the list do not get an unfair advantage.

If you only want to see studies for a particular day, click into the date box and a

calendar will open so you can select a date, then click on “GO”

The screenshot shows a web interface for viewing studies. At the top, there is a navigation bar with 'Studies', 'My Schedule/Credits', 'FAQ', 'My Profile', and 'Logout'. Below this, a message states: 'The system only displays studies in this list which have available timeslots and for which you meet any specific requirements. If no studies are shown please check back later as new slots and studies are being added regularly.' The current view is set to 'All Studies'. A filter box allows users to 'View studies with available timeslots on : Saturday, 5 July 2014' with a 'GO' button. Below this is a table of studies:

Available?	Study Information	Eligibility
Timeslots Available	Part 1: Learning new languages/ Part 2: Recognising read and spontaneous speech (8 Pounds) Part 1: Participants have to listen to an artificial language and discover the words. Part 2: Participants have to listen to sentences and decide if they were from read or spontaneous speech.	Only native British English speakers who did not grow up speaking an additional language. School knowledge of other languages is fine. Participants should not have hearing problems. Prior study restrictions
Timeslots Available	Physiological responses to computer tasks 2 (4 Pounds) An investigation into the effect of cognitive tasks on heart rate	Prior study restrictions

At the bottom, there is contact information: 'Admin queries phone 01752 584883 or email pooladmin@psy.plymouth.ac.uk', 'Copyright © 1997-2014 Sono Systems Ltd.', and 'Human Subjects/Privacy Policy (11/25)'.

By clicking on the “Timeslots Available”, beside the study you wish to sign up for you will get the following screen.

The screenshot shows the 'Study Information' page for the study 'Physiological responses to computer tasks 2'. The details are as follows:

- Study Name:** Physiological responses to computer tasks 2
- 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.
- Pay:** 4 Pounds
- Duration:** 30 minutes
- Sign-Up Restrictions:** You must NOT have signed up or completed ANY of these studies:
 - y12p Physiological responses to computer-based tasks (Inactive)
 - y12s Exploring cognitive processes - PAID (Inactive)
 - y12s Exploring cognitive processes - POINTS (Inactive)
 - y13p Exploring cognitive processes 2 (Inactive)
- Abstract:** An investigation into the effect of cognitive tasks on heart rate
- Description:** You will spend about 20 minutes doing some simple computer tasks including viewing images and a word-sorting task. First, I will set up the heart-rate monitor before asking you to relax. I will adjust the heart-rate strap to get the size right on top of your clothes, then ask you to place it around your chest next to your skin. Please wear a suitable top - ladies wearing a dress or play-suit is not advisable. Finally you will complete a short questionnaire. Please email me if you would like to participate at a different time than advertised.
- Researcher:** Amanda Hignett (07812072404)
- Principal Investigator:** .Staff.PI
- Deadlines:** Deadlines that occur on a Saturday or Sunday will be moved back to Friday. Sign-Up: 16:00 the day before the appointment. Cancellation: 16:00 the day before the appointment.

At the bottom, there is a green button labeled 'View Time Slots for This Study'.

This tells you about the study, please take note of any restrictions on your participation.

Click on the View time slots text to move on.

Date	Location	Sign Up?
Friday, 4 July 2014 13:00 - 13:30	Link 215a-d	Too Late to Sign Up
Friday, 4 July 2014 13:30 - 14:00	Link 215a-d	Too Late to Sign Up
Friday, 4 July 2014 14:30 - 15:00	Link 215a-d	Too Late to Sign Up
Friday, 4 July 2014 15:30 - 16:00	Link 215a-d	Too Late to Sign Up
Friday, 4 July 2014 16:00 - 16:30	Link 215a-d	Too Late to Sign Up
Monday, 7 July 2014 10:30 - 11:00	Link 215a-d	Sign Up
Monday, 7 July 2014 11:00 - 11:30	Link 215a-d	Sign Up
Monday, 7 July 2014 12:00 - 12:30	Link 215a-d	Sign Up
Monday, 7 July 2014 12:30 - 13:00	Link 215a-d	Sign Up
Monday, 7 July 2014 13:00 - 13:30	Link 215a-d	Sign Up
Monday, 7 July 2014 14:00 - 14:30	Link 215a-d	Sign Up
Monday, 7 July 2014 14:30 - 15:00	Link 215a-d	Sign Up
Monday, 7 July 2014 15:00 - 15:30	Link 215a-d	Timeslot full.
Monday, 7 July 2014 16:00 - 16:30	Link 215a-d	Timeslot full.

Decide which slot you want to sign up for and click on the appropriate "Sign Up" button.

The next screen gives you the information you will need to attend the study. **It is important that you make note of the time, location and the name of the experimenter.**

This will help the technical office to help you find the study location/experimenter if there are any last minute changes.

System Message: Sign-up Successful x

Your signup has been completed. Please copy down the following information:

Signup Information

Study Name	Physiological responses to computer tasks 2
Date	10 July 2014 15:30 - 16:00
Location	Link 215a-d
Brief Description	An investigation into the effect of cognitive tasks on heart rate
Detailed Description	You will spend about 20 minutes doing some simple computer tasks including viewing images and a word-sorting task. First, I will set up the heart-rate monitor before asking you to relax. I will adjust the heart-rate strap to get the size right on top of your clothes, then ask you to place it around your chest next to your skin. Please wear a suitable top - ladies wearing a dress or play-suit is not advisable. Finally you will complete a short questionnaire. Please email me if you would like to participate at a different time than advertised.
Researcher	Amanda Hignett Phone: 07812072404 Email: amanda.hignett@plymouth.ac.uk
Principal Investigator	.Staff.PI

If you have any further questions, you may contact the researcher or the principal investigator.

When you click to sign up you will get an email confirmation, giving you the details, please don't delete this email until you have taken part!

CHECK YOUR POINTS & SCHEDULE

You can see how your schedule is going and the points you have gained on the front screen of your account. Signups will be shown here and your points will be shown here.

It is very important that as a participant you attend for experiments that you sign up for. If you need to cancel, you must give notice by 4pm the day before the study is to take place, if the study is a Monday then you must contact the researcher on Friday. If you cancel after this point you may lose a point. If you have a valid reason for missing the study time, contact the researcher to make alternative arrangements to do the study.

If you do not turn up for 3 studies **you are locked out** of signing up for any more – this is cumulative, not 3 in a row. You will need to meet with your tutor and discuss steps you can take to avoid this happening in future. After this discussion, the tutor will request that you be re-admitted to the participation points system. If you miss 6 studies altogether, you will be permanently locked out of the system for that academic year and will have to submit alternative work.

FREQUENTLY ASKED QUESTIONS

1. Must I collect participation points in order to pass modules?

Yes. In order to pass the modules PSYC415 and PSYC206, in each you must either
- collect 22 participation points
or
- submit an essay, as described in the PSYC415 or PSYC206 module outline, to the Faculty Office.

If, at the end of the module, you have not collected 22 points or submitted your essay, you will fail the module. The exam board will consider these failures on a case-by-case basis.

2. What is the URL for the points system?

<http://uopsop.sona-systems.com>

or

select "Points System" on these pages:

<http://www.psy.plymouth.ac.uk/home/Stage1/>

<http://www.psy.plymouth.ac.uk/home/Stage2/>

3. What is my user ID and password? I forgot.

On the sona-systems page (FAQ #2 above), click "Forgot Password?"

4. How many points do I need to collect?

Stage 1: 22.

Stage 2: 22 (but if you get more, you can use them for your project).

5. What do I do about points at the end of the year?

Stage 1: nothing. Your points will be electronically tabulated.

Stage 2: nothing. Your points will be electronically tabulated. You can get more than 22 points, and you will be able to use these points next year when running your project.

6. What happens if I neither have my 22 points nor have handed in my ethics essay at the end of the year?

You will fail PSYC415 or PSYC206, depending on whether you are in Stage 1 or 2.

7. I missed an experiment - what happens?

You will be penalised double the points that the study was worth. E.g. if the study was worth 2 points, you will be deducted 4 points. If you have a good excuse (e.g. you were sick), bring documentation (e.g. doctor's note) to the researcher, who may be able to offer you another slot, or mark you as 'no penalty'.

If you miss 3 experiments, you will be locked out of the system. See FAQ #12.

8. I participated in an experiment -- why haven't I been credited my points?

Contact the researcher and he/she will credit you the points. You can prove that you did the experiment because you have signed a consent form. If you can't contact the researcher, contact his/her project supervisor.

9. I showed up for an experiment but the researcher wasn't there - what happens?

You will be granted your participation points and the researcher will be docked points. However, it is often the case that the participant showed up on the wrong date or the wrong time, so double check before complaining!

The researcher is the one who tells the computer system about points after an experiment. So you need to contact the researcher and get him/her to make sure you are granted the points.

10. An emergency has arisen and I need to cancel. Is this possible?

If you need to cancel, you must give notice by 16:00 the day before the study is to take place. (Friday for a study on Monday) So long as notice is given by 16:00 the day before, either the participant or researcher can cancel the appointment without penalty.

11. The researcher has cancelled on me. What shall I do?

Researchers will make every effort to contact you by email with as much notice as possible - it is always worth checking your email in the morning to save a wasted journey. There still may be occasions where the message fails to reach you and you get to the room to find a notice on the door saying that the researcher has called in sick.

If the researcher cancels later than 16:00 the day before the session, then you are entitled to claim the point anyway. The researcher will normally offer to reschedule the appointment, and this is preferable as then you will get the added benefit of having taken part in the study and been given the full brief and debrief. Participation in studies is seen as an important learning experience, and will be particularly useful when you come to design your own final year project studies.

12. I tried to log onto the system, but it is not letting me sign up for more studies.

What is going on?

Not only are you liable for penalty points if you fail to turn up, but after three penalty 'no-shows' you will be flagged as unreliable and barred from signing up to any more experiments until you have visited your tutor and explained why you are consistently failing to show up. Only your tutor can request that you are allowed back in to the system again.

If you miss 6 studies during the year, you will be permanently locked out of the system and you will have to submit your essay (see FAQ #1) instead.