
Checklist for Pre-Test Briefing

- Welcome & introduce self.
 - I did not design the product, so you won't hurt my feelings.
- Describe parts of the session, how it long will last, you can take breaks at any time
- Review Informed Consent
 - We will be recording the session, and others may be observing
 - Recordings are used for research purposes only
 - There may be some people watching
 - Your name will not be associated with any data collected
 - You have the right to stop at any time without penalty and to ask for a break
- Most important: it is the software we are testing, not you. Any difficulties you may have are because it wasn't designed in a way that makes sense to you.
- My role
 - Neutral observer taking notes
 - Can clarify the tasks themselves, but otherwise will remain silent
- Your role
 - Be yourself, have fun – you can't do anything wrong!
 - Be candid, you are helping others by shaping the product at an early stage
- The tasks
 - Read each one aloud
 - Ask for clarification if needed
 - Try to complete as if you were doing this at home
 - Spend as little or as much time as you normally would doing similar tasks
 - Let me know when you have completed the task or gone as far as you can
 - It is ok if you cannot complete each task, and we may not get to every task
 - Repeat: it is the software we are testing, not you
- Ask them to think aloud
 - Describe your steps, what you are looking for, give a "narration," etc.
 - Your comments are very important to us – we are equally interested in what you like and don't like about the product
 - Demonstrate think-aloud (this can be done later, before the tasks, if you prefer)
- Any questions before we begin?

Figure 5-7: Sample Checklist for Pre-Test Briefing