Welcome to the Level 1 Introductory Psychology: Methods and Applications course. This course deals with the practical aspects of conducting psychological research. The course provides opportunities for you to learn within small group classes. In addition to attending lectures that discuss research methodology, during the course you will also work with your fellow students on collaborative research projects.

If you have any queries not covered in the course guide please do not hesitate to ask me, your tutor, adviser of studies, or any other member of the academic, secretarial or technical staff of the School of Psychology. They will be happy to assist you wherever they can. Please note that answers to frequently asked questions will also be posted on the FAQ section of MyAberdeen.

Best wishes for your studies.

Dr David Pearson
PS1010/PS1510 course co-ordinator
Room T10, William Guild Building
e-mail: d.g.pearson@abdn.ac.uk
School of Psychology, University of Aberdeen

PS1010/PS1510 Course Guide

Session 2011-2012

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Accuracy and Currency of Information

Whilst every effort has been made to ensure the accuracy and currency of the information provided in this course guide, the School can only be bound by the Degree Regulations published in the University Calendar and by decisions made by the various Academic Standards Committees. In particular, staff changes and availability may necessitate alterations in courses and options. Thus details of courses running this year may not be the same for future years. Methods of assessment may also change.
CONTACTS

Dr David Pearson is year convener for PS1010 and PS1510
Room T10, d.g.pearson@abdn.ac.uk

Dr Graham Scott is year convener for PS1009 and PS1509 (level 1 psychology theory courses)
Room G14, g.scott@abdn.ac.uk

Karen Forrest is the level 1 secretary
Room G01 - Psychology office, Karen.forrest@abdn.ac.uk

Jim Urquhart manages SONA systems
Room S16, j.urquhart@abdn.ac.uk

Dr Maarten Milders is academic lead for SONA systems
Room T11, m.milders@abdn.ac.uk

BASIC INFORMATION:

- REGISTER after your advising appointment and issue of ID card. You can register at any of the computer classrooms across campus (type in ‘register’), which allow you access to emails, MyAberdeen and any course related information. CHECK MYABERDEEN AND YOUR UNIVERSITY EMAIL ACCOUNT ON A REGULAR BASIS.

- ATTENDANCE is taken seriously by the University so make sure you plan efficiently and attend the practical class you have chosen. If you are absent from your scheduled practical you will not be able to attend an alternative class.

- MYABERDEEN gives you access to recorded lectures and slides for both lectures and practicals. You can access MyAberdeen via www.abdn.ac.uk/myaberdeen

MEDICAL PROBLEMS:

- CONTACT THE PSYCHOLOGY SCHOOL OFFICE by email or phone
- If you have an extended period of ill-health you need to obtain a medical certificate from your doctor. Take it to the School office and they will make a copy to give to the university registry. ALSO ASK FOR ADVICE FROM YOUR ADVISOR OF STUDIES.
- If personal or family circumstances prevent you from attending your practical class please contact the course convenor (Dr Pearson) or Karen Forrest in the School office.
TURNITINUK

TurnitinUK is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK. The software makes no decision as to whether plagiarism has occurred; it is simply a tool which highlights sections of text that have been found in other sources thereby helping academic staff decide whether plagiarism has occurred.

As of Academic Year 2011/12, TurnitinUK will be accessed directly through MyAberdeen. Advice about avoiding plagiarism, the University’s Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for TurnitinUK, can be found in the following area of the Student Learning Service website www.abdn.ac.uk/sls/plagiarism/.

Please note that all written coursework for PS1010 and PS1510 must be submitted to TurnitinUK for review. Assignments will not be assessed until an electronic submission has been made.

MYABERDEEN (THE UNIVERSITY OF ABERDEEN’S VIRTUAL LEARNING ENVIRONMENT):

MyAberdeen is the University of Aberdeen’s Virtual Learning Environment. This is where you will find learning materials and resources associated with the courses you are studying. MyAberdeen also provides direct access to TurnitinUK, the originality checking service, through which you may be asked to submit completed assignments.

You can log in to MyAberdeen by going to www.abdn.ac.uk/myaberdeen and entering your University username and password (which you use to access the University network).

Further information on MyAberdeen including Quick Guides and video tutorials, along with information about TurnitinUK, can be found at: www.abdn.ac.uk/students/myaberdeen.php

Information about academic writing and how to avoid plagiarism can be found at www.abdn.ac.uk/sls/plagiarism.
LEARNING OUTCOMES: PS1010

Module 1: How To Read A Paper
1. Understand how to find relevant papers (general literature search)
2. Be able to access web resources (Web of Science, PsychLit, PsychInfo, Google Scholar, SCOPUS)
3. Be able to access science from the library
4. Understand the structure of references (APA style)
5. Understand hypotheses (experimental, null, research, (non)directional predictions)
6. Understand the structure of an introduction (background, summaries, hypotheses, level of detail)

Module 2: Methods and Design
1. Understand the purpose of a methods section (allow replication)
2. Understand the structure of a methods section (participants, materials, procedure, design)
3. Identify independent versus dependent variables
4. Identify the differences of between-subjects and within-subjects designs
5. Understand the pros and cons of between-subjects and within-subjects designs

Module 3: Results
1. Understand the purpose of a results section (link to hypotheses)
2. Understand how the hypotheses and design relate to descriptive stats
3. Understand what are descriptive stats (central tendency and variance)
4. Be able to calculate measures of central tendency (mean, median, mode)
5. Be able to calculate measures of variance (variance, standard deviation)
6. Be able to identify outliers
7. Understand the purpose of graphs
8. Be able to label all the parts of graphs (x- and y-axes, title, axis labels, legend, error bars)
9. Understand when to use boxplots versus bar graphs.
10. Be able to draw a bar graph or boxplot given sample data.

Module 4: Discussion and Conclusion
1. Understand the structure of a discussion
2. Understand how to write a summary of the results
3. Understand how to relate results to hypotheses
4. Understand how to relate results to other research
5. Understand how to explain future directions
6. Understand how to write a conclusion

Module 5: Psychological Methods
1. Understand basics of psychological testing
2. Understand how to conduct research on the web
3. Understand how to conduct research with patients
4. Understand how to conduct research with children
5. Understand how to conduct research with non-human participants
LEARNING OUTCOMES: PS1510

Module 6: Ethics

1. Understand ethical issues
2. Be able to fill out an ethics application
3. Be able to identify ethical issues in an ethics application

Module 7: Design

1. Review pros and cons of between-subjects versus within-subject designs
2. Understand how to use counterbalancing, randomization or matching
3. Understand how to identify these designs
4. Understand how a correlational design is different from group designs
5. Understand what correlations can and cannot imply
6. Understand the difference among positive, negative and zero correlations
7. Be able to label the parts of a scatterplot
8. Be able to make a scatterplot from sample data

Module 8: Psychological Techniques

1. Understand basic techniques in brain imaging
2. Understand basic techniques in psychophysics
3. Understand basic techniques in eye tracking

Module 9: Interviews and Surveys

1. Understand basic principles of conducting psychological interviews
2. Understand basic principles of conducting psychological surveys

Module 10: Factorial designs

1. Understand the purpose of factorial designs (why not just look at each IV separately)
2. Understand how IV and DV relate to factorial designs
3. Understand what an interaction is
4. Understand what interactions and main effects look like on a bar graph
5. Be able to plot 2x2 factorial designs on a bar graph (no effect, main effect of IV1, main effect of IV2, interaction)
READING LIST FOR PS1010 AND PS1510

Students are strongly advised to purchase or consult the following textbooks in the library.

**Recommended textbook for lectures:**


This is available from Blackwells bookshop (£28.99) and a few copies in QML on 3 day loan. The 2nd edition of this textbook is also available in the library.

**Other recommended books:**


Other references may be recommended in lectures.
PS1010 – INTRODUCTORY PSYCHOLOGY I: METHODS AND APPLICATIONS

PS1010 COURSE SUMMARY

The course comprises:

- Weekly lectures on Mondays at 15.00-16.00 in the Arts Lecture Theatre
- Regular Multiple Choice Questionnaires (MCQs) to test your knowledge of lecture material
- Weekly practical sessions in William Guild G38 where you will conduct a psychological experiment over the semester
- Completing a annotated bibliography, a practical report (submitted and marked as two halfs), and a presentation related to the experiment
- Two group participation practicals (weeks 7 & 8) where you participate in research projects that are being conducted by researchers in psychology
- A choice of other research projects to participate in via SONA systems

PS1010 is 100% course assessed so there are no exams.

Students who fail PS1010 will be required to resubmit failed or missing coursework during the August resit period.

Students who fail to complete at least 50% of the coursework will be withdrawn from the course.

You will find copies of all course materials in the PS1010 section of MyAberdeen. Please check MyAberdeen regularly for updates on information about the course, important announcements, lecture material, reading material and information on practicals.

You can log in at: www.abdn.ac.uk/myaberdeen
PS1010 LECTURES

Lectures take place in the Arts Lecture Theatre, at 15.00 – 16.00 on Mondays.

You are expected to attend all the lectures. They provide a framework for the work of the class and it is essential that you supplement your lecture notes by reading the appropriate sections from the prescribed textbook and from other sources recommended by lecturers.

Please try to arrive on time because latecomers can be disruptive to other students concentrating on what the lecturer is saying.

Eating or drinking in University lecture theatres and classrooms is not permitted.

Please ensure that mobile phones are turned off and although you may be addicted, texting and social networking during the lecture is disrespectful to the lecturer and others in the class.

Table 1: Lecture timetable for PS1010

<table>
<thead>
<tr>
<th>Date</th>
<th>Module</th>
<th>Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/9/11</td>
<td>-</td>
<td>Introduction to using SONA Systems for research participation credits (Pearson &amp; Fraser)</td>
</tr>
<tr>
<td>3/10/11</td>
<td>1.0</td>
<td>REPORT STRUCTURE How To Read A Paper - Identify Hypotheses (McGeorge)</td>
</tr>
<tr>
<td>10/10/11</td>
<td>2.0</td>
<td>REPORT STRUCTURE Methods and Design (McGeorge)</td>
</tr>
<tr>
<td>17/10/11</td>
<td>3.1</td>
<td>REPORT STRUCTURE Results: Descriptive Stats, Central Tendency (McGeorge)</td>
</tr>
<tr>
<td>24/10/11</td>
<td>3.2</td>
<td>REPORT STRUCTURE Results: Descriptive Stats, Graphs (McGeorge)</td>
</tr>
<tr>
<td>31/10/11</td>
<td>4.0</td>
<td>REPORT STRUCTURE Discussion, Conclusion (McGeorge)</td>
</tr>
<tr>
<td>7/11/11</td>
<td>5.1</td>
<td>Doing Research With Children (Bull)</td>
</tr>
<tr>
<td>14/11/11</td>
<td>5.2</td>
<td>Doing Research On The Web (Jones)</td>
</tr>
<tr>
<td>21/11/11</td>
<td>5.3</td>
<td>Doing Research With Patients (Milders)</td>
</tr>
<tr>
<td>28/11/11</td>
<td>5.4</td>
<td>Psychological Testing (Crawford)</td>
</tr>
<tr>
<td>5/12/11</td>
<td>5.5</td>
<td>Doing Research With Non-Human Participants (DeBruine)</td>
</tr>
<tr>
<td>12/5/11</td>
<td>-</td>
<td>NO LECTURE</td>
</tr>
</tbody>
</table>
PS1010 PRACTICALS

All practicals will be held in room G38, William Guild Building

You will be completing an experiment based on the “Thatcher Illusion” over the 12 weeks of the semester. You will be required to submit an annotated bibliography, a practical report (submitted separately as introduction/method and results/discussion sections), and deliver an oral presentation related to the experiment.

It is important to check MyAberdeen as important materials and reading for the practical groups will be available there. It is also essential that you attend all the practical sessions as work cannot be repeated.

You will meet in your assigned practical groups once a week and be led by your tutor. If you have not been assigned a practical group by the week beginning 3rd October please see Karen Forrest, the level 1 secretary, as soon as possible.

See table 2 (overleaf) for the PS1010 practical timetable.
Table 2: Practical timetable for PS1010

<table>
<thead>
<tr>
<th>Week</th>
<th>Week commencing</th>
<th>Practical Topic</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26/9/11</td>
<td>NO PRACTICAL</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3/10/11</td>
<td>Introduction to the ‘Thatcher Illusion’ project</td>
<td>Prepare presentation for following week</td>
</tr>
<tr>
<td>3</td>
<td>10/10/11</td>
<td>Presentations on hypothesis and background information</td>
<td>MCQs for lecture modules 1 and 2</td>
</tr>
<tr>
<td>4</td>
<td>17/10/11</td>
<td>Establishing the experimental method</td>
<td>Submit annotated bibliography</td>
</tr>
<tr>
<td>5</td>
<td>24/10/11</td>
<td>Experiment set-up and data collection</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>31/10/11</td>
<td>Descriptive statistics and graphs</td>
<td>MCQs for lecture modules 3 and 4</td>
</tr>
<tr>
<td>7</td>
<td>7/11/11</td>
<td>Excel Tutorial 1 <em>Group Participation Practical</em></td>
<td>Submit practical report Section A (intro, method, references) Complete group participation practical (2 credits)</td>
</tr>
<tr>
<td>8</td>
<td>14/11/11</td>
<td>Excel Tutorial 2 <em>Group Participation Practical</em></td>
<td>Complete group participation practical (2 credits)</td>
</tr>
<tr>
<td>9</td>
<td>21/11/11</td>
<td>Discussion and interpretation of experimental results</td>
<td>MCQs for lecture module 5.1, 5.2, &amp; 5.3</td>
</tr>
<tr>
<td>10</td>
<td>28/11/11</td>
<td>Group presentations with peer assessment</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>5/12/11</td>
<td>Tutorial based on learning outcomes</td>
<td>MCQs for lecture module 5.4 and 5.5</td>
</tr>
<tr>
<td>12</td>
<td>12/5/11</td>
<td>NO PRACTICAL</td>
<td>Submit practical report Section B (abstract, results, discussion, references)</td>
</tr>
</tbody>
</table>

All practical classes held in G38, William Guild Building
Attendance
Attendance at practicals is recorded by students signing their names on the attendance registers. It is the responsibility of students to ensure that they sign in otherwise it is assumed that they did not attend the class. Students who fail to attend 2 practical sessions without good cause will be classified as "at risk" and will be classified as C6/ C7 (at risk of losing class certificate). These students should meet with their advisor of studies and if they fail to do so within a reasonable period of time may be deemed to have withdrawn from the course.

If you want to leave a message about non-attendance at a practical, email the Level 1 Secretary, Ms Forrest (karen.forrest@abdn.ac.uk) or phone her on (01224) 272227.

Absence from Classes on Medical Grounds
Candidates who wish to establish that their academic performance has been adversely affected by their health are required to secure medical certificates relating to the relevant periods of ill health (see General Regulation 17.3).

The University’s policy on requiring certification for absence on medical grounds or other good cause can be accessed at:

www.abdn.ac.uk/registry/quality/appendix7x5.pdf

You are strongly advised to make yourself fully aware of your responsibilities if you are absent due to illness or other good cause. In particular, you are asked to note that self-certification of absence for periods of absence up to and including eleven weekdays is permissible. However, where absence has prevented attendance at an examination or where it may have affected your performance in an element of assessment or where you have been unable to attend a specified teaching session, you are strongly advised to provide medical certification (see section 3 of the Policy on Certification of Absence for Medical Reasons or Other Good Cause).

How to get a good mark for the practical report
The best strategy for the Practical course is to ensure 100% attendance and contribute to your group. Also:

- Listen to advice from your tutor and act on it.
- Structure your report according to the format in appendix A.
- Submit your report on time.

The report should not be verbose: assessors are looking for justifiable conclusions from the data obtained, neat tables and graphs. Note especially when writing your report that experimental data do not "prove" an experimental hypothesis or hunch; they provide support for or against the hypothesis. Also, the word "significant" should not be used except when referring specifically to the result of a test of statistical significance.

Report hand-in dates

Half report Section A (introduction, method, and references): You hand in this report
during your practical session in week 7

Half report Section B (abstract, results, discussion, and references): You hand this in to the psychology office during week 12 at or before the time you would normally attend your practical class. See table 2 for the practical timetable.

Please note written coursework must also be submitted to TurnitinUK. This can be done via MyAberdeen.

Late reports
Marks will be deducted for late submission of reports as follows:

- One CAS mark for every day late.
- One mark will be deducted for the weekend.
SONA SYSTEM – RESEARCH PARTICIPATION SCHEME

As part of the course requirement students are expected to take part in the school’s research participation scheme for at least five hours over the course of each semester. Two hours are provided by the group participation practicals (see below), while the remaining three hours must be made up by taking part in individual research projects being run in the School. This participation will contribute to your final mark for PS1010 and attendance to the scheme is controlled by software called SONA systems. See Appendix B for more details about the system and software. For individual research participation you can choose when to participate in various ongoing research projects throughout the semester but failure to attend an appointment will result in negative marks. You will either have to ‘make up’ the lost credits or accept a zero percentage mark at the end of the semester.

GROUP PARTICIPATION PRACTICALS

In weeks 7 and 8 of the semester the second half of your practical session will involve participating in group-based psychology experiments being run by researchers in the School. This will give you some understanding of the types of research project that working psychologists are engaged in. More details will be provided on the day by the member of staff who is running the study (not your tutor). Just turn up at the normal time in G38 and you will be fully briefed and debriefed on the day. Participation in the group practicals will earn SONA credits that contribute to your final mark for PS1010.

MCQs

You will complete Multiple Choice Questionnaires (MCQs) to test your knowledge of lecture material during the relevant practical sessions. See table 2 for details. The MCQs will be completed as part of your usual practical session.
COURSE ASSESSMENT

PS1010 is assessed as follows:
» 15% for the MCQs (0.5% per correct answer)
» 10% for the annotated bibliography
» 60% for the practical report (30% for Section A, 30% for Section B)
» 5% for the presentation
» 6% for SONA systems experimental participation (6 credits)
» 4% for the group-based participation practicals (4 credits)

Assessment is made on the Common Assessment Scale (CAS) - see table 3.

Table 3: Common Assessment Scale (CAS)

<table>
<thead>
<tr>
<th>CAS mark</th>
<th>Credits?</th>
<th>Description, Levels 1 and 2</th>
<th>Honours equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>20, 19, 18</td>
<td></td>
<td>Outstanding</td>
<td>First class</td>
</tr>
<tr>
<td>17, 16, 15</td>
<td>Credit awarded</td>
<td>Very good</td>
<td>Upper second class</td>
</tr>
<tr>
<td>14, 13, 12</td>
<td></td>
<td>Good</td>
<td>Lower second class</td>
</tr>
<tr>
<td>11, 10, 9</td>
<td></td>
<td>Pass</td>
<td>Third class</td>
</tr>
<tr>
<td>8, 7, 6</td>
<td></td>
<td>Marginal fail</td>
<td></td>
</tr>
<tr>
<td>5, 4, 3, 2, 1</td>
<td>No credit awarded</td>
<td>Clear fail</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>No submission</td>
<td></td>
</tr>
</tbody>
</table>

Unless you are told otherwise all work submitted for Level 1 courses will be marked according to the following criteria.

See appendix C for detailed CAS mark descriptions for each level.

If you receive a fail mark for the report then following normal University guidelines the ‘resit’ would take the form of a resubmitted practical report.
PS1510 – INTRODUCTORY PSYCHOLOGY II: METHODS AND APPLICATIONS

PS1510 COURSE SUMMARY

The course comprises:
- Weekly lectures on Mondays at 14.00-15.00 in Fraser Noble 1
- Regular Multiple Choice Questionnaires (MCQs) to test your knowledge of lecture material
- Weekly practical sessions in William Guild G38 where you will conduct two psychological experiments over the semester
- Completing two practical reports and two presentations
- Two group participation practicals (weeks 7 & 8) where you participate in research projects that are being conducted by researchers in psychology
- A choice of other research projects to participate in via SONA systems

PS1510 is 100% course assessed so there are no exams.

Students who fail PS1510 will be required to resubmit failed or missing coursework during the August resit period.

Students who fail to complete at least 50% of the coursework will be withdrawn from the course.

You will find copies of all course materials in the PS1510 section of MyAberdeen. Please check MyAberdeen regularly for updates on information about the course, important announcements, lecture material, reading material and information on practicals.

You can log in at: www.abdn.ac.uk/myaberdeen
**PS1510 LECTURES**

Lectures take place in Fraser Noble 1, at 14.00 – 15.00 on Mondays.

You are expected to attend all the lectures. They provide a framework for the work of the class and it is essential that you supplement your lecture notes by reading the appropriate sections from the prescribed textbook and from other sources recommended by lecturers.

Please try to arrive on time because latecomers can be disruptive to other students concentrating on what the lecturer is saying.

Eating or drinking in University lecture theatres and classrooms is not permitted.

Please ensure that mobile phones are turned off and although you may be addicted, texting and social networking during the lecture is disrespectful to the lecturer and others in the class.

**Table 1: Lecture timetable for PS1510**

<table>
<thead>
<tr>
<th>Date</th>
<th>Module</th>
<th>Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/1/11</td>
<td></td>
<td>Introduction to PS1510 (Pearson)</td>
</tr>
<tr>
<td>6/2/11</td>
<td>6.0</td>
<td>Ethics (Benson)</td>
</tr>
<tr>
<td>13/2/11</td>
<td>7.1</td>
<td>2 Group Between Subject Test (McGeorge)</td>
</tr>
<tr>
<td>20/2/11</td>
<td>7.2</td>
<td>Correlation (McGeorge)</td>
</tr>
<tr>
<td>27/2/11</td>
<td>7.3</td>
<td>2 Group Within Subjects Test (McGeorge)</td>
</tr>
<tr>
<td>5/3/11</td>
<td>8.1</td>
<td>Brain Imaging (Martinovic)</td>
</tr>
<tr>
<td>12/3/11</td>
<td>8.2</td>
<td>Psychophysics (Sahraie)</td>
</tr>
<tr>
<td>19/3/11</td>
<td>8.3</td>
<td>Eye Tracking (Hunt)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>-Easter Break-</strong></td>
</tr>
<tr>
<td>16/4/11</td>
<td>9.1</td>
<td>Interviews (Flin)</td>
</tr>
<tr>
<td>23/4/11</td>
<td>9.2</td>
<td>Surveys (tbc)</td>
</tr>
<tr>
<td>30/4/11</td>
<td>10.0</td>
<td>Factorial designs (McGeorge)</td>
</tr>
<tr>
<td>7/5/11</td>
<td></td>
<td>NO LECTURE</td>
</tr>
</tbody>
</table>
**PS1510 PRACTICALS**

All practicals will be held in room G38, William Guild Building

This semester the pace of practical work picks up compared with last semester. You will be completing two experiments over the 12 weeks, and writing a practical report and delivering a presentation for each.

In the first six weeks you will design, conduct and analyse data from an experiment on the Picture Superiority Effect (PSE).

In weeks 7 to 12 you will be conducting an experiment on stereotype activation for faces.

It is important to check MyAberdeen regularly as important materials and reading for the practical groups will be available there. It is also essential that you attend all the practical sessions as work cannot be repeated.

In the same way as last semester you will meet in your assigned practical groups once a week and be led by your tutor. **You will be in the same group as last semester.** If you did not complete PS1010 and have not been assigned to a practical group, please see Karen Forrest, the level 1 secretary as soon as possible.

See table 2 (overleaf) for the practical timetable.
## Table 2: Practical timetable for PS1510

<table>
<thead>
<tr>
<th>Week</th>
<th>Week commencing</th>
<th>Practical Topic</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30/1/11</td>
<td>Introduction to experiment 1: Picture Superiority Effect (PSE)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6/2/11</td>
<td>Prepare materials</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>13/2/11</td>
<td>Pilot materials &amp; research ethics</td>
<td>MCQs for lecture modules 6 and 7.1</td>
</tr>
<tr>
<td>4</td>
<td>20/2/11</td>
<td>Testing</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>27/2/11</td>
<td>Data scoring and analysis</td>
<td>MCQs for lecture modules 7.2 and 7.3</td>
</tr>
<tr>
<td>6</td>
<td>5/3/11</td>
<td>Discuss findings and report writing</td>
<td>Presentation 1</td>
</tr>
<tr>
<td>7</td>
<td>12/3/11</td>
<td>Introduction to experiment 2: Stereotype activation for faces Group Participation Practical (1 hr)</td>
<td>Hand in report 1 during practical group Complete group participation practical (2 credits)</td>
</tr>
<tr>
<td>8</td>
<td>19/3/11</td>
<td>Prepare materials Group Participation Practical (1 hr)</td>
<td>MCOs for lecture module 8 Complete group presentation practical (2 credits)</td>
</tr>
<tr>
<td>9</td>
<td>16/4/11</td>
<td>Pilot materials and research ethics</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>23/4/11</td>
<td>Testing</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>30/4/11</td>
<td>Data scoring and analysis</td>
<td>MCQs for lecture modules 9 and 10</td>
</tr>
<tr>
<td>12</td>
<td>7/5/11</td>
<td>Discuss findings and report writing</td>
<td>Presentation 2</td>
</tr>
<tr>
<td>-</td>
<td>14/5/11</td>
<td>- Revision week -</td>
<td>Hand in report 2 to psychology office</td>
</tr>
</tbody>
</table>

**All practical classes held in G38, William Guild Building**
Attendance
Attendance at practicals is recorded by students signing their names on the attendance registers. **It is the responsibility of students to ensure that they sign in otherwise it is assumed that they did not attend the class.** Students who fail to attend 2 consecutive practical sessions without good cause will be classified as "at risk" and will be classified as C6/ C7 (at risk of losing class certificate). These students should meet with their advisor of studies and if they fail to do so within a reasonable period of time may be deemed to have withdrawn from the course.

If you want to leave a message about non-attendance at a practical, email the Level 1 Secretary, Ms Forrest (karen.forrest@abdn.ac.uk) or phone her on (01224) 272227.

Absence from Classes on Medical Grounds
Candidates who wish to establish that their academic performance has been adversely affected by their health are required to secure medical certificates relating to the relevant periods of ill health (see General Regulation 17.3).

The University’s policy on requiring certification for absence on medical grounds or other good cause can be accessed at:

www.abdn.ac.uk/registry/quality/appendix7x5.pdf

You are strongly advised to make yourself fully aware of your responsibilities if you are absent due to illness or other good cause. In particular, you are asked to note that self-certification of absence for periods of absence up to and including eleven weekdays is permissible. However, where absence has prevented attendance at an examination or where it may have affected your performance in an element of assessment or where you have been unable to attend a specified teaching session, you are strongly advised to provide medical certification (see section 3 of the Policy on Certification of Absence for Medical Reasons or Other Good Cause).

How to get a good mark for the practical reports
The best strategy for the Practical course is to ensure 100% attendance and contribute to your group. Also:

- Listen to advice from your tutor and act on it.
- Look at the feedback from your report last semester.
- Structure your reports according to the format in appendix A.
- Submit your reports on time.

The report should not be verbose: assessors are looking for justifiable conclusions from the data obtained, neat tables and graphs. Note especially when writing your report that experimental data do not "prove" an experimental hypothesis or hunch; they provide support for or against the hypothesis. Also, the word "significant" should not be used except when referring specifically to the result of a test of statistical significance.
Report hand-in dates

Report 1: You hand in this report during your practical session in week 7

Report 2: You hand this in to the psychology office during revision week (week commencing 14/5/11) at or before the time you would normally attend your practical class. See table 2 for practical timetable.

Please note written coursework must also be submitted to TurnitinUK. This can be done via MyAberdeen.

Late reports
Marks will be deducted for late submission of reports as follows:
- One CAS mark for every day late.
- One mark will be deducted for the weekend.
SONA SYSTEM – RESEARCH PARTICIPATION SCHEME

As part of the course requirement students are expected to take part in the school’s research participation scheme for at least five hours over the course of each semester. Two hours are provided by the group participation practicals (see below), while the remaining three hours must be made up by taking part in individual research projects being run in the School. This participation will contribute to your final mark for PS1510 and attendance to the scheme is controlled by software called SONA systems. See Appendix B for more details about the system and software. For individual research participation you can choose when to participate in various ongoing research projects throughout the semester but failure to attend an appointment will result in negative marks. You will either have to ‘make up’ the lost credits or accept a zero percentage mark at the end of the semester.

GROUP PARTICIPATION PRACTICALS

In weeks 7 and 8 of the semester the second half of your practical session will involve participating in group-based psychology experiments being run by researchers in the School. This will give you some understanding of the types of research project that working psychologists are engaged in. More details will be provided on the day by the member of staff who is running the study (not your tutor). Just turn up at the normal time in G38 and you will be fully briefed and debriefed on the day. Participation in the group practicals will earn SONA credits that contribute to your final mark for PS1010.

MCQs

You will complete Multiple Choice Questionnaires (MCQs) to test your knowledge of lecture material during the relevant practical sessions. See table 2 for details. The MCQs will be completed as part of your usual practical session.
COURSE ASSESSMENT

PS1510 is assessed as follows:
- 15% for the MCQs (0.5% per correct answer)
- 35% for the first report (Picture Superiority Effect project)
- 2.5% for the first presentation
- 35% for the second report (stereotype activation for faces)
- 2.5% for the second presentation
- 6% for SONA systems experimental participation (6 credits)
- 4% for the group-based participation practicals (4 credits)

Assessment is made on the Common Assessment Scale (CAS) - see table 3.

Table 3: Common Assessment Scale (CAS)

<table>
<thead>
<tr>
<th>CAS mark</th>
<th>Credits?</th>
<th>Description, Levels 1 and 2</th>
<th>Honours equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>20, 19, 18</td>
<td></td>
<td>Outstanding</td>
<td>First class</td>
</tr>
<tr>
<td>17, 16, 15</td>
<td>Credit awarded</td>
<td>Very good</td>
<td>Upper second class</td>
</tr>
<tr>
<td>14, 13, 12</td>
<td></td>
<td>Good</td>
<td>Lower second class</td>
</tr>
<tr>
<td>11, 10, 9</td>
<td></td>
<td>Pass</td>
<td>Third class</td>
</tr>
<tr>
<td>8, 7, 6</td>
<td>No credit awarded</td>
<td>Marginal fail</td>
<td></td>
</tr>
<tr>
<td>5, 4, 3, 2, 1</td>
<td></td>
<td>Clear fail</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>No submission</td>
<td></td>
</tr>
</tbody>
</table>

Unless you are told otherwise all work submitted for Level 1 courses will be marked according to the following criteria.

See appendix C for detailed CAS mark descriptions for each level.

If you receive a fail mark for the report then following normal University guidelines the ‘resit’ would take the form of a resubmitted practical report.
ADDITIONAL INFORMATION FOR PS1010 AND PS1510

Change of term-time address
Please notify the School and the Registry of any change in your term-time address. It is vital we have an up-to-date address in case we have to contact you.

Class representatives

We value students’ opinions in regard to enhancing the quality of teaching and its delivery; therefore in conjunction with the Students’ Association we support the operation of a Class Representative system.

The students within each course, year, or programme elect representatives by the end of the fourth week of teaching within each half-session. In PS1010/PS1510 we operate a system of course representatives. Any student registered within PS1010 and PS1510 that wishes to represent a given group of students can stand for election as a class representative. You will be informed when the elections for class representative will take place.

It will involve speaking to your fellow students about the course you represent. This can include any comments that they may have. You will attend a Staff-Student Liaison Committee and you should represent the views and concerns of the students within this meeting. As a representative you will also be able to contribute to the agenda. You will then feedback to the students after this meeting with any actions that are being taken.

Training for class representatives will be run by the Students Association. Training will take place in the fourth or fifth week of teaching each half-session. For more information about the Class representative system visit www.ausa.org.uk or email the VP Education & Employability vped@abdn.ac.uk. Class representatives are also eligible to undertake the STAR (Students Taking Active Roles) Award, further information about the co-curricular award is available at: www.abdn.ac.uk/careers.

Getting in touch with members of staff
You can contact staff in the following ways:
• Speak to a member of staff at the end of a lecture or practical.
• Send an e-mail message (e-mail names are listed at the front of this handbook).
• Make an appointment by email
• Speak to Karen Forrest in the Psychology Office

Enhancing Feedback
The University recognises both the importance of providing timely and appropriate feedback on assessments to students, and of enabling students to voice views on their learning experience through channels such as Student Course Evaluation Forms and Class Representatives. FAQs, guidance and resources about feedback can be found on the University’s ‘Enhancing Feedback’ website at: www.abdn.ac.uk/clt/feedback
Grievances and advice
A full description of university appeals and complaints procedures is provided in Appendix D.
If you have a complaint about the course or want advice about it, you should in the first instance, approach the lecturer giving the course in which the problem occurs. If the matter is not resolved, it should then be taken to the PS1010/PS1510 co-ordinator, Dr Pearson. If the matter remains unresolved, it should be taken to the Director of Teaching, or in urgent cases, the Head of School.

Aberdeen Graduate Attributes

Graduate Attributes are a wide-ranging set of qualities which students will develop during their time at Aberdeen in preparation for employment, further study and citizenship.

There are four main areas of the Graduate Attributes:

- Academic excellence
- Critical thinking and communication
- Learning and personal development
- Active citizenship

Students have many opportunities to develop and achieve these attributes. These include learning experiences on credit-bearing courses and co-curricular activities such as work placements, study abroad and volunteering. In accordance with the University’s commitment to Equality and Diversity, students can request support with any aspect of the Graduate Attributes framework.

The ACHIEVE website offers resources that enable students to assess and reflect upon their present skills and development needs. The website also contains resources to help students to improve their skills and links to a range of university services such as the Careers Service and the Student Learning Service. Students can access ACHIEVE from their MyAberdeen site in the ‘My Organisations’ section. More information about Aberdeen Graduate Attributes and ACHIEVE can be found at www.abdn.ac.uk/graduateattributes.
Appendix A: Report structure

CHECKLIST – WRITING A PRACTICAL REPORT

When you write a psychology report it should be possible for a person reading your report to replicate your study, i.e. carry it out exactly as you did. This is very important in scientific method and you should consider whether an intelligent layperson would be able to conduct the study from your description; if not, then what information do you need to clarify? When you write your practical report, we recommend that you use the checklist below to make sure that you have covered all the appropriate material. Divide the report into sections, as indicated, and title these sections. This is a generic checklist, so not every question will apply to every study. If you use this checklist, you should find that it will help you to obtain a good mark for your practical report.

<table>
<thead>
<tr>
<th>Report section</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Should be a concise summary of the project and entice people to read.</td>
</tr>
<tr>
<td><strong>Abstract:</strong></td>
<td>This is a short summary of the whole report, so try to be concise and precise when you write this. Do not cite references. Does your abstract state:</td>
</tr>
<tr>
<td>(a)</td>
<td>the subject area under investigation?</td>
</tr>
<tr>
<td>(b)</td>
<td>the purpose of your study?</td>
</tr>
<tr>
<td>(c)</td>
<td>a summary of the method and/or design used?</td>
</tr>
<tr>
<td>(d)</td>
<td>a summary of the results?</td>
</tr>
<tr>
<td>(e)</td>
<td>a concise conclusion?</td>
</tr>
<tr>
<td><strong>Introduction:</strong></td>
<td>This introduces the experiment or study, describes previous similar or related experiments/studies, builds up to the purpose of the experiment/study, and may state hypotheses. Does your introduction:</td>
</tr>
<tr>
<td>(a)</td>
<td>Outline the subject to be investigated?</td>
</tr>
<tr>
<td>(b)</td>
<td>Refer to relevant studies from the literature citing authors by name(s) and year according to the APA style?</td>
</tr>
<tr>
<td>(c)</td>
<td>Give a brief overview of how the study has been conducted?</td>
</tr>
<tr>
<td>(d)</td>
<td>State the purpose of the experiment/study and the experimental or research hypothesis?</td>
</tr>
<tr>
<td><strong>Method:</strong></td>
<td>This section presents enough details so that the experiment could be replicated by another researcher. Make sure that it is written in the past tense. Ensure that you use the sub-headings below in the report.</td>
</tr>
<tr>
<td>Participants – have you:</td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>given the details of the participants (number, gender, age etc)?</td>
</tr>
<tr>
<td>(b)</td>
<td>described how the participants were sampled?</td>
</tr>
<tr>
<td>(c)</td>
<td>stated whether any participants’ results had to be excluded from the final analysis? (you do not state if none have been excluded)</td>
</tr>
<tr>
<td>Materials/Apparatus – have you:</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>given details of the stimuli used?</td>
</tr>
<tr>
<td>(e)</td>
<td>given details of how the stimuli were randomised/presented?</td>
</tr>
<tr>
<td>(f)</td>
<td>given details of what equipment was used?</td>
</tr>
<tr>
<td>Design - have you:</td>
<td></td>
</tr>
<tr>
<td>(g)</td>
<td>stated the research design used?</td>
</tr>
<tr>
<td>(h)</td>
<td>defined the independent/dependent variables OR the variables to be correlated?</td>
</tr>
<tr>
<td>(i)</td>
<td>noted any control groups, if they were present?</td>
</tr>
<tr>
<td>(j)</td>
<td>included any details of how order effects were avoided?</td>
</tr>
</tbody>
</table>
**Procedure** – have you:

(k) summarised the instructions given to the participants and included the exact instructions in an appendix (if necessary)?

(l) given details of what the researcher did to collect data on the day(s) of testing?

(m) described how the responses were recorded and subsequently scored?

---

**Results:** This is an essential record of how the data were analysed and results of descriptives and any statistical tests. Have you presented details of:

(a) the data (e.g. table of means, sd’s), graphs/scatterplot, statistical tests, correlations etc... in order of the hypotheses, with brief objective comments?

(b) labels for these data (and numbers and titles for all tables and graphs)?

(c) the observed (and where relevant the critical) value(s) of your statistic(s)?

(d) a statement of whether or not your result(s) supports your hypotheses including the level of statistical significance (p-value), where it has been appropriate to calculate this?

(e) any fuller tables in the appendices (see below)?

---

**Discussion:** This section describes the results in relation to previous research mentioned in the introduction and in relation to your hypotheses. Have you:

(a) summarised the results with reference to the numbered tables and graphs in the results section or in the appendices?

(b) noted whether the hypotheses have been supported or not?

(c) discussed the results with reference to the aims of the experiment/study and other research results from the literature you have referred to in the introduction section?

(d) summarised what we now know and do not know as a result of this study?

(e) made constructive criticisms of the experiment/study and suggested what improvements could be made if the study was to be repeated?

(f) suggested what might be done next to build on your findings?

---

**Conclusion:** This is a brief summary of the results against the hypotheses. Have you:

(a) briefly summarised the results in light of the purpose of the experiment (without continuing the discussion)?

---

**References:** Only use references you have cited (do not include those you have read but not cited). Have you:

(a) listed the journals, books and other sources you have cited in the APA format (see [www.apastyle.org](http://www.apastyle.org))

---

**Appendices:** Where appropriate are used for detailed information that is relevant but not included in the body of the report. Have you, if necessary:

(a) produced fuller details of instructions and tables of raw data/results, calculations, analyses, diagrams, computer programs, etc... suitably annotated and numbered?

---

**General points.** Have you:

(a) written the report mainly in the past tense

(b) conveyed the information and ideas concisely and clearly?

(c) used objective, formal language as far as possible?

(d) checked spelling and grammar

(e) numbered the pages?

(f) made sure that you have presented the work in a neat and coherent way?

(d) checked the date, time and location for handing in the report?
Appendix B: SONA system

INTRODUCTION TO SONA

SONA SYSTEM research is an important part of the Methods and Practical Applications (MPA) course. Current psychological research conducted by final year honours and post-graduate students provides experience of practical applications in psychology and adds to the educational value of the MPA course. All studies/experiments have been passed by the School of Psychology Ethics Board and meet the British Psychological Society’s stringent guidelines on research with humans. Once you have registered for SONA you can choose to participate in a number of different studies that fit in with the rest of your University commitments. The nature of studies/experiments will be obvious when you register for participation and we encourage you to sign up for a broad range of research.

Award of credits
The award of credits from participating in SONA contributes towards your final CAS grade at the end of each half-session. You are expected to obtain 10 credits (5 hrs participation) in each half-session, providing 10% of your overall grade.

Four credits (2 hours) will be provided by the group-based participation practicals that take place in weeks 7 and 8. You do not need to sign up separately for these practicals. Just make sure that you sign the class register to confirm your attendance and your credits will be awarded automatically.

If you are unable to attend a group participation practical you will need to make up the missing credits by signing up for individual research projects on SONA systems as described below.

A further six credits (3 hours) must be provided by registering for individual research projects via SONA systems. You are free to participate in whichever projects appeal to you the most. The experimenter running the study will award you the appropriate number of credits through SONA upon completion of the experiment.

Please note that here is no benefit in obtaining more than 10 credits as they will be discounted and may prevent other students from participating in the scheme. The credit system is as follows:

One credit = a period up to 30 minutes; two credits = up to 60 minutes; 3 credits = up to 90 minutes...and so on.

Note: Credits can only be obtained through SONA.

At the outset of the study you will be given information of what you are expected to do and the right to withdraw. In such a case, no credits will be awarded. If you have strong objections to participating in the scheme you can opt to write an essay (2,500 words) by contacting Dr Maarten Milders (m.milders@abdn.ac.uk) by the end of teaching week 5 in the first and second semesters.
Penalties: If you fail to attend a pre-appointed study/experiment (‘no-show’), two credits will be deducted from your SONA record. You can make these up if you register for more studies but if ‘no show’ deductions are still on your record you will have zero credits awarded to you overall CAS mark.

GENERAL INFORMATION

- Although you can register for SONA at any time before it shuts down at the end of each half-session, aim to register and get your credits as soon as possible. Some studies are restricted (e.g. gender, age, native English speakers) so it will benefit to sign up for studies that suit you early in the semester.
- All data and personal information is treated with confidentiality.
- Do not sign up for a Monday appointment over the weekend, 10am Friday is the latest you can do so. Usually you cannot sign up within 24 hours of the start time, but there are exceptions that will be clear when you log into SONA.
- Keep a record of times, dates, rooms, name of researcher. Staff in the office will not be able to help you and ‘no show’ penalties will apply if you fail to attend your appointment.

Cancellation of Appointments

- You can cancel your appointment up to 24 hours prior to the set time. Either email the researcher, Jim Urquhart or Karen Forrest in the psychology office. This will prevent you from losing credits and allow you to arrange another time for the study.
- Researchers need to give 24 hours notice (by email) prior to the cancellation of a session and credits will not be awarded. You will receive credits for a later cancellation or failure for the researcher to appear.

Absence of Researchers

- If the researcher is more than 10 minutes late for the appointment, go to the main psychology office (G01) and complete an ‘Absence of Researcher’ form. Unless the study has been properly advertised as cancelled on SONA 24 hours prior to the appointment, you will be given the appropriate number of credits provided you were eligible for the study.

Health and Safety

- If you or the researcher becomes unwell during testing, contact the nearest member of staff or phone the main office: (272227). Secretaries will contact one of the First Aiders in the department.
SONA Participants User Guide 2011

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1. Introduction

The School of Psychology is using Web Based Software to enable timetabling of experiments and to issue credit for the Psychology Research Scheme used by Introductory Psych. I and II: (Methods and Practical Applications Course). The Experiment Management System provides an easy method for you to sign up for studies and track your progress through the term. Everything is done through the software’s web-based interface, so you can access the system at any time, from any computer, with a standard web browser.

Your interaction with the system will be minimal and hopefully as painless as possible. After you log in to the system, you can view a list of available studies and any restrictions, sign up for studies that interest you, and track your progress throughout the term. The system will track when you receive credits for a study, so you can view this online as well.

How to Register

PS1010/PS1510 Students have the opportunity to obtain 6 credits participating in individual research projects during the course of each semester. An additional 4 credits will also be awarded for taking part in the group-based participation practicals in weeks 7 and 8. In order to participate in scheduled experiments you must first register by visiting the following link:

http://abdn.sona-systems.com

Alternatively you can link to the above website at:

http://abdn.ac.uk/psychology/current/sona/

Either method will bring you to the following screen:

To register as a PARTICIPANT please do the following:

- Click on “Request an account here”
- Fill in the Information requested which will require an abdn.ac.uk e-mail address
  Please note for you can only use a University of Aberdeen email address.
  Therefore you must have registered with the University Computing Centre before attempting to create an account.
- Please ensure that you fill in the correct course code which for 1st Year students will be PS1010 (first semester) or PS1510 (second semester)

Assuming that you have registered correctly you will receive an automatic email notification that will include login instructions for the system. You will be assigned a default password, which you can change after your first login.
Log back in to the Research System with the username and password as listed in the email - http://abdn.sona-systems.com

Confirm that you agree to the consent agreement then complete the pre-screening questionnaire:

The pre-test questions exist so that Researchers can restrict the individuals that are entitled to sign up to their experiment. For example researchers may only wish to test Participants that are Under 30 and write with their left hand. Once you have completed and saved the Pre-Test questionnaire you will then proceed to the start screen for The Research Participation System.
2. How to Use the Research System

Once you login you will see the Main Menu:

Your login (also known as a session) will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

Retrieving a Lost Password
If you have forgotten or do not have your password then you may choose to have your password emailed to you. You will see an option on the front login page. Your password will be emailed after you submit the form and should arrive in your email box within a few minutes.

Logging Out
When you are done using the system, choose Log Out from the toolbar on the left side to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.
Changing Your Password and Other Information

If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would not like to change your password, simply leave these boxes empty.

You can also change your phone number and course assignment in the My Profile section. It is unlikely you will need to change your course assignment unless you have accidentally signed up to Level 2 Psychology instead of Level 1.

3. Studies

This is the main part of the Research System. It is from here that you will read about and sign up for psychology studies. During the course of each semester you have the opportunity to obtain 6 credits from experiments / studies. Each test session of 30 minutes or part thereof, is worth 1 Credit. Therefore, an experiment lasting 50 minutes would be worth 2 Credits.

Viewing Studies

To view a list of studies, click on Studies from the top toolbar. You will see a list of studies. The list of studies is shown in a random order. A brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.
Studies that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. You may also select a specific date to view studies with available timeslots on that date. To view more information about a study, click on the name of the study.

**Two-Part Studies**
Some studies are two-part studies, where you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked.

**Signing Up For Studies**
To sign up to participate in a study, find the study you would like to participate in. Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study. Some restrictions are automatically enforced by the system. If the study has certain prerequisites or disqualifiers (studies you must not have participated in to participate in this study), those will be listed, as well as a note about whether you meet those eligibility requirements.

The study may have other restrictions listed as Subject Restrictions. An example of a Subject Restriction is “Left-handed people only.” If listed, then the system does not enforce this restriction, but you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study, and could face a penalty.
You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots where it is too late to sign up.

Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.

After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You will also receive email confirmation as well. You are now signed up for the study. To cancel your sign-up, see Cancelling a Sign-Up below.

**Cancelling a Sign-Up**

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from the toolbar. You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information). Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. Please note that you cannot cancel an appointment within 24 Hours of the appointment start time. By using the cancel option the researcher will automatically receive an e-mail of the cancellation:

Once you click Cancel to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is your responsibility to deal with this issue (usually by cancelling the depending study as well). The system will warn you, but will not block the cancellation. Click “Yes” to cancel your sign-up and the sign-up will be cancelled immediately.

**Please Note:** If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.
Tracking Your Progress
You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. If you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

Credit Information

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
<th>Overall Credits Earned: 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Credits Required: 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Credits Earned by Course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Study Sign-Ups

NOTE: Researchers only know you by your identity code, which is 20084, so please use that when corresponding with them.

<table>
<thead>
<tr>
<th>Study</th>
<th>Time</th>
<th>Location</th>
<th>Credit Status</th>
<th>Course</th>
<th>Comments</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>A New You See It, Now You Don’t (1 Credit)</td>
<td>January 31, 1999 10:00 AM</td>
<td>124 Baker Hall</td>
<td>1 credit awarded on July 25, 2003.</td>
<td>65221</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Can You Handle It? – Grasping and Lifting Smooth vs Slippery Objects (1 Credit)</td>
<td>January 20, 1999 3:00 PM – 3:30 PM</td>
<td>322 C Baker Hall</td>
<td>Failure to appear (1 credit penalty).</td>
<td>65221</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Intuitions (1 Credit)</td>
<td>January 28, 1999 11:30 AM – 11:45 AM</td>
<td>Baker Hall</td>
<td>1 credit granted on September 3, 2003.</td>
<td>65221</td>
<td>None</td>
<td>[Resign]</td>
</tr>
</tbody>
</table>

No Shows

If you fail to appear for a study, and did not inform the researcher by email or phone in time, then you will most likely receive a **No Show Penalty of 2 credits**. That will be displayed in your progress, and the penalty will be deducted from your current credit earnings. It is therefore possible you might end up with a negative value for the number of credits you have earned. Next to each credit or penalty, you can also see any comments the researcher left regarding the study and your credit for it. So if you miss a test session without notice then you will need to complete 8 credits, rather than 6, to pass the Individual Research Participation part of the first year Psychology Course. Students with “No Show” records at the end of term will not receive any credits and lose 12% from the overall in-course assessment.

Late Arrival - If you turn up late for an appointment then it may be that to test you would affect the scheduled next appointment for the researcher. It is within the discretion of a researcher to class a late participant as a **No Show** and therefore apply the no show penalty.

No Show by a Researcher: If you have signed up and turned up for an experiment and the researcher fails to show up, please go to the Psychology Office (Room G1 William Guild Building) to complete a form to inform of the details of the session. You **WILL**, in most circumstances, receive the credits for the session unless the researcher gave you advance notice of cancellation. We expect researchers to give participants 24 Hours notice of a cancellation.

Manually Being Credited for an Experiment

It is possible that a researcher may approach you to do their experiment, even though you have not signed up through the research participation system, and state that they will award you the credit directly. **We do not recommend you sign up this way** as you are relying on the researcher to remember to give you the credit.
4. Frequently Asked Questions

- **I participated in a study, but I have yet to receive credit. How do I receive credit?**
  The researcher must grant you credit. This is usually done shortly after your participation however most researchers allow the system to issue auto-credit. Auto-credit happens 48 hours after the study took place. If it has been more than 48 hours and you have still not received credit, please contact the researcher.

- **Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.**
  Only the researcher of the study may see that you have signed up for it, along with the subject pool administrator. No other users, including other researchers, may see this information.

- **I noticed that with some studies, I can sign up for them again even if I participated before, while others don't allow for this. Why is this?**
  Researchers can choose if their studies allow you to participate more than once. Not all studies allow you to participate more than once.

- **What happens if I complete more than 10 Credits? Will I get extra marks or will they count towards the next semester?**
  In order to obtain full marks each participant can complete 10 credits using the Experiment Management System each semester (6 from individual projects and 4 from the group practicals). While you can complete more than 10 credits, if you choose to do so, it is not recommended and they will not carry forward to the next semester and you will not obtain any additional marks for doing so. At the start of semester 2 all credit values are zeroed and you will have to complete another 10 credits.

**PLEASE NOTE THAT DURING EACH SEMESTER ADDITIONAL FREQUENTLY ASKED QUESTIONS WILL BE POSTED ON THE FAQ SECTION OF MYABERDEEN**

5. Any Problems?

If you encounter a **Problem** while using the research participation system please take a detailed note of exactly what happened and what screen you were logged in to at the time before making contact with the system administrator.
Appendix C: CAS mark descriptions

CAS mark Qualities evident in work

20, 19, 18 Outstanding work
Direct, comprehensive answer to the question set, using a wide range of examples, evidence and arguments. Demonstrates a command of relevant facts and key concepts from the course. Excellent use of lecture and textbook material, supplemented by confident, effective use of additional sources; perhaps some use of research literature; shows clear ability to develop reasoned, sustained arguments. Discursive throughout, with clear evidence of critical ability. Fluent writing and structure, with high quality presentation throughout.

17, 16, 15 Very good work
Direct answer to the question set, using a range of information: solid factual basis supported by firm understanding of key concepts. Confident, effective use of lecture and textbook material, supplemented by some use of additional sources (for example, from newspapers, periodicals, judicious use of the internet, more specialist books) to develop reasoned arguments. Discursive rather than descriptive, with some evidence of critical ability. Fluent writing and structure, with high quality presentation throughout.

14, 13, 12 Good work
Direct but narrow answer to the question set, with competent use of basic lecture and set textbook information. Sound factual base, with satisfactory understanding of key concepts from the course, but limited grasp of wider issues related to the question set. Descriptive rather than discursive, with limited evidence of ability to develop reasoned arguments. Limited evidence of reading beyond basic textbook material. Satisfactory organisation and presentation.

11, 10, 9 Pass
Acceptable but inconsistent answer. Attempts to answer the question set, but lacks focus, with some content of limited relevance and/or poor organisation of material. Limited demonstration of knowledge and understanding; sketchy use of lecture material; perhaps some mistakes. Reliance on facts rather than argument, with little or no evidence of reading in support of work. Poor quality presentation.

8, 7, 6 Marginal Fail
Fails to address the key elements of the question set. Large proportion of irrelevant or excessively simplistic material, and/or significant errors of fact or interpretation. Serious deficiencies in organisation or presentation.

5, 4, 3, 2, 1, Clear Fail
Fails to answer the question set and/or demonstrates a complete lack of understanding. Consistently irrelevant content and/or numerous errors of fact and interpretation.
Notes
1. Normally all criteria must be met for a piece of work to be placed in a particular class.
2. Some types of coursework (e.g., some presentations or practical assignments) may use different mark criteria. You will be told if this is the case, and the appropriate criteria will appear in the relevant course documentation and/or website.

Merit Awards
A First Class Merit award for a course (PS1010 and PS1510) will be recorded on your Academic Record if your overall course CAS assessment is 18 or more. The corresponding CAS scores for a Second Class Merit award is 15-17. Merit awards enhance your Curriculum Vitae when you leave University.
Appendix D: Appeals and Complaints Procedure

A student who considers that she or he may have reason to pursue an appeal or complaint should begin by familiarizing themselves with the Appeals and Complaints Procedures [www.abdn.ac.uk/registry/appeals](http://www.abdn.ac.uk/registry/appeals)

The procedures outline:

- the difference between an appeal (against an academic decision) and a complaint (about an aspect of non-academic service);
- the principles upon which the appeals and complaints process is based;
- the grounds upon which appeals and/or complaints can be pursued;
- the process to be followed in pursuing an appeal or complaint;
- who to talk to for additional information;
- what informal steps you should take before submitting a formal appeal or complaint;
- how and when to submit an appeal or complaint;
- the likely timescale involved in conducting an appeal or complaint;
- the types of behaviour that are considered unacceptable in pursuing an appeal or complaint;

I am unhappy with my marks. Can I appeal?

Academic appeals will only be considered on grounds where:

i) it is believed that the University’s procedures were not followed;  

or  

ii) it is believed that the person or body making the decision did not have the authority to do so;  

or  

iii) it is believed that the person or body making the decision did not act impartially;  

and  

iv) a student considers that they have suffered, or could suffer, material disadvantage as a result.

Those involved in considering academic appeals will not pursue an appeal that does nothing more than question the academic judgement exercised. For example, a student cannot appeal simply because they are unhappy or disagree with a CAS mark awarded. Academic judgement is a matter solely for the relevant School(s) and the Examiners.

If you feel that you need more feedback to understand why you were awarded a particular mark, we encourage you to contact your tutor directly and meet with him/her to discuss your work. If, following this, you wish to appeal your mark, you should follow the procedures described above, indicating in writing the grounds on which you are appealing.