*Make sure you have:*

*The experiment folder*

*Your Tally Sheet and Subject Sheet*

*Plenty of consent forms & debriefing forms*

*Pens for each desk*

*Open the internet shortcut link the on desktop*

*Enter subject number and computer number*

*Select the correct version (if applicable)*

 *Double check, then* ***check again*** *that you have entered correct information*

*Place a consent form and pen at each desk*

*Go to the waiting room and say that you are looking for subjects that signed up for “Sona #950 – Memory Experiment”. Ask them to follow you into the hallway if you call their name. Read their names. In the hallway,* ***ask them to tell you their full name (first and last). Confirm you have all the correct subjects (and no extras)****. Wait until 1 minute past the start time if there are subjects who are missing.*

**“Please have a seat at one of computer with a consent form in front of it.**

**Hello, and thanks for coming today! My name is [Name], and I’ll be your experimenter today.**

**Before we get started, please turn your cell phones either off or on silent, not vibrate, and then put them and any other person belongings away. Thank you.”**

*Wait for them to silence their phones and put things away (if they leave things on the desk as them to put them into their bag on onto the ground)*

**“Please read the consent form on the desk in front of you. Let me know, if you have any questions. If not, can sign and date it at the bottom, and I’ll collect it when you’re done.”**

***Pick up consent forms from subjects and take their pens****. Glance at the names on each form to make sure that they match the subject names you copied down from SONA. You will enter the names into your tally sheet once the subjects begin the experiment.*

**“Today you are going to be doing a series of tasks on the computer. You will be using the keyboard and mouse to respond. Before each task, will be a set of instructions. Please read all the instructions carefully. If you have any questions during the experiment, either about the instructions or any other part of the experiment, please quietly raise your hand to let me know. Once you are finished, please wait silently until everyone is finished and I will dismiss you after everyone is done.**

**Do you have any questions BEFORE you start? (answer any questions) Click the ‘Next’ button when you’re ready to begin.”**

*Sign consent forms and file in the “Signed Consent” folder (double check names again)*

*Fill out subject sheet and tally sheet*

*Watch subjects as they do task and wait until they reach the debriefing form. Note any disruptions, technical problems, questions, etc. using the “comments” section of the subject sheet.*

**If there are questions to ask at the end of the experiment:**

**“It looks like everyone is finished. I have just a couple quick questions before you leave. We will start answers on the left and go right.”**

*If you have time, you can ask the questions and write answers on the subject sheet:*

*Example Questions:*

 *Were any of the words in the experiment unfamiliar to you?*

 *What was your process for trying to memorize the objects and adjectives?*

 *What was your process for trying to remember the objects during the test at the end?*

**“That concludes the experiment for today. This is a copy of the consent form you signed at the beginning, on the back is a copy of the debriefing form you read at the end. This is a copy for you to keep.”**

***Give a copy of the debriefing*** *form and consent form to all subjects*

**“Your credits will be granted by the end of the day. Thank you for your time and have a good rest of your day! (Once you exit this hallway stairs are to the right at the end of the hall)”**

*You can open a new window for the next subject and close the current one*

*Once you are finished running subjects,* ***make sure to grant credit on SONA before end of day***