Welcome to the Experiment Management System!

The Experiment Management System is an online tool used by the Department of Psychology to advertise studies we are running at the moment so that volunteers can sign up to take part.

This sheet contains some information to help you get started. If you have any questions, please get in touch with the system administrator (Dr Jo Hale):  email takepart@rhul.ac.uk, Tel.01784 41 4029.

Logging In

Go to psychology-rhul.sona-systems.com and enter your username and password. These details should have been sent to you in an email from ‘Experiment Management System’. If you can’t find your login details, please contact the administrator, who can re-send them.

Privacy Policy and Pre-screening Questionnaire

The first time your log in, you will be asked to read and acknowledge our privacy policy. You will also be asked to complete a pre-screening questionnaire. This is designed to give us background information such as your age and preferred language. You may decline to answer some questions. Some studies may have requirements about who can take part, and completing the pre-screening questionnaire means we can check that you are eligible to participate.

Signing Up for Research Studies

When you log in to your account, you will see a green button to ‘view available studies’. This will take you to a list of all current studies with time slots available. To search for studies on a particular day, select a date at the top of the list.

Click on a study to see more information about what it involves and to book a time slot. If you would like to ask the researcher a question about the study, this page also has a mail button to contact the researcher(s).

Some studies are conducted online – for these, you simply need to visit a website before a deadline when the study expires. Studies may involve two parts (e.g. an online part and a session at our department). For two-part studies you will need to complete the first part and get an invitation code to sign up for the second part.

After Signing Up

Once you have signed up, make a note of the time and date of the study. You will receive an email confirmation and reminder about your time slot. Please make sure you note the researcher’s name and contact details, and confirm with them where to meet (usually this will be in reception at the Psychology department).

If you need to cancel your time slot, you can go to ‘My Schedule/Credits’ on the Experiment Management System. This will show you any studies you are signed up for, with a button to cancel. Please try to give at least 12 hours’ notice if possible.

Coming to the Department of Psychology

On the day, please allow time to arrive around five minutes before your appointment. Please report to reception at the Department of Psychology, which is located in the Wolfson Building on the Royal Holloway campus. The researcher will either meet you in reception, or the reception staff may direct you to the room number listed in the study information.