**Usability Test Script - Round Four – Homepage to My accounts /Libraries**

**Welcome**

Thanks for helping out today.

|  |
| --- |
| Check have consent form - [Consent form](https://forms.office.com/Pages/ResponsePage.aspx?id=BvYktXr3okqNov5wNDsMzgyNdSbzaEJEi-PMa7cWnXBUMDA4QVpZMFVHSTA3MDJSSjdYRE01QUlCNi4u)  [Somerset Council](https://staging.somerset.gov.uk/) – Staging  <https://alpha.somerset.gov.uk> – Alpha  the login for the SS account is:  Username: bradp  password: Bradp23  Login for Somerset West and Taunton  [webteam@somerset.gov.uk](mailto:webteam@somerset.gov.uk)  pass: Sparky123! |

**Room setup**

• We have scheduled this session to run approximately 60 minutes.

• Before we start, I will explain the setup and how the session works. What we’re doing today

• I’m responsible for conducting some customer research for our new unitary authority website.

• We’re trying to identify any issues that could be fixed to make the website easier to use.

• To do that, we’re talking to people like you, and based on your feedback we’re hoping to pinpoint areas for improvement.

**The session is divided into two parts:**

• First, we will ask you some general questions about your experience using the internet etc as

• Then, we’ll ask you to perform a couple of tasks on our new website, and ask you some questions as you go. We won’t record the session until we are set up for the tasks. You may need a pen and paper – do you have one to hand?

**A few things to keep in mind**

• There are a few things to keep in mind that will help the tests run smoother...

• Firstly, this session is called a usability test. But it’s important to know that we’re not testing you, we’re testing the website usability. There are no right or wrong answers, there are no trick questions, and we’re not trying to catch you out in any way. If you do come across problems, please understand that it’s not your fault, it’s the software’s fault. And in fact, the more problems you find, the better we can fix them. The site is not finished - we are not expecting that you may not be able to complete all of these tasks, we are testing patterns of use.

• Second, please be as candid as possible. If you don’t like something, find it frustrating or think it's just plain silly, please say so. You won’t hurt my feelings – I’m the researcher and not the designer so am impartial as I haven’t been involved in the design of any of these screens.

• Third, as you navigate around the website, whatever is going through your head, please verbalise it. So, for example, if you're about to click on a button, say “I’m going to click here because I think it’s going to take me to the next page”. Or “I’m looking around the screen for the topic”. Basically, we want you to think aloud; it helps us write better notes. Also, if you could approach things slightly slower than you normally would, that would be really helpful (but behave otherwise as naturally as possible). If you work your way around the site too fast, we might not be able to take notes quick enough. I’ll remind you to think aloud and to slow down throughout the session.

• Please feel free to ask any questions you like. It’s a great way for us to understand your thoughts. But in order to keep the test as realistic as possible, I may not always be able to answer your questions. Equally I may go quiet at points because we are mainly looking at how you interact with it (you might not see me if on your browser rather than the app).

• If at any point you feel uncomfortable, want to stop or just take a few minutes, please just say.

Do you have any questions now before we begin?

1. **Background questions**

Before we start using the website, I’d just like to ask you some simple background questions. This is to help understand your digital confidence and online habits etc

I am also trying to ensure that I have tested with a wide range of users in terms of digital confidence, demographics, accessibility requirements etc

Does that sound ok?

Personal questions -

\*Check what browser using and device

As part of user testing

• Occupation

• Where do you live - district area of somerset?

• Do you have any access requirements that you would like me to know? It can be really helpful to know if you have any disabilities– of course completely at your discretion.

• Might you need any specific adjustments to help you to access this session? Such as if you would normally use screen reader software, need a quiet room, or anything else you would usually use?

• How do you access the internet? Home? Work? Mobile or desktop?

• What sort of things do you use the internet for?

• How would you describe your confidence in doing things on the internet (say between 1-10 – 10 being most confident)

• Is there anything you prefer not to do online?

• Please describe your council website usage - Have you ever used the council website? Why have you typically used it?

• Do you remember your last visit to the council website - could you describe the last time you used the council website / a website

• What was the scenario?

• Where you looking for information on something or trying to complete a task?

• What was most important to you in being able to complete your task?

• Try to describe how you came to complete your task

• Did you look anywhere else to find the information?

• Did you have any particular worries or concerns?

• Overall, how did you find the experience of completing you task?

• Is there anything you would do differently the next time?

* Do you have a ‘My Account’?
* What do you use it for...

**Set up browser and Record**

<https://alpha.somerset.gov.uk> - Alpha

1. **Tasks**

Before we start, you may need a pen and paper to write down details of the test.

**Task 1:** Home page - Staging site - My Account

**Part A -** For the purposes of the test, we’ll assume the following:

• You are a Somerset West and Taunton resident, and you have an issue with a local development– you want to report a planning breach

Please show me what you would do **(Put link in chat)**

**Home page**

Talk me through -

• What do you see on this page?

• First Impressions

• What are you looking for?

• Is it obvious where you would go find the information?

• Any immediate thoughts or concerns?

• Show me what you will do next?

**Section landing Page**

• Is this what you expected to see?

• Any comments on this section?

**DCJ**

• Do you understand why you are being asked to select location?

**District content –**

• Is this the content you expected to see?

• Any comments on this section?

Page layout make sense?

**District login and form-**

• Do you understand what you need to do here? **Continue without account**

**Part B –** Return to homepage (will need to re-enter link)

You are a Somerset west and Taunton resident with a My account and you want to do the same report. – Planning Breach

**The login for Somerset West and Taunton**

Username: [webteam@somerset.gov.uk](mailto:webteam@somerset.gov.uk) / pass: Sparky123!

**Change location**

**District login and form-**

**•** Do you understand what you need to do here?

* If you wanted to check on previous reports, how would you do that from here? Show me what you would do?

\*How would you check on previous reports from here?

**Part C –** Return to homepage (will need to re-enter link)

You are a Somerset west and Taunton resident with a My account and you just want to log in to your account so see the report you submitted a few days ago. Show me what you would do.

**Conclusion of testing**

* Overall, what did you think of that experience?
* Was there anything you particularly liked or disliked about that process?
* Was there anything that frustrated you? (what do you find frustrating in other websites?)
* Was there anything you expected to see but did not -for example missing features that you think absolutely necessary?
* Was there anything you were surprised to see/not see?
* What did you find unclear or confusing?
* On a scale of 1-10 – thinking about your best and worst experiences.
* How did you find the number of steps in your journey?
* What could be removed to make it more simple?
* How confident would you feel in coming back to the website that you would find what you need?
* Any other thoughts or things you would like to feed back?
* What’s sort of things do you/would you find helpful?

**Task 2:** Home page - Staging site - Libraries

[Somerset Council](https://staging.somerset.gov.uk/) – Staging

**Part A –**

For the purposes of the test, we’ll assume the following:

• You are a Somerset resident and have just relocated. You aren’t sure where your local library is and you want to find it, find out if there is printing facility and if it will be open tomorrow afternoon. Please show me what you would do.

**Link in chat to staging -** [Somerset Council](https://staging.somerset.gov.uk/) – Staging

**Home page**

Talk me through -

• What are you looking for?

**Microsite landing Page**

• Is this what you expected to see?

• Any comments on this section?

• Is it obvious where you would go find the information?

**Libraries directory**

*Search function? Map? Icons?*

• Is this what you would expect to see?

• Can you find the information you need?

• Do all of the icons make sense to you?

**Part B -**

From here

* You want to find out of they have a copy of Harry Potter and the philosopher’s stone and possibly reserve it. Show me what you would do. Note: part of this journey is an external site so I am not expecting you to complete in full

**Microsite landing Page**

**Reservation Page**

• Is this what you expect to see?

**RETURN TO Libraries HOMEPAGE**

**Conclusion of testing**

* Overall, what did you think of that experience?
* Was there anything you particularly liked or disliked about that process?
* Was there anything that frustrated you? (what do you find frustrating in other websites?)
* Was there anything you expected to see but did not -for example missing features that you think absolutely necessary?
* Was there anything you were surprised to see/not see?
* What did you find unclear or confusing?
* On a scale of 1-10 – thinking about your best and worst experiences.
* How did you find the number of steps in your journey?
* What could be removed to make it more simple?
* How confident would you feel in coming back to the website that you would find what you need?
* Any other thoughts or things you would like to feed back?
* What’s sort of things do you/would you find helpful?

That brings us to the end of the usability test. Thank you so much for your time