**Templates**

**Title:** Audit trail template

**Explanation:** A template to document and store findings, discussions and decisions and the iterations of the designs used in development. This template can be used for one-off short-term projects and long-term projects where it can be updated over the lifespan of the project. This template was discussed in chapter 5.

**Title:** Behavioural coding template

**Explanation:** A template for use during qualitative testing to track verbal and non-verbal behaviours shown by the respondent and/ or interviewer. This allows you to establish where problems exist in the designs and help to direct where changes to the design are required. This template was discussed in chapter 5.

**Title:** Data requirements template

**Explanation:** A template to be populated by survey commissioner or data user to specify what data they need. This information is then used by the researcher to guide the question development. This template was discussed during chapters 2 and 3.

**Title:** In-person qualitative testing checklist template

**Explanation:** A template designed to assist the management and delivery of the in-person qualitative testing round. It will allow you to identify tasks, deadlines and responsibilities to ensure your testing timelines stay on track. This template was discussed during chapter 5

**Title:** Online qualitative testing checklist template

**Explanation:** Similarly to the in-person qualitative testing checklist, this template will assist in the management of a testing round that is conducted remotely. It contains suggestions of activities specifically related to this method of qualitative testing.This template was discussed during chapter 5

**Title:** Risk assessment

**Explanation:** A template that can be used to undertake a research risk assessment. This will assist in mitigating risks to your researchers who will be conducting testing sessions. This template was discussed in chapter 4.