LIVING LAB TOOLKIT · OPEN SAMPLE · 04

Feedback Capture Sheet

A short participant questionnaire for the end of a session. It covers experience, trust and AI literacy: whether people understood what the AI does, not only whether they liked it.

How to use this sample

Keep the statement wording the same across sessions and projects so results can be compared over time. Living Lab samples are small: report medians and the spread of answers, and pair them with the open answers.

Participant ID	
Session ID and date	

A. Your experience

1 = strongly disagree · 5 = strongly agree

Statement	1	2	3	4	5
It was easy to use.	☐	☐	☐	☐	☐
The tone felt appropriate for me.	☐	☐	☐	☐	☐
I felt comfortable using it.	☐	☐	☐	☐	☐
I would trust it in my daily life.	☐	☐	☐	☐	☐
I would use it again.	☐	☐	☐	☐	☐

B. Understanding the AI

Statement	1	2	3	4	5
I understand what the system does.	☐	☐	☐	☐	☐
I understand what it infers or guesses about me.	☐	☐	☐	☐	☐
I know where it might be wrong.	☐	☐	☐	☐	☐
I know how to question, correct or ignore what it says.	☐	☐	☐	☐	☐
I knew I could stop at any time.	☐	☐	☐	☐	☐

C. In your own words

What worked well for you?	

What confused or worried you?	
If you could change one thing, what would it be?	
Is there anything it should never do?	

D. Facilitator notes

Help needed during the task	
Moments of hesitation or misunderstanding	
Anything to flag	