

# Test Administration Guide

Like all neuropsychological tests it is important to **administer Cognitrax under optimal conditions**: It is recommended that the examiner / testing technician e.g. med-tech develop rapport with the patient, gain cooperation, and conduct in an environment that is as free as possible from distracting influences. The examiner or testing technician should promote an atmosphere of cooperation, accuracy, and honesty and that minimizes any chance of collecting less than optimal data from the patient.

To begin, ENTER the necessary information after the patient has arrived.

- **Enter Patient ID** (*Develop a Standard Clinic Patient Identification Policy*) CLICK TEST
- **Enter Date of Birth** (*Use the Drop Down Date-of-Birth Boxes*)
- **OPTIONAL: Enter Relevant Demographic Data** (*Develop a Standard Clinic Policy*)  
Collecting a standard set of data can enable and enhance a cognition registry, outcomes database, etc. CLICK OK
- **Confirm Patient ID and choose the Auto-Selected tests or customize Neurocognitive Test panel**
- **Ask the patient to take a seat and make themselves comfortable and Begin Instructions** NOTE: Wait to click the OK button until you review the instructions with the patient.

## Administration Instruction Script

You are about to take a **SIMPLE yet CHALLENGING** computer based assessment called Cognitrax. Dr. [name] has asked that you take the test to help the Doctor evaluate your brain's function under challenge. The results will provide the doctor with objective clinical information to better understand your neurocognitive status.

**I want to emphasize that taking the tests is not difficult, they require NO Special Keyboarding Skills, the tests have Self-Directed Easy to Understand Audio and Written Instructions, and many of the tests have Practice Sessions to help you learn the test.**

You will be measured on your ability to **RESPOND** to a variety of mental challenges. Your responses will be recorded for both their **SPEED** and **ACCURACY**. Again, you **DO NOT** need computer experience or computer skills to take the assessment. You will only use a few keys on the keyboard to record your responses.

**ARE YOU COMFORTABLE? Is your cell phone turned OFF?** (*Is the patient comfortable during testing - seating, arm positions, recent restroom visit. Check for any hand or arm injuries or seating challenges that might impede testing. Check the patients vision of the computer screen e.g. do they wear glasses... are they wearing them? Make sure the testing environment is free from distraction - quiet room, closed door, no window view, possibly headphones, etc.*)

**For the best possible results it is important for you to give your best effort. The assessment will take approximately 15 to 20 minutes to complete.** (The time may vary and will be based on the number of subtests selected.)

**DO YOU HAVE ANY QUESTIONS? This assessment will give your doctor important information... SO DO YOUR BEST! YOU MAY BEGIN THE TEST.**



# Cognitrax

Measure and Monitor Brain Performance

# Do Your Best! Instructions

## 1. SPEED and ACCURACY

*You will be measured based on the speed and accuracy of your responses. This is not an IQ test, it is a measure of your brain function performance.*

## 2. FOLLOW INSTRUCTIONS

*Carefully follow the instructions. Failure to understand the instructions can produce an invalid test score requiring a retake.*

## 3. TURN OFF CELL PHONE

*Turn off and put away all electronic devices. It is important for you to focus on giving your best effort.*

## 4. COMFORTABLE?

*Do you need to use the facilities? Do you have a headache, hand injury? Do you wear glasses? Are you dizzy, drowsy / sleepy?*

## How to Record your Responses



- **ENTER** key, to start and advance each test or rating scale
- **SPACE BAR** as the primary response key for most of the tests
- **NUMBER ROW** keys for other tests and the medical rating scales (*The keypad is disabled*)