ADMINISTERING A NEUROCOGNITIVE BATTERY

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GENERAL GUIDELINES
- Test in a comfortable, quiet place. Distractions will affect patient’s performance.
- Arrange your materials so the patient cannot see score sheets. A tilted clipboard works well.
- Patient should be seated comfortably and directly in front of you.
- Have all the equipment ready before you begin.
- Review instructions before each administration to refresh your understanding.
- Avoid chatting during testing session.

HOPKINS VERBAL LEARNING TEST-REVISED IMMEDIATE RECALL
- Read words one every 2 seconds
- Speak clearly and enunciate.
- Do not repeat a word within a trial.
- Prompt if patient pauses 15 seconds
REY-OSTERREITH COMPLEX FIGURE-REVISED
COPY AND IMMEDIATE RECALL

- For copy task:
  - Place figure directly in front of patient.
  - Use pen to discourage erasing
  - Remove figure from sight when finished
- For Immediate Recall task:
  - Be sure figure is removed before instructions are read

TRAIL MAKING TEST

- Read instructions exactly as written.
- Demonstrate task with finger on Sample
- Guide patient's hand through Sample if failed twice, then proceed with test.
- Watch closely as patient completes task and point out mistakes quickly. Mark error with line across wrong connector.
- Keep stopwatch running continuously until patient finishes (5 minutes max).

CONTROLLED ORAL WORD ASSOCIATION TEST

- Allow one minute per letter
- If patient pauses for 15 seconds prompt to continue thinking of words
- Write down responses. Go back later and strike incorrect responses per instructions in booklet. Initial and date struck responses
- Clearly incorrect responses (e.g., Cleveland) need not be written down
DIGIT SPAN TEST

- Say each digit at a rate of 1 digit per second
- Always administer both spans of the same length (e.g., 5a & 5b)
- Terminate trial after patient fails both trials of same span length (e.g., 6a & 6b)
- Read each span only once

GROOVED PEGBOARD

- Place Pegboard directly in front of patient
- Administer dominant hand first
- Right hand trial goes left to right, left hand trial goes right to left.
- Watch patient closely for errors in direction, picking up more than one peg, drops, and using two hands
- When finished place pegs in compartment under name plate.
- Record time, drops, and number of pegs correctly placed

HOPKINS VERBAL LEARNING TEST-REVISED DELAYED RECALL

- Do not reread word list!!
- Prompt if patient pauses 15 seconds
HOPKINS VERBAL LEARNING TEST-REVISED RECOGNITION

- Do not reread word list!!
- Read words from top of columns down
- Check 'Y' or 'N' for every word

REY-OSTERREITH COMPLEX FIGURE-REVISED DELAYED RECALL

- Do not show ROCF figure drawing!!
- Give patient blank ‘ROCF-Delayed Recall’ sheet
- Use pen to discourage erasing.

QUALITY OF LIFE QUESTIONNAIRES

- Give QOL questionnaires to patient to complete on his/her own
- Do not interpret words or statements for patient. Is s/he asks the meaning of a word encourage him/her to do the best s/he can
- There is no time limit for questionnaires
- Do not let patient take questionnaires home.
WHAT TO DO IF YOU HAVE A QUESTION

- Check written instructions in booklet
- Contact Wake Forest Univ. Health Sciences CCC
  - Protocol questions: June Steede
    jsteede@wfubmc.edu
  - Clinical questions: Robin Rosdhal
    rosdhal@wfubmc.edu
  - Administrative questions: Gina Enevold
    genevold@wfubmc.edu