UNIT: Symbolic Memory

Key Administration Facts

Basal
Below age 8:
Sample 1 is the basal
Above age 8: If sample is correct, keep going. If sample is incorrect, then drop back to Demonstration 1 and keep going until you hit ceiling.

What You Need
5 green and 5 black response cards
Stopwatch
Stimulus book

Special Notes
Black response cards are on the top row.
Green response cards are on the bottom row.
All response cards from left to right: baby, girl, boy, woman and man.
• Present Item for 5 Seconds & **POINT** to Stimulus Figure.
• After 5 seconds, turn to the screening page.
• **WAVE** your hand over the workspace & response cards.
• Use **OPEN-HANDED SHRUG**
• Demonstrate the correct response on the workspace
• **NOD YOUR HEAD**.
• Re-expose stimulus page
• Point in turn to each stimulus figure and to the corresponding response card.
• **NOD YOUR HEAD**.
• Remove cards and place them with the others.
Sample

- Present sample item for 5 Seconds & **POINT** to Stimulus figure
- Turn to screen page after 5 seconds
- **WAVE** hand over workspace and response cards.
- Use **OPEN-HANDED SHRUG**
- **POINT** to EXAMINEE, then to RESPONSE CARDS & then to WORKSPACE.

Correct

- **NOD** head
- Re-expose the stimulus page
- Point in turn to each stimulus figure & corresponding card
- **NOD** again
- Remove the response cards
- Reposition the cards

Incorrect

- **SHAKE HEAD** to indicate NO.
- Re-expose the stimulus page.
- Pointing from left to right, **POINT** to each stimulus figure & corresponding card
  - If **correct**: nod head
  - If **incorrect**: shake head, demonstrate correct response, point to each stimulus figure and corresponding card & and then nod head.
- Remove the response cards.
- Reposition the cards.

**If you started with Demonstration 1 & Sample 1, proceed to the next item.**
**If you started with Demonstration 4 & Sample 4, resume testing with Demonstration 1.**
UNIT: Symbolic Memory
Scored

• Present item for 5 Seconds & **WAVE HANDS OVER THE STIMLUS PAGE**
• Turn to screen page after 5 seconds.
• **WAVE** hand over response cards.
• Use **OPEN-HANDED SHRUG**.
• Point to **EXAMINEE**.

Correct

• Remove the response cards.
• Reposition the cards.
• Proceed to the next item.

Incorrect Not Checkpoint

• Remove the response cards.
• Reposition the cards.
• Proceed to the next item.

Incorrect Checkpoint

• **SHAKE HEAD** to indicate NO.
• Re-expose the stimulus page.
• Pointing from left to right, **POINT** to each stimulus figure & corresponding card
  • If **correct**: nod head
  • If **incorrect**: shake head, demonstrate correct response, point to each stimulus figure and corresponding card & then nod head.
• Remove the response cards.
• Reposition the cards.
UNIT: Block Design
Key Administration Facts

Basal
Below age 8: Sample 1 is the basal
Above age 8: If sample is correct, keep going. If sample is incorrect, then drop back to Demonstration 1 and keep going until you hit ceiling.

What You Need
9 green and white cubes
Cube design response mat
Stopwatch
Stimulus book

Special Notes
Demo 1 to Item 2 book lies flat. All others use eisel.
Mat cover for Sample 1, Demo 2, and Item 2
Rotations > 45 degrees = 0
Cube given to child:
• Items 1 & 2: must not have the correct face up
• Item # 3: solid white face up
• Items 4 & 5: 1 cube that is solid face up and another cube with 2 color-face up
• Items 6 and forward: 1 cube that is solid white faced up, 1 cube that is solid green faced up, & 2 cubes that are 2 colors-faced up.
UNIT: Block Design

Demo

• Place cube:
  • Demo Items #1 & 2: Directly on stimulus book on either side of stimulus figure.
  • Demo Item #3: On the Response Mat
• Present stimulus page
• POINT to stimulus figure
• WAVE HAND over the cube (and response mat – if Demo #3)
• START the STOPWATCH deliberately
• Use OPEN-HANDED SHRUG
• Demonstrate correct placement of the cube
• NOD HEAD
• STOP the STOPWATCH deliberately
• Demo items #1 & 2: POINT to stimulus figure, to top of cube & NOD HEAD
• Demo item #3:
  • POINT to TOP face of stimulus figure, to TOP face of cube & NOD HEAD.
  • POINT to LEFT face of stimulus figure, to LEFT face of cube & NOD HEAD.
  • POINT to RIGHT face of stimulus figure, to RIGHT face of cube & NOD HEAD.
• Reset watch
• Remove cube.
UNIT: Block Design
Sample

- Place one cube beside stimulus book or response mat.
- Present stimulus page
- Point to stimulus figure.
- WAVE hand over cube (& response mat for sample 3).
- START STOPWATCH deliberately
- Use OPEN-HANDED SHRUG
- POINT to EXAMINEE, to the CUBE, to STIMULUS FIGURE or RESPONSE MAT & use RAPID PALM ROLL.
- After examinee responds:
  - STOP the STOPWATCH deliberately
  - RECORD TIME
  - SCORE Response Design
  - RESET STOPWATCH
UNIT: Block Design
Sample

Correct

• (correct = 1 side for sample 1 & 2 or 3 sides for sample 3).
  • 1. NOD HEAD
  • 2. POINT to each corresponding face of the stimulus design & response cube and NOD HEAD.
  • 3. Remove cube

Incorrect
Sample 1 or 2

• 1. SHAKE HEAD NO
• 2. POINT to stimulus design
• 3. POINT to top face of response cube.
• 4. SHAKE HEAD NO again
• 5. PICKUP CUBE & PLACE IT CORRECTLY
• 6. POINT to stimulus design & top of cube & NOD HEAD

Incorrect
Sample 3

• 1. SHAKE HEAD NO
• 2. (Work from TOP, LEFT, and then RIGHT face) – POINT to stimulus design and then to response design.
  • If face of response design is correct – then NOD HEAD.
  • If face of response design is incorrect – then SHAKE HEAD NO.
• 3. Reposition the cube to make correct design.
• 4. (Work from TOP, LEFT, and then RIGHT FACE) – POINT to stimulus design and then to response design.
• NOD your head for each face of the cube.
• 5. Remove Cube.
UNIT: Block Design

Scored

- Place cube(s) beside stimulus book or mat (whichever appropriate for item).
- Presents and Points to stimulus design.
- **WAVE** hand over cube(s) & response mat (for items 3-15)
- **START STOPWATCH** DELIBERATELY (leaves it in examinee’s sight)
- Use **OPEN HANDED SHRUG** and **RAPID PALM ROLL**.
- After examinee responds:
  - **STOP the STOPWATCH** deliberately
  - **RECORD TIME**
  - **SCORE** Response Design
  - **RESET STOPWATCH**

Scored

Correct

- Retrieve the cube.
- Proceed to next item.

Scored

Incorrect: Checkpoint

Incorrect: Not Checkpoint
Incorrect
Not Checkpoint

• Proceed to the next item.

Incorrect
Checkpoint (Items 1 and 2)

• 1. SHAKE HEAD NO
• 2. Point to stimulus design
• 3. Point to top face of response cube.
• 4. SHAKE HEAD NO again
• 5. PICKUP CUBE & PLACE IT CORRECTLY
• 6. POINT to stimulus design & top of cube & NOD HEAD.
• 7. Retrieve cube and proceed to next item.

Incorrect
Checkpoint (Item 3)

• 1. SHAKE HEAD NO
• 2. (Work from TOP, LEFT, and then RIGHT face) – POINT to stimulus design and then to response design.
  • If face of response design is correct – then NOD HEAD.
  • If face of response design is incorrect – then SHAKE HEAD NO.
• 3. Reposition the cube to make correct design.
• 4. (Work from TOP, LEFT, and then RIGHT FACE) – POINT to stimulus design and then to response design.
• 5. NOD your head for each face of the cube.
• 6. Remove Cube.
Basal
Below age 8:
Sample 1 is the basal
Above age 8: If sample is correct, keep going. If sample is incorrect, then drop back to Demonstration 1 and keep going until you hit ceiling.

What You Need
16 response chips
• (8 green, 8 black)
Response grid
Stopwatch
Stimulus book

Special Notes
Refer to page 68 in the manual for layout.
In order for items to be correct, they must be identical to the stimulus with respect to color, number, and placement of response chip(s).
Presentation Demo

- Present Item for 5 Seconds & Point to Stimulus Figure.
- After 5 seconds, turn to the screening page.
- WAVE your hand over response grid and response chip.
- Use OPEN-HANDED SHRUG
- Demonstrate the correct response on the workspace & NOD YOUR HEAD**.
- Re-expose stimulus page
- Point in turn to each stimulus figure and to the corresponding response chip and NOD YOUR HEAD.
- Remove chips from response grid.
- ** Show the stop hand gesture if child tries to respond to the demo item.
UNIT: Spatial Memory

Sample

- Present sample item for 5 Seconds & Point to Stimulus figure
- Turn to screen page after 5 seconds
- WAVE hand over response grid and chips.
- Use OPEN-HANDED SHRUG
- POINT to EXAMINEE, then to RESPONSE CHIPS & then to RESPONSE GRID.

Correct

- Nod head
  - Re-expose the stimulus page
  - Point in turn to each stimulus figure & corresponding chip & NOD
- Nod again
  - Remove the response chips
  - Proceed to next item.

Incorrect

- Shake head to indicate NO.
- Re-expose the stimulus page.
- Point to cell on stimulus page that contains circle and then to corresponding cell on the response grid.
  - If correct: nod head.
  - If incorrect: shake head.
- Demonstrate correct response, point to each cell on stimulus page that contains circle and then to corresponding cell on the response grid and NOD HEAD.
- Remove the response chips.
UNIT: Spatial Memory

Scored

- Present item for 5 Seconds & POINT TO THE STIMULUS FIGURE
- Turn to screen page after 5 seconds.
- WAVE hand over response grid and response chips.
- Use OPEN-HANDED SHRUG.
- POINT to EXAMINEE, then to RESPONSE CHIPS, and then to RESPONSE GRID.

Correct

- Retrieve the response chips.
- Proceed to next item.

Incorrect Not Checkpoint

- Proceed to next item.

Incorrect Checkpoint

- SHAKE HEAD to indicate NO.
- Re-expose the stimulus page.
- POINT to cell on stimulus page that contains circle and then to corresponding cell on the response grid
  - If correct: nod head
  - If incorrect: shake head.
- Demonstrate correct response, point to each cell on stimulus page that contains circle and then to corresponding cell on the response grid and NOD HEAD.
- Remove the response chips.
- Proceed to next item.
UNIT: Analogic Reasoning
Key Administration Facts

Basal
Below age 8: Sample 1 is the basal
Above age 8: If sample is correct, keep going. If sample is incorrect, then drop back to Demonstration 1 and keep going until you hit ceiling.

What You Need
Stimulus book

Special Notes
When the format of item changes to a 3x3 matrix (ITEM 6) make sure that the examinee understands by using all gestures associated with presenting an item for the first time.
UNIT: Analogic Reasoning

Demo

• Present Item for 5 Seconds & Point to Stimulus Figure.
• POINT to stimulus figures in each row from left to right, ending with the blank cell.
• WAVE HAND over response options at the bottom of stimulus page.
• POINT to blank cell again.
• Use OPEN-HANDED SHRUG
• POINT to the correct response.
• NOD HEAD.
• ** Use the stop hand gesture if child tries to pick up response card for the demo item.
UNIT: Analogic Reasoning
Sample

- Present the appropriate stimulus page.
- **POINT** to stimulus figures in each row from left to right, ending with the blank cell.
- **WAVE HAND** over response options at the bottom of stimulus page.
- **POINT** to blank cell again.
- Use **OPEN-HANDED SHRUG**
- **POINT** to EXAMINEE.

Correct

- **Nod** head
- **Point** to each stimulus figures and the blank cell.
- **Point** to correct response action.
- **Nod** again
- Proceed to next item.

Incorrect

- **Shake** head to indicate NO.
- **Point** to each stimulus figures and the blank cell.
- **Point** to correct response option
- **Nod again**
- Proceed to next item.

**If you started with Demonstration 1 & Sample 1, proceed to the next item.**
**If you started with Demonstration 4 & Sample 4, resume testing with Demonstration 1.**
UNIT: Analogic Reasoning

Scored

- Present the appropriate stimulus page.
- POINT to stimulus figures in each row from left to right, ending with the blank cell.
- WAVE HAND over response options at the bottom of stimulus page.
- POINT to blank cell again.
- Use OPEN-HANDED SHRUG.
- POINT to EXAMINEE.

Correct

- Proceed to the next item.

Incorrect

- Proceed to the next item.

Incorrect Checkpoint

- Shake head to indicate NO.
- Point to each stimulus figures and the blank cell
- Point to correct response option
- Nod again
- Proceed to next item.

This UNIT Administration Guide based on notes organized by S. Hector Ochoa, Ph.D.