

# CALCAP™

## Reference Card

This card provides an abbreviated reference for the California Computerized Assessment Package. See the manual for additional details.

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### PREPARING THE EXAM ROOM

Make sure that the back of the computer monitor is slightly elevated to reduce glare from any overhead lights. If necessary, lights should be dimmed or a glare screen should be placed over the computer screen.

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### STARTING THE PROGRAM

*From Windows:* Select Start → Programs → CalCAP7 and then click on the CalCAP icon. This will open a DOS window for accessing all features of the CALCAP software.

*From DOS:* Switch to the \CALCAP subdirectory on your hard disk, then type 'CalCAP'. For example, if CALCAP is installed on Drive C:

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C> C:
C> CD \CALCAP
C> CALCAP
```

*For Windows or DOS:* From this point on the procedures are the same regardless of whether you started from Windows or from DOS. You will see a listing of all available versions of the CALCAP program that are installed on your computer:

DOS Commands			
Language	Standard	Abbrev	Mini
English	RT	ART	MINI
Danish	DRT	DART	DMINI
Flemish	FLRT		
French	FRRT		
Norwegian	NORT	NOART	NMINI
Spanish	SRT	SART	SMINI

Type the appropriate 'DOS Command' for the program you want to use, then press [Enter]. The program performs several brief initialization routines lasting approximately 30 seconds.

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### ENTERING IDENTIFICATION NUMBERS AND DEMOGRAPHIC INFORMATION

The first data entry screen prompts you for an identification number for the subject. To ensure accurate data entry, you will be asked to enter the subject number twice. Subject numbers can be composed of the letters A-Z and numbers 0-9, but cannot be longer than 5 characters.

One of the best methods for creating unique subject numbers is to use the patient's initials plus the day of the month. For example, the code for Eric N. Miller tested on November 21st would be 'ENM21'. This method will usually create unique numbers. If data have been entered during the past month using this same ID number the CALCAP program will warn you that the

ID number already exists. If this happens, you should select a different ID number (perhaps by using a different day of the month).

After entering the subject number you will be prompted to enter a variety of demographic and medical information. All of this information is optional, although age and years of education are used to select appropriate normative data for evaluating the subject's responses. These data are recorded on diskette and are included in the final report of the subject's results.

Once you have entered the subject number and all necessary demographic and medical information, press the [Esc] key to display a brief set of instructions for the subject.

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### INSTRUCTIONS TO THE SUBJECT

Seat the subject at the computer and instruct him to position himself so that he can comfortably see the screen and press the space bar on the keyboard. *The subject should be instructed to use the space bar for all responses.* Unpredictable results may be obtained if the subject presses any function key, any key on the numeric keypad, the Escape key, or any of the following keys: Alt, Tab, Shift, Ctrl, Num Lock, Scroll Lock, Caps Lock, Sys Req.

The CALCAP program displays a brief set of instructions at the beginning of the reaction time task and at the beginning of each individual measure.

The tasks are designed to be self-explanatory, however, occasionally a subject will be unable to complete the practice trials. For simple reaction time measures, the program will display a message to the subject saying that he should contact the examiner. At this point, the only way to continue with the computerized tasks is to press the [Esc] key. The program will then re-start the practice trial.

For choice reaction time measures, the program allows the subject up to 3 practice trials and then proceeds to the actual task, even when the subject fails all 3 practice trials. For all tasks, the computer suggests that the subject contact the examiner if he has any questions about the instructions.

If the subject has any questions during the testing, use the following procedures:

1. If the subject finds the instructions unclear, tell him to try the practice trial and see if he understands after completing the practice. You should monitor the subject's responses on the first task to make sure that he is pressing the space bar as soon as he sees something on the screen. Also, for the standard version of the reaction time task you should make sure that the subject is using the correct hand for the first 3 tasks (first task—dominant hand; second task—non-dominant hand; third and all remaining tasks—dominant hand).
2. If the subject still finds the instructions unclear following the practice trial, explain the nature of the task as clearly as you can.
3. If the subject is still unable to understand the task following three practice trials, the CALCAP program will automatically move on to the full task. If necessary you can skip the task by pressing the [Esc] key followed by the [Tab] key when the computer says "Press the space bar twice to continue".

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## FEEDBACK DURING THE CALCAP TASK

If feedback has been selected the computer will give the subject feedback on his performance relative to other subjects of the same age and education. It is not possible to change the feedback setting while the CALCAP program is in progress.

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## CONTROLLING THE MUSIC

In the standard version of the CALCAP program the computer plays a brief tune at the end of each of the Choice Reaction Time measures.

You can turn off the music in the middle of the CALCAP program by pressing `0` (zero) twice when the program asks for the subject to `Press the space bar twice to continue`. Use the `0` key at the top of the keyboard rather than on the numeric keypad. Music can be turned on by pressing `1` (one) instead of `0` (zero).

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## SKIPPING SPECIFIC TASKS

If you need to skip one specific task, you can do so by pressing the [Esc] key, then pressing the [Tab] key. (Note: If the computer is waiting for you to `Press the space bar twice to continue` this procedure will work quickly. If you attempt to skip a task that has already started, however, you will need to wait for a beep after pressing the [Esc] key.)

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## ABORTING THE CALCAP PROGRAM

If you need to abort the CALCAP program for any reason, you can do so by pressing the [Esc] key and then pressing the [Backspace] key (see Note under `Skipping Specific Tasks` above).

In a real emergency, you can exit from the program by pressing Ctrl-Alt-Del, or by turning the computer off. These methods can cause damage to the procedures for recording data and should be used only when the system refuses to respond to any keyboard input.

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## END OF THE CALCAP PROGRAM

At the end of the CALCAP program the keyboard appears to "freeze" so that the subject will not accidentally view the summary of exam results.

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## VIEWING EXAM RESULTS

Following completion of the computerized tasks, a summary of the test results is immediately available. After the subject leaves the room, press the [Esc] key to move to the next screen. On slower computers it may take from 20 to 40 seconds after pressing [Esc] before the exam summary appears on the screen.

The CALCAP program provides several pages of test results: (1) a Summary of all abnormal test results; (2) a Graphical representation of Mean Reaction Times and True Positive responses; (3) Mean and Median Reaction Times; (4) Difference Scores for deviation from baseline simple and choice reaction time tests; (5) True Positive and False Positive scores; and (6) the A' population estimate of the Signal Detection parameter d'.

You can move from one screen to the next by pressing the space bar. Most of these results include z-scores and percentile ranks based on age and education level. In addition to the information

presented on the screen, additional recommendations for interpretation of exam results are printed if you request a hard copy of the results.

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## PRINTING THE RESULTS

The Windows version of the CalCAP runs in a virtual machine that cannot send information directly to your printer. Instead, the CalCAP results are automatically sent to a file (REVIEW.TXT) that can be read by the Windows Notepad program. The easiest way to open REVIEW.TXT is by choosing the 'Print Results' icon from the CalCAP folder in the Start Menu (Start -> All Programs -> CalCAP -> Print Results). Once the results are displayed in Notepad you can print them as you would with any other Windows program.

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## RE-STARTING THE CALCAP PROGRAM

You can avoid the 30-second initialization process at the beginning of the CALCAP program by re-starting the program from the Results screen. Simply press the letter 'R' to restart the program.

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## EXITING THE PROGRAM

To exit from the Results screen, press the [Esc] key.

To exit from the prompt for ID number, press Alt-X (hold down the Alt key and press X).

To exit in the middle of the CalCAP program, follow the procedures for 'Aborting the CalCAP Program' described above.

All of the procedures described above will return you to the DOS command prompt. If you started the program from Windows and would like to return to Windows, type 'EXIT' then press Enter.

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## REVIEWING RESULTS AT A LATER TIME

The CALCAP program stores a copy of all data collected during the task in a file called '*subj*-xx.DAT' where '*subj*' is the subject number entered at the beginning of the program and 'xx' is the number of times the person has been tested.

*From Windows:* From the Start Menu, select Start → Programs → CalCAP → Review

*From the DOS prompt:* You can review exam results by typing 'Review' or 'Review *subj*' at the system prompt. (Note: You must already be in the CALCAP subdirectory before using this command.)

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## VIEWING THE CALCAP DATA DIRECTORY

The default directory for the Windows CalCAP is C:\CalCAP7. Earlier versions, however, may have installed the program in C:\Program Files\CalCAP7 or C:\Program Files (x86)\CalCAP7. In addition, Windows 7 sometimes stores data files in a hidden directory. The 'Show CalCAP Data Directory' icon (Start -> Programs -> CalCAP -> Show CalCAP Data Directory) will display the directory where REVIEW.TXT and the data files are stored. If you are having difficulty finding the REVIEW.TXT file (or any of the CalCAP data files), contact Eric Miller at [emiller@calcaprt.com](mailto:emiller@calcaprt.com)