# Administration Guidelines for Digital Stimulus Materials:

## In-Person Administration versus Remote Administration

PAR Staff

**PAR** Creating Connections. Changing Lives.    Updated August 2021

01

Administration Guidelines
**In-Person Administration vs. Remote Administration**

**At PAR, we are committed to doing everything we can to help you serve your clients and recognize the increasing need for digital stimulus materials. We want to provide you with flexibility in administration format (e.g., on-screen vs. paper-and-pencil), address concerns with cleanliness of paper stimulus book use, and help you reduce the amount of physical materials needed for administration (i.e., e-stimulus books on a single device vs. multiple paper stimulus books). This paper describes the differences in digital stimulus materials for use with in-person digital administration and those for use with remote administration. This is a living document and will be updated as needed. For additional information about digital solutions, visit parinc.com/e_stim.**
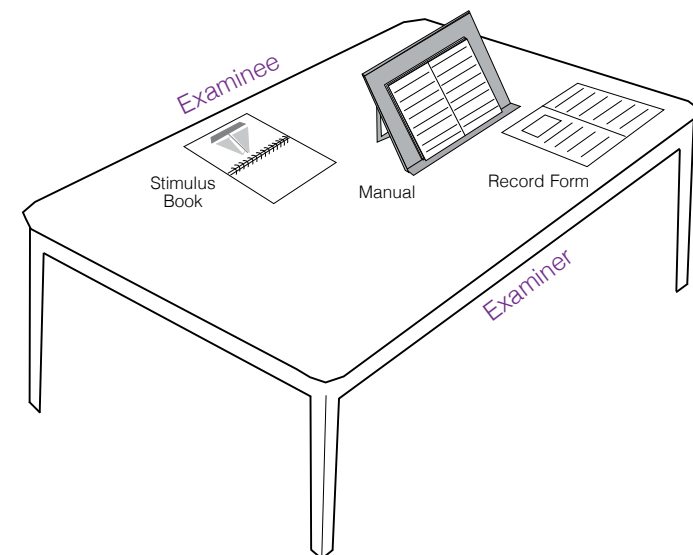
## IN-PERSON DIGITAL ADMINISTRATION

In terms of testing environment, in-person digital administration is similar to traditional in-person paper-and-pencil administration. During in-person paper-and-pencil administration, the paper stimulus book traditionally lays flat on the table or is stood up on an easel (some PAR proprietary stimulus books are designed specifically to be laid flat on the table). The image faces the examinee and appears upside-down to you, the examiner. The page facing you contains useful information (e.g., subtest name, item number) that guides the testing process (see Figure 1). During in-person digital administration, a tablet with an e-stimulus book is used in lieu of the paper stimulus book. You will place the tablet flat on the table in a landscape

orientation (unless the specific subtest requires portrait orientation). Items presented face the examinee and appear upside-down to you, the examiner. The standardized testing procedures described in the manual are followed. Prior to testing, ensure that images on the tablet can be viewed clearly and without glare on the screen. You and the examinee should sit across the table from each other while being close enough for you to advance the items (equivalent to flipping the page) on the tablet (see Figures 2 and 3). For more information about the testing environment and conditions, refer to the professional manual (paper or e-manual) for the test you are digitally administering in person.
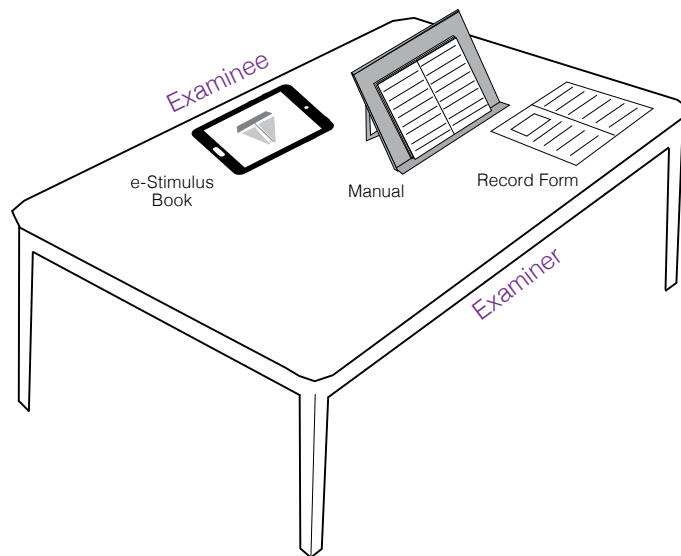
**Figure 1.**
Setup for in-person paper-and-pencil administration.

02

Administration Guidelines
**In-Person Administration vs. Remote Administration**

**Figure 2.**

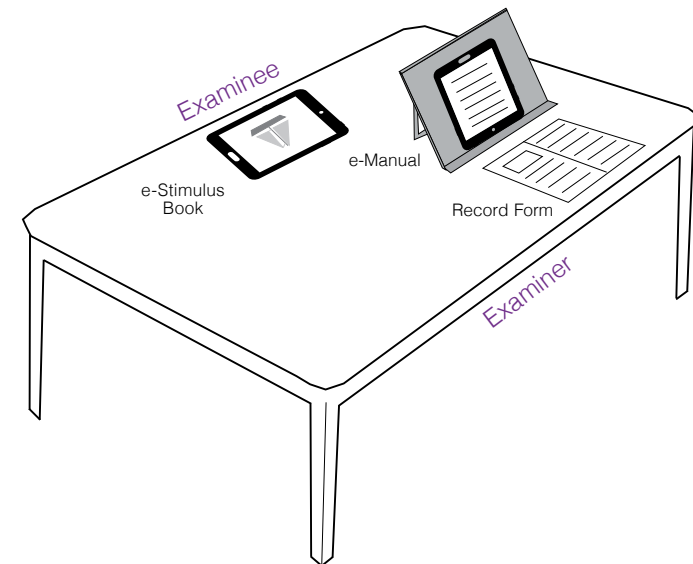Setup for in-person digital administration with e-stimulus book and paper manual.



**Figure 3.**

Setup for in-person digital administration with e-stimulus book and e-manual.



Use the same record forms for digital in-person administration as those you use for in-person paper-and-pencil administration. On the paper record form, record the examinee's response choice for each item according to the directions of each subtest. The view on the record form matches your view so that you do not have to mentally rotate it. Complete the record form as you would during in-person paper-and-pencil administration.

Some tests include additional materials such as cards, word lists, or other manipulatives. When appropriate, these materials are available in in-person e-stimulus format.

**03**

Administration Guidelines
**In-Person Administration vs. Remote Administration**

## Digital stimulus materials for in-person administration

This section describes how various digital stimulus materials are designed specifically for in-person administration.

**E-stimulus books.** The two-page layout of the print stimulus book has been converted to a one-page layout for a tablet. Because only one page can be viewed at a time in the digital format, any information on the "blank" reference page (e.g., item number, subtest name) cannot be viewed simultaneously during a digital in-person administration. Therefore, some of that reference information has been added to the screen with the stimulus; however, we made an effort to ensure that this does not affect the examinee's response or distract their view. For example, the reference information faces the examiner and appears upside-down to the examinee (see Figure 4). Bookmarks have been added to the e-stimulus books for convenience, replacing any tabs in the printed stimulus books.

## PAR products with e-stimulus books for in-person administration

PAR is continually developing and releasing e-stimulus books for in-person administration, and this document can be used as a guide. Click here to view the most up-to-date list.
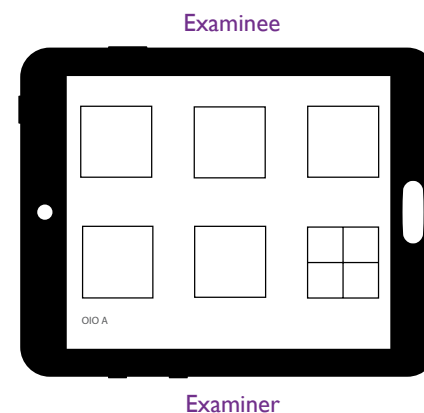
**Figure 4.**

Example of paper stimulus book versus e-stimulus book for in-person administration.
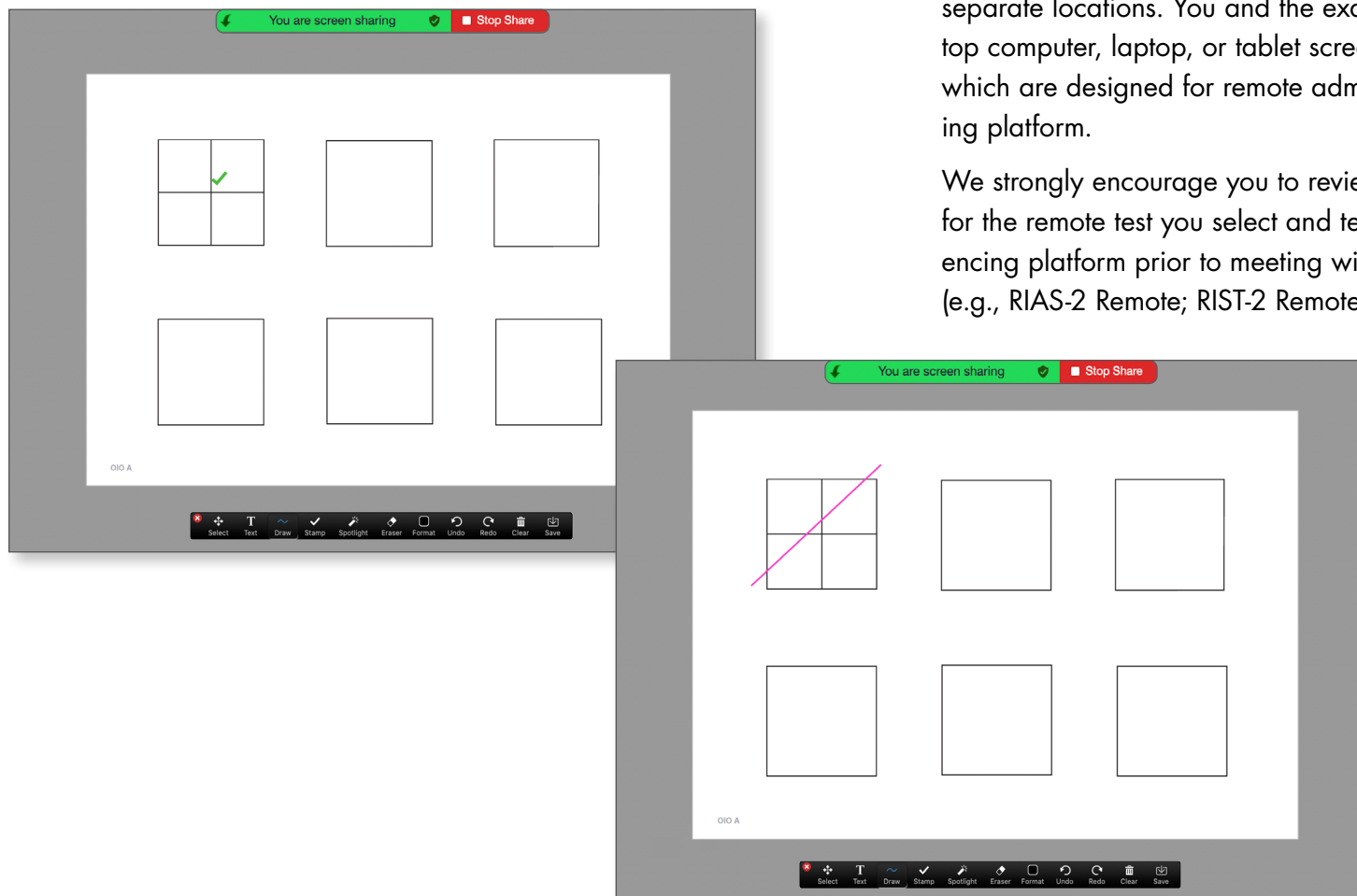
**Paper version**



**Digital version**

04
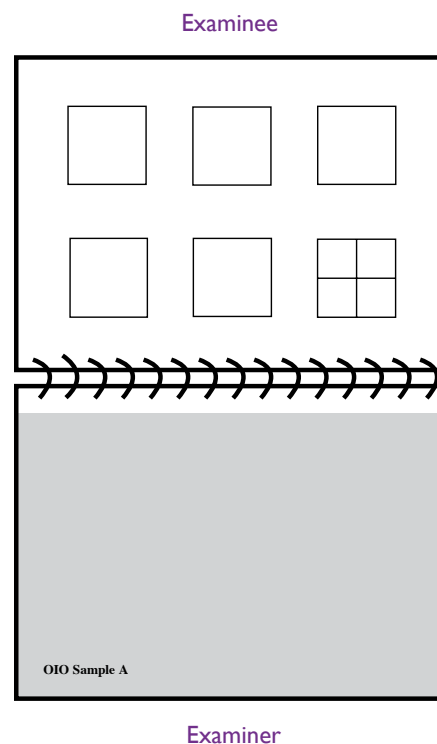
Administration Guidelines
**In-Person Administration vs. Remote Administration**

**Figure 5.**
Examples of using the Zoom drawing tool on the RIAS-2/RIST-2 Remote.



# REMOTE ADMINISTRATION

Remote administration occurs when you and the examinee are at separate locations. You and the examinee are both using your desktop computer, laptop, or tablet screen to view the stimulus materials, which are designed for remote administration via a videoconferencing platform.

We strongly encourage you to review the administration procedures for the remote test you select and test your setup with a videoconferencing platform prior to meeting with a client. For some remote tests (e.g., RIAS-2 Remote; RIST-2 Remote), you will need to choose a videoconferencing platform that has tools that allow the examinee to pick the correct response (see Figure 5). This mimics the pointing that is required on the printed stimulus, as you do not want to introduce verbal demands on nonverbal subtests.

For additional guidance on preparing your clients for their telehealth appointments, visit [Getting Ready for Your Remote Appointment](#).

05

Administration Guidelines
**In-Person Administration vs. Remote Administration**

# Digital stimulus materials for remote administration

This section describes how various digital stimulus materials are designed specifically for remote administration. However, some tests were digitally normed and do not require the use of these materials (please see page 6 for product-specific details).

**E-stimulus books.** Some remote tests require the use of remote e-stimulus books, which are paper stimulus books converted for remote digital use. Because only one page can be viewed at a time in the digital format, any information on the "blank" reference page (e.g., item number, subtest name) cannot be viewed simultaneously during a remote administration. Therefore, some of that reference information has been added to the screen with the stimulus; however, we made an effort to ensure that this does not affect the examinee's response or distract their view (see Figure 6). Additionally, you and the examinee see the same view of the materials, including the reference information, during test administration. Bookmarks have been added to the remote e-stimulus books for convenience, replacing any tabs in the printed stimulus books.

**Paper record forms.** Some remote tests require the use of paper record forms. Remote record forms were developed for these tests, largely to aid you in viewing the stimulus responses on the form in the correct orientation, which will reduce scoring errors. Additionally, some remote versions have fewer subtests than the paper versions; therefore, references to the superfluous subtests have been removed from the remote record forms.
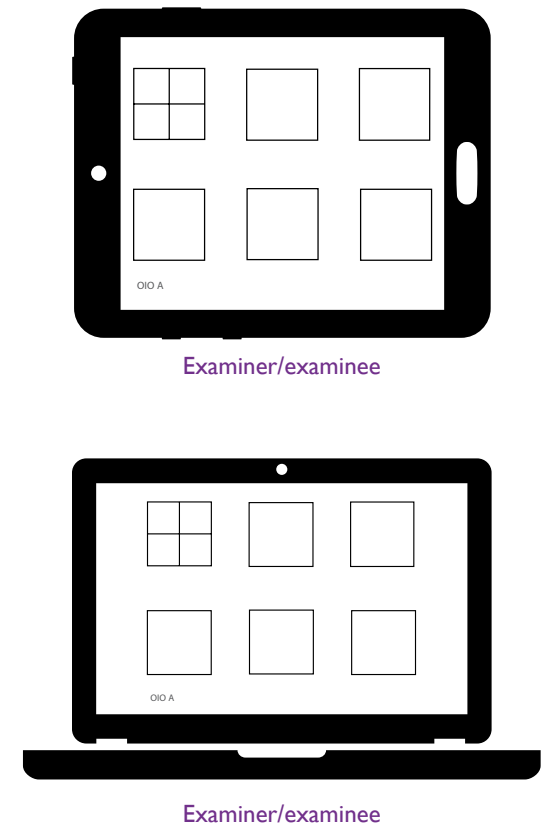
**Figure 6.**

Example of paper stimulus book versus e-stimulus book for remote administration.



**Paper version**

Examinee

Examiner

**Digital version**

Examiner/examinee

Examiner/examinee

06
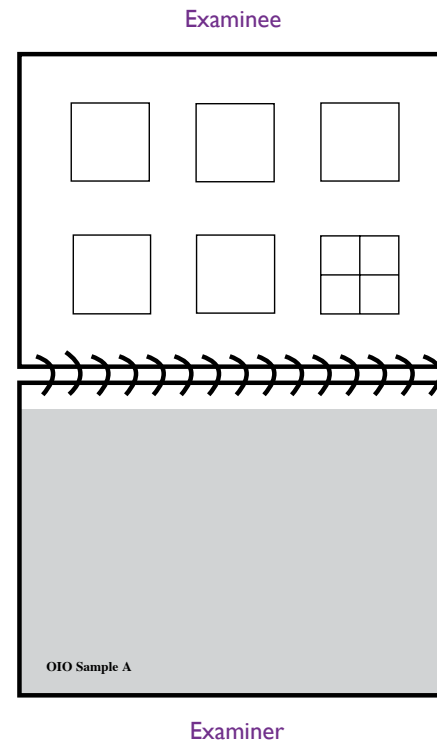
Administration Guidelines
**In-Person Administration vs. Remote Administration**

## PAR products for remote administration

The following is a list of PAR products available for remote administration.

| Product | Details |
|---|---|
| **Feifer Assessment of Reading (FAR) Screening Form Remote** | • Contains an e-stimulus book and paper record forms designed for remote administration.<br>• PAR was able to create this version due to an equivalency study; see the FAR Screening Form Remote Administration Guidelines. |
| **Identi-Fi: A Test of Visual Organization and Recognition Remote** | • Contains an e-stimulus book and paper record forms designed for remote administration.<br>• PAR was able to create this version due to an equivalency study; see the Identi-Fi Remote Administration Guidelines. |
| **Iowa Gambling Task, Version 2 (IGT2)** | • Digitally normed test.<br>• Comprises software for on-screen administration and scoring.<br>• PAR introduced how to use it with a videoconferencing platform. |
| **Reynolds Adaptable Intelligence Test (RAIT)** | • Digitally normed test.<br>• PAR introduced how to use it with a videoconferencing platform. |
| **Reynolds Intellectual Assessment Scales, Second Edition (RIAS-2) Remote**<br><br>**Reynolds Intellectual Screening Test, Second Edition (RIST-2) Remote** | • Contains an e-stimulus book and paper record forms designed for remote administration.<br>• PAR was able to create this version due to an equivalency study; see the RIAS-2/RIST-2 Remote Administration Guidelines. |
| **Test of General Reasoning Ability (TOGRA)** | • Digitally normed test.<br>• PAR introduced how to use it with a videoconferencing platform. |
| **Wisconsin Card Sorting Test (WCST)** | • Developed based on data in peer-reviewed literature suggesting equivalency.<br>• Includes software for on-screen administration and scoring.<br>• PAR introduced how to use it with a videoconferencing platform. |

PAR has many behavior and personality rating scales that can be used for remote administration via PARiConnect and a videoconferencing platform. Click here to see the list of PAR products with i-Admins available for remote administration.

**To cite this document, use:**

PAR Staff. (2020). *Administration guidelines for digital stimulus materials: In-person administration versus remote administration* [white paper]. PAR.