## Attention

- **Ask:** What is the Day?  
  - Day: __________

- **Ask:** Which No./Floor?  
  - No./Floor: __________

- **Say:** "I'm going to give you three words and I'd like you to repeat them after me: lemon, key and ball."  
  - After the participant repeats, say "Try to remember them because I'm going to ask you later".

- **Register number of trials:** ______

## Attention

- **Ask the participant:** "Could you take 7 away from 100? I'd like you to keep taking 7 away from each new number until I tell you to stop."

- **If the participant makes a mistake, do not stop them. Let the participant carry on and check subsequent answers (e.g., 93, 86, 79, 72, 65 – score 4).**

- **Stop after five subtractions:** ______ ______ ______ ______ ______

## Memory

- **Ask:** "Which 3 words did I ask you to repeat and remember?" ______ ______ ______

## Fluency

### Letters

Say: "I'm going to give you a letter of the alphabet and I'd like you to generate as many words as you can beginning with that letter, but not names of people or places. For example, if I give you the letter "C", you could give me words like "cat, cry, clock" and so on. But you cannot give me words like Catherine or Canada. Do you understand? Are you ready? You have one minute. The letter I want you to use is the letter 'P'."

<table>
<thead>
<tr>
<th>Score 0–7</th>
</tr>
</thead>
<tbody>
<tr>
<td>18+</td>
</tr>
<tr>
<td>14-17</td>
</tr>
<tr>
<td>11-13</td>
</tr>
<tr>
<td>8-10</td>
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<tr>
<td>6-7</td>
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<tr>
<td>4-5</td>
</tr>
<tr>
<td>2-3</td>
</tr>
<tr>
<td>0-1</td>
</tr>
<tr>
<td>total</td>
</tr>
</tbody>
</table>

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Updated 10/5/2020
Animals

Say: "Now can you name as many animals as possible. It can begin with any letter."

Fluency

<table>
<thead>
<tr>
<th>Score</th>
<th>0–7</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 22</td>
<td>7</td>
</tr>
<tr>
<td>17-21</td>
<td>6</td>
</tr>
<tr>
<td>14-16</td>
<td>5</td>
</tr>
<tr>
<td>11-13</td>
<td>4</td>
</tr>
<tr>
<td>9-10</td>
<td>3</td>
</tr>
<tr>
<td>7-8</td>
<td>2</td>
</tr>
<tr>
<td>5-6</td>
<td>1</td>
</tr>
<tr>
<td>&lt;5</td>
<td>0</td>
</tr>
<tr>
<td>total</td>
<td>correct</td>
</tr>
</tbody>
</table>

MEMORY

Say: "I'm going to give you a name and address and I'd like you to repeat the name and address after me. So you have a chance to learn, we'll be doing that 3 times. I'll ask you the name and address later."

Score only the third trial.

<table>
<thead>
<tr>
<th>Name of the current Prime Minister</th>
<th>Name of the current Premier of New South Wales</th>
<th>Name of the USA President</th>
<th>Name of the USA President who was assassinated in the 1960s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Barnes</td>
<td>73 Market Street</td>
<td>Rockhampton</td>
<td>Queensland</td>
</tr>
<tr>
<td>__________  __________</td>
<td>_____ _____</td>
<td>__  ______  __</td>
<td>________  ______  ________  ________  ________</td>
</tr>
<tr>
<td>_______  __</td>
<td>_____ _____</td>
<td>_______  _______</td>
<td>________  ________  ________  ________  ________</td>
</tr>
<tr>
<td>_______  _______</td>
<td>____  ______  __</td>
<td>______________________</td>
<td>__________  ________  ________  ________  ________</td>
</tr>
</tbody>
</table>

MEMORY

LANGUAGE — Adapted for remote administration

Ask the carer to place a pencil and a blank piece of paper in front of the participant.

Ask the carer to position the camera to show the pencil and paper.

As a practice trial, ask the participant to "Pick up the pencil and then the paper." If incorrect, score 0 and do not continue further.

Ask the carer to place the pencil and paper in front of the participant before each command.

If the participant is correct on the practice trial, continue with the following three commands below.

- Ask the participant to "Place the paper on top of the pencil"
- Ask the participant to "Pick up the pencil but not the paper"
- Ask the participant to "Pick up the pencil after touching the paper"

Keep the pencil and paper in front of the participant.

LANGUAGE — Adapted for remote administration

Ask the carer to position the video conference camera to show the paper.

Say: "I want you to write two sentences. It can be about anything that you like. I want you to write in full sentences and avoid abbreviations." If the participant does not know what to write about, you could suggest a few topics. (E.g., say: "For instance, you could write about a recent holiday, your hobbies, your family or childhood"). If the participant writes only one sentence, then prompt for a second one. (For scoring, see instructions guide.)

Ask the carer to remove the pencil and paper from the participant.
### LANGUAGE

- Ask the participant to repeat: ‘caterpillar’; ‘eccentricity’; ‘unintelligible’; ‘statistician’
  Score 2 if all are correct; score 1 if 3 are correct; and score 0 if 2 or less are correct.

<table>
<thead>
<tr>
<th>Language [Score 0–2]</th>
</tr>
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</table>

### LANGUAGE

- Ask the participant to repeat: ‘All that glitters is not gold’

<table>
<thead>
<tr>
<th>Language [Score 0–1]</th>
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<tbody>
<tr>
<td></td>
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</table>

- Ask the participant to repeat: ‘A stitch in time saves nine’

<table>
<thead>
<tr>
<th>Language [Score 0–1]</th>
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<td></td>
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</table>

### LANGUAGE — Adapted for remote administration

- Naming: Prepare stimuli on computer and share screen with participant.
- Ask the participant to name the following pictures from your shared screen:

<table>
<thead>
<tr>
<th>Language [Score 0–12]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**LANGUAGE — Adapted for remote administration**

- The pictures are numbered on the computer stimuli. Using the numbers on the stimuli, ask the participant to identify:
  - Which one is associated with the monarchy
  - Which one is the marsupial
  - Which one is found in the Antarctic
  - Which one has a nautical connection

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**LANGUAGE — Adapted for remote administration**

- Reading words: Prepare stimuli on computer and share screen with participant.
- Ask the participant to read the following words on the share screen (score 1 only if all correct).
  - sew
  - pint
  - soot
  - dough
  - height

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**VISUOSPATIAL ABILITIES — Adapted for remote administration**

- Ask the carer to place a pencil and a blank piece of paper in front of the participant.
- Ask the carer to position the camera to show the paper.
- Infinity Diagram: Prepare stimuli on computer and share screen with participant.
- Ask the participant to copy the image.

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**VISUOSPATIAL ABILITIES — Adapted for remote administration**

- Ask the carer to place a pencil and a blank piece of paper in front of the participant.
- Ask the carer to position the camera to show the paper.
- Wire Cube: Prepare stimuli on computer and share screen with participant.
- Ask the participant to copy the image (for scoring, see instructions guide).

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**VISUOSPATIAL ABILITIES — Adapted for remote administration**

- Ask the carer to place a pencil and a blank piece of paper in front of the participant.
- Ask the carer to position the camera to show the paper.
- Clock: Ask the participant to draw a clock face with numbers. Then, ask the participant to put the hands at ten past five (for scoring, see instruction guide: circle = 1, numbers = 2, hands = 2 if all correct).
Visuospatial Abilities — Adapted for remote administration

- Dot counting: Prepare stimuli on computer and share screen with participant.
- Ask the participant to count the dots without pointing to them.

Visuospatial [Score 0–4]

- Fragmented Letters: Prepare stimuli on computer and share screen with participant.
- Ask the participant to identify the letters. End share screen after completion.

Visuospatial [Score 0–4]

Memory

- Ask: “Now tell me what you remember about that name and address we were repeating at the beginning.”

Harry Barnes
73 Market Street
Rockhampton
Queensland

K
M
A
T

Memory [Score 0–7]

- This test should be done if the participant failed to recall one or more items above. If all items were recalled, skip the test and score 5. If only part was recalled start by ticking items recalled in the shadowed column on the right-hand side; and then test not recalled items by telling the participant “Ok, I’ll give you some hints: was the name X, Y or Z?” and so on. Each recognised item scores one point, which is added to the point/s gained from the previous memory recall section.

Jerry Barnes
Harry Barnes
Harry Bradford
37
73
76
recalled
recalled
recalled
Market Road
Martin Street
Market Street
Townsville
Rockhampton
Cairns
recalled
Queensland
New South Wales
Victoria
recalled

Scores

<table>
<thead>
<tr>
<th>Attention</th>
<th>Fluency</th>
<th>Visuospatial</th>
</tr>
</thead>
<tbody>
<tr>
<td>/18</td>
<td>/14</td>
<td>/16</td>
</tr>
<tr>
<td>Memory</td>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>/26</td>
<td>/26</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL M-ACE SCORE /30 TOTAL ACE-III SCORE /100

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