

Addenbrooke's Cognitive Examination-III (Remote Administration)

Guide for carers, family members, and friends

Thank you for assisting the clinician with the administration of the Addenbrooke's Cognitive Examination-III (ACE-III) cognitive screening test. This instruction sheet is to assist you in understanding how the clinician may require your help. For more information regarding the test, please visit frontierftd.org or email the developers on frontier@sydney.edu.au.

REQUIRED MATERIALS

- 1) One pencil
- 2) 4 blank sheets of paper

BEFORE THE TEST BEGINS

- 1) The room should be well lit, quiet, and free of distractions (e.g., no pets). A laptop or computer is required, rather than a hand-held device (e.g., tablet or smartphone).
- 2) Make sure the device camera is positioned so the clinician will be able to see the person being tested clearly, and that they can see the screen clearly.
- 3) Check the audio on the laptop is working and the volume is not muted.
- 4) Prepare any glasses or hearing aids if required.
- 5) Gather the required materials. You may also want to prepare a cup of water.
- 6) The clinician will explain the test to you and advise you when your assistance is required.

DURING THE TEST

The clinician will read out the test items for the participant to respond to. At times, they may require your assistance in preparing the pencil and paper for the participant's written responses. They will let you know when this is needed. Please keep this out of view until required and remove promptly after each item. The clinician will also share their screen to present some visual stimuli; you will not be required to do anything, but they will let you know when they plan to do this.

IMPORTANT: Please be mindful not to provide any feedback or suggestion during the procedure even if the participant is having difficulty or requesting help.

- 1) Language – pencil and paper. The clinician will ask you to place the pencil and paper in front of the participant and to position the camera to show these items on the screen for the clinician to see. After this, the clinician will ask the participant to perform various actions using them.
 - *After completion of each command, replace the pencil next to the paper.
 - *At completion of this task, position the camera so it faces the participant.
- 2) Writing – pencil and paper. The same pencil and paper can be used for the participant to write the two sentences.
- 3) Drawing – pencil and paper. Please use a separate piece of paper for each diagram. The clinician will show some diagrams on the screen for the participant to copy. After the completion of each diagram, show the drawing to the camera to enable the clinician to take a photo of the drawing. Remove paper after completion.

AFTER THE TEST

The clinician will explain what they need your assistance with after the test is complete. They may require you to mail the pieces of paper to them.

If you have any questions, please do not hesitate to ask.

Thank you for assisting with the test administration.