

Symbol Search – Administration and Scoring Manual

Working within a specified time limit, the examinee scans a search group and indicates whether one of the symbols in the target group matches.

Materials

- Administration and Scoring Manual
- Response Booklet
- Pencil without eraser
- Stopwatch

Start: Demonstration Items, Sample Items, then Test Items.

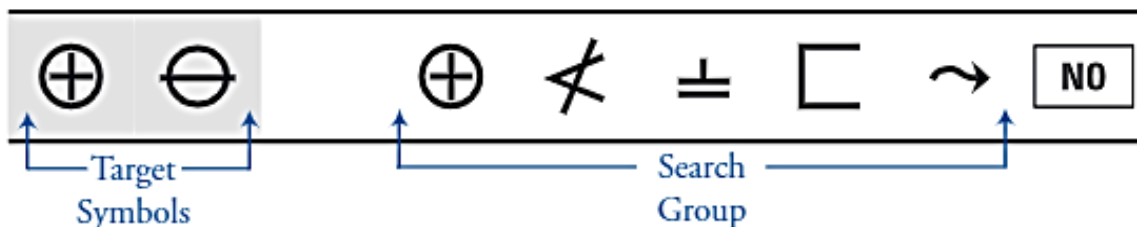
Discontinue: Discontinue after 120 seconds.

Timing: The time limit for the subtest is 120 seconds.

Accurate timing is essential. Begin timing after saying the last word of instruction. Stop timing when the time limit has expired.

General directions

- Ensure the examinee has a smooth work surface.
- Each item contains 2 target symbols and a search group composed of five symbols. As directed in the instructions for the Demonstration & sample Items, point to the target symbols and search group when you explain the task to the examining.



- Demonstration Items and Sample Items appear on the cover of the Response Booklet. Test Items begin on page 2.
- Use the demonstration items to explain and illustrate the task to the examinee, then allow the examinee to practice by completing the sample Items.
If the examinee appears confused, repeat the explanation, and demonstrate that task again, using the sample items. Proceed with the test Items only when the examinee understands that task.
- Do not discourage an examinee from making spontaneous corrections
- Do not provide the examinee with an eraser. If the examinee asks what to do if he or she makes a mistake, say, **That's OK. Just keep working as fast as you can.**
- If the examinee marks one of the target items as a response to the sample Items or test Items, say, **You should make your marks over here** (point across the search group and NO box).

- If the examinee marks the symbol using anything other than a slash mark, point to the error and say **Draw one line through the symbols or No boxes that you mark.**
- If the examinee omits an item or begins to complete a page in reverse order, say, **Do them in order. Don't miss any.** Point to the first omitted item and say, **Do this one next.**
- If the examinee reaches the end of a page before the time limit expires and forgets to turn the page, turn the page for him or her and say, **Keep working as fast as you can.**
- Provide no further assistance on this subtest except to remind the examinee to continue until told to stop (if necessary close brackets).

Item administration (ages 16 to 90)

Demonstration Items

- Place the Response Booklet in front of the examinee, and ensure the examinee sees only Demonstration and Sample Items. Say, **Look at these shapes** (point across the first Demonstration Item). **One of these shapes** (point to each target symbol) **is the same as one of these shapes here** (point across the search group). **This shape** (point to the target symbol) **is the same as this shape here** (point to the matching symbol in the search group), **so I draw a line through it, like this** (draw a diagonal line through the matching symbol in search group).
- Point across the second Demonstration Item and say, **look at these shapes. This shape** (point to the target symbol) **is the same as this shape here** (point to the matching symbol in the search group), **so I draw a line through it, like this** (draw a diagonal line through the matching symbol in the search group).
- Point across the third Demonstration Item and say, **now look at these shapes in this case; neither one of these shapes here** (point to each target symbol) **is the same as any of the shapes here** (point across the search group), **so I draw a line through the NO box, like this** (draw a diagonal line through NO box).
- **If you see a shape over here** (point across the search group for the second demonstration item) **that is the same as one of these shapes** (point to each target symbol of the second demonstration item), **draw a line through the shape** (point to the marked symbol for second demonstration item).

Sample Items

- Ask the examinees to pick up their pencil, point to sample Items, and say, **now, you do these here. Go ahead.** Allow the examinee(s) to work on the sample Items. The 1st and 3rd sample items contain a matching symbol in the search group; the 2nd sample item does not. The examinee should mark the matching symbols on the 1st and 3rd sample Items in the NO box on the second sample item.
- Correct Response; Say, **That's right. Now you know how to do them.** Proceed to the test Items.
- Incorrect Response; Correct the error immediately as follows:
- If the examinee does not mark the matching symbol on the 1st and 3rd sample items say **That's not quite right. Look here** (point to the target symbols). **Here are the shapes. Now look over here** (point across the search group). **Here is the same shape** (point to matching symbol), **so you should draw a line through it.**
- If the examinee does not mark the NO box on the second sample item, say, **That's not quite right. Look here** (point to both target symbols). **Here are the shapes. Now look over here** (point across

search group). **None of these shapes are the same, so you should draw a line through the NO box.**

- Do not provide the examinee with an eraser. If the examinee asks what to do if he or she makes a mistake, say, **That's okay. Just keep working as fast as you can.**
- If the examinee marks one of the target symbols as a response, say, **You should make your marks over here** (point across search group and NO box).
- If the examinee marks a symbol using anything other than a slash mark, point to the error and say **Draw one line through the symbols or NO boxes that you mark.**
- If the examinee omits an item, say, **Do them in order. Don't miss any.** Point to the first omitted item and say do this one next.
- When the examinee(s) has successfully completed the sample Items, proceed to the test Items.

- **Tests Items (pages 2 to 7)**
- Ask the examinees to open the Response Booklet to expose pages 2 and 3. Say, **When I say go, do these the same way. Start here** (point to the first Test Item on page 2), **go in order, and don't miss any. Work as fast as you can without making mistakes until I tell you to stop. When you finish the first page, go to the second page** (point to page 3) **and the following pages** (briefly show examinee pages 4 to 7) **Are you ready?**
- Explain further if necessary, then say **Go.** Begin timing and allow 120 seconds. If necessary, remind the examinee to go in order and to continue working.
- Do not provide the examinee with an eraser. If the examinee asks what to do if he or she makes a mistake, say, **That's okay. Just keep working as fast as you can.**
- If the examinee marks one of the targets symbols as a response, say, **You should make your marks over here** (point across search group and NO box).
- If the examinee omits an item or begins to complete a page in reverse order, say, **Do them in order. Don't miss any.** Point to the first omitted item and say **Do this one next.** If the examinee reaches the end of a page before the time limit expires and forgets to turn the page, turn the page and say, **Keep working as fast as you can.**
- At 120 seconds, say, **Stop.** Record the completion time in seconds on the record form.
- Collect the Response Booklet and pencil from the examinee.

Score

- Use the Symbol Search Scoring Key to score the examinees' responses.
- The target symbols and the search group for each item are presented on the key, with the correct responses for each item highlighted in grey.
- Each page of the scoring key has correct responses for two Response Booklet pages. Scoring Key A has the correct responses for pages 2 and 3, Scoring Key B depicts the correct responses for pages 4 and 5, and Scoring Key C depicts the correct responses for pages 6 and 7. Ensure that you are using the correct side of the key for the page that you are scoring.
- To score the symbol search test Items on page 2, place Scoring Key A next to page 2 of the Response Booklet. If the examinee marked the response that is highlighted in grey on the scoring

key, the item is correct. If the examinee marked any other response, the item is incorrect. Items that the examinee did not attempt (skipped or did not reach before the item limit expired) should not be counted in the correct or incorrect total. Find a way of scoring that works for you; however, most find the following useful.

- ✓ Tick if the response is correct.
 - × Cross if the item is incorrect and
 - Dash if the item was not answered.
- Record the number of correct and incorrect responses in the spaces labelled C (correct) and I (incorrect) at the bottom of page 2.
 - To score page 3, look at the second column on scoring key A and ensure the key aligns properly. Record the number of correct and incorrect responses in the spaces labelled C (correct) and (incorrect) at the bottom of page 3. Repeat this process, using Scoring Key B of the key for pages 4 and 5 and Scoring Key C for pages 6 and 7.
 - Sum the number of correct and incorrect responses across all pages. Transfer these totals to the front page of the Record Form.
 - The total RAW score is the number of correct responses minus the number of incorrect responses.
 - If the total raw score is equal to or less than 0, enter 0 as the total raw score.

Maximum Symbol Search Total Raw Score: 60 points