INTRODUCTION
“I would like to ask you some questions about your memory and thinking skills. Because this is a standard test, I need to read the questions exactly as they are written and I am not able to answer any questions during the screen. Some of the questions may seem unusual, quite simple or difficult. Just try to answer them as best you can. We will have time for questions at the end. Do you have any questions before we start?”

QUESTIONS 1, 2, 3 (Attention, immediate recall and orientation)

**Administration:**

“What day of the week is it?”

“What is the year?”

“What province are we in?”

**Scoring**

Allocate one point each for exact answer.

QUESTION 4 (Delayed recall with interference)

**Administration:**

“Now I am going to ask you five objects to remember. I am going to say them first, then you repeat them back to me. I am going to ask you to remember them for me a little later. It doesn’t have to be in the same order. The objects are: apple, pen, tie, house, car. Can you say them for me?”

Repeat as many times as needed. All five items should be repeated without a break.

**Scoring**

No score given.

QUESTION 5 (Numeric Calculation & Registration)

**Administration:**

Make sure the individual is focused on you prior to reciting the information.

“Here is the next question. You have a hundred dollars and you go to the store. You buy a dozen apples for three dollars and a tricycle for twenty dollars. How much money did you spend? (pause for answer). How much money do you have left?”

Do not prompt or give hints, but do give ample time to the individual to answer the question. If the individual asks you to repeat the questions, you may do so once.
Scoring

Allocate one point for exact amount spent ($23) and two points for amount left ($77).

If the individual is able to give the correct answer for part 2 ($77), even though the original amount was wrong, they receive two points. No credit is given if part 2 is accurate based on an incorrect first answer. (ie. total spent is $33 and amount left is $67 = 0 points).

QUESTION 6 (Memory: Immediate recall with interference/time constraint)

Administration:

“Now please name as many animals as you can in one minute.”

Scoring

Allocate points as follows:

- 0 points for 0-4 animals
- 1 point for 5-9 animals
- 2 points for 10-14 animals
- 3 points for 15+ animals

All types of animals are accepted, including insects, humans, prehistoric, extinct as well as mythical creatures (e.g. Unicorn). Derivatives are acceptable but then no points should be given for the general type/higher order response when derivatives also used (ie. Dog (on own) = 1, Dog, collie, poodle = 2; Fish (on own) = 1, fish, salmon, trout = 2).

QUESTION 7 (Delayed recall with interference)

Administration:

“Earlier, I gave you five objects and I asked you to remember them. Can you tell me those five objects I asked about?”

Scoring

Allocate one point for each object recalled correctly.

QUESTION 8 (Registration and digit span)

Administration:

“I am going to give you a series of numbers and I would like you to give them to me backwards. For example, if I say “four-two”, you would say “two-four”.

State each number by its individual name. 87 is pronounced “eight – seven”. 648 is pronounced “six - four - eight” and 8537 is pronounced “eight – five – three – seven.”

Repeat approximately one digit per second at an even rate. Do not cue if individual repeats forward only.
**Scoring**

Allocate points as follows:

- 0 points for first series (87)
- 1 point for second series (649)
- 1 points for third series (8537)

**QUESTION 9 (Visual spatial)**

**Administration:**

Either draw a large circle on the back of the examination form or provide the individual with a separate piece of paper with a larger circle printed on it and attach it to the original examination form.

“This is a clock face. Please put the hour markers and the time at ten minutes **TO** eleven o’clock.”

Please note this differs from the traditional clock drawing task of ten minutes **AFTER** eleven o’clock.

**Scoring**

Allocate points as follows:

For numbers/ticks

- 2 points for all numbers/ticks in place correct
- 1 point if only 3/6/9/12 (numbers or ticks) in place. The individual may be prompted once to add in the additional numbers/ticks and can be awarded 2 points if corrects.
- 1 point if all numbers/ticks present but poorly spaced

For clock hands/time

- 2 points if the hour hand is shorter than the minute hand and the minute hand points to 10 and the hour hand points to 11.
- There are no partial credit. It is either correct or incorrect.

**QUESTION 10 (Visual spatial and executive function)**

**Administration:**

You may provide a separate sheet with larger examples of the shapes for those with vision impairment. The sheet should be created by enlarging the figures on the examination form and can also be attached to the original form.

“I would like you to place an “X” in the triangle. (pause for answer) **Which of the figures is the largest?**”
**Scoring**

Allocate points as follows:

- 1 point if the individual places the X in the triangle
- 1 point if the individual points to the square.

**QUESTION 11 (Executive function plus extrapolation)**

**Administration:**

“I am going to tell you a story. Please listen carefully because afterwards, I am going to ask you some questions about it.”

Read story exactly and ask recall questions. Do not repeat, prompt or give hints with the exception of if they answer *city instead of province*, you may repeat “What province did she live in?” once.

**Scoring**

Allocate 2 points per correct answer.

For “When did she go back to work?” acceptable answers include “When the children were teenagers” as well as “When the children grew up or when they were raised”.