

# Psymark Tutorials

## 1. Adding a New Examinee

From the Home Screen, select the **New Examinee tab** (at top of screen). This will take you to the **New Examinee Screen** where you will complete the relevant information needed to add an examinee.

### ➤ Completing the New Examinee Page

Complete all demographic information relevant to the examinee by tapping each section below:

- **Name:** As an additional layer of confidentiality and security, input a nickname, symbol, or unique identifier that can be used to identify the examinee.
- **Birthdate:** Scroll to indicate month, day, and year of birth date. Press “done”
- **Gender:** Scroll to indicate gender. Press “done”
- **Ethnicity:** Indicate ethnicity. Press “done”
- **Handedness:** Indicate handedness. Press “done”
- **A Known Condition:** If the individual has a known condition that may impact visual-motor ability, indicate this by tapping the toggle button
- **Special Education Services:** If the examinee has received or currently receives special education services or supports, tap the toggle button. A dropdown menu of disability categories will appear. From the dropdown menu indicate area(s) of special education eligibility by checking the appropriate box(es)
- **Medical/Psychiatric Diagnoses:** If the examinee has received any medical or psychiatric diagnoses, tap the toggle button. A dropdown menu of conditions will appear. Indicate all diagnoses by tapping on the appropriate box(es). If a diagnosis is not listed on the dropdown menu, tap the “Other” box. A popup will appear to add the diagnosis. You may add multiple diagnoses by tapping the “Other” box again.
- **Current Medications:** If the examinee is currently taking medication and you wish to record that information, tap the toggle button and indicate medications. ***This is especially important information to document in cases where the medication may impact the examinee’s visual-motor functioning.*** If a medication is not listed, tap the “Other” box. A popup will appear to add the medication. You may add multiple medications by tapping “Other” and adding each medication.
- **Certification:** To certify that you have consent to provide the demographic information and the appropriate certification level to administer the test, tap the toggle button.
- **Press Save** when all demographic information is complete.


➤ Once examinee information is complete, a screen will appear with a “+.”

➤ Tap the “+” to begin the test

## 2. Finding an Existing Examinee

Note: For your convenience, **if you have added an examinee on ANY of the Psymark apps (i.e. Shapes, Letters, Numbers), they will appear in the Existing Examinee List for all apps.**

There are 2 ways to find an existing examinee, both of which are displayed on the **Home Screen**:

The first is From the **Existing Examinees Tab** found at the top of the page, and the second is from the sidebar menu **Examinees Icon** 

### From Existing Examinees Tab (top of Home Screen):

1. Choose the **Existing Examinees tab** (at the top of the screen)
2. Scroll down to find the examinee or use the search feature
3. **Hidden Button:** If needed, toggle the hidden button to include any “hidden” examinees
4. Once located, select the examinee by tapping **View>**. This will take you to the examinee’s **Test History & Progress Screen**
5. From the **Test History & Progress Screen**, you will be able to view the results (and progress) of prior test administrations for the app that you are using (i.e. Shapes, Letters, Numbers). You will also be able to administer another test by pressing the “+” button. Once the “+” is pressed, the test will begin.
6. If the existing examinee was administered a Psymark app (i.e. Shapes, Letters, Numbers), but not the app that you are currently using (for example, the examinee was given Shapes, but not Numbers and you wish to administer Numbers), once you locate the existing examinee and press **View>**, you will be taken to a **blank Test History & Progress Screen** with a “+”. Press the “+” button to administer the test for the app that you are currently using.

### From the Examinee Icon (listed on the sidebar menu)

1. Choose Examinee icon
2. Scroll down to find the examinee or use the search feature
3. **Hidden Button:** toggle the hidden button to include any “hidden” examinees
4. Once located, select the desired examinee. This will take you to the examinee’s **Test History & Progress Screen** for that particular examinee.
5. From the **Test History & Progress Screen**, you will be able to view the results and progress of prior test administrations. You will also be able to administer another test by pressing the “+” button. Once the “+” is pressed, the test will begin.

## 3. Editing Examinee Information

To Edit Information for an Existing Examinee:

1. From the **Examinees Screen**, choose the examinee for whom you wish to edit information. This will take you to the examinee's **Test History & Progress Screen**.
2. From the examinee's **Test History & Progress Screen**, choose "Edit Demographics" located at the top right of the screen. This will take you to the Edit Examinee Screen.
3. Edit or update any information on this screen.
4. When completed, press "**Save**" at the bottom of the screen. The updates will be saved and you will return to the examinee's **Test History & Progress Screen**.

#### 4. Hiding An Examinee from the Examinees Screen List Display

There may be reasons that you no longer wish to view an examinee on the **Examinees Screen** list display. For example, an examinee may no longer be active and you wish to "hide" the information from view.

You can "hide" examinee information so that it no longer displays on the **Examinees Screen** by doing the following:

- From the **Examinees Screen**, find the examinee whose information you would like to remove from visible display on the screen. You can do this by scrolling down the list, or by searching for the examinee using the search function.
- Once you have located the examinee, tap "View." This will take you to the examinee's **Test History & Progress Screen**. From this screen, tap "Edit Demographics" located in the top right corner of the examinee's **Test History & Progress Screen**. This will take you to the **Edit Examinee Screen**.
- At the top right corner of the Edit Examinee Screen, press "**Hide**." The examinee will no longer be visible on the **Examinees Screen** and no longer appear using the normal search function.

#### "Unhiding" an Examinee from the Examinees Screen List Display

To "unhide" an Examinee who is "hidden" in order that the Examinee again appears on the **Examinees Screen** causing the Examinee to appear in the normal search function, follow these steps:

- From the **Examinees Screen**, tap "**Include Hidden**" toggle button and search for the Examinee using the search function.
- Once you view the Examinee, tap "**View**".
- This takes you to the examinee's **Test History & Progress Screen**.
- Tap "**Edit Demographics**" located in the top right corner of the screen.
- This takes you to the **Edit Examinee Screen**.
- Tap "**Unhide**" located in the top right hand corner of the **Edit Examinee Screen**.
- Your Examinee is now visible on the **Examinees Screen**.

#### Enabling the Examinees Screen "Search" Function to Include "Hidden" Examinees when Searching

You may wish to search for examinees who you have "hidden" from the **Examinees Screen** list display.

To include all previously hidden examinees in a search, tap the “**Include Hidden**” toggle button. You may now utilize the search function to search for examinees, including any examinees previously hidden.

By tapping the “**Include Hidden**” button a second time, those previously unsearchable examinees will again be “hidden” from the Examinee list and not searchable using the normal search function.


## 5.Administering the Pysmark Test

**Test Preparation:** An examinee can use either his/her **finger or the stylus** to complete the test. It is recommended that the test be administered on a **non-slippery surface**, or use a **non-slippery iPad cover** to prevent unintended movement of the iPad during test administration.

**New Examinee:** To administer a test to a New Examinee:

- Once the New Examinee information is completed and saved, a screen will appear with an “+”.
- Tap the “+” to begin the test

**Existing Examinee:** To administer a test to an **Existing Examinee:**

- From the **Home Screen**, select the **Existing Examinees tab** or **Examinees icon**  from the sidebar menu.
- Select the desired Examinee and tap “**View >.**” This will take you to the examinee’s **Test History & Progress Screen.**
- Tap the “+” to administer the Pysmark test.

**Examiner Instructions to Examinee:**

- **When the first shape appears, point to the stimulus shape above the line and say:** (or demonstrate as appropriate, you can model if appropriate for examinee to understand that he/she needs to copy the displayed shapes in the space below):

***“See this shape/letter/number (point). Please copy this same shape/letter/number using your finger (or stylus, if offered) as best you can below this line (now point to the blank space below the line to indicate where the shape should be copied).”***

*“Try to copy it exactly as you see it. This is not a timed test, so take your time. When you are finished, press the “next” button (or say “I will press next”) and begin to copy the next shape/letter/number.”*

- You can repeat the instructions for items “1” and “2” as needed
- When the examinee has completed the last item, a page will appear with a checkmark stating **“Test Complete!”** You will also be asked to indicate whether the examinee used a **stylus or his or her finger**. A **notes area** will also be provided should you wish to write a note about the test administration. For example, you may wish to describe the examinee’s behavior during the test, or the position in which he or she took the test (i.e. on a table/ desk with the iPad directly in front of the examinee, rotated, on his/her lap, standing up, etc.).
- Press **“Save Test.”** Once you press **“Save Test,”** you will be prompted to enter your **PIN** in order to view the scored results. Providing your PIN provides an additional layer of security and confidentiality which ensures the test results are only accessible to you as the qualified examiner.

## 6.A spoiled item or “re-do”

While taking the test, If an item becomes “spoiled,” the examiner can tap the **three dots** at the top of the screen to select one of two choices: “Clear Current Drawing” or “Stop Test.”



- If “Clear Current Drawing” is selected, the drawing of the selected item will be erased and the examinee can re-do the single item and proceed with completion of the test
- If “Stop Test” is selected, the entire test will be erased and the examinee will be required to retake the test from the beginning.

## 7.Viewing Test Results

### ➤ Viewing Results from a Single Test

A few minutes following test completion, the test results will appear on the **Test History & Progress Screen** and also on the **Single Test Results Screen** (which includes a color-coded bar

graph). Note: if the test is taking longer than five minutes for the scores to process, check your internet connectivity and/or press the sync button.

Once the test results are processed, the scores will appear on the **Test History and Progress Screen** color-coded scoring table. Tap “**view >**” located in the bottom right of the screen to view the complete results and bar graph displayed on the **Single Test Results Screen**

\* Note: On the **Test History & Progress Screen**, scores for each of the features being measured will be displayed in the color-coded scoring table. However, no scores will be reflected on the Progress Monitoring Chart until multiple tests have been administered.

### ➤ **Viewing Test Results for a Previously Administered Test**

You will be able to view the results of one particular test administration among multiple tests given from the examinee’s **Test History & Progress Screen** and the **Single Test Results Screen**

From the test administration dates listed at the bottom of the **Test History and Progress Screen**, select which previous test date you would like to view results and press on the date. This will allow you to quickly see the color-coded scoring table for the selected date. Additionally, tap the “**view >**” next to the selected date. This will take you to the **Single Test Results Screen**. On this screen, you will be able to view the complete test results from the selected date including a display of the color-coded **Single Test Results Graph**.

### ➤ **Viewing Results of Multiple Test Administrations: Progress Monitoring**

#### **Progress Monitoring Chart**

Progress across test administrations (i.e. over time) are displayed on the **Progress Monitoring Chart** found on the **Test History & Progress Screen**. Following two or more administrations of the test, you will be able to view examinee progress of all V-Score features across administrations. You also have the choice to select which V-Score features to display on the Progress Monitoring Chart.

**To display a V-Score feature on the Progress Monitoring Chart**, use the V-Score feature boxes located below the Progress Monitoring Chart. Press the box next to the selected V-Score feature that you would like displayed (eg. Accuracy Composite, Scale, Rotation, etc.). The selected scoring feature will be displayed and allow the examiner to see progress on that specific feature over time. The progress of multiple V-Score features can be displayed on the chart. To remove the display of a scoring feature, press the box a second time. Similarly, you can choose to display (and therefore compare) any number

of features by pressing the individual feature boxes below the Progress Monitoring Chart.

By viewing progress across multiple features, you may be able to determine the effect, if any, one particular feature has on progress/performance.

## 8. Syncing



The Sync button is located on the sidebar menu and is visible from all screens

On the **Home Screen**, near the top, the current “Online” and “Sync” statuses are displayed.

- The first display indicates the “online status” of the device. This will let you know whether or not the device is currently connected to the internet.
- The second display indicates when the app last synced with Psymark’s system.

**You may administer the test with or without an internet connection, however results can only be generated and displayed when the device is connected to the internet and has been synced**

If you have administered tests without an internet connection, you will need to connect to the internet and tap the Sync button so that test results can be processed and displayed. Allow a few minutes for the results of all tests administered to display.

### ➤ When Syncing Occurs


Syncing automatically occurs when a test is completed if the iPad has an internet connection. Syncing also occurs periodically in the background and when the app is opened.

If for some reason test results do not appear to be updating, the “Sync” button (on either the Home Screen or in the sidebar menu) can be tapped to force a sync to occur.

Always ensure that you have a working internet connection before attempting to sync.

## 9. Updating Your Examiner Profile & Changing Your PIN

### I. Updating Examiner Profile


1. From the Home Screen select the  icon from the sidebar menu.
2. This will take you to the **Examiner Profile Screen**. This screen allows the examiner to update the following information: Name, Email, Password, Profession/Role, and Location of Professional or Clinical Practice (e.g., United

States, California). It will also ask you to certify that you have the appropriate certification level (or are supervised by a professional with the appropriate level of certification) to administer the Psymark test.

- i. Input the information you wish to update and press “Update”.

Your Examiner profile will be updated.

## II. Changing Your PIN

1. From the **Home Screen** select the Settings  icon from the sidebar menu.
2. This will take you to the **Settings Screen**.
  - i. Select “Change PIN”.
  - ii. Enter your current PIN number.
  - iii. You will be asked to “Set Your Unlock PIN”.
  - iv. Enter your new desired PIN.
  - v. You will be asked to “Repeat PIN”.

Your PIN will now be changed to the new PIN number.