



# Remote Administration:

**RAIT**<sup>™</sup>  
Reynolds Adaptable Intelligence Test<sup>™</sup>

**TOGRA**<sup>™</sup>  
Test of General Reasoning Ability<sup>™</sup>

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**At PAR, we are committed to doing everything we can to help you serve your clients. With the evolving situation around COVID-19, you may need methods to conduct testing remotely. This paper describes how you can use a videoconferencing tool to proctor administration of the RAIT and the TOGRA on PARiConnect remotely. This is a living document and will be updated as needed.**

## **OVERVIEW OF THE RAIT AND TOGRA**

The Reynolds Adaptable Intelligence Test (RAIT) is an intelligence test for use with examinees ages 10 to 75 years. It is composed of seven subtests that assess crystallized intelligence, fluid intelligence, and quantitative aptitude or intelligence. The full battery requires a total testing time of 50 minutes, but examiners can choose to administer fewer than seven subtests. The Test of General Reasoning Ability (TOGRA) is a measure of reasoning ability and problem-solving skills for use with individuals ages 10 to 75 years old. The TOGRA requires only 16 minutes for administration and it has two equivalent alternate forms: the TOGRA Blue Form and the TOGRA Green Form. The RAIT and the TOGRA are ideal instruments for remote administration since both were standardized through digital administration on the internet using PARiConnect.

## **TECHNICAL REQUIREMENTS**

### **Hardware.**

Both you and your client will need a computer (laptop or desktop) or tablet with a webcam (built in or attached) to permit audio and video capabilities for two-way, real-time communication. While laptops and tablets often have built-in microphones and cameras, desktop computers may not, so it is recommended that you use headphones with an integrated microphone when on a desktop. This allows you to see that only the client and other appropriate individuals are present and that the testing environment is acceptable. Note that if the client only has a smartphone, it may be used to verify their identity and the testing environment, but we do not recommend administering any performance-based test on a smartphone. For best results, we recommend using PARiConnect with a standard-size (not mini) Apple® iPad®.

**Videoconferencing software.**

Videoconferencing technology, with the ability to implement remote control during screen sharing, is necessary to remotely proctor the RAIT and the TOGRA. The American Psychological Association (APA) recommends that you use a HIPAA-compliant videoconferencing platform that offers secure, encrypted transmissions. The company should also be willing to sign a business associate agreement (BAA) developed either by the company or by the psychologist. Also, we recommend checking with the videoconferencing platform(s) to see what they recommend as some platforms have different versions with different tools available to assist with remote administration.

**Internet access.**

We recommend that both you and your client use a secure and private (i.e., not publicly accessible) internet connection. It is also recommended that while you are administering the test, other individuals using the same connection refrain from using services that require considerable bandwidth (e.g., streaming video).

**PARiConnect.**

PARiConnect requires a Windows®-based or Mac® desktop or laptop computer with an internet connection and the latest version of one of the following web browsers: Chrome™, Safari®, Edge, or Firefox®. PARiConnect also runs on later versions of Internet Explorer®. In addition, PARiConnect will run on any version of the standard-size Apple® iPad® with the latest version of Safari. A word processing or PDF app (e.g., Microsoft Word or Adobe Acrobat Reader) is necessary to view and generate PARiConnect reports.

## **SPECIAL CONSIDERATIONS FOR REMOTE ADMINISTRATION**

The decision to administer the RAIT, the TOGRA, or any other assessment instrument remotely is dependent on a variety of client and provider variables. Distractions may be present; there may be access to various forms of assistance; and the presence of third parties—for example, facilitators (test proctors or administrative supports) and observers (interns and attorneys)—may be unavoidable. In addition, the accuracy of results may be influenced by the quality of the technology used, the hardware specifications needed, the speed of the internet connection, and other technical factors. Finally, a client’s cultural factors, socioeconomic background, and familiarity with computers may affect results. You must describe and disclose any modifications or alterations made to the standardization procedures and consider the impact of these differences



on the reliability, validity, and interpretation of the client’s test scores. You need to include these deviations in your reports. Please be aware of the scientific literature of the assessment, have familiarity with relevant state laws and national practice standards, and abide by the guidance of [APA](#) and the [American Telemedicine Association \(Luxton et al., 2014\)](#). As always, your professional judgment along with state, local, and other regulatory agencies should determine whether you use an available videoconferencing technology as part of your practice and if this mode of administration is appropriate for your client. For additional guidance on how you can use PAR products via telehealth technology, please visit <https://www.parinc.com/Using-PAR-digital-assessments-during-the-COVID-19-crisis>.

## Reporting Telehealth Assessment Results

Clearly indicate the assessment was administered via telehealth. For example, “This assessment was conducted using remote observation of performance via audiovisual technologies.” The examiner should record any technical issues or other problems that occurred during the assessment process, including loss of internet connection, video or audio lags, distractions, interruptions, and any equipment malfunctions. For additional guidance on preparing your clients for their telehealth appointments, [click here](#) or visit <https://bit.ly/3cRqg9X>.

## Testing Environment

Ideally, the testing environment should be a comfortable, well-lit room with adequate ventilation. If possible, the room should be free of noise to minimize distractions. All other electronic devices should be turned off, and the testing area should only include items needed to participate in the session. The source of lighting should be overhead so that shadows are not cast on the computer screen. Glare from the windows or from other sources should be prevented because it may obscure important aspects of the stimuli.

You or a qualified proctor should be present with the client during remote administration of the RAIT and the TOGRA. All other individuals should not be present unless an observer or another facilitator is necessary. The client’s activity should be closely monitored, and any attempts to open additional computer windows to search for answers should be stopped immediately. If you fail to time the test accurately, adequately monitor the client, or bar access to restricted items during test administration, this may result in artificially enhanced performance by the client.



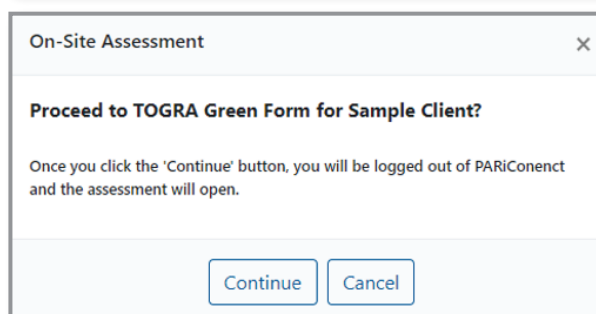
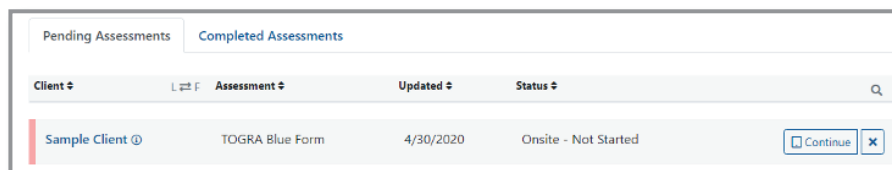
## REMOTE ADMINISTRATION OF THE RAIT AND THE TOGRA

Prior to testing, we encourage you to review this procedure and test your equipment with a remote conferencing platform. To remotely proctor the RAIT or the TOGRA, you will need to use the “On-Site” administration feature in PARiConnect in conjunction with a video sharing platform. We strongly suggest that you set up your client and assign the RAIT or the TOGRA on PARiConnect in advance of remote administration by choosing the “Delay the assessment for a later date” option on the Confirmation screen. To familiarize yourself with this process, please visit PARiConnect help at <https://app.pariconnect.com/help>.

### Steps

- 1** First, launch your selected remote conferencing platform and start the meeting with your client. Do not share your screen yet.
- 2** Once you and your client are ready to begin remote administration, you will need to log in to PARiConnect using a web browser.
- 3** How you launch the RAIT or the TOGRA differs based on whether you have already assigned your client the test administration on PARiConnect:

If you have already assigned your client the RAIT or the TOGRA, find it in the list of Pending Assessments on your home page and select “Continue,” then “Continue” again on the next screen.





If you have not assigned the test yet, log in to PARiConnect and go to the "Assess" screen, select the "Client" and "Assessment" and click "Next Step."

 This screenshot shows the PARiConnect web interface. At the top, there is a navigation bar with links for Home, Assess, Clients, Reports, Clinicians, and Account Management. Below the navigation bar, a message reads: "To assign an assessment, select client(s) and the assessment to be administered." There are two main columns: "Selected Client(s)" and "Selected Assessment". The "Selected Client(s)" column contains one entry: "Sample Client" with ID "123456". The "Selected Assessment" column contains one entry: "TOGRA - Blue Form" with a status of "1 of 1". A "Next Step" button is located at the bottom right of the interface.

Choose "Administer On-Site" as the method of administration.

 This is a dialog box titled "Please choose an administration option." It contains three main options, each with an icon and text:
 

- E-mail Invitation**: Represented by an envelope icon.
- Administer On-Site**: Represented by a computer monitor icon.
- Enter From Paper**: Represented by a document icon.

 A "Back" button is located at the bottom center of the dialog box.

After verifying the client's demographic information, click "Next Step" then select "Now" to launch the assessment.

 This is a dialog box titled "Confirmation" with a close button (X) in the top right corner. It contains the following text:
 

It is recommended that a qualified individual monitor the Client during administration to ensure the validity of his or her responses as well as the security of your computer data.

 Below this text are two buttons:
 

- Now**: Labeled "Immediately launch the assessment. Once you click the 'Now' button to the left, the assessment will open in a new tab and you will be logged out of PARiConnect."
- Later**: Labeled "Delay the assessment for a later date. You can continue the assessment at a later date by finding it in the list of Pending Assessments on your home page and selecting 'Continue'."



- 4** Once you are on the “You are about to begin” screen, review the client information for accuracy. If all of the information is correct, click “Continue.” If not, instant changes can be made to any active field (i.e., not grayed out).

You are about to begin the assessment. If you cannot complete the assessment in a single session, exit by closing the browser window. To continue an emailed assessment at a later time, click on the emailed link.

**Please review the following information for accuracy:**

<b>First Name*</b> <input type="text" value="Sample"/>	<b>ID Number*</b> <input type="text" value="123456"/>
<b>Last Name*</b> <input type="text" value="Client"/>	<b>Examiner</b> <input type="text"/>
<b>Gender</b> <input checked="" type="radio"/> Female <input type="radio"/> Male	<b>Test Date*</b> <input type="text" value="05/01/2020"/>
<b>Ethnicity</b> <input type="text" value="--Not Specified--"/>	<b>Birth Date*</b> <input type="text" value="05/14/1984"/>
<b>Grade</b> <input type="text" value="--Not Specified--"/>	<b>Age*</b> <input type="text" value="35"/>

If any of this information is **incorrect**, please close the browser and contact the person/organization that assigned this assessment.

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- 5** On the next screen, review and adhere to the “Examiner Instructions.” Click “Next.”

**Examiner Instructions**

The Examinee may use a pencil and scratch paper, but not a calculator or the internet. Therefore, **this test should be proctored.**

**Pre test:**

Laptops and Desktops:

Maximize the browser window and set the zoom level to 100%. On most browsers, pressing Ctrl+0 (zero) sets the zoom to 100%. The zero key on the 10 key pad will not work.

iPads:

Turn the screen so that the items are displayed in Landscape orientation. If using an iPad for an on screen administration of the TOGRA, a full size iPad is required for a valid administration.

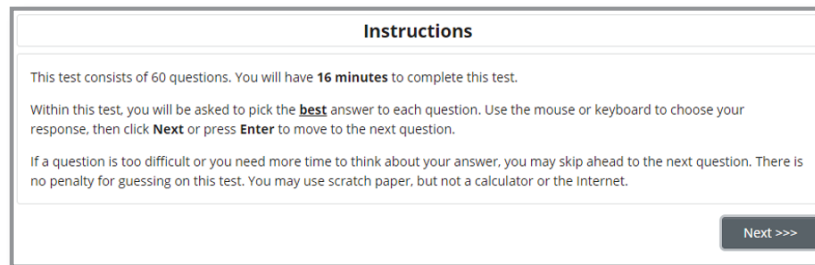
**End of test:**

The software will upload your result to PARiConnect. In the event that your internet connection is not active at that time, you will get a warning message. **Do not exit the browser** until you have reestablished the connection so that the data can be saved.

See the PIC Help file under “What’s New” for more detailed information.

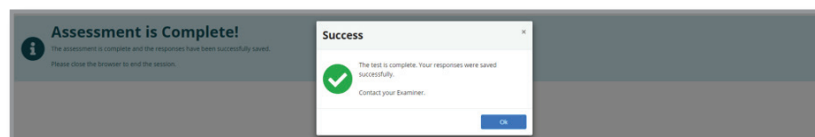


- 6 Once the examinee's "Instructions" screen appears, switch over to your videoconferencing platform and share the screen with the web browser displaying the PARiConnect screen. To minimize distraction, we recommend turning off your video during administration.



- 7 Using the videoconferencing platform, allow the client to have remote control (e.g., "Give mouse/keyboard control to") of your screen. This will give the client the ability to respond to questions on-screen. Most platforms will only allow the individual to see the screen you have selected to share. At all points, there should be an option that allows you to resume control of the mouse (e.g., by moving your mouse).

- 8 When the client has completed the assessment, the following screen will appear.



- 9 At this point, you may stop remote control, turn off your screen share, turn on your camera, and proceed to the next part of your session. When your session has ended, you can easily return to PARiConnect and generate your report.





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## REFERENCES

Luxton, D. D., Pruitt, L. D., & Osenbach, J. E. (2014). Best practices for remote psychological assessment via telehealth technologies. *Professional Psychology: Research and Practice*, 45(1), 27–35. <https://doi.org/10.1037/a0034547>



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