

TOVA 7.3 QUICK REFERENCE CARD

- F1** How to navigate around the T.O.V.A.
- F2** Create a new subject/session
- F3** Check the T.O.V.A. hardware
- F4** Present the T.O.V.A. stimuli
- F5** Administer the Practice Test
- F6** Administer the T.O.V.A. Test (or enter Test mode)
- F7** Interpret the T.O.V.A. Test
- F8** Print the T.O.V.A. Report
- F9** Open a T.O.V.A. data file
- F10** Request additional interpretation credits
- F11** File Management (copy, delete, change paths)
- F12** Exit (or exit Test mode)

TOVA 7.3 NAVIGATION

Use 'Alt' + highlighted letter to **open a menu**.

Use the 'Tab' and arrow keys to **move**.

Use 'Enter' and the 'Space bar' to **select**.

Use 'Page up' and 'Page down' to **change pages**.

Press 'Esc' to **cancel an operation** or **refresh the screen**.



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TOVA 7.3 TESTING INSTRUCTIONS

1. **Create a New Subject or a New Session** (F2) and enter in the relevant subject information.
2. If in Windows mode, choose **Enter Test mode** (F6), which will restart your computer. The T.O.V.A. will automatically restart in Test mode with the subject's data file opened.
3. **Check the hardware** (F3). Do not administer a test if any of the hardware tests fail.
4. **Present the stimuli** (F4). Slowly read or paraphrase the following (vary as needed for the auditory test):

This test measures your ability to pay attention. Two different kinds of squares will flash on the computer screen. The squares will differ only in that one of them will have a square near the top (indicate the target image) and one will have the square near the bottom (indicate). We want you to press this button (indicate) every time you see the white square with the black square near the top (indicate). I want you to hold this button in your writing hand (find out which hand they use for writing) with your thumb resting lightly on top, like this (indicate). When you press the button, let up when you hear the click. Don't hold the button down for long, and push it down only once for each correct square.

Now we are going to flash the squares on the screen, and your job is to press the button AS FAST AS YOU CAN every time you see a square with the square near the top (indicate). But the trick is that you are NOT to press the button when the square is near the bottom (indicate). Remember; press the button as fast as you can but only for the square with the square near the top. The idea of this test is for you to be as fast, but also as accurate, as you can. Try not to make any mistakes. But if you do, don't worry; everyone makes mistakes on this test. Try and press the button as fast as you can but only for the square with the square in the top. Don't be too fast – take enough time to see which square it is. Don't guess. Once you've pressed the button, let up and don't press it more than once when you see the correct square. Any questions?

5. **Administer the Practice Test** (F5). Slowly read or paraphrase the following:
Now we are going to do a practice test for about 3 minutes to see if you understand how to take the test.
6. **Administer the T.O.V.A. Test** (F6). Slowly read or paraphrase the following (vary as needed for the auditory test):
Now we are going to do the real test for about 20 minutes. Do the best job you can. Also, you should know that your eyes are probably going to get a little tired. Even so, try and do the best job you can... press the button as quickly as you can but only for the square with the black square on the top. Click the button to begin the test.
7. **Interpret the test** (F7). This will use one interpretation credit.
8. If in Test mode, **Exit Test Mode** (F12), which will restart your computer. The T.O.V.A. will automatically restart in Windows with the subject's data file opened mode after a brief delay.
9. **Print the Report** (F8). The test administration is complete.