

Procedural Guide of Cognitive Function Test

1. Prior instructions for tests

- We will prepare to start the tests now.
Can you hear me ?
Please raise your hand if you can hear me.
- In order to start the tests:
First of all, if you have any mobile phones, please switch them to manner mode or turn them off to make sure they cannot ring, and put them in your bags or pockets.
- Those wearing watches should put them in your bags or pockets. Those who require glasses to read and write should ready them now.
- When you finish reading, please raise your hand.

- Now I would like to state the rules of the tests.
Please do not turn over the question sheets before being told to.
Please do not speak out loud while writing your answers.
- If you make a mistake, cross it out using double lines.
- Are you alright ? Do you have any questions ?
- When you finish reading, please raise your hand.

2 Explanation regarding the test results

- Now I will explain to you about the nature of the tests today.
- It is usually said that the cognitive functions necessary for driving, such as memory, judgment and so on, decrease as we age.
- For this reason, we are conducting tests on memory and judgment when renewing drivers licenses for those 75 years or older, to enable you to understand own condition.
- In addition, the test results will be put to use in carrying out training suited to each elderly person.
- Moreover, even if it is judged that memory and judgment abilities have decreased, your driver's license will not immediately be cancelled, but you will be informed from the Police to receive doctor's diagnosis.
- When you finish reading, please raise your hand.

- The tests will finish in about 30 minutes.
The results of the tests will be informed to all of you afterwards. No further information on the tests will be given.
- The test sheets will now be handed out. Please do not turn over the test sheet until you are told to do so.
- Those who require glasses should put them on now.
- When you finish reading, please raise your hand.

3 Description on the cover sheet

- Please write the following on the test paper.
- First give your name. Write down your own name.
- If you make a mistake, cross it out using double lines and write it again. You may not use an eraser.
The same applies to any other mistakes you make in the test.

- Next is your date of birth. Please write down your date of birth.
- Next is your gender. Circle the one that applies to you.
You can circle either the number or the letter.
- Next is about how you drive usually.
How often do you drive? Circle the correct one.
You can circle either the number or the letter.
- When you have finished writing, put down your pencil.

- We will now start the tests.
At the beginning of each test, I will explain what the test involves.
- Please do not turn over the test sheet until told to.
- Please do not speak while writing the answer.
- When you finish reading, please raise your hand.

4. Time estimation

- Let's start the first test.
Please turn over the paper. This is Question Sheet 1.
- This sheet reads as follows:

This test consists of five questions. You can find the questions on the left-hand side. Please write your answers to the respective questions in the right-hand column. Even if you do not know the answers, please write your answer freely. Please do not leave any column blank.

- When you finish reading, please raise your hand.

- Even if you are not sure of what the answer is, please try to write something down. Please do not leave any column blank.
- Please turn over the sheet. This is Answer Sheet 1.

- Take your pencil and start.

- Stop here.
- Put down your pencil.

5. Remembering Clues

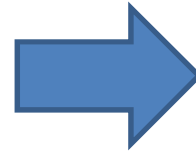
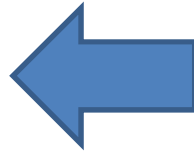
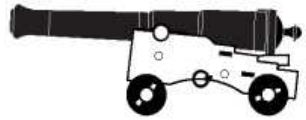
(1) Picture Memory

- We will now carry out the following test.
Please do not turn the page until an instruction is given.
- I will now show you several pictures.
Please look at them carefully.
- I will show you four pictures at the same time.
This will be shown several times.
- Afterward, I would like you to answer as to what pictures they all were. Try your best to remember them.
- When you finish reading, please raise your hand.

- I will provide hints to help remember the pictures.
Use the hints to help you to remember.

- When you finish reading, please raise your hand.

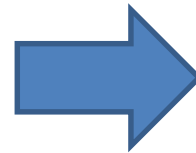
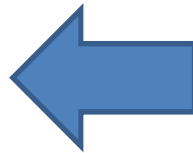
This is an artillery.



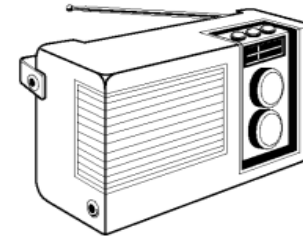
This is an organ.



This is an ear.



This is a radio.



There is a musical instrument among them.

What is it ? It's an organ.

There is an electrical product among them.

What is it ? It's a radio.

There is a weapon among them.

What is it ? It's an artillery.

There is a part of human body among them.

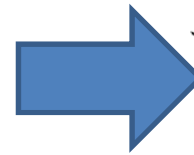
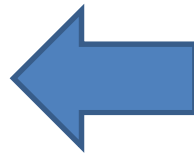
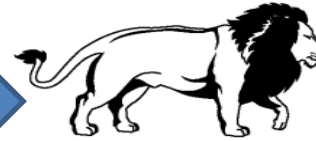
What is it ? It's an ear.

Now please turn to the next page.

This is a ladybird beetle.



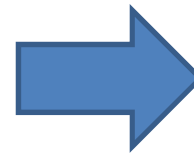
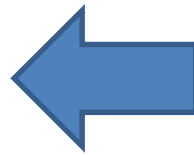
This is a lion.



There're bamboo shoots.



This is a flying pan.



There is an animal among them. What is it ?

It's a lion.

There're vegetables among them. What is it ?

They're bamboo shoots.

There is an insect among them. What is it ?

It's an ladybird beetle.

There is a kitchen utensil among them.

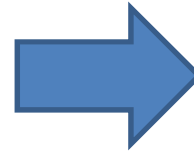
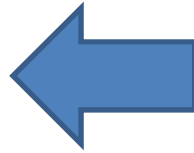
What is it ?

It's an flying pan.

Now please turn to the next page.

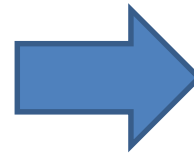
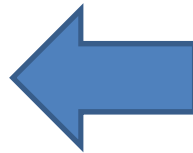
This is a ruler.

This is a motorcycle.



They are grapes.

This is a skirt.



There are fruits among them.

What are they ? They're grapes.

There is a stationery among them.

What is it ? It's a ruler.

There is a means of transportation among them.

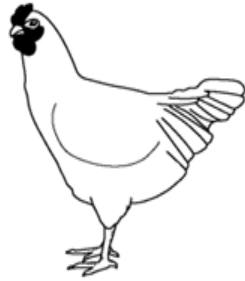
What is it ? It's a motorcycle.

There is a clothing among them.

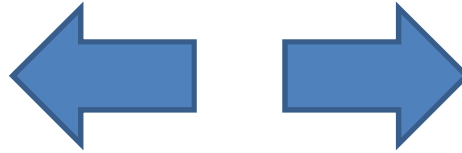
What is it ? It's a skirt.

Now please turn to the next page.

This is a chicken.



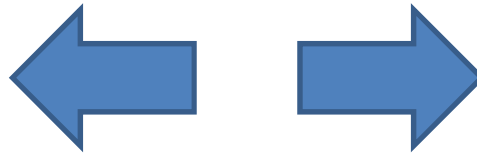
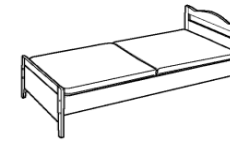
They are roses.



This is a nipper.



This is a bed.



There is a carpenter tool among them. What is it? It's a nipper.

There are flowers among them. What are they? They are roses.

There is a furniture among them. What is it? It's a bed.

There is a bird among them. What is it? It's a chicken.

- How was it? I will now ask you to answer what pictures you saw, so make sure you can remember them.
- When you finish reading, please raise your hand.

5. Remembering Clues

(2)Interval Problem (about 2 minutes)

- We will now move onto the next problem.
Please turn over the sheet. This is Question Sheet 2.
- The sheet reads as follows:

You will find a table with a lot of numbers. Please draw diagonal lines over the numbers I give you.

For example, when I say, please draw diagonal lines over "1" and "4, search for "1" and "4" " from the first row and draw a diagonal line through them.

- When you finish reading, please raise your hand.

- Take your pencil and start.

- Stop here.

- Next, on the same sheet, please draw diagonal lines on ones, threes and eights from the beginning.
 - Please start.
-
- When you finish reading, please raise your hand.

- Please begin.

- Stop here.
- Put down your pencil.

5. Remembering Clues

(3)Free Replies

- Please turn over the sheet

This is Question Sheet 3.

- The sheet reads as follows:

You saw a few drawings a little while ago. Please remember what were drawn in those drawings and write down as many as possible of their names.

- The order of your answers does not matter.

Just draw them as you recall them.

- When you finish reading, please raise your hand.

- If you make a mistake, cross it out with double lines.
- Please turn over the sheet.
This is Reply Sheet 3.

- When you finish reading, please raise your hand.

- Take your pencil and start.

- Stop here.
- Put down *your* pencil.

5. Remembering Clues

(4) Answers with Clues

- Please turn over the sheet.
This is Question Sheet 4.
- The sheet reads as follows:

There are clues on the left-hand side of the answer sheet.
Please remember what were drawn once again and write
down as many as possible of their names.

- When you finish reading, please raise your hand.

- There is only one answer for each hint.
Please do not write in two or more.
- If you miss to write, please correct it with a double line.

- Please turn over the sheet.
This is Answer Sheet 4.

- Take your pencil and start.

- Stop here.
- Put down your pencil.

6. Drawing a Clock

- We will now carry out the following test.
Please turn over Question Sheet 5.
- The sheet reads as follows:

In this test, you need to draw a clock.
Please draw a face of a clock. To do so, first, you need to draw a large circle and then write all the numbers in the circle. Next, I will specify a time later and you will be asked to draw the clock hands as directed.

- If you make an mistake in your drawing,
please raise your hands. I will give you another sheet.
- When you finish reading, please raise your hand.

- Please turn over the sheet. This is Reply Sheet 5.
- Please draw a clock face.

- When you finish reading, please raise your hand.

- Take your pencil and start.

- Stop here.
- Put down *your* pencil.

- Next, you will draw the hands of the clock on the clock face.

Please draw the hands as straight as you can.

- If you make a mistake, cross it out using double lines.
 - Now, please draw clock hands to indicate 11:10.
-
- When you finish reading, please raise your hand.

- Take your pencil and start.

- Stop here.
- Put down your pencil.

7. From collection of test sheets to notice of test results

Collection

- The test has finished. We will now collect the test sheets.

Scores

- From now, we will grade your tests and tell you individually your results. Please wait for a while.
In case of information at later date, we will inform you test result at later date.
- When you finish reading, please raise your hand.

8. Notification of the test results (approx. 2 minutes)

[This test is conducted directly by the Public Safety Commission. Your test results will be notified on the same day]

- We will hand out your written test results to you individually.
- The test results will show your name, the total scores, judgment results according to total scores and advice in accordance with the judgment results.

According to the total scores, judgments are made as follows:

- People with decreased memory and judgment;
- People with a slight decrease in memory and judgment;
- Persons without no concerns regarding memory and judgment.

This is merely a simple test.

- If you are judged low in memory and judgment as a result of the test, this does not necessarily mean you have dementia nor your driver's license will immediately be cancelled.
- Although your driver's license may be renewed, you will be contacted by the police and required to consult a doctor.

- If the doctor diagnoses that you have dementia, your driver's license would be cancelled or suspended at the discretion of the Public Safety Commission.
We would recommend you to personally consult a doctor and your family.
- Matters related to score method and judgment based on the total score are described on the reverse face of the written test results.
- A mature driving course for seniors will be held in the future based on the test results.
- When attending this course, please bring the notification of cognitive function test results without fail.

- Please be reminded that you may take a cognitive function test again.
- If you want to do so or have anything unclear related to the test results, please ask us afterwards or consult with a police officer concerning driver's license.

- The cognitive function test will end here.

[This test is conducted directly by the Public Safety Commission. Your test results will be notified at a late date]

- We will hand out to you a document titled “judgment and calculation regarding cognitive function test.”
- The document describe score method and judgment based on the total score.

According to the total scores, judgments are made as follows:

- People with decreased memory and judgment;
- People with a slight decrease in memory and judgment;
- Persons without no concerns regarding memory and judgment.

This is merely a simple test.

- If you are judged low in memory and judgment as a result of the test, this does not necessarily mean you have dementia nor your driver's license will immediately be cancelled.
- Although your driver's license may be renewed, you will be contacted by the police and required to consult a doctor.

- If the doctor diagnoses that you have dementia, your driver's license would be cancelled or suspended at the discretion of the Public Safety Commission.
We would recommend you to personally consult a doctor and your family.

- A mature driving course for seniors will be held in the future based on the test results.
- When attending this course, please bring the notification of cognitive function test results without fail.

- Please be reminded that you may take a cognitive function test again.
- If you want to do so or have anything unclear related to the test results, please ask us afterwards or consult with a police officer concerning driver's license.

- The cognitive function test will end here.