REMOTE ADMINISTRATION GUIDELINES:
TEST OF MEMORY MALINGERING (TOMM)

RECOMMENDATION
The TOMM can be administered remotely by following the general guidelines for remote administration found here and by following the test specific guidelines detailed below.

LEGAL CONSIDERATIONS
Screen capture and video/audio recording is prohibited and is a violation of copyright laws.

All video/audio recording capabilities of the telehealth platform being used must be disabled to protect test security.

The administrator must advise the examinee that screen capture and video/audio recording is prohibited.

The presence of third-parties, or legal counsel, during the administration of the tests is strictly prohibited as it significantly compromises test security, unless contrary to local, state, or federal law.

We recommend you document the non-standard remote nature of the administration and any technological glitches or other unforeseen problems experienced with the remote testing process.

PREPARING THE TEST ENVIRONMENT
There are two options available for remote administration of the TOMM: (1) using a document camera to display the test stimuli or (2) using an external or built-in web camera with an easel for TOMM stimulus books to display test stimuli.

Option 1: Document camera
The examiner will need to have a document camera that can clearly display the TOMM stimuli on screen without distortion. The examiner should position the document camera over the stimulus book and test the setup prior to the testing session with the examinee to ensure proper display of images. Once stimuli are positioned correctly, the screen can be shared with the examinee using a video-conferencing platform. Ensure that the examinee reports that they can see the stimuli clearly via screen sharing.

Option 2: Web camera with easel for stimulus books
The examiner will need to place the stimulus books on an easel in front of the web camera at an appropriate distance from the camera for the stimuli to display correctly and clearly on screen. The setup should be tested prior to the testing session with the examinee to ensure proper display of images. Once stimuli are positioned correctly, the screen can be shared with the examinee using a video-conferencing platform. Ensure that the examinee reports that they can see the stimuli clearly via screen sharing.

Regardless of whether option 1 or option 2 is selected, the examiner also needs to ensure the testing environment of the examinee is properly setup. They should have a desktop or laptop computer with a built in or external camera so that you can see them and their environment. If using a tablet, the screen should be a minimum size of 10.5-inch (diagonal) or 224-by-1668 resolution at 264 pixels per inch (equivalent to the size of an iPad Air). A smartphone or iPad mini is too small and not an appropriate device for viewing the TOMM stimuli.

The examiner should ask the examinee to scan the area around them with the camera in such a way that the environment is visible to the examiner to ensure no third parties are present during testing and that the environment is free from distractions. A best-case scenario would be to have multiple cameras available to ensure that the environment doesn't change during testing (someone enters the room or is positioned outside of view of the primary camera prompting correct responses).

Note – **do not have the name of the test or its acronym (TOMM) visible to the examinee**. It is important not to ever have the document camera on with the stimulus book being shared with the cover closed displaying the name of the test or have the closed stimulus book sitting on the easel in front of the camera sharing the name of the test with the examinee. Further, ensure the examinee does not see the Recording Form (should not be sitting on the desk or space around the examiner if the examinee can see the examiner and their workspace via video sharing).

DURING TESTING

During testing, the examinee should be asked to keep their hands visible at all times to the examiner. This is to ensure that the examinee is not taking pictures of the stimuli, screen capturing, or recording the images in any way or taking notes of what the images are to facilitate their responses for the recognition trials.

The examinee should be requested to verbalize their response rather than point to it. Rather than say "Point to the picture I showed you before. Was it this one (examiner points to top picture) or this one (examiner posts to bottom picture)?" The examiner should say "Tell me which picture I showed you before. Was it this one (examiner points to the top picture) or this one (examiner points to the bottom picture)?" – The examinee will respond by verbalizing "A" or "B" according to their answer choice.