Cognitive Telephone Screening Instrument

COGTEL
Instruction Manual

Contact: Matthias Kliegel
(matthias.kliegel@unige.ch)

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COGNITIVE AGING LAB
CENTER FOR THE INTERDISCIPLINARY
STUDY OF GERONTOLOGY AND VULNERABILITY

IMPORTANT

This manual can be used free of charge and without copyright. However, we kindly ask you to reference the initial validation study below in your projects that collect data using the COGTEL:

Kliegel, M., Martin, M., & Jäger, T. (2007). Development and validation of the Cognitive Telephone Screening Instrument (COGTEL) for the assessment of cognitive function across adulthood. *Journal of Psychology: Interdisciplinary and Applied*, *141*(2), 147–170. https://doi.org/10.3200/JRLP.141.2.147-172

Start time: |__|__|:|__|__|

1 – Prospective memory

"Later during this test, there will be a task in which you should name professions. At that point, and before you do the task, you will have to give me your date of birth.

So, when I will tell you: "Please try to name as many professions as possible", you will have to give me your date of birth first.

You will not be reminded of this task, so do your best to remember it.

Do you have any questions about this task?"

Have instructions been given twice?　　　☐ NO　　☐ YES

2 – Verbal short-term memory

"Now I'm going to read a word, then a second word that forms a pair with the first.

I will read a whole list of words in this way.

Listen carefully because once I have finished, I will only give you the first word of each pair and you will have to give me the second word of the pair.

*Let's suppose I say **EAST - WEST** and **GOLD - WALK***

*then when I later say **EAST**, you should say* (small break) ***WEST***
*and when I say **GOLD**, you should say* (small break) ***WALK.***

Do you have any questions about this task?"

Have instructions been given twice?　　　☐ NO　　☐ YES

COGTEL A – English

Read each pair of words at the rate of one pair every 3 seconds (which means that the words are said in one second, with 2 seconds between each pair).

The participant has 5 seconds to answer:

- If the participant answers **correctly,** say: *"This is correct"* and continue with the next word on the list.

- If the answer is **wrong** (or no response within 5 seconds): *"No, the word that goes with _____ is _____ ".* Write down the wrong answers.

Metal - Iron
Clamor - Baby
Hustle – Darkness
School – Baker
Rose – Flower
Obedience – Meter
Fruit – Apple
Salad - Stylus

« Which word goes with ... »	Response	Evaluation wrong	no answer	correct
Fruit	.... (Apple)	☐	☐	☐
Obedience	.... (Meter)	☐	☐	☐
Rose	.... (Flower)	☐	☐	☐
Clamour	.... (Baby)	☐	☐	☐
Salad	.... (Stylus)	☐	☐	☐
Metal	.... (Iron)	☐	☐	☐
School	.... (Baker)	☐	☐	☐
Hustle	.... (Darkness)	☐	☐	☐

"Thank you very much! Later, I will ask for theses pairs of words once again. Try not to forget them."

3 – Working memory

"Now, I will read a sequence of digits. Listen carefully, when I have finished, you should repeat the digits in REVERSE ORDER. For instance, if I say 2 – 8 you should say?" (break, let the participant answer 8 - 2)

- If the participant gives a **wrong answer** to this example: *"No, I said 2 - 8, so you should say 8 – 2. Please try to repeat the following digits in REVERSE ORDER: 3 – 6."*

"The series are not always made up of just two digits. The number of digits will increase during the exercise. Do you have any questions about this task?"

Have instructions been given twice?   ☐ NO   ☐ YES

Now start with the task no matter if the participant has answered both examples correctly or not. Say one number per second, do not read them in groups and keep the pace constant.

Stop: if the participant fails both items of one span length.

	wrong	correct		wrong	correct
5 - 1	☐	☐	3 - 8	☐	☐
4 - 9 - 3	☐	☐	5 - 2 - 6	☐	☐
3 - 8 - 1 - 4	☐	☐	1 - 6 - 9 - 5	☐	☐
6 - 2 - 9 - 5 - 2	☐	☐	4 - 8 - 5 - 2 - 6	☐	☐
9 - 1 - 5 - 2 - 8 - 6	☐	☐	8 - 3 - 1 - 9 - 6 - 4	☐	☐
4 - 5 - 3 - 9 - 1 - 2 - 8	☐	☐	8 - 1 - 2 - 9 - 3 - 6 - 5	☐	☐

4 – Verbal fluency ⇨ Stopwatch !

"Now please try to name as many words as possible that begin with the letter A. Do not repeat words that you have already said and avoid proper names (for example Anna, Anthony or Audi do not count). You have 1 minute for this task.

Do you have any questions about this task?"

Have instructions been given twice?　　　□ NO　　□ YES

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Number of words (beginning with the letter A):　　　　　　　|__|__|

Number of repeated words (beginning with the letter A):　　　|__|__|

Number of proper nouns (beginning with the letter A):　　　　|__|__|

"Now, please try to name as many professions as possible. Do not repeat any words and do not name any professions in an altered form (for instance, if you have said "teacher", "math teacher" does not count). You have 1 minute. Are you ready?"

Have instructions been given twice?   ☐ NO   ☐ YES

Has the year of birth been given?   ☐ NO   ☐ YES

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Number of professions: |__|__|
Number of professions named twice: |__|__|

"In the very beginning, we talked about something that you were supposed to tell me before naming the professions. Do you remember what it was?"

Has the year of birth been given now?   ☐ NO   ☐ YES

5 – Inductive reasoning

"Now I will read you a series of numbers that are built up according to a specific rule. Your task is to continue each sequence of numbers. They are always five numbers in each series and you will have to add the sixth. For instance, if I tell you the sequence "1-2-3-4-5", then the rule would be to add 1 to each number. So, the last number will be 6.

For the sequence "5-10-15-20-25", the following number would be? (break, let participant respond "30"). *Do you have any questions about this task?"*

Have instructions been given twice?   ☐ NO   ☐ YES

Read out the series at the rate of on digit every 3 seconds. Write down all answers and do not forget to tick the box.

Stop: If participant commits two subsequent errors.

	Response		wrong	correct
3 - 6 - 9 - 12 - 15 -	…………...	(18)	☐	☐
2 - 5 - 8 - 11 - 14 -	…………...	(17)	☐	☐
8 - 10 - 13 - 17 - 22 -	…………...	(28)	☐	☐
10 - 2 - 11 - 4 - 12 -	…………...	(6)*	☐	☐
21 - 20 - 18 - 15 - 11 -	…………...	(6)	☐	☐
25 - 13 - 27 - 16 - 29 -	…………...	(19)	☐	☐
2 - 4 - 7 - 11 - 16 -	…………...	(22)	☐	☐
63 - 91 - 65 - 94 - 67 -	…………...	(97)	☐	☐

*Responses "8" [2*2 = 4, 4*2 = 8] and "16" [$2^2 = 4$, $4^2 = 16$] are also possible.

6 – Verbal long-term memory

"At the beginning of this test, I read some word pairs to you. Now, I will give you the first word of each pair again and I would like you to tell me what the second word of the pair was. Do you have any questions about this task?"

Have instructions been given twice?   ☐ NO   ☐ YES

The participant has 10 seconds to give the answer. Do not give feedback or the correct answer. Write down the answers and do not forget to tick the box.

"Which word goes with…"	Response	Evaluation		
		wrong	no answer	correct
Salad	.... (Stylus)	☐	☐	☐
Clamor	.... (Baby)	☐	☐	☐
Metal	.... (Iron)	☐	☐	☐
School	.... (Baker)	☐	☐	☐
Rose	.... (Flower)	☐	☐	☐
Hustle	.... (Darkness)	☐	☐	☐
Fruit	.... (Apple)	☐	☐	☐
Obedience	.... (Meter)	☐	☐	☐

"This is the end of the test, thank you very much!"

End time: |__|__|:|__|__|

Is there any evidence of hearing loss? ☐ NON ☐ OUI

Is English the mother tongue? ☐ NON ☐ OUI

Was the test carried out without interruption/disruption? ☐ NON ☐ OUI

Other remarks/observations:

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"This is the end of the test, thank you very much!"