CVOE Data Collection Instructions

**Overview of Task**

* The CVOE task contains four task blocks. The first two blocks are always “pure” blocks and contain 96 trials each. The second two blocks are always “switch” blocks and contain 120 trials each
* In the pure blocks, subjects will either do the *letter* task or the *number* task.
  + For all pure trials, subjects will see pairs of letters and numbers (e.g., A 15)
  + For the *letter* task: Subjects determine if the letter is a consonant or a vowel. Subjects press Q for CONSONANTS and P for VOWELS.
  + For the *number* task: Subjects determine if the number is odd or even. Subjects press Q for ODD numbers and P for EVEN numbers.
  + Each pure block begins with a 10 item practice trial.
* In the switch blocks, subjects do a combination of the two tasks.
  + At the top of the screen, the word “letter” or “number” will appear.
  + When “letter” appears, subjects do the consonant/vowel task.
  + When “number” appears, subjects do the odd/even task.
  + The first switch block begins with a 10 item practice trial. The second switch block does not.

**Opening the Program**

* On the computer, navigate to the CVOE folder.
* Check the log sheet to determine which version of the study is being run (A, B, C or D).
* Click on the green E-Run Icon corresponding to the correct version. A window will appear asking you to enter the subject information. Enter the subject number from the log sheet. Next, you will be prompted for the session number. Always enter 1 for this number.
* Fill in the log sheet with your name and note the time that subject begins the CVOE task.

**Running the CVOE task**

* Get a blank consent form from the folder. Make sure to sign and date the experimenter line on the back of the form.
* Have subject sign and date the form. They can not proceed with the study until they sign the form. Answer any questions that they may have.
* As subjects complete the task, be sure to note if anything abnormal happens during

data collection (participant does not follow instructions, computer malfunctions, etc.)

**Instructions for First CVOE Block**

* Read aloud the instructions on the screen. Ask subjects if they have any questions and then tell them they will begin a practice phase. Instruct them to press the ENTER key when they are ready to begin the practice.
* During the practice, monitor their progress and be available for questions. After they complete the practice, instruct them to press the ENTER key when they are ready to begin the full task.

**Instructions for Second CVOE Block**

* Read aloud the instructions on the screen. Ask subjects if they have any questions and then tell them they will begin a practice phase. Instruct them to press the ENTER key when they are ready to begin the practice.
* During the practice, monitor their progress and be available for questions. After they complete the practice, instruct them to press the ENTER key when they are ready to begin the full task.

**Instructions for Third CVOE Block**

* Inform subjects that next task is a combination of the previous two tasks.
* Read aloud the instructions on the screen. Ask subjects if they have any questions and then tell them they will begin a practice phase. Instruct them to press the ENTER key when they are ready to begin the practice.
* Be sure that subjects understand that they need to switch between the letter and number tasks.
* During the practice, monitor their progress and be available for questions. After they complete the practice, instruct them to press the ENTER key when they are ready to begin the full task.

**Instructions for Final CVOE Block**

* Instruct subjects that they will be completing the same task one more time. Have them press the ENTER key when they are ready to begin.
* This block does not contain a practice section

**After completing the task**

* Administer the MoCA (If it hasn’t already been done)
* Provide a quick debriefing
  + Explain that the task is looking at how switching between tasks affects accuracy and test performance compared to focusing on only one task.
* Answer any questions subjects may have.