

Pre-test Checklist- Verbal Instructions: RCT

- Verify the examinee signed a consent form.
- If applicable, verify that the examinee has filled out all pre-test documents.
- Inform the examinee of the duration of the test: 30-35 minutes.
- Ensure the examinee does not require a restroom break.
- Ensure the examinee does not have any eye obstructions. If so, please remove.
For example:
 - Baseball cap or hat with a rim that shadows the eyes
 - Bangs or hair that fall over the eyes
 - Thick, dark makeup
 - Long, fake eyelashes
 - A face mask too far up on their cheeks
- Ask the examinee to turn off all electronic devices to avoid distractions like sound alerts or buzzing.
- Briefly state the test setup process: (1) finish verbal instructions, (2) load the test, (3) properly position the examinee, (4) calibrate eyes, and (5) run any optional diagnostic pre-tests.
- Explain the testing process: (1) Pre-test instructions, (2) Practice test, and (3) Lie detection test. During the lie detection test, there are sequences of test questions followed by short breaks or rest periods.
- Explain all questions are TRUE/FALSE and the types: relevant topics, math and neutral.
- Indicate how to answer with the mouse TRUE (green button) and FALSE (red button). Physically show the examinee the red and green mouse buttons.
- Explain that test questions must be answered quickly and accurately. It is ok to incorrectly answer or time out on a few questions. Forget mistakes and focus on the next question.
- Tell the examinee to blink normally.
- Ask the examinee to keep their chin in the chin rest for the entire test, except during the indicated breaks.
- Explain what a break looks like (15 second pause with countdown on the screen).
- Notify the examinee they will be monitored to ensure they are being alert and cooperative. Both conditions are required to take the test.
- Verify the examinee has no questions or concerns.
- Ask the examinee to sit.
- Do test set up process: load the test, properly position examinee, calibrate eyes (verbally explain), run any optional diagnostics (verbally explain), and start the test.

Sample pretest script:

This test will take about 30 to 35 minutes and should be uninterrupted. If interrupted, we may have to start over. If you need to visit the restroom, please do so now. Also, please power off any electronic devices to avoid distractions.

The test starts with pre-test instructions, then you will take a practice test to get used to answering the questions, and then you will take the lie detection test. In this test, you will be asked a series of true/false questions. Some questions will ask you about [insert 3 or 4 unique topics specific to your test. Example: illegal drug use, domestic violence, serious crimes, and terrorist associations]. And other questions will be basic math questions like $1 + 1 = 2$ which would be TRUE, or $2 + 3 = 7$, which would be FALSE. You will also see general knowledge-based questions such as “A rectangle has 4 sides” which would be TRUE. To answer true, please click the green mouse button. To answer false, click the red mouse button. It is important that you answer questions quickly and accurately. With that said, do not be worried if you incorrectly answer a few questions. That’s normal. It does not mean you’re going to fail the test. We do not expect perfection, but that you do your best. Also, please blink normally throughout the test.

During the test, please keep your chin in the chin rest, except during the specified break times. When there is a break, the test will prompt you to relax and then show a countdown. You have until the end of the countdown to relax, move around, or stretch out your shoulders. After the countdown, place your chin in the chinrest to resume testing. I will monitor you during the test. It is important to remain alert and to cooperate with the test instructions. Any questions?

Example of test set up script:

Before Calibration: *Please look at the dot and follow it as it moves along the screen.*

Before Pupil Light Reflex Diagnostic: *Please stare at the screen as it changes from light to dark.*

Before Digit Span Sequence Diagnostic: *You will be presented with a series of numbers. Memorize them. A keypad will appear on the screen, and you will use the mouse to enter in the numbers you memorized. You will gradually be presented with longer sets of numbers. Please do the best you can at accurately repeating them back.*