Remote Assessments

The Testing, Tutoring, and Counseling Department

The Treatment and Learning Centers

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www.ttlc.org
Thank you for your confidence in TLC to provide a comprehensive psychological evaluation remotely to you or your child. For over 30 years, TLC has provided a full range of assessments to children, teens, and adults. Our clinical psychologists are highly trained in conducting evaluations, and we have been working diligently to build our competency to deliver a remote-based evaluation. The assessment instruments have not changed. They are the same instruments we have been using for many years to deliver hundreds of assessments to individuals. However, remote administration requires some changes, and we want you to be aware of the process, as well as what you or your child will need at home to complete a successful evaluation.
What Psychologists will use:

1. Secure and encrypted Zoom platform for administration of the face-to-face assessment.
2. Digital Images of the same testing materials that would be used if testing were in-person.
3. A trained clinical observer may also sit in on the assessment.
The Process

1. An intake session will be scheduled over Zoom with you or the parent and/or guardian. This session lasts 60-90 minutes. During this time, the final determination of the type of assessment will be made by the psychologist and family and the materials will be ordered.

2. Our TLC administrative team will wash their hands and use a mask while assembling your Testing Kit. Testing Kits can be picked up between 9am and 1pm (M-F) at our office – 2092 Gaither Road, Suite 100, Rockville, MD 20850. Please call the administrative team at 301-424-5200 prior to retrieving the Testing Kit so that it can be placed in our contact-free vestibule with your unique Test Kit number before you arrive. PLEASE NOTE: Our office is currently closed to ALL clients.

3. Once you have the Testing Kit, we will set up a 30-minute technology session to ensure everything is working properly and the space is appropriate for testing.

4. The first testing session with you or your child will be scheduled. Testing sessions will last 1-2 hours. Additional testing sessions will be scheduled the same way until the evaluation is complete. (If evaluating a child, the parents/guardians will remain outside of the room, aside for the initial set-up. Children may be asked by the clinician to get their parents if assistance if required).

5. Parents and teachers will receive surveys via email to complete if appropriate.

6. Once all testing sessions are completed, please return the Testing Kit with the supplies and paperwork to TLC between 9am and 1pm and place the Kit in the vestibule. Please use the enclosed alcohol pads to disinfect the equipment.

7. Four to six weeks after the last day of testing, you will be contacted to set up a zoom feedback session with the psychologist. Your report will be emailed to you for the meeting as well as mailed to you and whomever else you choose to receive it on the consent form.
SUPPLIES YOU WILL NEED FROM HOME:

1. **A room free of distractions and interruptions for a minimum of 2 hours.** The room should have a desk or table that has been cleared of extra materials and a chair that is the appropriate height for the person being tested.
2. **A laptop or large tablet** to complete the assessment.
3. **A strong internet connection.** Consider limiting internet traffic for other members of your household during testing. Alternatively, consider using a cell phone dedicated hotspot for the laptop or computer.
4. **A cell phone with internet/WIFI** to use as a second camera. This cell phone will be placed in front of the laptop screen to view the student’s responses. It will also be used as a document camera when completing paper tasks. Lastly, it will be used to scan the room at random intervals as a validity check to ensure privacy.
5. **A computer mouse** (one will be provided if you do not have one).
6. **Headphones** that are comfortable for you or your child (one will be provided if you do not have one).

SUPPLIES INCLUDED WITH YOUR TESTING KIT:

1. **Testing response booklets.** These will come in a tamper-proof envelope and will only be opened **DURING THE ASSESSMENT** on camera. Please do not open until told to do so by the clinician.
2. **Cell phone holder.**
3. **Red pencil.**
4. **Unsharpened pencil with eraser** (please do not sharpen the pencil. It will be used as a pointer).
5. **Headphones and mouse if needed.**
6. **IMPORTANT:** We use the Testing Kit box as a shelf for the cell phone to sit on when the child is working in a booklet, so please keep it handy for testing.
7. **Additional alcohol wipes to clean materials before returning them** (thank you!!).
Reliability and Validity Statement

Reliability is the ability for a testing session to be reproduced with the same result, while validity is the accuracy of the results. Reliability studies have been conducted for many years using a virtual medium for conducting assessments (please contact us for a set of references).

There is strong evidence that many of the assessments we use have the same results when they are given on an electronic medium. It is also important to note that this is an unprecedented time and studies have not evaluated individuals in their own homes completing assessments. However, TLC psychologists have many years of experience using these instruments and have currently been training extensively to deliver them over a remote platform.

Validity will be very important for us to ensure. We will need to ensure that you or your child are completing the assessments independently, and that everyone is putting forth their best effort on the assessment. To that end, we conduct validity checks throughout the assessment to test for both. In our report, we will highlight that this evaluation was conducted remotely in the individual’s home. We will also highlight the steps we have taken to ensure validity and reliability.

Again, thank you for entrusting us to conduct an expert clinical evaluation regarding you or your child’s strengths and needs. If you have any questions, or need additional assistance, please contact Lisa Torvik at 301-424-5200 x306.