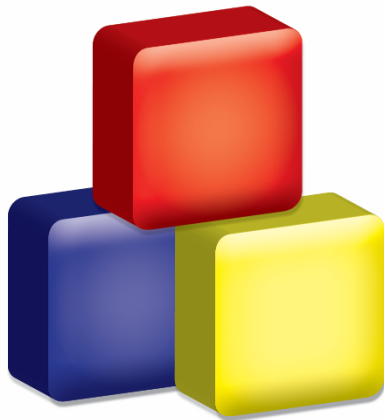




Leiter-3

Leiter International Performance Scale-Third Edition

Leiter-3 Scoring Assistant User Guide



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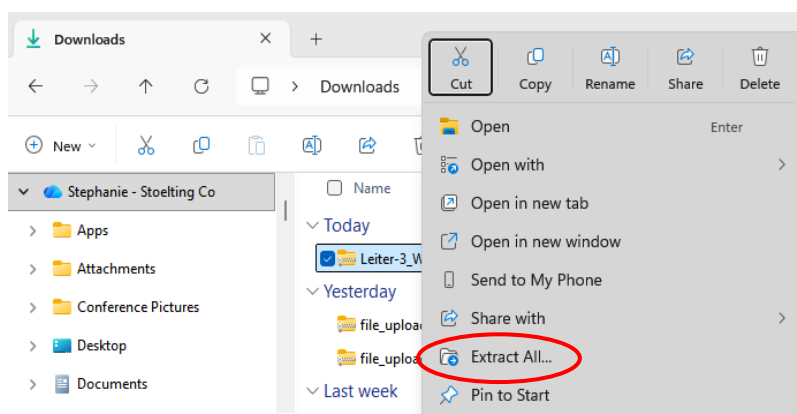
Downloading Leiter-3 Scoring Software

Accessing the Leiter-3 Scoring Software Electronic Files

After purchasing, Stoelting Co. will send links to access and download the Leiter-3 Scoring Software Electronic Files via a shared drive.

How to Download Files

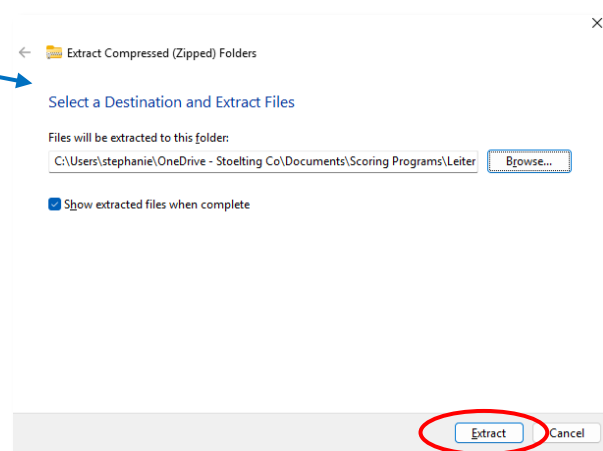
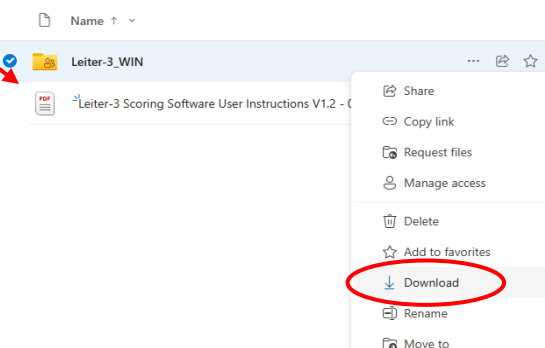
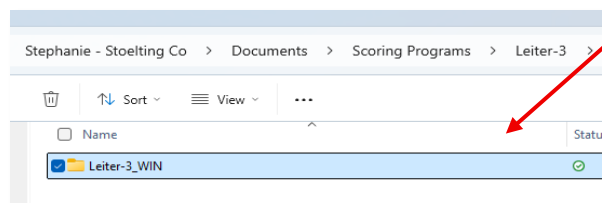
1. Click on the link to the shared drive that was emailed to you.
2. There is a file labeled Leiter-3_WIN which contains the installation files. The software is only compatible with Windows.
3. To install on Windows:
 - a. Right click on the Leiter-3_WIN folder and select **Download** from the Shared Drive.
 - b. Navigate to your **Downloads** folder, right click on the Leiter-3 downloaded zipped file and click **Extract All**.



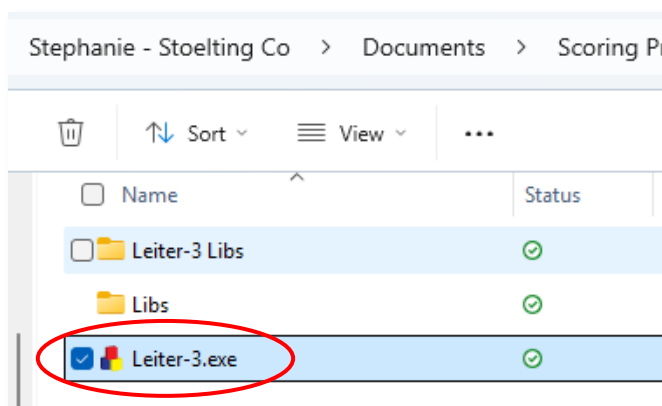
4. **Designate** where you would like to extract and save the files.

- a. Click **Extract**

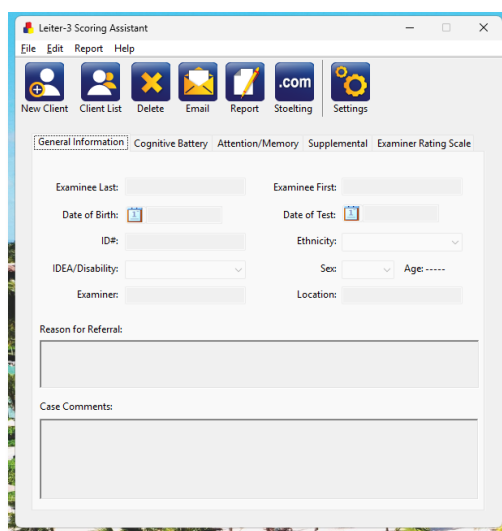
5. Navigate to the designated folder and double click on **Leiter-3_WIN**



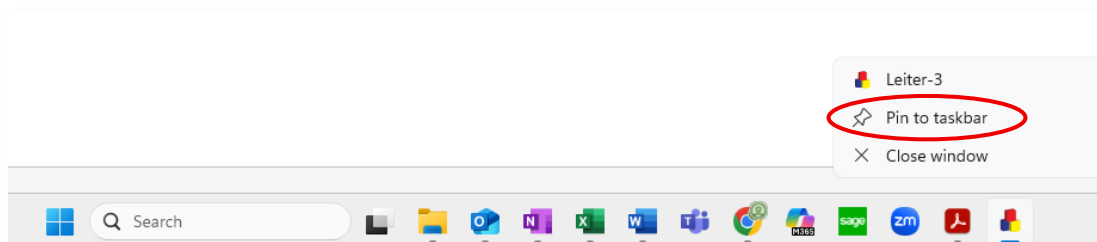
6. This brings up the scoring software installer. Double click on **Leiter-3.exe** to open the Leiter-3 Scoring Assistant Software:



7. The Leiter-3 Scoring Assistant will open in a small window:



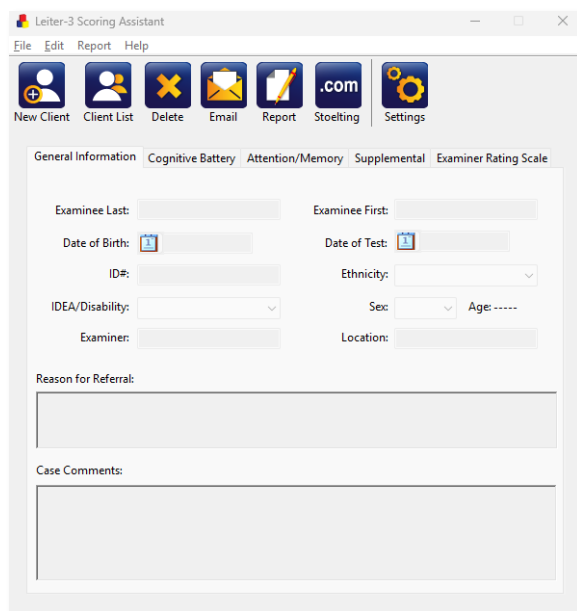
8. For easier access, you can pin the program to your Windows Taskbar:
 - a. When the program is open, right-click on the Leiter-3 Scoring Assistant Icon on the task bar and click **Pin to taskbar**.



Overview of Leiter-3 Scoring Assistant

This guide will provide instructions for using the Leiter-3 Scoring Assistant.

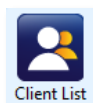
When first opening the Leiter-3 Scoring Assistant, the program will appear as:



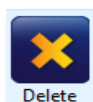
Functions



Click New Client to add a new examinee



Click Client List to view list of previously entered examinees



Click Delete to delete an examinee from the Client List



The Email function allows you to email a Leiter-3 Scored Report*

*With updated multi-factor authentication processes, this function may no longer be compatible with various email clients.



Click Report after entering all raw subtest scores. A PDF report will generate and open in a separate window. **A PDF program must be on your computer to generate a report.**



Click .com to take you to the Stoelting Co website



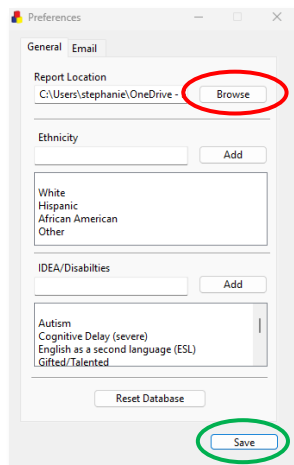
Click Settings to change preferences

Settings and Changing Preferences

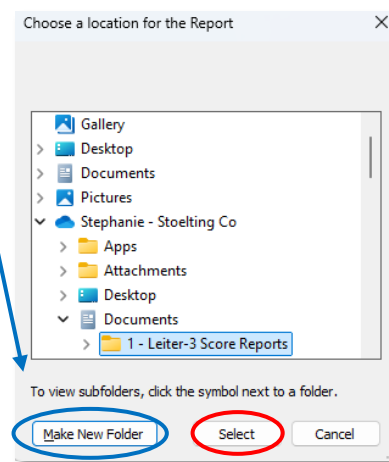
Click on Settings to adjust Preferences.



1. Report Location



- The scoring software will automatically save each report to a file on your computer. You can choose where this file is by editing the Report Location.
- Click on **Browse**.
- Choose a location to save reports and label it in a way you will remember it and its location. You can **Make a New Folder** (e.g., **1 – Leiter-3 Score Reports**) or select an existing folder.
- Click **Select**. Generated reports will now be saved in this folder.
- After selecting the folder, you will return to the Preferences window. Click **Save**.



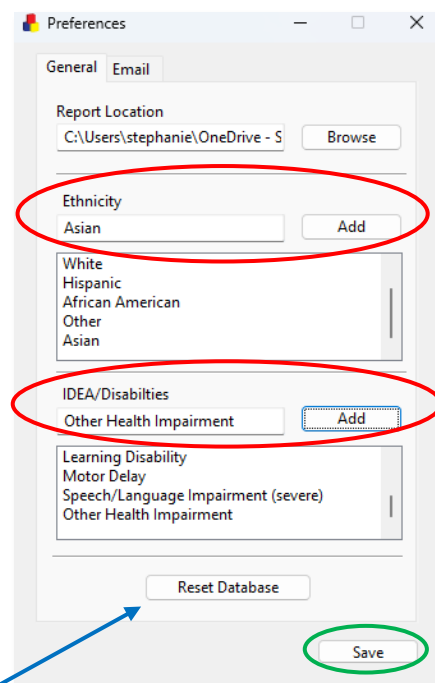
2. Ethnicity and IDEA/Disabilities

a. **Ethnicity:**

- The scoring software has default ethnicities listed.
- You can add ethnicities that will appear in the General Information tab for selection when entering new client information.
- Enter the name of the ethnicity you wish to add in the Ethnicity field (e.g., Asian) and click Add, you will see it generate in the list below.
- Click **Save**.

b. **IDEA/Disabilities:**

- The scoring software has default IDEA/Disabilities.
- You can add disabilities/diagnoses that will appear in the General Information tab for selection when entering new client information.
- Enter the name of the issue you wish to add (e.g., Other Health Impairment) and click Add, you will see it generated in the list below.
- Click **Save**.



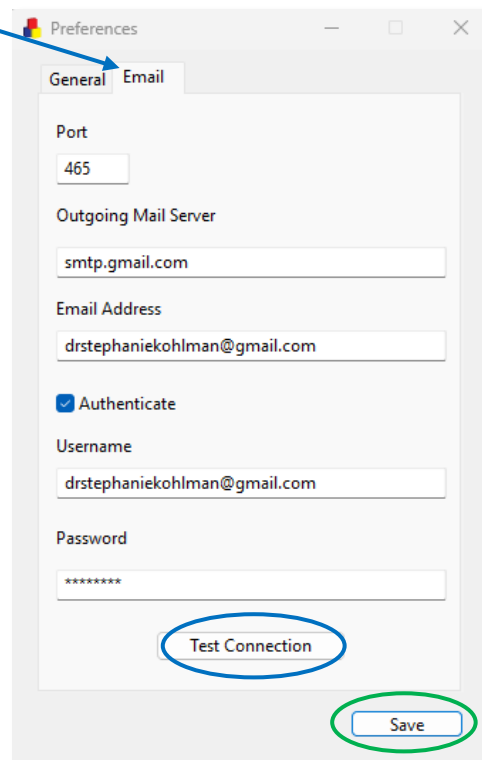
3. Reset Database

- Click **Reset Database** to delete the Client List.
- Please Note** – After the Database has been reset, the Client List **cannot** be restored, use caution with it.
- All reports saved to your Report Location will not be deleted when the database is reset.

4. Email Preferences

The Leiter-3 Scoring Assistant was first published with an option to send generated reports by email. Some current email hosts may no longer be compatible with this feature due to implementation of multi-factor authentication requirements.

- To use the email feature, click on Preferences, then click on the **Email Tab**.
- From information provided by your email host (e.g., Gmail, Outlook, etc.), enter the Port number and Outgoing Mail Server.
- Ensure in your email host settings that you have enabled sending messages from other apps/programs.
- Enter your email address.
- To authenticate, enter your email address and password for that email address.
- Click **Test Connection** to ensure a connection has been established.
- Click **Save**.



Preferences

General Email

Port
465

Outgoing Mail Server
smtp.gmail.com

Email Address
drstephaniekohlman@gmail.com

☒ Authenticate

Username
drstephaniekohlman@gmail.com

Password

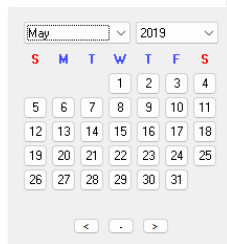
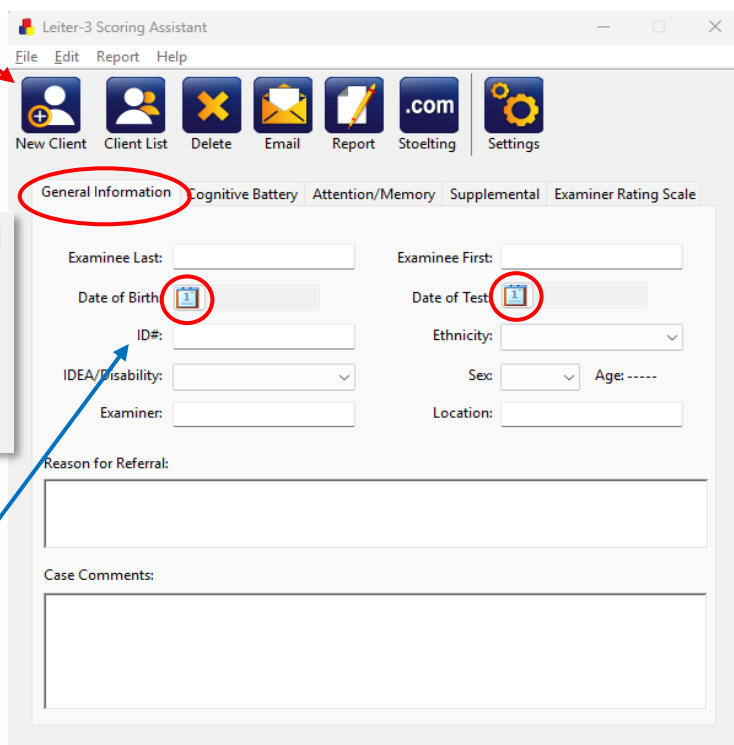
Test Connection

Save

Adding New Clients and Data

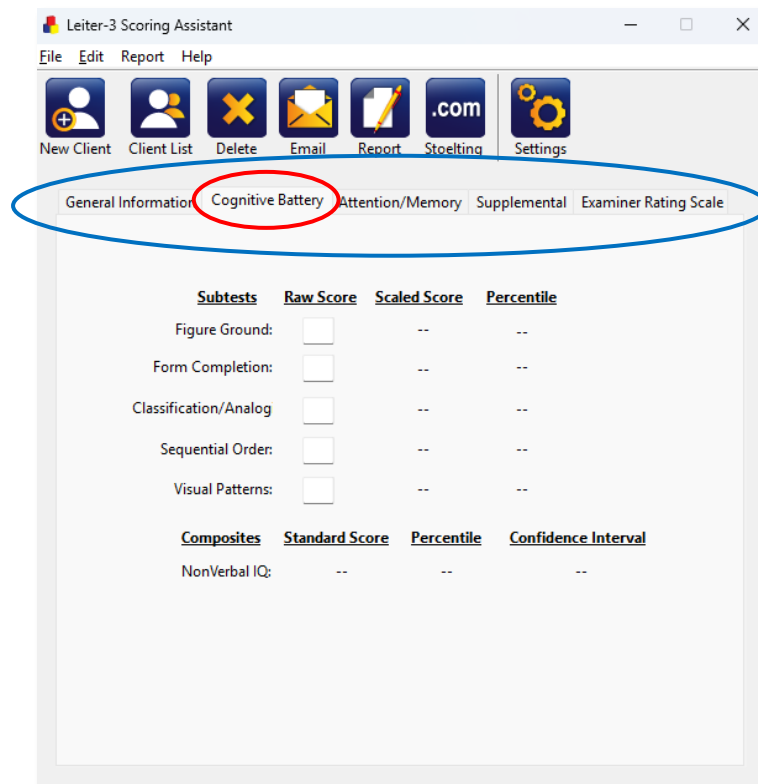
1. Add a new client:

- Click **New Client** and enter **General Information**.
- Click on the **calendar** to enter date of birth and date of test. A calendar box will pop up:
- Make sure to enter the correct **date of birth** and **date of test** to calculate correct age (month, day, year)
- You do not have to enter information in all fields if you do not need it.
- You do not have to enter the full name of the examinee; you can put in initials or use the participant ID# in the last name field.
- Please note** – the ID# will not be generated in the report, so if using an ID# instead of a name, it is best to put it in the Last or First name fields.

2. Enter Raw Scores

- Click on **each tab** to enter raw scores for the Cognitive Battery, Attention/Memory Subtests, Supplemental Scores, and Examiner Rating Scale.
- You can use the tab key to quickly move between the fields.



Subtests	Raw Score	Scaled Score	Percentile
Figure Ground:		--	--
Form Completion:		--	--
Classification/Analog		--	--
Sequential Order:		--	--
Visual Patterns:		--	--

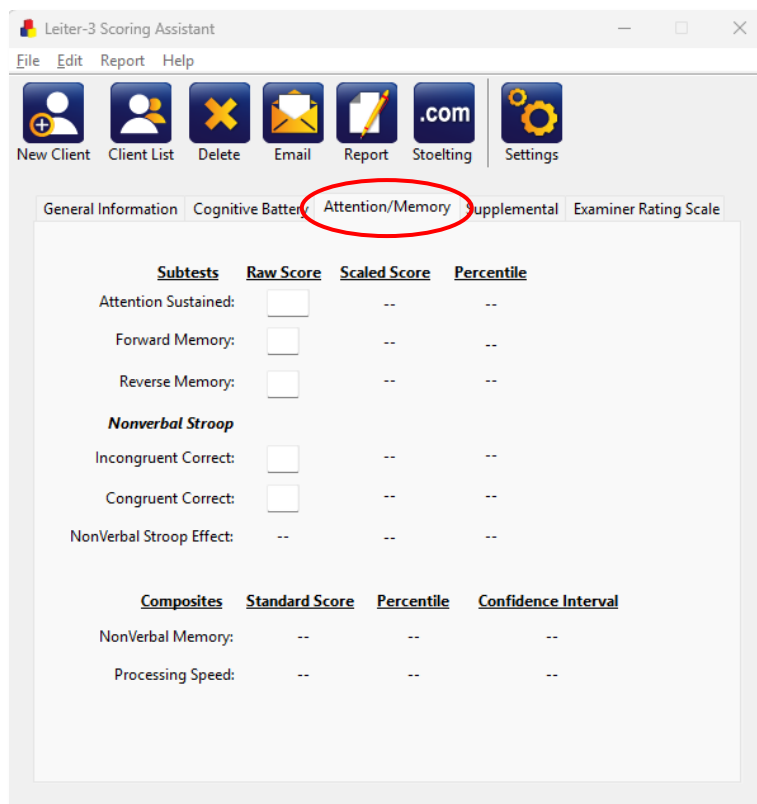
Composites	Standard Score	Percentile	Confidence Interval
NonVerbal IQ:	--	--	--

3. Cognitive Battery

- Click on the **Cognitive Battery tab**.
- Sum the raw scores of each Cognitive Battery subtest on the paper record form.
- Enter subtest raw scores into the program in their designated field.
- The NonVerbal IQ standard score will calculate automatically.
- If you did not administer a subtest, it can be left blank or a 0 can be entered.

4. Attention/Memory Battery

- Click on the **Attention/Memory tab**.
- Sum the raw scores of each Attention/Memory Battery subtest on the paper record form.
- Enter subtest raw scores into the program in their designated field.
- The NonVerbal Memory and Processing Speed standard scores will calculate automatically.

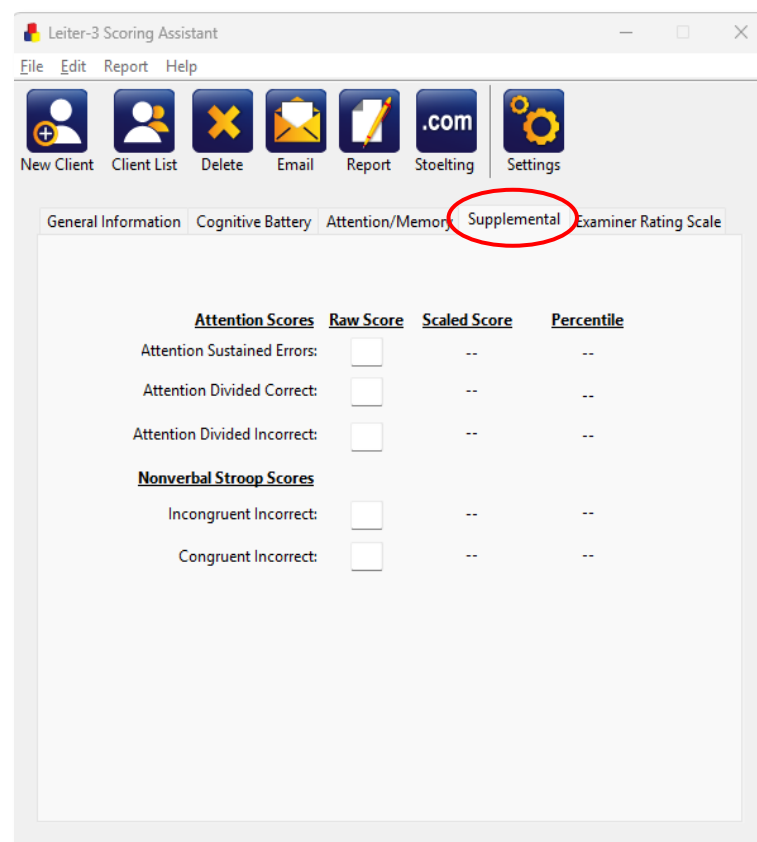


Subtests	Raw Score	Scaled Score	Percentile
Attention Sustained:		--	--
Forward Memory:		--	--
Reverse Memory:		--	--
Nonverbal Stroop			
Incongruent Correct:		--	--
Congruent Correct:		--	--
NonVerbal Stroop Effect:	--	--	--

Composites	Standard Score	Percentile	Confidence Interval
NonVerbal Memory:	--	--	--
Processing Speed:	--	--	--

5. Supplemental tab

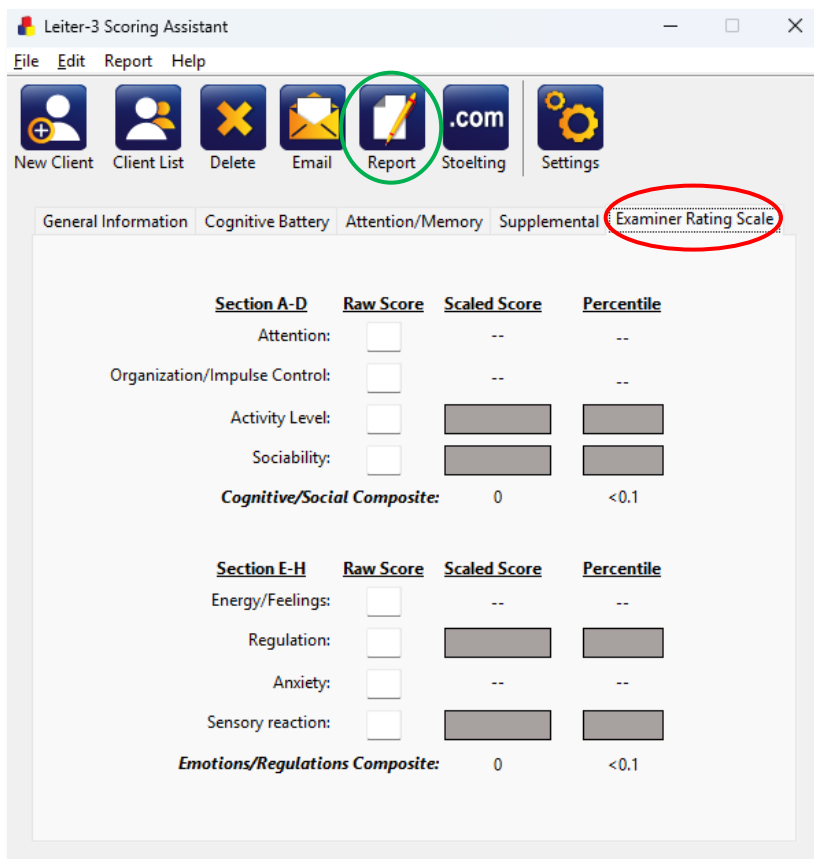
- Click on the **Supplemental tab** to enter supplemental raw scores (errors).
- Sum the number of errors from the Attention Sustained subtest, Attention Divided subtest, and Nonverbal Stroop subtest on the paper record form and enter the raw scores into their designated fields.



Attention Scores	Raw Score	Scaled Score	Percentile
Attention Sustained Errors:		--	--
Attention Divided Correct:		--	--
Attention Divided Incorrect:		--	--
Nonverbal Stroop Scores			
Incongruent Incorrect:		--	--
Congruent Incorrect:		--	--

6. Examiner Rating Scale

- Click on the **Examiner Rating Scale** tab to enter raw scores summed from the Examiner Rating Scale on pages 15 and 16 from the paper record form.
- Cognitive/Social Composite and Emotions/Regulations Composite scores will calculate automatically.



Section A-D	Raw Score	Scaled Score	Percentile
Attention:		--	--
Organization/Impulse Control:		--	--
Activity Level:			
Sociability:			
Cognitive/Social Composite:		0	<0.1

Section E-H	Raw Score	Scaled Score	Percentile
Energy/Feelings:		--	--
Regulation:			
Anxiety:		--	--
Sensory reaction:			
Emotions/Regulations Composite:		0	<0.1

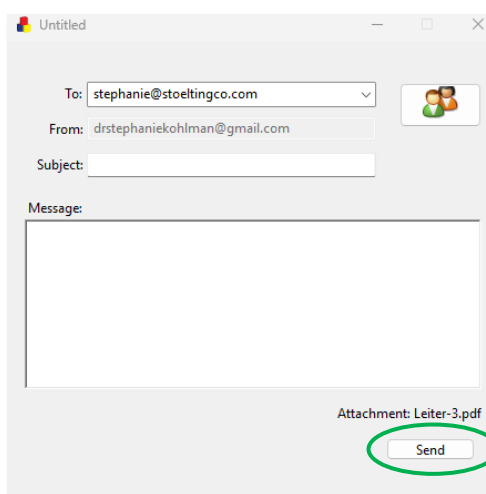
7. Generate Report

- After entering all raw scores for each subtest administered into each tab, navigate to the top of the scoring assistant, and click on **Report**.
- Based on what you put in your Preferences, the Report will save to your designated folder.
- The report will also open in a new window in your PDF program.
- In order for the report to generate, you must have a PDF program installed on your computer (e.g., Adobe).

8. Email a Report

***Please note, this feature may not currently work with current email hosts given updated requirements for multi-factor authentication.*

- Navigate to the top of the scoring assistant and click on **Email**.
- Enter the recipient email address, subject, and message if needed. Click **Send**.

To:

From:

Subject:

Message:

Attachment: Leiter-3.pdf

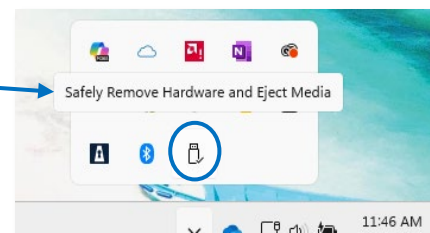
Send

USB Handling

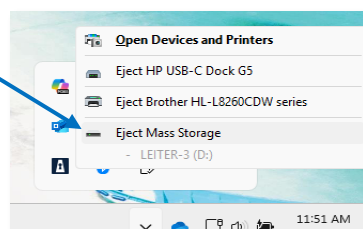
Please be sure to properly eject your USB before removing it from your computer each time you use it. Failure to do so can result in corruption of the USB and issues opening the Leiter-3 Scoring Assistant.

To properly remove USB in Windows:

1. Exit Leiter-3 Scoring Assistant, make sure to save all desired information.
2. On the right side of your Windows Taskbar, right click on the icon that looks like a USB () and says 'Safely Remove Hardware and Eject Media.'



3. Click on 'Eject Mass Storage.'



4. A message will appear that it is 'Safe to Remove Hardware'
5. Remove the USB from the computer.

Electronic Records and Password Information

Electronic Records

-  The Leiter-3 scoring software is controlled and accessed locally by installing onto an individual computer or with the USB device. The software is not cloud-based, and the software does not communicate outside the local environment.
-  Data entered into the software are stored in the designated folder the user selects on that individual machine, not outside of it. Access to the software and the records are thus managed by individual access to the computer on which the software is installed.
-  The Leiter-3 scoring software does not capture any metadata from the user, outside of the computer on which it was used and the time of use. The user could manually record an electronic signature in the individual Leiter-3 scoring software generated report within their own PDF editing program.

Password Protection

-  Please note, there is not a separate password system to access the software on your computer.
-  Users should ensure they install the Leiter-3 scoring software on a computer that is password protected and not accessible to others to protect client information that is entered into the scoring assistant.

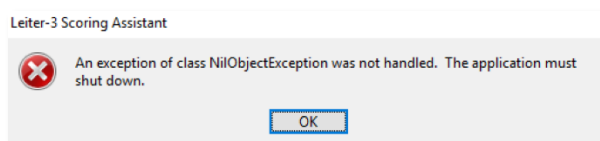
- ✚ Users may also consider putting additional security in place by editing the Permissions of the folder the Leiter-3 Score Reports are saved to.

Troubleshooting

There may be some issues which may arise as you are using the scoring software. We wanted to provide you with some ways to address these issues to ensure no disruption in your use of the scoring software. As always, if you require support with these or any other issues, please feel free to contact Stoelting Co. at the contact information below.

1. Report Generation: NilObjectException Error

Problem: You attempted to generate a report, but an error message similar to the following is produced:



This error likely occurs when there is an attempt to generate a report when there is a scale without any scores recorded, typically in the Cognitive Battery.

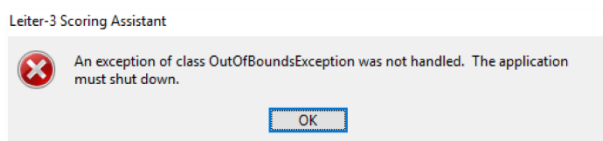
General Information				Cognitive Battery	Attention/Memory	Supplemental	Examiner Rating Scale
Subtests	Raw Score	Scaled Score	Percentile				
Figure Ground:		--	--				
Form Completion:		--	--				
Classification/Analog		--	--				
Sequential Order:		--	--				
Visual Patterns:		--	--				
Composites	Standard Score	Percentile	Confidence Interval				
NonVerbal IQ:	30	<0.1	24-36				

Solution: Enter at least one score in the Cognitive Battery tab. Entering a score of 0 is ok. The report can then be generated successfully.

General Information				Cognitive Battery	Attention/Memory	Supplemental	Examiner Rating Scale
Subtests	Raw Score	Scaled Score	Percentile				
Figure Ground:		--	--				
Form Completion:		--	--				
Classification/Analog		--	--				
Sequential Order:		--	--				
Visual Patterns:	0	0	<0.1				
Composites	Standard Score	Percentile	Confidence Interval				
NonVerbal IQ:	30	<0.1	24-36				

2. Report Generation: OutofBounds Error

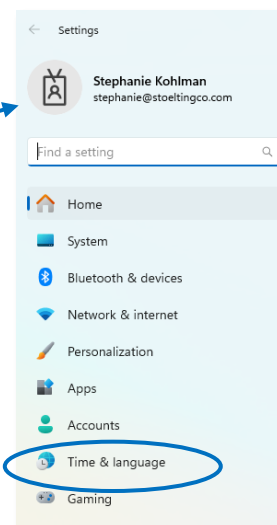
Problem: You attempted to generate a report, and the following error is produced:



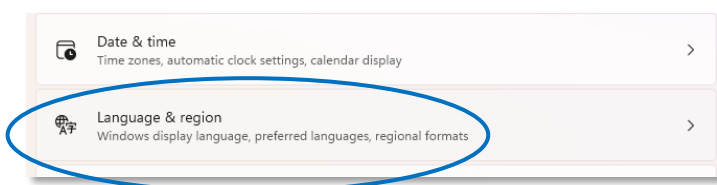
This problem often occurs when computers with settings that use date formats different than those used in the USA (where the Leiter-3 scoring software was created). In the USA, the typical date format is Month-Day-Year. In other regions, different formats are used. In many places in Europe, for example, Day-Month-Year is the preferred format. The problem is that the scoring software does not recognize the different format.

Solution: Change your computer's region settings to USA region setting. To do this:

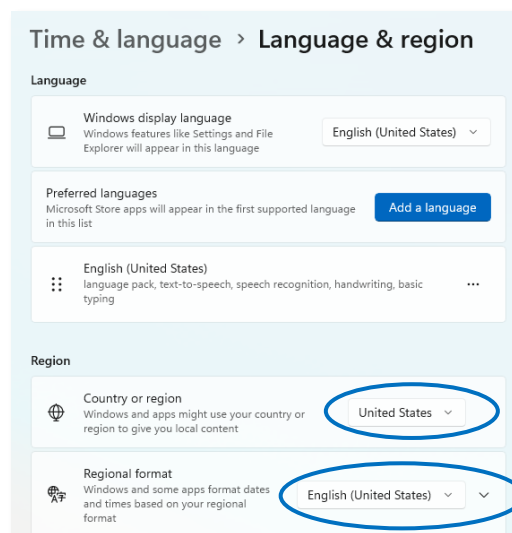
1. Go to Settings in Windows (You can find Settings by searching 'Settings' in the Windows search bar.). Click on **Time and Language**.



2. When Time and Language opens, then click on **Language and Region**.



3. Select United States as the **Country or Region**.
4. Below Country or Region, change the **Regional Format** to United States.
5. You may need to reopen the Leiter-3 Scoring Assistant and re-enter your client. You will then be able to generate the report.



3. Problems with Age Calculation

Problem: When the Date of Birth and Date of Test are entered, the Age will not calculate and remains 0-0-0.

Solution: Follow the instructions above to change your computer's region settings to USA. It is likely the computer's date format settings causing the problem calculating the age.

4. USB Not Recognized/Needs Formatting

Problem: The USB cannot be read or the computer is stating that the USB needs to be formatted, with a variation of the following messages appearing:



When the USB is inserted, the following message appears:

You need to format the disk in drive D before you can use it. Do you want to format it?



When that message is closed, the following message then appears:

Location is not available. The volume does not contain a recognized file system. Make sure all required system drivers are loaded and that the volume is not corrupted.

This is likely a problem with the USB itself. Problems with the USB often can occur from improperly ejecting the USB. Please see above for procedures to help ensure that you are properly ejecting the USB each time you remove it from your computer.

Solution: Please contact Stoelting (contact information on page 14) to make arrangements to replace the USB or to receive an electronic download of the software.

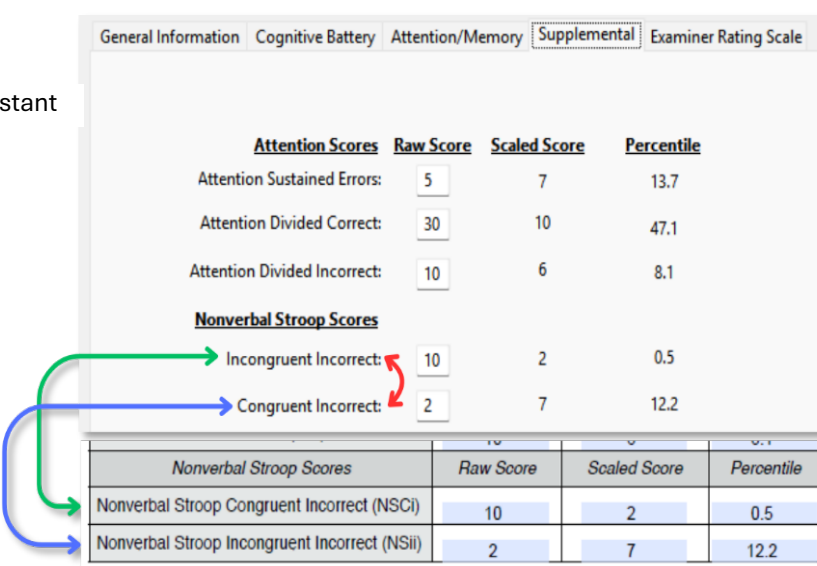
Updates Regarding Errors Found in Leiter-3 Scoring Software Assistant

We recently identified coding errors in the Leiter-3 Scoring Software Assistant program affecting calculation of scores. They are identified below with solutions provided:

Nonverbal Stroop Congruent Incorrect and Nonverbal Stroop Incongruent Incorrect Scores:

-  **Error found:** Within the Supplemental scores data entry tab of the scoring assistant, the layout of the Nonverbal Stroop Congruent Incorrect (NSCi) and Nonverbal Stroop Incongruent Incorrect (NSii) fields are reversed (see red arrow in picture below).
-  Within the scoring assistant, the raw score for NSii is entered before the raw score for NSCi; however, the generated report lists NSCi (based on the entered Incongruent Incorrect raw score – green arrow) then NSii (based on the entered Congruent Incorrect raw score – blue arrow):

Scoring assistant



Attention Scores	Raw Score	Scaled Score	Percentile
Attention Sustained Errors:	5	7	13.7
Attention Divided Correct:	30	10	47.1
Attention Divided Incorrect:	10	6	8.1
Nonverbal Stroop Scores			
Incongruent Incorrect:	10	2	0.5
Congruent Incorrect:	2	7	12.2

Nonverbal Stroop Scores	Raw Score	Scaled Score	Percentile
Nonverbal Stroop Congruent Incorrect (NSCi)	10	2	0.5
Nonverbal Stroop Incongruent Incorrect (NSii)	2	7	12.2

Generated report

-  **What you should do:** Hand score these scores using Appendix C.4 (NSCi) and Appendix C.5 (NSii) from the manual, or make a note that the fields for these scores in the assistant are reversed:

- Incongruent Incorrect in the assistant = Congruent Incorrect (NSCi) in the generated report
- Congruent Incorrect in the assistant = Incongruent Incorrect (NSii) in the generated report
- Then enter the raw scores into the program as they appear on the record form – NSCi raw score first and NSii raw score second.

Calculating Scores for Age 14 years, 0 Months

-  **Error found:** The software is not calculating scores for the specific age of 14 years, 0 months and appears to be an issue with the software code.
-  **What you should do:** Hand score examinees who are exactly age 14:0; or, given that the normative score tables in Appendix A and B cover 14 years, 0 months through 14 years, 5 months, and other Appendix tables just use 14 years,

change the test date in the software program so that the age calculates as 14 years, 1 month. The scores that generate would be the same as if it was hand scored.

Single Subtest vs Individual Average

-  *Error found:* The software calculates Visual Patterns into the average subtest score; however, according to Leiter-3 scoring procedures, only the 4 scores used to calculate the NVIQ Composite score should be averaged.
-  *What you should do:* Calculate the Individual Average score by hand to determine differences between subtests using Appendix H.

Nonverbal Memory Composite Growth Score:

-  *Error found:* The software is currently calculating this growth score using the sum of scaled scores. However, according to the Leiter-3 scoring procedures, the **sum of raw scores must be used to derive the correct Nonverbal Memory Composite Growth Score**. As a result, growth scores generated by the software for this composite may be inaccurate.
-  *What you should do:* Until a software update is released, please refer to the Leiter-3 Examiner's Manual and calculate the Nonverbal Memory Composite Growth Score manually using the **sum of raw scores** and the growth score conversion tables in Appendix G.2.

All other scores and composites in the software remain unaffected.

What will happen next:

We are actively working to correct this issue and will post an update as soon as a revised version of the software is available. We sincerely apologize for any inconvenience this may cause and appreciate your patience and understanding. If you have questions, please contact us at psychtests@stoeltingco.com.

Your satisfaction with the Leiter-3 Scoring Assistant software and all Stoelting Co. products is our number one priority. If you have any questions or concerns, please contact us:



Stephanie Kohlman, Psy.D.

Product Manager | Psychological Test Division

P 630.860.9700 | E psychtests@stoeltingco.com

620 Wheat Lane | Wood Dale, IL 60191

 www.stoeltingco.com/Psychological-Testing