Online portal

The Amsterdam Cognition Scan (ACS) is an online neuropsychological test battery that measures cognitive functioning. In the online portal, you can create and manage the tokens with which personalized links to the ACS can be created.
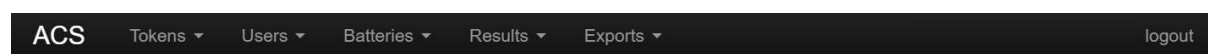
Use the following link to log in to the portal, **using the information that you received via email**.

https://acs-neo-act.neurotask.com/management/login

After login you will see the home page which contains 5 tabs:

1. Tokens – listing (view), create, and upload
2. Users – listing and create
3. Batteries – listing and create
4. Results – view results (per test)
5. Export – export results (per test battery)

Note: Some tabs or options might not be visible depending on your account's authorizations.

Tokens

A token is the name of a single test administration. Each participant has a separate token for each measurement. These tokens have already been assigned to the participants and are listed under Tokens > Listing.

The token is used to create a **personalized token link**. This personal link is sent to the participant via e-mail (see last page of this document for an example of an invitation e-mail), so they can make the ACS. The link is always the same, only the token has to be inserted at the end: **https://acs-neo-act.neurotask.com/token/login/[token].**

In this overview you can keep track of whether tokens have already been used (and thus if the participant completed the tests).

Tokens listing

Show 50 ▾ entries   Search: _____

id	token	results	battery	active	blocked	language	created	modified	
147	demo	11	acs-motica	0	0	nl_nl	2020-03-08 20:46:33	2020-03-11 08:53:08	🗑 ☑ ▤
148	philippetest	66	acs-motica	0	0	nl_nl	2020-03-09 17:16:15	2020-03-10 10:38:25	🗑 ☑ ▤
149	marieketest	0	acs-motica	0	0	nl_nl	2020-03-12 12:11:59	2020-03-12 12:12:23	🗑 ☑
id	token	results	battery	active	blocked	language	created	modified	

From left to right, the following information can be found:

id This is a number that has automatically been assigned to the token. You probably won't do anything with this.

Token The unique code or name with which a test administration can be identified. It is useful to include the subject number in the token. Using this token, a personalized token link can be made that can be send to participants. You can filter the list or search for a specific token via the 'Search' option. Using this option, you can check whether tokens have been completed.

Results This number shows how many parts of the test battery have been completed. If this number is 0, the test has not yet been started. If all parts of the test battery are completed, this number should be around 32/33.

Battery The test battery the token applies to: the token link will open the test battery registered in this column.

Active Indicates whether the token is active (1) or not (0). Active tokens can be used to start the test battery from the beginning. Once the token link has been opened, the token will turn inactive. An inactive token can be made active again by clicking on the icon: ☑ Note that this will <u>restart</u> the test battery from the beginning. It is best <u>not to use</u> this option. Inactive tokens remain accessible for the person who opened them.

Blocked Indicates whether the token is blocked (1) or not (0). Blocked tokens cannot be used to start or continue a test battery. You can also temporarily block a token.

Language	The language used in the test battery: nl_nl for the Dutch version; en_us and en_uk for the American and British English versions; sv_se for the Swedish version.
Created	The date and time the token was created.
Modified	The date and time the token link was opened (by the participant).
Icons	The last column contains one or more of the following icons:

Can be used to make adjustments to the token: the token name, language, battery, whether the token is active or not, or whether it is blocked or not can be adjusted here.

This opens the results listing and can be used to view the results of a specific token/test administration:

Results listing

Show 50 entries   Search: [_____]

id	controller	params	tag	created	
4719	video	[]	video	2025-03-17 20:33:45	🔍
4718	questionnaire	[]	questionnaire-questions	2025-03-17 20:33:21	🔍
4717	mouse	[]	mousetype	2025-03-17 20:33:11	🔍
4716	digitspan	[]	reverse	2025-03-17 20:32:42	🔍
4715	digitspan	[]	reverse-demo	2025-03-17 20:26:23	🔍
4714	digitspan	[]	forward	2025-03-17 20:25:23	🔍
4713	digitspan	[]	forward-demo	2025-03-17 20:21:22	🔍
4712	wordslist	[]	recall-phase-2	2025-03-17 20:19:47	🔍
4711	wordslist	[]	recall-phase-1	2025-03-17 20:18:38	🔍

Results

Here you can view all results <u>per test</u>. From the drop down menu, you can select the specific test of which you want to view the results.

For example, click on Results > Tower of London. On this page, you can see an overview of the results of the tower of London/place the beads test, with the one most recently completed at the top:

Tower of London

token	test	tag	total solved	total unsolved	total time	created	
philippetest	tol	nki	10	0	305344	2021-11-04 13:36:24	🗑🔍
philippetest	tol	demo	2	0	16568	2021-11-04 13:31:16	🗑🔍
philippetest2	tol	nki	10	0	346866	2021-11-03 19:03:48	🗑🔍
philippetest2	tol	demo	2	0	18739	2021-11-03 18:57:59	🗑🔍

For each test, the first three columns specify the token, name of the subtest, and specific part of the subtest. The column Created shows the date and time the test item was started by the participants. he columns in between show the achieved results and differ per subtest.

How to check who has completed the ACS

There are several ways to check who has completed the ACS.

1. In Tokens > Listing: use the search bar to filter on all the tokens of the group you are interested in.

    If 'results' = 0 and 'active' = 1, the participant did not open the ACS yet.

    If 'results' = 32 or 33 and 'active' = 0, the participant has completed the ACS.
    Whether it is 32 or 33 depends on whether the participant watched/registered the last 'thank you for participating'-video.

    If 'results' = higher than 0 and lower than 32, the participant partly made the ACS. You can click the 🗐 icon to see which elements of the test were completed and at what date/time. Check if the last completed elements match the last elements of the ACS (yellow in picture below):
    last cognitive test: *digitspan reverse*
    last questionnaires: *mousetype* (type of mouse that was used)*, questionnaire-questions* (educational level), and optionally the end-video.

Results listing

Show 50 entries   Search: _____

id	controller	params	tag	created	
4719	video	[]	video	2025-03-17 20:33:45	🔍
4718	questionnaire	[]	questionnaire-questions	2025-03-17 20:33:21	🔍
4717	mouse	[]	mousetype	2025-03-17 20:33:11	🔍
4716	digitspan	[]	reverse	2025-03-17 20:32:42	🔍
4715	digitspan	[]	reverse-demo	2025-03-17 20:26:23	🔍
4714	digitspan	[]	forward	2025-03-17 20:25:23	🔍
4713	digitspan	[]	forward-demo	2025-03-17 20:21:22	🔍
4712	wordslist	[]	recall-phase-2	2025-03-17 20:19:47	🔍
4711	wordslist	[]	recall-phase-1	2025-03-17 20:18:38	🔍

Tip: you can click on "modified" until the list is ordered from newest to oldest modification, to show which token was participants started the ACS most recently. However, the 'modification date' is the day on which a participant first opened the ACS, which is not necessarily the day when they completed it.

2. In Results > Digitspan:

    In the search bar type "reverse". This will redirect you to the page that you see in the picture below. Here you find an overview of the results of all tokens of which the subtest Digitspan Reverse is completed. This is the last subtest of the test battery. So, if it is completed, it means that the entire test battery has been completed for that token.

    By default, the list is ordered by completion date, with the most recently completed subtests at the top. If this is not the case, you can click on the word "created" until the most recent

date is in the upper row. So, using this overview you can see who has recently completed the ACS.

Tip: if you write down which token was most recently completed and on what day that was, then next time that you check completion you can scroll back to that token in the overview; all new rows above this token are new completes.

Note: by checking completion in this way you cannot see which participants might have *partly* completed the ACS (this can be checked via tokens > listing).

Note: if you look in the left column named "token", you can see that each token is listed twice, because the results of the practice trial (demo) and the actual test are registered in separate row.

Digitspan

Print

Search: reverse

token	test	tag	span	lcs	total correct	total wrong	created	
testtoken	digitspan	reverse	6	8	12	2	2022-04-27 11:39:07	🗑🔍
testtoken	digitspan	reverse-demo	2	2	1	1	2022-04-27 11:31:25	🗑🔍
2opr0074VJ3	digitspan	reverse	7	8	12	2	2021-08-14 12:52:25	🗑🔍
2opr0074VJ3	digitspan	reverse-demo	3	3	2	0	2021-08-14 12:47:42	🗑🔍
opt238I59UDSHr	digitspan	reverse	6	6	9	3	2021-06-08 12:05:26	🗑🔍
opt238I59UDSHr	digitspan	reverse-demo	3	3	2	0	2021-06-08 11:56:38	🗑🔍
opt228LCdqg3P1	digitspan	reverse	4	6	8	4	2021-05-25 22:44:05	🗑🔍
opt228LCdqg3P1	digitspan	reverse-demo	3	3	2	0	2021-05-25 22:39:45	🗑🔍
2opr0283AE3	digitspan	reverse	5	7	10	4	2021-05-08 16:14:02	🗑🔍
2opr0283AE3	digitspan	reverse-demo	3	3	2	0	2021-05-08 16:05:02	🗑🔍
token	test	tag	span	lcs	total correct	total wrong	created	

Showing 1 to 10 of 512 entries (filtered from 1,026 total entries)   ← Previous 1 2 3 4 5 Next →

Example e-mail with instructions

Subject: [NAME STUDY] – Invitation cognitive test

Dear [NAME],

You are receiving this email because you participate in the [NAME] study. This email contains the invitation to the online cognitive test. The test will take approximately one hour to complete. We would like to ask you to complete the online cognitive test within one week.

The test can be accessed through the link below. If clicking does not work, copy and paste the link into your web browser.

Link to the cognitive test:
http://acs-neo-act.neurotask.com/token/login/[TOKEN]

How to best prepare for the test:

- To complete the test, you will need a computer or laptop with internet access and sound. It is not possible to complete the test on a tablet or mobile phone.
- Ensure you are in a quiet area with few distractions. For example, turn off your phone, television and radio.
- Complete the test yourself and without tools such as a pen or paper.
- It is best to complete the test in a single session.

What to do in case of problems:

If problems with your internet connection occur during the test, you can reload the link as soon as the internet works again. You will then continue with the last unfinished section.

If you have any questions or encounter any other problems, please contact us using the contact details below. You can also use the 'contact button' during the test.

We greatly appreciate your participation. Thank you in advance.

Kind regards,

[name]

[contact details]

Exempel på e-post med instruktioner

Ämne: [NAMN STUDIE] – Inbjudan till kognitivt test

Hej [NAMN],

Du får detta mejl eftersom du deltar i [NAMN]-studien. Det innehåller en inbjudan till det kognitiva testet online. Testet tar cirka en timme att genomföra. Vi ber dig att genomföra testet inom en vecka.

Du kan komma åt testet via länken nedan. Om det inte fungerar att klicka, kopiera och klistra in länken i din webbläsare.

Länk till det kognitiva testet:
http://acs-neo-act.neurotask.com/token/login/[TOKEN]

Så förbereder du dig bäst inför testet:

- Du behöver en dator eller bärbar dator med internetuppkoppling och ljud. Det går inte att genomföra testet på surfplatta eller mobiltelefon.
- Se till att du är på en lugn plats med få störningar. Stäng till exempel av din telefon, TV och radio.
- Genomför testet själv och utan hjälpmedel som penna eller papper.
- Det är bäst att genomföra hela testet i en sammanhängande session.

Vid eventuella problem:
Om du får problem med internetuppkopplingen under testet kan du ladda om länken så snart du har internet igen. Du fortsätter då där du slutade.

Om du har några frågor eller stöter på andra problem, kontakta oss via kontaktuppgifterna nedan. Du kan också använda "kontaktknappen" under testet.

Vi uppskattar verkligen ditt deltagande. Tack på förhand.

Vänliga hälsningar,
[namn]
[kontaktuppgifter]