

**RPA-ProMem**  
**Royal Prince Alfred Prospective Memory Test**  
**FORM 1**

ID \_\_\_\_\_

Date \_\_\_\_\_

**Instructions:** “As I mentioned before, today we will be doing some tasks to test certain areas such as your memory and attention. Firstly, I am going to ask you to remember to do some things at a later stage of the assessment. You can use any techniques that you think might help you remember these things.”

**START TIME:** \_\_\_\_\_

**Part 1 and Part 2**

“I am going to leave this clock here where you can see it. **In 15 minutes time**, I would like you to tell me it’s time for a coffee break. Do this as close to 15 minutes’ time as you can. The other thing I would like you to do, **at the end of our session** today, is to ask me for an information sheet on note-taking strategies.” (*Place digital clock in subject’s direct view*).

- *Verify encoding of instructions and repeat if necessary*

**Part 1 (Short-term, Time-based)**

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 2 (Short-term, Event-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (*i.e., time session ends; time alarm or phone rings*)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 3 and Part 4**

**Instructions [administered at end of session]:** “I am going to ask you to do some more things after we are finished today. You can use any method that will help you to remember to do the things I ask you to do. It is important that you try your best to remember”.

“Firstly, when you arrive home today, I want you to phone and leave a message on my voice mail, telling me **what the weather is like**. The number is [*insert appropriate #*]. The second thing I would like you to do this week is to return this postcard to me on [date to be posted, one week from now] with your name and the word **HAWAII** written on the postcard. Will you be able to do this on that day? [*If not, plan another day*]” (*Make sure it is already stamped, addressed and labelled with participant ID code*).

- *Verify encoding of instructions and repeat if necessary*

**Part 3 (Long-term, Event-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (*i.e., approximate time expected to return home*)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 4 (Long-term, Time-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (*i.e., date one week from assessment session*)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**Comments:**

**RPA-ProMem**  
**Royal Prince Alfred Prospective Memory Test**  
**FORM 2**

ID \_\_\_\_\_

Date \_\_\_\_\_

**Instructions:** “As I mentioned before, today we will be doing some tasks to test certain areas such as your memory and attention. Firstly, I am going to ask you to remember to do some things at a later stage of the assessment. You can use any techniques that you think might help you remember these things.”

**START TIME:** \_\_\_\_\_

**Part 1 and Part 2**

“I am going to leave this clock here where you can see it. **In 15 minutes time**, I would like you to stop what we are doing and tell me the last thing you had to eat. Do this as close to 15 minutes’ time as you can. There is another thing I would like you to do. I would like to borrow something of yours, which I will put behind this desk. **When this alarm goes**, I would like you to ask me to get (the personal object) back from me.” (Set alarm in front of subject for half an hour and place out of sight of subject, so they don’t get constant visual reminders of it).

- *Verify encoding of instructions and repeat if necessary*

**Part 1 (Short-term, Time-based)**

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 2 (Short-term, Event-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (*i.e., time session ends; time alarm or phone rings*)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 3 and Part 4**

**Instructions [administered at end of session]:** “I am going to ask you to do some more things after we are finished today. You can use any method that will help you to remember to do the things I ask you to do. It is important that you try your best to remember”.

“Firstly, when you arrive home today, I want you to phone and leave a message on my voice mail, telling me **your mother’s name**. The number is [insert appropriate #]. The second thing I would like you to do this week is to return this postcard to me on [date to be posted, one week from now] with your name and a **description of the weather** written on the postcard. Will you be able to do this on that day? [If not, plan another day]” (Make sure it is already stamped, addressed and labelled with participant ID code).

- *Verify encoding of instructions and repeat if necessary*

**Part 3 (Long-term, Event-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (*i.e., approximate time expected to return home*)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 4 (Long-term Time-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (*i.e., date one week from session*)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**Comments:**

**RPA-ProMem**  
**Royal Prince Alfred Prospective Memory Test**  
**FORM 3**

ID \_\_\_\_\_

Date \_\_\_\_\_

**Instructions:** “As I mentioned before, today we will be doing some tasks to test certain areas such as your memory and attention. Firstly, I am going to ask you to remember to do some things at a later stage of the assessment. You can use any techniques that you think might help you remember these things.”

**START TIME:** \_\_\_\_\_

**Part 1 and Part 2**

“I am going to leave this clock here where you can see it. **In 15 minutes time**, I would like you to remind me to move my car so I don’t get a ticket. Do this as close to 15 minutes’ time as you can. The other thing I would like you to do is, **when my mobile phone rings**, tell me you would like a drink.” (Place digital clock in subject’s direct view. Show subject the mobile, but then place it out of sight of the subject, so they don’t get constant visual reminders of it. Make sure you set the phone to ring in half an hour).

- *Verify encoding of instructions and repeat if necessary*

**Part 1 (Short-term, Time-based)**

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 2 (Short-term, Event-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (i.e., time session ends; time alarm or phone rings)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 3 and Part 4**

**Instructions [administered at end of session]:** “I am going to ask you to do some more things after we are finished today. You can use any method that will help you to remember to do the things I ask you to do. It is important that you try your best to remember”.

“Firstly, when you arrive home today, I want you to phone and leave a message on my voice mail, telling me **what time it is**. The number is [insert appropriate #]. The second thing I would like you to do this week is to return this postcard to me on [date to be posted, one week from now] with your name and a description of **what you are having for dinner** that night written on the postcard. Will you be able to do this on that day? [If not, plan another day]” (Make sure it is already stamped, addressed and labelled with participant ID code).

- *Verify encoding of instructions and repeat if necessary*

**Part 3 (Long-term, Event-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (i.e., approximate time expected to return home)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ TIME: \_\_\_\_\_

**Part 4 (Long-term, Time-based)**

TIME OF TARGET EVENT: \_\_\_\_\_ (i.e., date one week from session)

SUBJECT’S RESPONSE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**Comments:**

# RPA-ProMem Scoring Record Sheet

ID \_\_\_\_\_  
Date \_\_\_\_\_  
Rater ID \_\_\_\_\_

FORM: <b>1 / 2 / 3</b> (please circle)	SCORE (circle one option for each test item)
<b>Part 1</b> (Short-term, Time-based)	
Correct response, up to 2 minutes delay (or ahead of time)	<b>3</b>
Correct response, 2-5 minutes delay (or ahead of time)	<b>2</b>
Incorrect response, up to 2 minutes delay (or ahead of time)	<b>2</b>
Correct response, >5 minutes delay (or ahead of time)	<b>1</b>
Incorrect response, >2 minutes delay (or ahead of time)	<b>0</b>
No response volunteered at any stage during session	<b>0</b>
<b>Part 2</b> (Short-term, Event-based)	
Correct response, up to 2 minutes delay	<b>3</b>
Incorrect response, up to 2 minutes delay	<b>2</b>
Correct response, 2-5 minutes delay	<b>2</b>
Correct response, >5 minutes delay (or ahead of time)	<b>1</b>
Incorrect response, > 2 minutes delay (or ahead of time)	<b>0</b>
No response	<b>0</b>
<b>Part 3</b> (Long-term, Event-based)	
Calls at correct time*, leaves correct message	<b>3</b>
Calls at correct time, leaves incorrect message	<b>2</b>
Calls at incorrect time, leaves correct message	<b>2</b>
Calls at incorrect time, leaves incorrect message	<b>1</b>
Does not call (up to 2 days)	<b>0</b>
*allow 2 hour margin of error from expected time	
<b>Part 4</b> (Long-term, Time-based)	
Postcard sent, correct day, correct information (score date postcard sent, not date received)	<b>3</b>
Postcard sent, incorrect day, correct information	<b>2</b>
Postcard sent, correct day, incorrect information	<b>2</b>
Postcard sent, incorrect day, incorrect information	<b>1</b>
No postcard sent (up to 2 weeks)	<b>0</b>
<b>TOTAL SCORE (/12)</b>	
<b>Sub-scores (optional)</b>	
<b>Time-based tasks:</b> (items 1+4)	<b>Short-term tasks:</b> (items 1+2)
<b>Event-based tasks:</b> (items 2+3)	<b>Long-term tasks:</b> (items 3+4)