

## Neurostatus-UHB

Title:

# Neurostatus e-Test - Instructions for Investigators

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These instructions provide you with detailed information about the Neurostatus e-Test sign up, login and e-Test procedures as well as your personal Neurostatus e-Test account.

## 1 Access to Neurostatus e-Test

With your registration for a personal Neurostatus e-Test account you will be provided with various tools to easily administrate your e-Test activities on Neurostatus.net, as an Individual User or in the context of multi-centre or single-centre clinical studies.

## 2 Registration & Login

- Please select link: <https://www.neurostatus.net/index.php?file=login>
- The first time you access Neurostatus e-Test, you will be asked to register for your personal Neurostatus e-Test account.
- Select e-Test Login for EDSS Raters and then SIGN UP!
- Select a study. Be sure to select the correct study! Select also Administration region, if applicable.
- Complete short questionnaire with your personal data and confirm.
- You will receive 2 activation emails within 24 hours: Email 1 providing your ACTIVATION CODE for further registration steps and Email 2 providing an ACTIVATION LINK.
- Click on ACTIVATION LINK provided in email 2 and enter ACTIVATION CODE.
- You can now create your password, security questions and answers. After confirmation your Username will be displayed and you can now login. In addition an email containing your username will be sent to your email account.
- Complete a short questionnaire and data specific to the study for which you are seeking qualification.
- By confirming your data you will be guided to your personal Neurostatus e-Test account.
- You can now start your first e-Test trial.

For your next visit to your personal Neurostatus e-Test account use your username and password to login.

For any problems, please consult the help menu and read the FAQs. If you still require assistance, please contact the Neurostatus Support Team.

If you have problems with your access information please use help links on login page.

## 3 Your personal Neurostatus e-Test account

Your Neurostatus e-Test account offers five sections to facilitate the handling of various activities on Neurostatus.net.

1. **To Do:** An updated list of all required and possible activities concerning your Neurostatus e-Test certification procedures.
2. **Studies/Qualifications:** Shows all current clinical studies you are participating in, as well as your qualification status. In addition, you can download your Qualification Documents.
3. **e-Test archive:** Provides an overview of your current Neurostatus e-Test status with detailed information concerning Qualification Levels and achieved e-Test scores.
4. **Personal data:** Here you can review, correct or update your personal data.
5. **Scoring documents:** Download of Neurostatus Scoring Definitions and Scoring Sheet for trials you are participating.

## 4 Taking the test

- After the registration procedure, you can immediately start the Neurostatus e-Test for the respective study.
- The e-Test contains 25 questions about the different FS and EDSS scores.
- This e-Test must be completed “online” within two hours from starting the test.
- Be sure to watch the time. The average time needed to complete the e-Test is between 30 to 60 minutes.
- Once you start the test it will be counted as an e-Test Trial, even if you do not finish it!
- While answering the questions, it is recommended that you use the Neurostatus Scoring Documents as a reference for the definitions of different grades and scores.
- Please do not try to copy the answers of an earlier trial. Each e-Test trial is individual and unique.

## 5 Test levels A, B and C

The Neurostatus e-Test contains three different Levels of Qualification. Based on the phase (1, 2 or 3) of the clinical trial, these levels reflect the expected knowledge of an investigator in performing a standardised examination and EDSS rating.

The Steering Committee of each study will decide which level is needed for a successful Neurostatus Qualification.

**Level A** = passing 30 of a possible 50 points: Allows re-certification for studies requiring Level A Qualification.

**Level B** = passing 34 of a possible 50 points: Allows re-certification for studies requiring Level A or B Qualification.

**Level C** = passing 38 of a possible 50 points: Allows re-certification for studies requiring Level A, B or C Qualification.

## 6 Completing the test successfully

- After finishing the test you will receive feedback immediately.
- Please print the Qualification Document.
- In the *Studies/Qualifications* section of your personal e-Test account, you have access to your Qualification Documents at any time.

## 7 Unsuccessful attempts at qualification

- Please note that if you fail to reach the minimum requirements for the Neurostatus e-Test Qualification, you will be allowed 2 additional attempts to qualify (2 additional versions). However, the test will not be available until 12 hours after failed test.
- After 12 hours, you may login again to your personal Neurostatus e-Test account. The *To Do* section will ask you to qualify in a second attempt.
- If you are unsuccessful in all 3 attempts to qualify, there is 1 additional test trial that can be requested. Select link 'Request one additional e-Test trial' and complete a short questionnaire concerning specific problems you may have encountered when taking the test or during the preparation for the test.

## 8 E-Test feedback

Improve your skills in EDSS rating by following the training instructions provided after each e-Test trial!

- Start your Neurostatus Training DVD-ROM and select chapter e-Test feedback.
- Log in with your email address and your password.
- After analysing the result of your latest e-Test, a training program particularly related to the test is composed for you!
- We recommend that you repeat this training program carefully prior to beginning your next test trial.

Please note: If you do not have a Neurostatus Training DVD-ROM at your disposal please contact your study administration and ask for it.

## 9 Where is my Qualification Document

In the *Studies/Qualifications* section of your personal Neurostatus e-Test account you have access to your Qualification Documents at any time.

## 10 Expiration of Qualification

- The qualifications for several studies on Neurostatus.net expire after a limited period of validity (e.g. 12 or 24 months). If a qualification expires for a study for which you are qualified, you will be informed in advance. You will then have to repeat the Neurostatus e-Test to renew your qualification.
- The renewed qualification will be valid for all the other studies on Neurostatus.net in which you are participating, if the level of qualification corresponds to the level needed in the respective study.

## 11 Automated re-certification for additional studies

Investigators who have a valid e-Test Qualification on Neurostatus.net can be automatically recertified for additional studies.

### Re-certification processed by the investigator

- Click link 'Request re-certification for another study' in your personal e-Test account.
- Select the specific study in the pull-down menu and review your personal data. The system will check if your current e-Test Qualification Level corresponds to the level needed for the respective study.
- By clicking the 'SEND' button, a request for confirmation will be sent to the respective study administration.
- After confirmation by the administrator a notification will be sent to your email account.
- You will now have permanent access to your new qualification document in the *Studies/Qualifications* section of your personal Neurostatus e-Test account.

### Re-certification processed by the administration of the new study

- If you are a registered participant in a particular study and if your e-Test Qualification Level allows automatic re-certification, the study administration can process your re-certification.
- You will then receive an email informing you of the successful re-certification by the respective study administration.
- You will then have permanent access to your new Qualification Document in the *Studies/Qualifications* section of your personal Neurostatus e-Test account.

### Please note

- The validity of the Qualification Document of some studies is limited (e.g. to 12 months). If an investigator has been qualified prior to this time period, the investigator cannot receive automatic recertification for the new study and he/she must then repeat the e-Test in order to receive a qualification for the new study.
- Automated recertification will only be possible if the Qualification Level of your current e-Test corresponds to the level needed for the respective study or if the Qualification Level is higher.

## 12 FAQ Neurostatus e-Test

### In scoring the Functional Systems a, b, or c are not accepted. Why?

Please do not include the categories a/b/c into the FS score. These categories are only used in the definitions for better organisation of the options.

### I started an e-Test trial, but my internet connection was interrupted.

You can simply re-login and you will be permitted to complete the Neurostatus e-Test, provided that the time limit has not expired. If the time limit has already expired, you will not be permitted to complete the test, but you will be provided with the "Items for Personal Training" based on the questions you have answered. Please note that you have a total of three trials to complete the Neurostatus e-Test.

### How many e-Test trials do I have?

You have a total of three trials. If you do not pass a trial, you have to wait 12 hours before you can start your next trial.

### How much time do I have to complete one e-Test trial?

The Neurostatus e-Test must be completed "online" within two hours from starting the test. Be sure to watch the time. The average time needed to complete the e-Test is between 30 to 60 minutes. Once you start the test it will be counted as an e-Test Trial, even if you do not finish it!

### Do I have to retake the e-test if I want to participate in another study?

In your personal e-Test account you have the option to request re-certification for another study without retaking the test.

## 13 FAQ EDSS scoring principles

The public section of the Neurostatus **Forum** on the website provides you with answers to frequently asked questions regarding the EDSS scoring principles. New requests and contributions will be answered by the expert team of Ludwig Kappos, MD, Professor and Chair, Neurologic Clinic and Policlinic, University Hospital Basel, Switzerland and will be published periodically.