NATIONAL CENTER FOR CREDIBILITY ASSESSMENT

PDD 504 METHODS I

LAFAYETTE COMPUTERIZED POLYGRAPH SYSTEM
TEST DATA NOTATIONS

April 2011

This supersedes the January 2008 version of this handout.

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1. Policy & History

1.1. Neither the Federal Government nor the American Polygraph Association have formally established standards for use within their organizations. Within the Federal Government, it has become custom or habit to follow the teachings of the National Center for Credibility Assessment (NCCA). Even this is not complete since some agencies have added unique notations to their procedures.

1.2. The NCCA did not originate uniform test data notations; no one person did. Mr. Cleve Backster was a leader in this area, as in most other areas of polygraph, but even he built upon fragmented work of others. Most of what is taught about test data notations at the NCCA is based on the writings of Mr. Backster.

2. Types & Uses

2.1. <u>Stimulus Marks</u>. Stimulus (Stim) marks will appear on the chart when the space bar or mouse button is held down. The stim marks will cease when the space bar is released.   The stim mark appears as a gray shaded area. Accuracy in timing is essential.

2.2. <u>Answer Marks</u>. When the examinee answers the question, the response is indicated after the stim mark. Depress and release the space bar for the programmed answer, or depress and release the escape key for the opposite answer.   Another option is to click on the "+" or "-" located in the lower right hand corner of the screen. Answers are indicated by a plus sign for a YES answer and a minus sign for a NO answer. Failure to mark answers properly or failure to correct errors may yield an inadequate examination. If an examinee fails to answer the question, you may leave the area blank where the answer should have been.

2.3. <u>Question Number</u>. The question numbers are placed on the chart automatically when the stim marks are inserted.   The beginning (X) and ending (XX) of the test are designated by the Xs. These can be programmed to be inserted by the space bar or by manually depressing the X key.

2.4. <u>Pneumograph/Cuff Placement Notations</u>. The normal placement of components is P2 - thoracic pneumograph; P1 - abdominal pneumograph and cuff - upper arm. Deviation from any of these placements will require the placement to be annotated in the examiner's notepad.

2.5. <u>Sensitivity Settings/Time</u>. The computer will automatically display and print the time, cardio pressure, and gain settings for each of the sensors. Sensitivity and Centering adjustments made during the test are annotated by the computer.

2.6. <u>Test Legend</u>. The computer automatically puts the test legend on the chart. When the chart is printed in real time the legend will appear at the end of the chart, and when printed after data collection at the bottom of the chart.

2.7. <u>Test Designation</u>. Most tests are designated by a Roman numeral for the Series Number followed by a dash and an Arabic numeral for the Chart Number. For example, the first examination or series 1 is identified with Roman numeral I, series 2 as II, etc. The third chart on Series I would be identified as I-3. II-2 would signify the second chart of the second series. The Acquaintance Test would be identified by the examination number ACQT, followed by the key

chosen (ACQT4). You will be notified if a testing technique would require the notation to be different.

2.8. <u>Additional Notations</u>. If all the tracings on the test remained where originally placed and the examinee did only what was expected without artifacts, additional marking(s) would be unnecessary. Unfortunately, this is very rare. For those instances, we have test notations for examinee instructions, artifacts, and just plain mistakes.

<u>Figure F.1 Lafayette Annotation System Format</u>

Annotations

For each Function key (F1-F12) enter the annotation ID to be displayed on the chart.

Key:	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
ID:	OTH	OSN	ISN	EE	PW	WR	MI	TI	AI	BI	WU	TDB

Enter up to 12 keyboard keys and the annotation ID to be displayed on the chart.

Key:	M	V	D	C	T	W	F	Y	S	L	Z	B
ID:	M	T	DB	C	CT	SW	SN	Y	SZ	L	SP	B

Print

<u>Figure F.2 Notation Symbols</u>

Problem	Key to press	Annotation
Unidentified movement	M	M
Talking	V	T
Deep breath	D	DB
Cough	C	C
Cleared throat	T	CT
Swallow	W	SW
Sniff	F	SN
Yawn	Y	Y
Sneeze	S	SZ
Laugh	L	L
Sleep	Z	SP
Belch	B	B
Other	F1	OTH
Noise (outside room)	F2	OSN
Noise (inside room)	F3	ISN
Examiner Error	F4	EE
Poorly Worded Question	F5	PW

Will Repeat Last Question	F6	WR
Movement Instruction	F7	MI
Talking Instruction	F8	TI
Answering Instruction	F9	AI
Breathing Instruction	F10	BI
Wake Up	F11	WU
"Take a Deep Breath"	F12	TDB
Early EDA Tracing	Insert Manually	//
Air Lock (Pneumographs)	Insert Manually	VENT

3. Basic Rules

3.1. All notations on the test are permanent. This procedure reduces criticism that the notation could be changed later. Such permanency does not include bona fide editing to position notations in their proper locations due to shortcomings or professional application.

3.2. When an examiner speaks between the X and XX, this must be indicated in some fashion on the test. This includes instructions of any kind given to the examinee, ANYTHING AT ALL. Anything said by an examiner must be considered a stimulus, and tests must be analyzed with the knowledge that such a stimulus was applied.

3.3. Do not invent new test notations. If a notation does not exist to explain what occurred, write the information on the printed test VERY BRIEFLY and further explain in the examiner's notepad.

4. Commonly Asked Questions

4.1. Question. When does the test become a "TEST" and not just scrap paper for numbering purposes?

4.1.1. Answer. Sometimes examiners tear off small sections of chart paper between tests. The examinee may have had a coughing spell immediately after START was depressed. Are these tests? YES - these are tests because the computer recognizes the depression of the START button as a sequentially numbered chart. The examiner must save these tests to be able to present them in a sequentially numbered fashion.

4.2. Question. How do I reflect the numbers asked on the acquaintance test?

4.2.1. Answer. Note the actual numbers asked. It is easier to keep track of things that way. This also eliminates confusion when the acquaintance test is shown to the examinee.

4.3. Question. What do I do if the examinee asks me to repeat a question?

4.3.1. Answer. If the examinee asks for a question to be repeated for whatever reason, the artifact in the pneumograph tracing that resulted from talking will be marked with a "T". The examinee will be told the question will be repeated. The notation "WR" will be placed after

the number of the question, which the examinee did not answer. The answer stimulus notation will be omitted because the examinee did not answer the question; however, whether this repeated question can be used during the test data analysis phase depends on the testing format. At the conclusion of that test, the examiner will discuss the problem, if any, with the examinee. The examinee will be instructed to answer the questions as reviewed on subsequent tests.

    4.4. <u>Question</u>. What do I do if the examinee tells me something between tests that requires me to modify a question?

        4.4.1. <u>Answer.</u> Prior to the next test open up the NOTEPAD and type a brief account of what happened to cause the modification and what the modification is. When finished, close the notepad and the notes will be saved.   The notes can be printed and left attached to the chart or printed later as a summary.

    4.5. <u>Question</u>. What do I do if I make an incorrect notation?

        4.5.1. <u>Answer</u>. Depress the F4 key for examiner error, to insert EE on the chart.

    4.6. This set of test notations will do well for almost all occasions that may arise. They are easy to remember and use. By using them, any competent Polygraph Examiner will be able to interpret your tests and you will have no trouble reconstructing the events that occurred during the testing portion of the examination.

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