

The Hospital Anxiety and Depression Scale Guidance and Information

About Testwise

Testwise is the powerful online testing platform developed by GL Assessment to host its digital tests. Many of GL Assessment's tests are educational and as such, Testwise is used to deliver online educational assessments to over 500,000 children a year.

As Testwise was designed for educational assessments, you will find that some of the categories and terms used in the *Administrator* area are not relevant for your setting. This document includes guidance on which categories you can ignore and which terms you should substitute.

About the Hospital and Anxiety Depression Scale (HADS)

The *HADS* measures anxiety and depression in both hospital and community settings. Consisting of 14 questions, seven for anxiety and seven for depression, the *HADS* can detect the presence and severity of mild degrees of mood disorder, anxiety and depression. Questions can be answered within 2 – 5 minutes.

About HADS Online

Hosted by Testwise, *HADS Online* comprises an online version of the questionnaire and a scoring and reporting tool. It allows users to assess and monitor both individuals and groups quickly and efficiently online.

Logging in as an administrator

Testwise is accessed using an internet browser. There are two ways to get to your organisation's homepage in Testwise:

- Via the Testwise homepage
- Using your organisation's unique URL to go directly to your homepage

1. *Logging in via the Testwise homepage*

The Testwise Homepage can be accessed at:

<http://www.testingforschools.com>

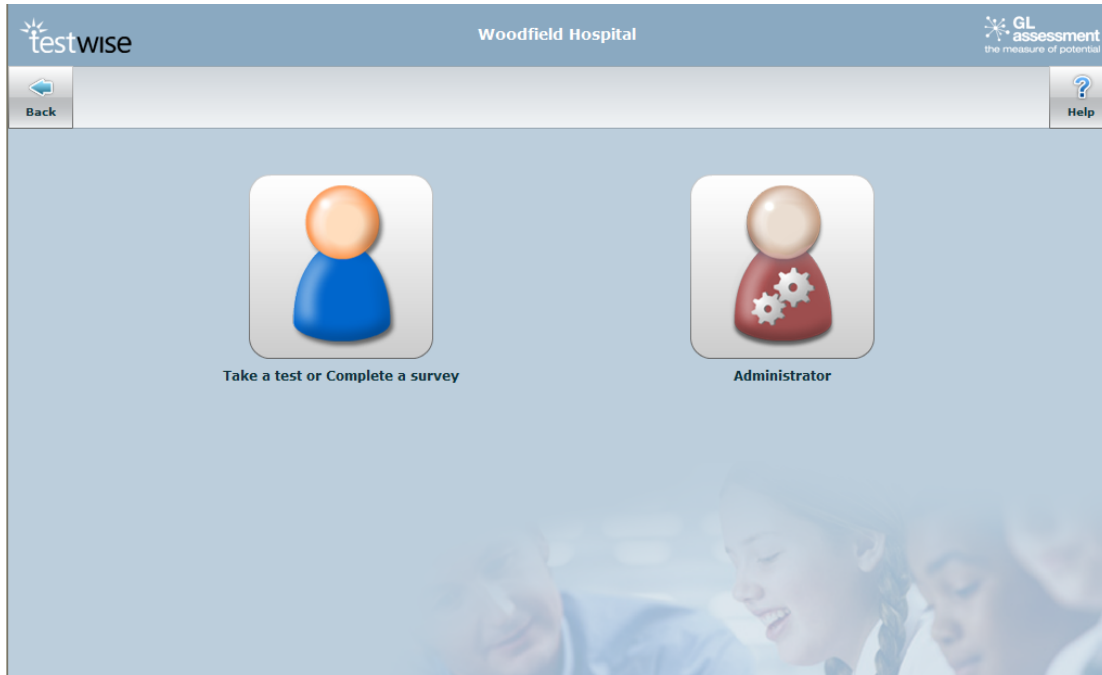


Once you are on the homepage, enter your Customer ID, then click the *Enter Testwise* button.

When we contact you about your Testwise account we supply you with a Customer ID. Input this on the next screen. Your customer ID also makes up the last part of your unique URL.

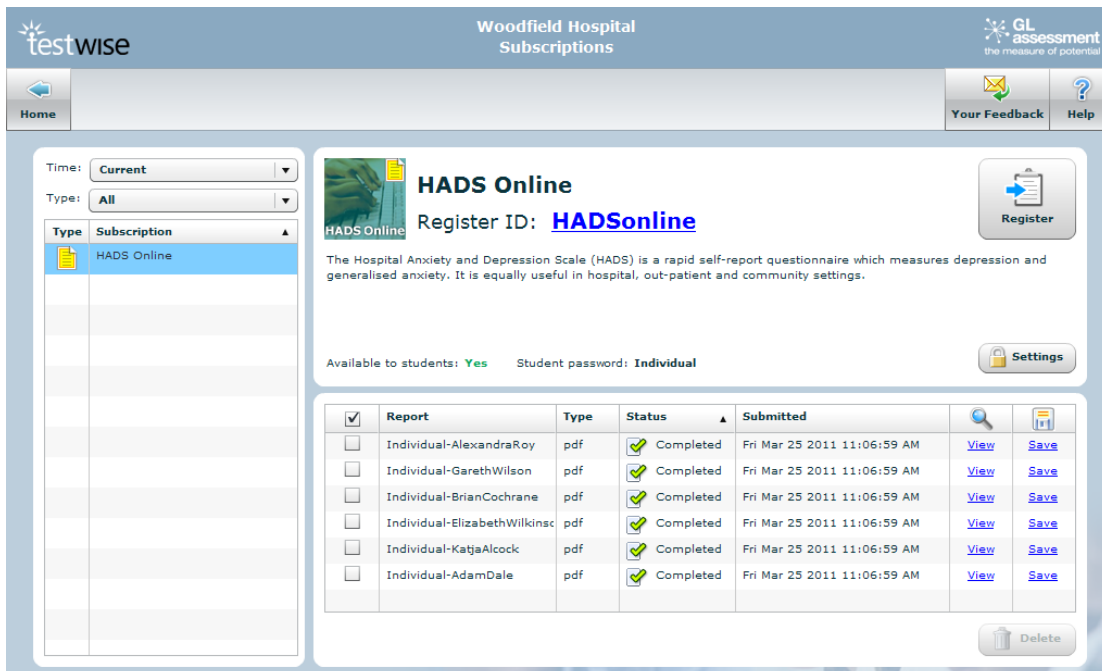
2. *Logging in using your organisation's unique URL*

When we contact you about your Testwise account we supply you with a unique URL. This URL takes you directly to the login page. The URL has been specifically created to be used only by your organisation, and can be pasted or typed directly into the address box in your Internet browser. We recommend that you bookmark this URL on all computers used for Testwise as this will allow you instant access to your organisation's login page.



Administrators should enter Testwise by selecting the *Administrator* button. You will be prompted to enter the organisation password, which was provided to you when your Testwise account was created. If you have lost or cannot remember your password, please contact our customer support team on 0845 602 1937.

Once you log in, you will be presented with a list of your subscriptions. Click on the *HADS Online* icon in the left pane to access the *HADS Online Subscription* page.



In the *Subscription* page, the upper panel shows the assessment title, Register ID, security settings and a brief description of *HADS Online*.

The lower panel lists the reports created using your *HADS Online* subscription.

3. Viewing the Register page

Click on the *Register* button to view details of the *Register* page.

	HADS1	HADS2	HADS3	HADS4	HADS5	HADS6	HADS7	HADS8
Not yet st:	1	13	13	13	13	13	13	13
Started:	0	0	0	0	0	0	0	0
Completed:	12	0	0	0	0	0	0	0
Abandoned:	0	0	0	0	0	0	0	0

To return to the *Subscription* page, use the *Subscriptions* button in the top-left hand of the screen.

The main part of the screen shows a list of the respondents on the register. Respondents are listed by forename, surname, group and year. You can ignore the *year* category – this was created for our educational assessments.



This icon indicates that the respondent has commenced the questionnaire.



This icon indicates that the respondent has completed the questionnaire.



This icon indicates that the respondent has abandoned the questionnaire.



This icon indicates that the scoring of a respondent's results has been completed but there may be errors in the results file. If this icon is shown please contact Testwise customer support on 0845 602 1937.

It is possible to sort the list of respondent's names by forename, surname or group. Click on a column heading and this will sort the selected column. You are also able to filter by group by selecting a group from the drop down list above the group column.

4. Subscription usage

When you first enter a register, the panel on the right will display information about your subscription usage. It shows the start and end dates of the subscription, the total number of respondents allowed on the register, the remaining number of respondents you may add to the register, the number of respondents for whom scoring has been completed and the number of respondents for whom scoring has not yet been completed.

The screenshot shows the 'HADS Online Register' interface. At the top, there are navigation buttons: Subscriptions, Add, Import, Export, and Print. On the right, there are 'Your Feedback' and 'Help' buttons. Below the navigation is a filter section with 'Filter by group: All' and 'Year: All'. The main area contains a table of respondents with columns for Forename, Surname, Group, Year, and HADS1 through HADS8. A summary table at the bottom of the respondent list shows counts for 'Not yet started', 'Started', 'Completed', and 'Abandoned' across the HADS categories. On the right side, a panel displays subscription information: 'This subscription is available to students: From: Thu Feb 24 2011 To: Tue Dec 20 2011'. Below this is a vertical bar chart showing usage: 'Not yet started: 1' (blue), 'Taken some tests: 12' (green), and 'Completed all tests: 0' (red). The total allocation is 'Unlimited'.

	HADS1	HADS2	HADS3	HADS4	HADS5	HADS6	HADS7	HADS8
Not yet started:	1	13	13	13	13	13	13	13
Started:	0	0	0	0	0	0	0	0
Completed:	12	0	0	0	0	0	0	0
Abandoned:	0	0	0	0	0	0	0	0

5. Adding a respondent's details

To add a respondent to the register, click the *Add* button towards the top left of the screen.



You will be presented with the *Add student* dialogue box. You should ignore the student terminology and take this to mean *Add respondent*.

	1	13	13	13	13	13	13	13
Not yet starts	1	13	13	13	13	13	13	13
Started:	0	0	0	0	0	0	0	0
Completed:	12	0	0	0	0	0	0	0
Abandoned:	0	0	0	0	0	0	0	0

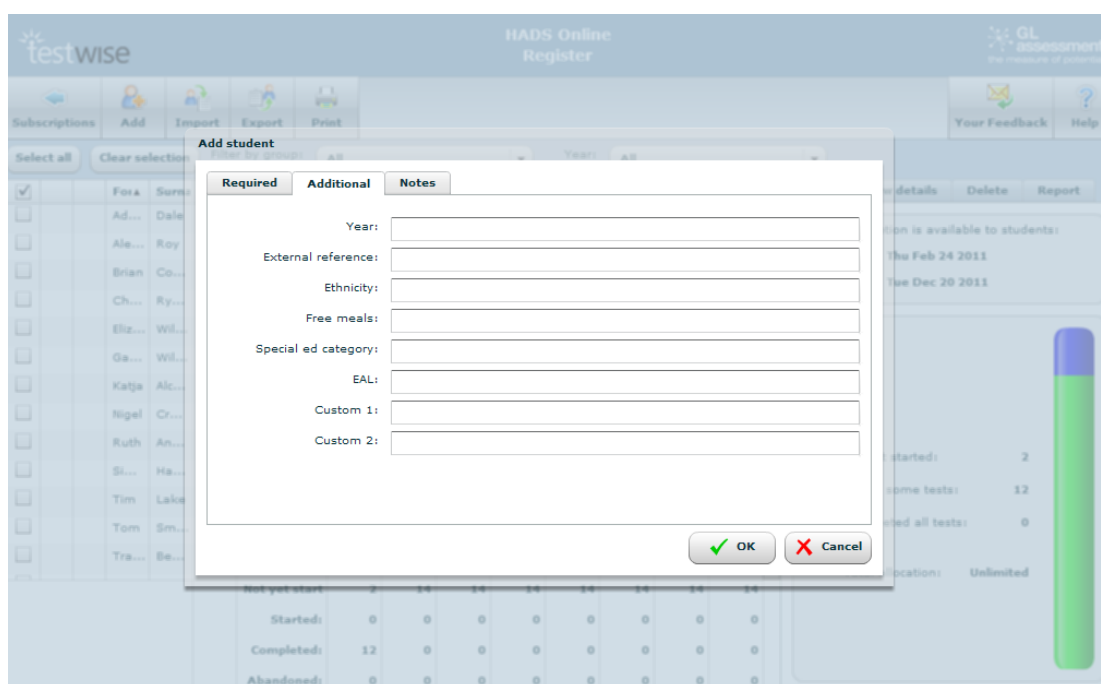
You will need to enter certain information about each respondent:

- **Forename**
- **Surname**
- **Group** (input a group name. It is then available for all respondents subsequently added to the register)
- **Password** (this can be the same for every respondent if required.)
- **Date of birth** (select the date of birth on the pop-up calendar which appears)
- **Gender** (select Female or Male)
- **UPN** (you will need to input a Unique Number for each respondent. You could enter 'X0001' as the UPN for the first respondent, 'X0002' as the UPN for the next respondent and so on)

When adding respondents to the register, it is important to note the following:

- The combination of forename and surname has to be unique for every person. If there is a duplicate name, for example, Chris Brown, please change the second Chris Brown's details to: Forename – Chris, Surname – Brown2.
- Forename, Surname, Group, Date of birth, Gender and UPN are mandatory when adding or editing a record.

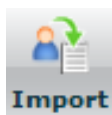
The *Additional* tab contains two custom fields which may be completed and will then be represented in the reports tables.



6. *Importing information about respondents*

It is often more efficient to batch import information from a pre-existing file, for example from an existing spreadsheet.

To add respondents to the register using a CSV file, click the *Import* button towards the top left of the *Register* page.



Testwise requires the file containing respondent's details to be in a specific format – a CSV (Comma Separated Values) file. CSV files can normally be produced with any standard text editor (such as Notepad) or spreadsheet application. An example import file is available from the Testwise *Help* page.

Below is a screen shot showing the format of the CSV file that has been opened in a spreadsheet application. Note that there is one respondent record per row. In the *Help* section there is a sample CSV file, which you can use as a template. Save a copy of this file and enter or copy and paste your data into it.

	A	B	C	D	E	F	G
1	UPN	Forename	Surname	Grouping	Password	Gender	Date of Birth
2	U999999991000	Alfie	Hardie	Form 9	pwd310	male	09/03/1998
3	U999999991001	Celine	Craig	Form 8	pwd742	female	16/05/2004
4	U999999991002	Ali	Jones	Form 4	pwd238	male	27/05/2001
5	U999999991003	Alim	Jennings	Form 9	pwd280	male	14/03/2002
6	U999999991004	Cerri	Dotchin	Form 2	pwd498	female	18/10/2000
7	U999999991005	Alistair	Jones	Form 9	pwd745	male	13/11/1998
8	U999999991006	Allan	Jones	Form 2	pwd904	male	16/07/2004
9	U999999991007	Chanel	Smith	Form 2	pwd345	female	21/07/2003
10	U999999991008	Chantal	Jennings	Form 1	pwd951	female	12/11/1999
11	U999999991009	Chantelle	Moore	Form 4	pwd422	female	05/02/2001
12	U999999991010	Alwyn	Brown	Form 4	pwd571	male	11/04/2000
13	U999999991011	Charity	Moore	Form 9	pwd112	female	01/10/2000
14	U999999991012	Charlee	Jones	Form 5	pwd156	female	03/06/2003
15	U999999991013	Amancleep	Jones	Form 4	pwd560	male	10/01/2000
16	U999999991014	Amar	Blake	Form 6	pwd625	male	14/11/1999
17	U999999991015	Charlene	Moore	Form 9	pwd737	female	23/04/2003
18	U999999991016	Amber	Brown	Form 3	pwd919	male	21/09/2002
19	U999999991017	Anand	Owen	Form 2	pwd102	male	10/05/2002
20	U999999991018	Andres	Cairns	Form 6	pwd318	male	02/04/2003
21	U999999991019	Charlie	Hardie	Form 4	pwd302	female	24/04/2002
22	U999999991020	Andrew	Smith	Form 5	pwd658	male	05/07/2000
23							

CSV File Fields:

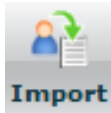
Field Name	Description	Example
UPN	There is no required format. The UPN must be unique to a respondent.	X0001
Forename	Should be the respondent's forename(s). Upper and lower case can be used and this is how the child's forename will be displayed in Testwise and in any subsequent reports. Maximum of 30 characters.	John
Surname	Should be the child's surname(s). Upper and lower case can be used and this is how the child's surname will be displayed in Testwise and in any subsequent reports. Maximum of 30 characters.	Smith
Grouping	A field used for grouping	Group 1

	respondents. Upper and lower case can be used. Maximum of 30 characters.	
Password	This is the password to be used by the respondents. Maximum of 20 characters. The password can only contain letters, numbers and the underscore character. No other characters or spaces are allowed.	
Gender	This should be either 'male' or 'female' or F or M.	Male / M
Date of birth	This should be in the format dd/mm/yyyy.	21/10/1978
External reference	Useful for storing a respondent's reference from another system. Any text up to 30 characters in length.	ABC123
Free school meals	Not relevant for your setting	
Ethnic group	Used to record the ethnic group of the respondent. Any text up to 30 characters in length.	Asian
Special educational needs	Useful to indicate whether the respondent has any SEN requirements. Any text up to 30 characters in length.	No
Custom 1	Can be used to record any specific information about the respondent. Any text up to 30 characters in length.	
Custom 2	Can be used to record any specific information about the respondent. Any text up to 30 characters in length.	
Year	Not relevant for your setting	
EAL	A field used for indicating the respondent has English as an additional language. Any text up to 30 characters in length.	Yes

Please note:

- **Fields UPN to Date of Birth are mandatory.**
- Fields External Ref to EAL are optional – information does NOT have to be entered in these fields if not known / required.
- Fields must be kept strictly in the order shown.

To import the CSV file, click on the *Import* button. This will allow you to browse your files to find the CSV that you have just created.



After the import has finished, the register will refresh and list the respondents entered.

If any errors occur, the whole import will terminate, and the errors will be shown. Correct your CSV file and perform the import process again.

Testwise requires a respondent's Gender and Date of Birth to be consistent across all registers. If you are importing respondents who already exist on other registers with different Dates of Birth or Genders, the import file will be rejected unless you check the 'Replicate Student Details' checkbox. If you do check this, the Date of Birth and Gender details in the import file will be used to update the corresponding respondents on the other registers.

7. Viewing respondent's details

The list of respondents on the *Register* page only shows basic information about each person. To view full information on each person, select one or more people by using the checkboxes in the first column of the list, then click on the *View details* tab in the panel on the right. The table at the bottom of this panel shows the status of scoring for each *HADS Online* assessment.

The screenshot shows a user interface for viewing respondent details. At the top, there are four tabs: 'Usage', 'View details' (selected), 'Delete', and 'Report'. Below the tabs, the respondent's information is displayed:

- Forename: Adam
- Surname: Dale
- Group: 1
- Password: (blacked out)
- Date of birth: Mon Feb 15 1971
- Gender: Male
- UPN: x002

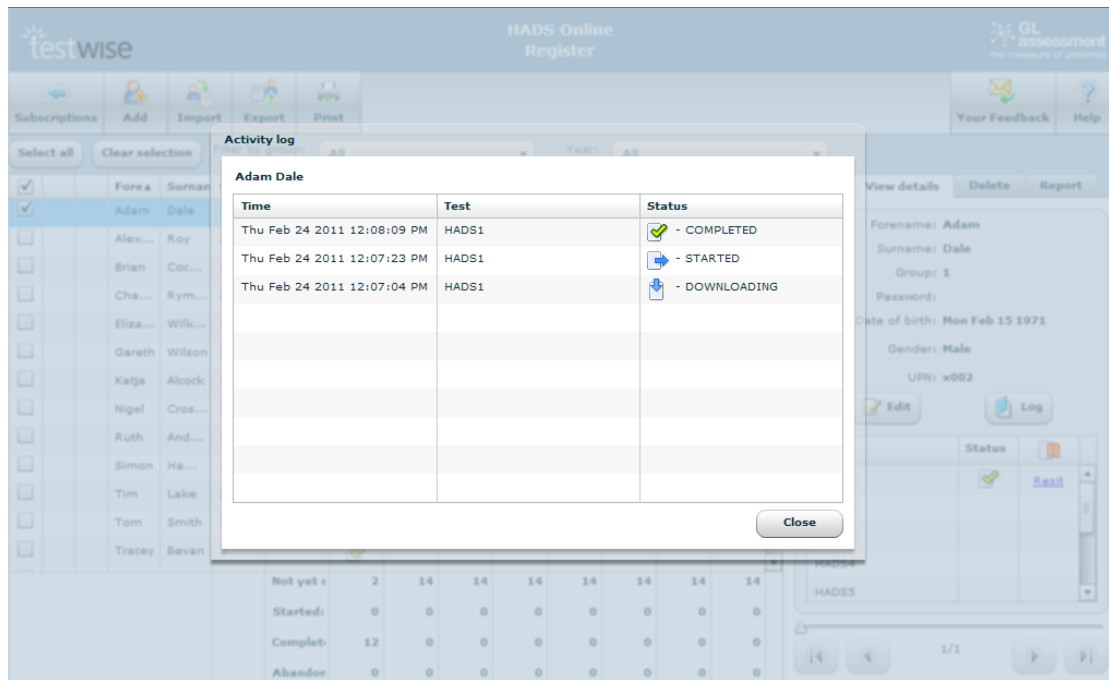
Below the information are two buttons: 'Edit' and 'Log'. At the bottom of the panel is a table of HADS Online test results:

Test	Status	
HADS1	✓	Resit
HADS2		
HADS3		
HADS4		
HADS5		

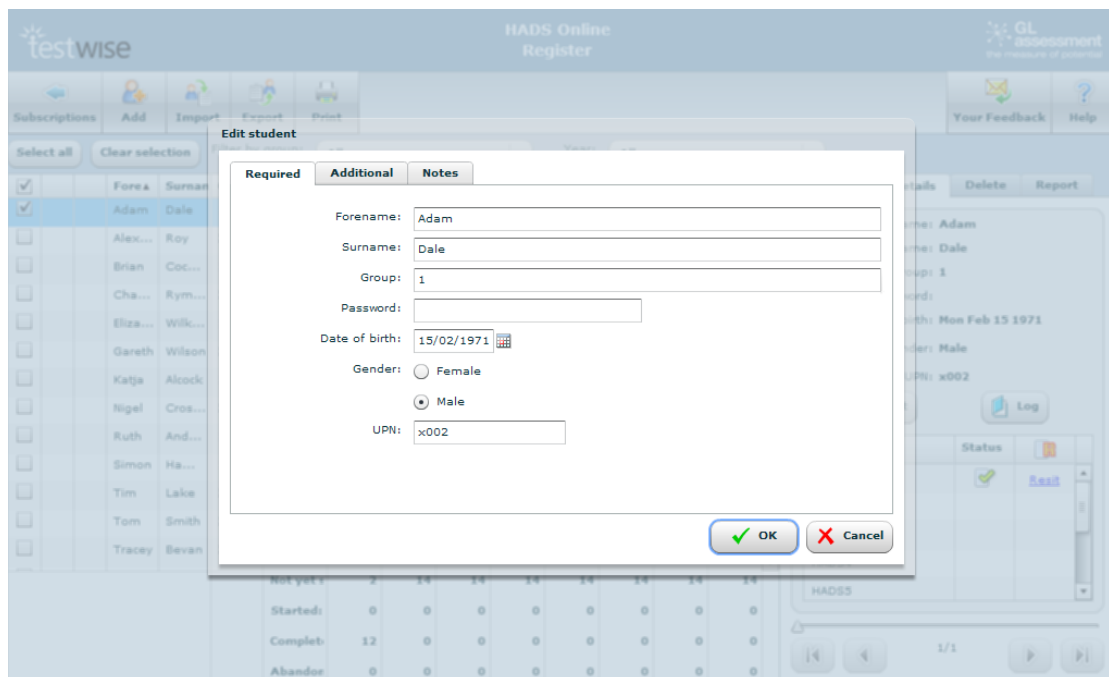
At the very bottom of the panel are navigation buttons: a left arrow, a right arrow, and a '1/1' indicator.

You can use the navigation buttons at the bottom of this panel to move through the details of each respondent selected.

Clicking the *Log* button in the *View details* tab will open the Activity log for the currently selected respondent. This shows the activity history of the *HADS Online* scoring results for that respondent.




Once entered, the details of a respondent can be edited or changed. The simplest way to do this is to double click on a respondent in the list. You can also edit the respondent's details by clicking the *Edit* button in the *View details* panel.



To delete a respondent from the register, select the respondent you wish to delete, using the checkboxes in the first column of the list, then click on the *Delete* button within the *Delete* tab in the right hand panel.

Respondents cannot be deleted from the system if they have started a questionnaire. They will be displayed in the upper section of the tab display. The lower section is populated with the names of respondents that can be deleted.

Usage	View details	Delete	Report
Non-deletable students:			
Forename	Surname		
Brian	Cochrane		
Elizabeth	Wilkinson		
Deletable students:			
Forename	Surname		
Charles	Ryman		
			 Delete

Administration of the Digital Questionnaire

Each respondent needs a personal computer or laptop and mouse.

The *HADS* should be given to the respondent with a brief reinforcement of the instruction at the start of the digital questionnaire that answers reflecting the state over the past few days should be chosen.

It is, of course, necessary to be certain that the respondent can read and understand the phrases prior to completion of the Scale.

The Depression and Anxiety subscales are sensitive to change in state and the *HADS* may therefore be repeated at weekly intervals, or less often if required. Scores can then be compared and progress can be tracked.

The administrator will need to set up the computer for each respondent by following these steps.

- Add the respondent to the register (as outlined on pages 5-7 of this guide).
- Go back to the login page and click the *Take a test or Complete a survey* button.
- Enter the register ID (*HADSONline* is the default ID). This will take you to the screen with the list of your respondents.

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Home Help

Please select your name from the list below.

Search: Filter by group: All

Forename	Surname	Group
Adam	Dale	1
Alexandra	Roy	2
Brian	Cochrane	1
Charles	Ryman	2
Elizabeth	Wilkinson	1
Gareth	Wilson	2
Katja	Alcock	1
Nigel	Crossley	2
Ruth	Anderson	1
Simon	Hammond	1
Tim	Lake	2
Tom	Smith	2
Tracey	Bevan	2



Refresh View tests



- Select the respondent that you want to complete the questionnaire and click the *View tests* button at the bottom right of the screen.
- You will be asked to enter your password. Once you have entered the password, click the *OK* button. For further information relating to setting passwords, please refer to the *Testwise User Guide*. For HADS Online, we recommend you set a *common* password.
- You will see the following *Tests* screen.



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Logout Help

Select one option from below.

 **HADS 1**
First completion of HADS questionnaire.  **Finished**

 **HADS 2**
Second completion of HADS questionnaire.  **Take Now**

 **HADS 3**
Third completion of HADS questionnaire.  **Not Yet**

 **HADS 4**

Refresh



This icon indicates that this is the questionnaire that the respondent needs to complete.



This icon indicates that the respondent has still to take this questionnaire.



This icon indicates that the respondent has successfully completed the questionnaire.

- Click on the *Take Now* button.
- The questionnaire will load ready for the respondent to start. Once they have clicked on the *Next* button they will be given the following information to enable them to complete the questionnaire:

“Clinicians are aware that emotions play an important part in most illnesses. If your clinician knows about these feelings he or she will be able to help you more.

This questionnaire is designed to help your clinician to know how you feel. Read each of the items that follow and choose the reply which comes closest to how you have been feeling in the past week.

Don't take too long over your replies, your immediate reaction to each item will probably be more accurate than a long, thought-out response.

Click on 'next' now to start the questionnaire.”

- Once the respondent has completed the questionnaire, they will be asked to click on the *End Questionnaire* button.
- The scores will be automatically processed and you will be returned to the *Tests* screen.
- You can click on the *Logout* button at the top left of the screen to be returned to the list of respondents.

Reports

After one or more respondents have completed the questionnaire, it is then possible for Testwise to generate reports showing the outcome of their results.

There are 2 custom fields for each respondent. The information stored in these fields can be viewed in the report tables.

The following reports are available.

The Individual Report

This report enables you to monitor an individual over up to 8 different screenings. It comprises the following four charts:

- Combined monitoring chart for Anxiety (A) and Depression (D) (with descriptors)
- Combined monitoring chart for Anxiety (A) and Depression (D) (without descriptors)
- Anxiety monitoring chart
- Depression monitoring chart

The Group Report

This report gives an analysis of a group's scores after one screening. The reports are broken down into 9 sections:

Section 1: Overall report by anxiety (table and charts)

This report provides an analysis of the percentage of patients scoring Normal, Mild, Moderate and Severe levels of anxiety, as defined by the overall number of patients, age range, gender, ethnicity, EAL, SEN, Custom 1 and Custom 2.

Section 2: Overall report by depression (table and charts)

This report provides an analysis of the percentage of patients scoring Normal, Mild, Moderate and Severe levels of depression, as defined by the overall number of patients, age range, gender, ethnicity, EAL, SEN, Custom 1 and Custom 2.

Section 3: Overall report by anxiety and depression (table)

This report provides an analysis of the percentage of patients scoring Normal, Mild, Moderate and Severe levels of both anxiety and depression, as defined by the overall number of patients, age range, gender, ethnicity, EAL, SEN, Custom 1 and Custom 2.

Section 4: Individual patient report (table and charts)

This report provides a breakdown of each patient's score for both anxiety and depression, with the corresponding categorisation.

Section 5: Comparison of scores by gender (table and charts)

This report provides an analysis of the percentage of patient's scores for both anxiety and depression by gender.

Section 6: Comparison of scores by ethnicity and anxiety (table and chart)

This report provides an analysis of the percentage of patient's scores for anxiety by ethnicity.

Section 7: Comparison of scores by ethnicity and depression (table and chart)

This report provides an analysis of the percentage of patient's scores for depression by ethnicity.

Section 8: Comparison of scores by age and anxiety (table and chart)

This report provides an analysis of the percentage of patient's scores for anxiety by age.

Section 9: Comparison of scores by age and depression (table and chart)
 This report provides an analysis of the percentage of patient's scores for depression by age.

The Group Progress Report

This report gives a comparative analysis of the screening scores within your setting as defined by two separate periods of time. The reports are broken down into four sections:

Section 1: Anxiety progress report (table)

This report compares the percentage of patients scoring Normal, Mild, Moderate and Severe levels of anxiety, as defined by the overall number of patients, age range, gender, ethnicity, EAL, SEN, Custom 1 and Custom 2, over two separate periods of time (including a positive/negative differential).

Section 2: Depression progress report (table)

This report compares the percentage of patients scoring Normal, Mild, Moderate and Severe levels of depression, as defined by the overall number of patients, age range, gender, ethnicity, EAL, SEN, Custom 1 and Custom 2, over two separate periods of time (including a positive/negative differential).

Section 3: Individual patient progress report (table)

This report compares a patient's score for both anxiety and depression, over two separate periods of time, including an 'assessment of change'.

Section 4: Group patient progress report (table and charts)

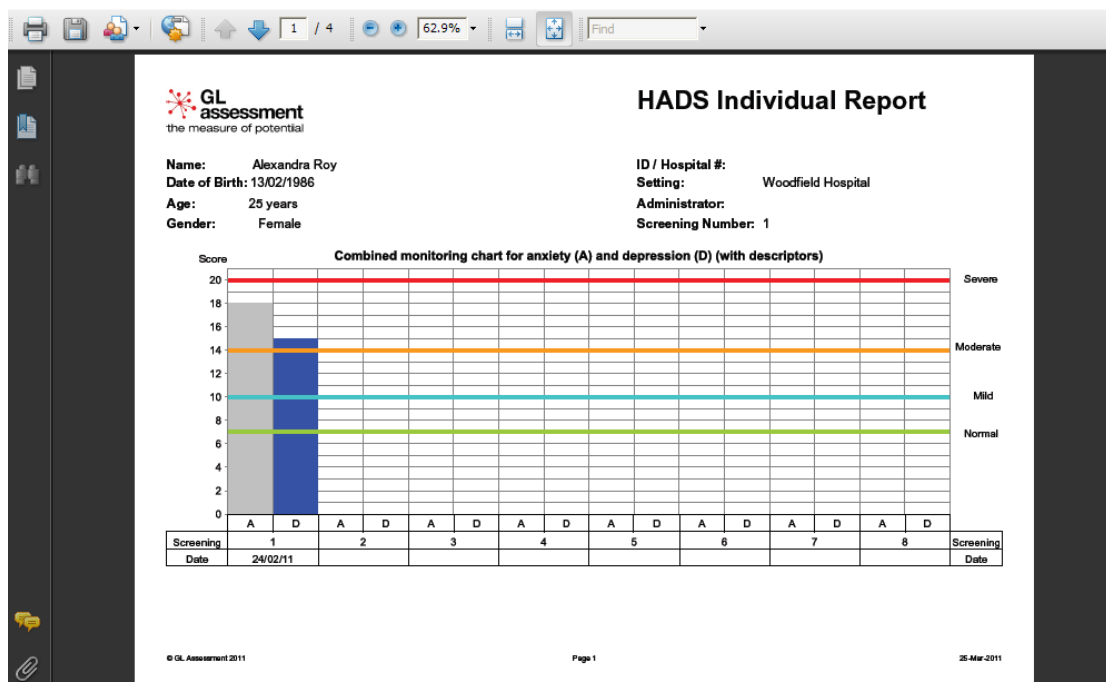
This report provides a breakdown of the progress made by patients as a group, for both anxiety and depression, over two separate periods of time.

Generating reports

The reports are available in two formats:

PDF Format

- This is the Adobe Acrobat format, which produces printer-friendly documents, and can contain images, graphs, and formatted text. These reports can be printed out and provided to staff. A sample of a PDF report is shown below:



To generate a report, go to the *Register* page and select the respondents to be included using the checkboxes in the first column of the list, then click on the *Report* button within the *Report* tab.

Any selected respondents who cannot be included on the report will be shown in the top section (*Non-reportable students*) of the panel.

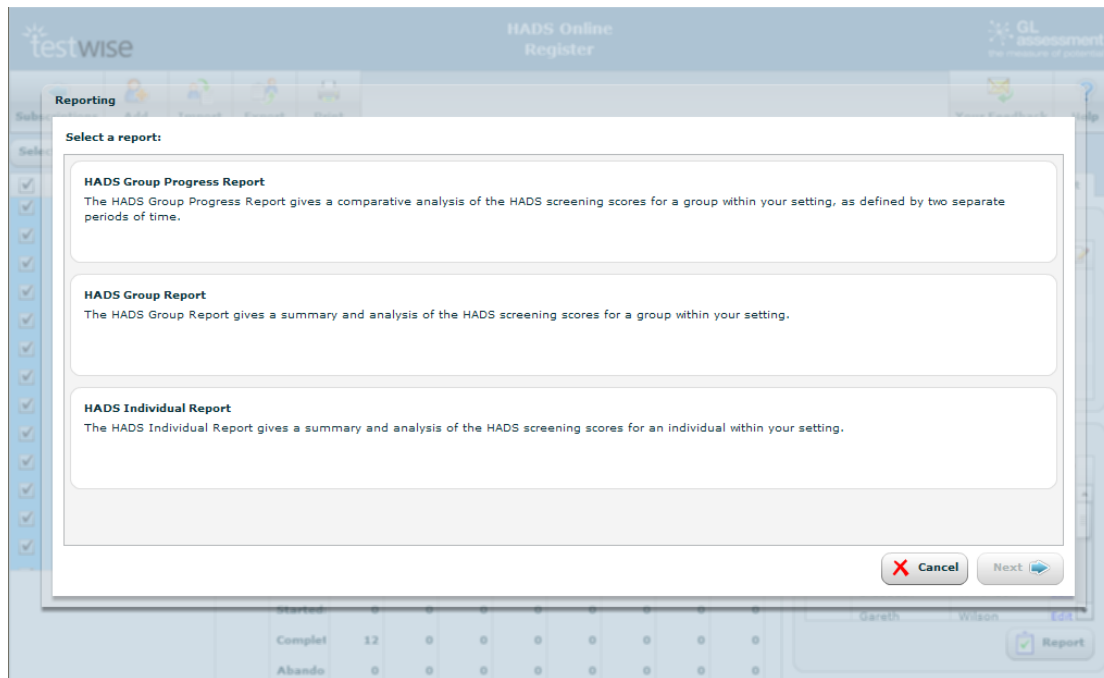
Respondents who will be included in the report are shown in the bottom section (*Reportable students*) of the panel.

The screenshot shows a web interface with a top navigation bar containing four tabs: 'Usage', 'View details', 'Delete', and 'Report'. The 'Report' tab is active. Below the tabs, there are two main sections. The first section is titled 'Non-reportable students:' and contains an empty table with three columns: 'Forename', 'Surname', and an icon of a pencil. The second section is titled 'Reportable students:' and contains a table with the same three columns. The table is populated with six rows of student data. Each row has a blue 'Edit' link to the right of the 'Surname' column. Below the table is a 'Report' button with a checkmark icon.

Forename	Surname	
Adam	Dale	Edit
Alexandra	Roy	Edit
Brian	Cochrane	Edit
Charles	Ryman	Edit
Elizabeth	Wilkinson	Edit
Gareth	Wilson	Edit

Double clicking on a respondent's name, or clicking *Edit* to the right of the name, brings up the respondent's details.

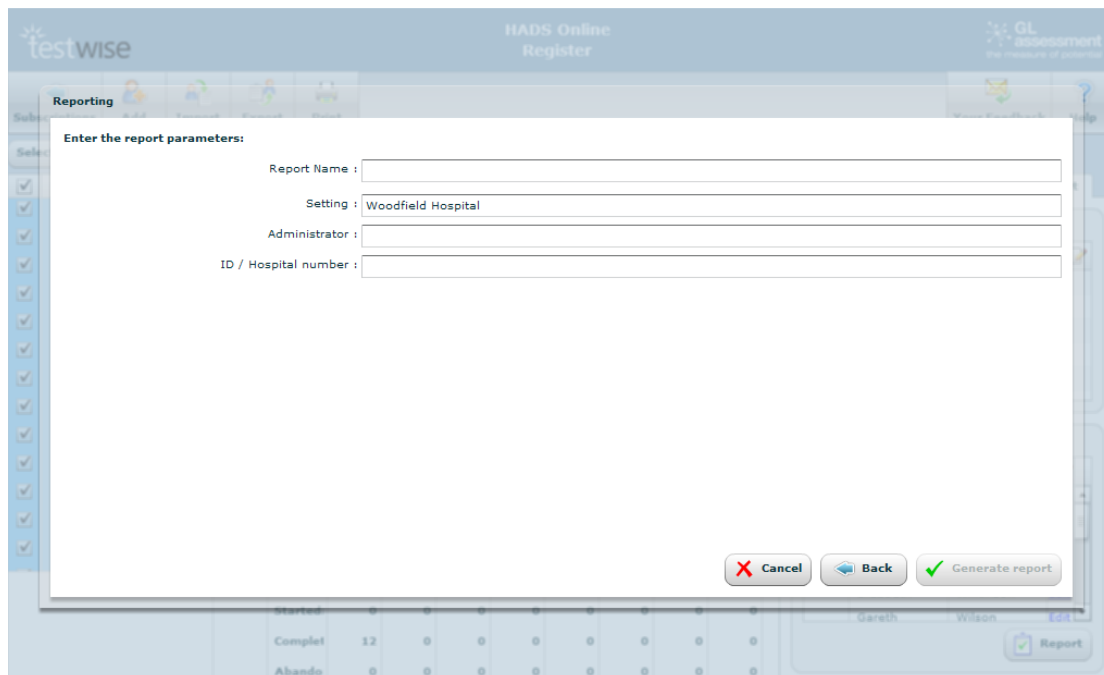
Once you have all the required respondents in the correct section, click on the *Report* button. You will then be presented with a list of report types that can be generated. Select the report type you require and click *Next* or double click the required report.



You will be asked to enter the report parameters. A *Report Name* must be entered. The *Setting*, *Administrator* and *ID/Hospital Number* fields are not mandatory but if entered at this stage will be included in the report.

Respondents whose scores have not yet been entered, and are therefore not eligible for inclusion within the report, will be indicated.

Once you have entered the required parameters, click *Generate Report*. Testwise will confirm that the report has been created. Click *OK* to return to the *Register* page or *New report* to generate a different type of report with the same or similar parameters.



To view the report, click the *Subscriptions* button to return to the *Subscription* page. The reports generated are listed in the panel on the bottom right.

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Home Your Feedback Help

Time: Current Type: All

Type Subscription

HADS Online

HADS Online

Register ID: [HADSONline](#)

The Hospital Anxiety and Depression Scale (HADS) is a rapid self-report questionnaire which measures depression and generalised anxiety. It is equally useful in hospital, out-patient and community settings.

Available to students: **Yes** Student password: **Individual**

Register Settings

<input checked="" type="checkbox"/>	Report	Type	Status	Submitted		
<input type="checkbox"/>	Individual-AlexandraRoy	pdf	Completed	Fri Mar 25 2011 11:06:59 AM	View	Save
<input type="checkbox"/>	Individual-GarethWilson	pdf	Completed	Fri Mar 25 2011 11:06:59 AM	View	Save
<input type="checkbox"/>	Individual-BrianCochrane	pdf	Completed	Fri Mar 25 2011 11:06:59 AM	View	Save
<input type="checkbox"/>	Individual-ElizabethWilkinsc	pdf	Completed	Fri Mar 25 2011 11:06:59 AM	View	Save
<input type="checkbox"/>	Individual-KatjaAlcock	pdf	Completed	Fri Mar 25 2011 11:06:59 AM	View	Save
<input type="checkbox"/>	Individual-AdamDale	pdf	Completed	Fri Mar 25 2011 11:06:59 AM	View	Save

Delete

To export the respondents on the register to a CSV file, click the *Export* button towards the top left of the *Register* page.

Once you have clicked the *Export* button, you will be presented with a dialogue box asking you whether you want to *Open* or *Save* the file. Select *Save* and save the file to your local computer or network.

The *Print* button allows you to print a list of respondent's details, including forename, surname, date of birth and group. By selecting the print option, you will be presented with the print dialogue box asking you to select your print settings. Select these and the report will be sent to your designated printer.

Unexpected Incidents

If there is a failure in your computer system while someone is completing the questionnaire, it will not be possible to re-enter the questionnaire at the point at which the failure occurred. In this instance, the individual will need to start again. If the questionnaire has been completed and responses are stored (that is, they have clicked the 'end questionnaire' button) and then the system fails, it will be possible to retrieve responses and reports from the GL Assessment back-up server.

Should this happen please contact the GL Assessment Customer Support Team on 0845 602 1937 and you will be connected to a Testwise adviser.

For all online help and guidance documents go to:

<http://www.testingforschools.com/do/Help>