

PSYCHOEDUCATIONAL RESEARCH AND TRAINING CENTRE (PRTC)

**Faculty of Education
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PRTC TEST LIBRARY: POLICIES AND PROCEDURES**Eligibility, Registration and Guidelines for Use of Test Library Materials**

Students and faculty must complete registration forms prior to borrowing tests from the PRTC. Faculty must also complete registration forms if they intend to supervise the administration or viewing of assessment measures. The application form requests general user information (name, address, phone, etc.) as well as information regarding the user's prior training and qualifications. Students must have their application form co-signed by a qualified UBC faculty member. Course instructors and supervisors identified on these forms are responsible for supervising students in the proper use of a requested test and must verify that the student's level of training and competence is appropriate for the use (administration, scoring, and interpretation) of the tests. The PRTC application procedures are necessary to verify that certain materials are loaned only to qualified users.

Registration must be requested for one of the following conditions:

- Viewing = This allows the student to view approved materials at the PRTC only. This condition is appropriate for those students who need to review tests or measures in their course. This is also appropriate for students who need to select one of many measures that may be used in their course.
- Borrowing = This allows the student remove materials from the PRTC for more thorough viewing. Students who are approved for borrowing may review sample protocols only, but may not purchase protocols for administration.
- Administration = This allows the student to borrow materials from the PRTC, and purchase protocols for administration purposes. This condition is only appropriate for students in professional training courses that require that administration of tests. (e.g., EPSE 561, CNPS 588).

*A student may amend their original registration form to include additional measures or change the condition of their present application upon approval of their supervisor, and the PRTC directors.

According to the Standards for Educational and Psychological Testing (1985), "*Responsibility for test use should be assumed by or delegated only to those individuals who have the training and experience necessary to handle this responsibility in a professional and technically adequate manner. Any special qualifications for test administration or interpretation noted in the manual should be met.*" (Primary, Standard 6.6). Thus, not everyone who wishes to use the Test Library materials is qualified to do so. The Test Library uses a classification system (Level A, B, C) that is consistent with the 1985 Standards for Educational and Psychological Testing, test publishers, and with the professional and ethical standards of a variety of professional organizations. This system of classification differentiates tests according to their complexity of administration, scoring and interpretation as well as training requirements. A description of this classification system and the qualifications and training requirements necessary for each level of test is attached. Student and faculty users have an ethical responsibility to maintain the security and copyright of all testing materials and to use the materials in a manner consistent with established standards of practice.

The PRTC reserves the right to limit student and faculty access to tests and testing materials if there is any indication that the use of the test or test information is inconsistent with the APA-AERA-NCME *Standards for Educational and Psychological Testing*, as well as the guidelines suggested by the *Test User Qualifications: A Data-Based Approach to Promoting Good Test Use*, published by the Science Directorate of the American Psychological Association. Copies of these guidelines are available for review at the PRTC Test Library.

UBC students (graduate or undergraduate) may view non-restricted (Level A) tests within the Centre, although registration and faculty supervision (if appropriate) are required even for viewing restricted (i.e., Level B or C) tests. The Test Library does not provide materials for personal use or private practice, nor does the Test Library loan materials to non-university clinics, schools or other organizations or settings. Under special circumstances, non-UBC professionals with appropriate training may use the PRTC Test Library as a resource, viewing materials within the PRTC.

Loan Policy

Normally, tests and materials may be signed out for a three-day loan period. Reference materials may be checked out for a two-hour loan period only. Shorter loan periods may be necessary for materials which have been

Revised November 2004

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reserved by other users. Long-term loan periods are only possible under special circumstances, with the approval of the Centre directors.

With the exception of 2-hour loan material, all Test Library materials can be renewed for a second loan period on or before noon of the due date. Renewals can be made by phone (822-1364) or in person during regular test library hours (9:30a.m.-1:00p.m. and 4:00p.m.-8:00p.m., Monday through Thursday). Tests may be renewed only if they have not been reserved by another user. Thus, when an individual calls to renew materials, they must be prepared to return tests to the PRTC on time, if they have been reserved by another user.

Students can reserve Test Library materials in advance. Reservations can be made by phone (822-1364) or in person during regular test library hours (9:30a.m.-1:00p.m. and 4:00p.m.-8:00p.m., Monday through Thursday). Reservations are subject to availability, and will be taken on a first-come-first-served basis.

******All materials are due back by 4:30 p.m. on the due date ******

Any user with overdue material will be charged a fine of \$5.00 per day per overdue item. Overdue material on 2-hour loan will result in a fine of \$5.00 per hour per item. Fine payments can only be made by cheque (made out to UBC) or exact change. The PRTC Test Library cannot make change and does not accept credit cards. All Test Library privileges will be withheld until fines are paid. Repeated failure to return Test Library materials may result in complete loss of test library privileges.

Users are responsible for returning all materials and will be charged for lost or damaged materials. We therefore recommend that individuals check that materials are complete and in good condition at the time they are checked out. Students may not check out test materials for other students, nor may they allow borrowed materials to leave their possession. Users must also recognize that the photocopying of copyrighted test materials is prohibited, although copies may be purchased from the test publisher (see below).

Test and Protocol Purchases

The PRTC is not a vendor, nor distributor of tests or testing materials. However, under special circumstances, the PRTC may purchase materials for teaching and/or research purposes, as specified below. No testing materials will be sold by the PRTC for use in private practice.

Materials for Courses

For a course for which a qualified instructor has made prior arrangements, the PRTC may purchase and prepare packets of testing materials for sale to all registered students. Students are responsible for payment for the materials at the time of pick-up from the PRTC. The PRTC can only accept payment in the form of a local bank cheque made payable to UBC.

For some courses (EPSE 561 and CNPS 588) in which test materials are required by students on an individual basis as a function of client needs, special arrangements can be made with the approval of the PRTC Directors to allow students to purchase test materials on a "tab" over the term. "Tabs" may be arranged for those students who submit a cheque of \$50.00 which will be held as a deposit. The student's purchase costs of materials will be tallied during the term, and a final price will be calculated at the end of term. A student's deposit will be returned upon final payment to the PRTC. As before, the PRTC can only accept payment in the form of a local bank cheque made payable to UBC. The PRTC will not refund students or faculty for unused testing materials.

Materials for Research

To accommodate students and faculty who require testing materials for research use, the Centre maintains a file of test publisher catalogues and order forms for use by students and faculty. Students working with faculty on research, thesis or dissertation projects must purchase test materials directly from the test publishers, but the PRTC will provide students with the appropriate forms from test publishers that require a signature by the University professor. Most test publishers offer discounts on test materials used by students in thesis and dissertation research.

The PRTC can assist in the purchase of test materials for research conducted through the PRTC, and can provide faculty members with ordering information, price lists, and forms necessary for the purchase of test materials for research conducted outside of the PRTC.