



UWO Clinical Psychology Test Library POLICY

Use and Storage of Clinical Psychology Test Materials

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Preamble:

The primary functions of the Clinical Psychology Test Library are to (1) support the practical training of clinical psychology graduate students; (2) facilitate the teaching of best practices in evidence-based assessment and treatment; and, (3) support the research endeavors of clinical psychology students and faculty.

Responsibility for the management and functions of Clinical Psychology Test Library resides with the Clinical Psychology Test Library Committee which is comprised of at least two core faculty members and one graduate student in the Clinical Psychology Program at the University of Western Ontario. The Chair shall be a core faculty member in the Clinical Program.

This policy does not affect psychology tests that are housed within the Department Test Library or tests that are purchased for research purposes through a research lab or by a faculty member.

This policy is designed to promote equitable access to psychological test materials in accordance with clinical standards established by the College of Psychologists of Ontario (www.cpo.on.ca), ethical principles as outlined in the Canadian Code of Ethics for Psychologists www.cpa.ca/aboutcpa/committees/ethics/codeofethics/, standards and regulations as highlighted in the American Psychological Association's Standards for Educational and Psychological Testing (www.apa.org/science/testing.html) and the American Psychological Association's Code of Fair Testing (www.apa.org/science/fairtestcode.html), and test publisher restrictions. Users of the Clinical Psychology Test Library are also expected to uphold ethical guidelines and copyright laws.

Policy Guidelines:

1. User Qualifications

In accordance with the *Standards for Educational and Psychological Testing*, most test publishers categorize the types of test sold in accordance with requirements for user qualification. For example, as stated by Psychological Assessment Resources, many tests and materials are available only to those professionals who are appropriately trained to administer, score, and interpret psychological tests. Eligibility to purchase restricted materials is determined on the basis of training, education, and experience.

The following qualification guidelines are taken from University of Western Sydney and AGS Publishing but are representative of guidelines used by most test publishers and university clinics.

Level A: These are tests that require some technical knowledge of test construction and use, and of supporting psychological and educational studies and may be adequately administered interpreted and scored with the use of the manual.

Level B: These are tests of a non-clinical nature that do not require extensive training and theoretical background in psychology for adequate administration and interpretation, but do require some professional training in test theory and theoretical background in the particular area covered by the test.

Level C: Test administration, scoring, and interpretation of these tests are restricted to users who have completed a recognized graduate training program in psychology with appropriate coursework and supervised practical experience in the administration and interpretation of clinical assessment instruments. Users working under the direct supervision of a registered psychologist are also eligible.

2. Priority for Test Use

Priority for test use is determined in accordance with nature of the request and date of booking. Tests required for clinical use within the Clinical Program should be booked with the Clinical Psychology Administrative Assistant. Tests should be borrowed no more than a day before the time of appointment booking to ensure that students have the resources they need.

To ensure the availability of test materials for clinical work, clinical tests can be signed out on a temporary basis only. Students may sign out a test to take to a practicum placement or for practice/ review for a period of *up to one week* unless permission is granted for extended use. Any requests for extension of time should be made in writing (e.g., email) to the Chair of the Test Library Committee.

First priority for borrowing psychological tests will be given to students enrolled in courses in which these materials serve an important pedagogical function (e.g., developing proficiency in intellectual assessment in Psychology 9800). Second priority will be given to students who need to borrow test materials for use in practicum placements. Third priority is provided for research purposes.

From time to time, researchers (faculty and students within the Department of Psychology) may request the loan of test library materials. Copies of the test library inventory can be requested directly from the Clinical Psychology Administrative Assistant or may be accessed online. Requests to borrow particular tests should be made to the Chair of the Clinical Test Library Committee. Requests will be reasonably granted in accordance with *Standards of Professional Conduct* of the College of Psychologists of Ontario (2005), the *Standards for Educational and Psychological Testing* (1999), the *Canadian Code of Ethics for Psychologists* (2000), publisher standards and test demand. In most cases, this will exclude clinical tests or 'C' level tests, particularly those in use for clinical training.

Test Library materials are intended for use by UWO's Clinical Psychology graduate students, faculty, adjuncts and supervisors for the primary purpose of student training. Tests are not available for loan to external agencies, individuals in private practice, or community groups.

Videos or books contained within the test library are available for use by Psychology graduate students, faculty, adjuncts and supervisors. Videos and books may be borrowed for a period of not more than one week (unless an extension is granted by the Chair of the Clinical Psychology Test Library Committee). Given that their primary purpose is for student training, the loan of these materials will be contingent upon demand. These materials are subject to recall (e.g., if a video is needed for teaching purposes).

3. Responsibility for Test Security

All test materials are the responsibility of the individual who borrows the test. Tests that are taken off of Westminster Hall premises should be managed with care to ensure test integrity and confidentiality. Any loss of or damage to test materials should be reported to the Chair of the Test Library. Borrowers will be responsible for replacement costs.

Test Library Procedure

All Clinical Psychology Test Library materials are catalogued according to function (e.g., intelligence, personality), level of test (A, B, C), and age of normative sample (child, adult).

All tests and test record forms should be signed out with the Clinical Psychology Administrative Assistant. Requests for test use can be made in person, by telephone, or by email. Tests can be booked well in advance of use to minimize problems of test conflict. Tracking the test materials through a central system enables the Clinical

Program to monitor test use to assist with future test purchases, budgeting and administration.

All tests should be returned directly to the Clinical Psychology Administrative Assistant who will check that the materials are complete before returning them to their appropriate location.

Any requests for the purchase of particular tests should be directed to the Chair of the Clinical Psychology Test Library Committee and should include the test name, publisher (if known), and intended purpose for the test purchase. Requests will be reasonably granted, pending the cost of the test, the current Clinical budget, the demand for such a test and the nature of test use.

David J. A. Dozois, Ph.D., C.Psych.
Chair, Clinical Psychology Test Library Committee

References

American Educational Research Association (1999). *Standards for educational and psychological testing*. Washington, DC: Author.

Canadian Psychological Association (2000). *Canadian Code of Ethics for Psychologists* (3rd. ed.). Author.

College of Psychologists of Ontario. (2005). *Standards of professional conduct*. Author.