



Cairnmillar
INSTITUTE

Treatment | Education | Research

Psychology Test Library and Procedures Policy

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| Policy name | Psychology Test Library Procedures Policy |
| Policy number | TLP012 |
| Date approved | 4 February 2015 |
| Approving body | The Academic Board (Senatus) |
| Responsible officer | The Head of School |
| Implementation officer | Librarian, Test Library Supervisor |
| Next review date | June 2017 |
| Linked policies | |
| Linked forms | Psychology Test Library – Consumable Use Form Psychology Test Library – Testing Materials Loans Form Psychology Test Library – Responsibility for Test/Deposit Form Psychology Test Library – Student Request to Access Form |

Purpose of this policy

This policy is designed to:

- ensure a fair and equitable use of the resources of the Psychology Test Library to eligible borrowers
- ensure that the professional integrity of the collection is maintained
- provide a system whereby roles and responsibilities for the collection are clear; and where procedures are clearly outlined

Psychology Test Library

The Psychology Test Library contains an extensive collection of psychological test materials that support the clinical, teaching and research roles and functions of the Institute. The collection is regularly reviewed, and additions are made as new tests become available, and/or in response to requests for tests to support changes in the clinical, teaching or research roles of the Institute.

The following key references apply in the administration of the Psychology Test Library:

APS test guidelines:

<http://www.psychology.org.au/practitioner/resources/>

<http://www.psychology.org.au/Assets/Files/Online-psychological-testing.pdf>

APAC requirements for a psychological test library:

http://www.psychologycouncil.org.au/Assets/Files/APAC_Rules_for%20Accreditation_and_Accreditation_Standards_for%20Psychology_Courses_Ver_10_June_2010.pdf

The main Psychology Test Library is maintained at the Camberwell Campus. Further tests are held in the Highpoint, Mingary, Springvale and MacKillop clinics. These tests are subject to the same conditions, policies and procedures as the tests in the Test Library. However the access to, and use of these tests is at the discretion of the Manager of each of the clinics.

In the context of this document, "Major Tests" include, but are not limited to WISC / WMS / CMS / WIPPSI / WAIS / WIAT / WRAT4.

Purchasing policy

The Institute purchases current psychological tests to meet the clinical, research and educational requirements of the organisation. Tests that require replacement, as they are damaged or have been superseded may be identified by academic, clinical or administrative staff. New test titles may be requested by clinical or academic staff. Students may make recommendations for particular tests, which should be directed to their course co-ordinator.

Wherever possible, a second copy of a test manual is purchased.

Requests for psychological tests are placed in writing, and directed to a registered psychologist who acts as the Test Library Supervisor.

Test consumables (forms, test booklets etc) are purchased by the Reception staff.

Process for purchasing tests:

- Test approved for purchase by Test Library Supervisor
- Request for purchase forwarded to Reception staff
- Reception staff source new test and all components or test consumables, and obtain prices for all parts
- Reception staff raise a Purchase Order for signature by the Head of School
- Reception staff at place the orders for the tests/consumables with appropriate supplier
- When new tests are received, Reception staff pass account to Finance for payment; and test to Librarian for cataloguing and processing
- When test consumables are received, Reception staff pass account to Finance for payment, and place the consumables in the Test Library
- Test is placed in Test Library.

Psychology Test Library – general principles

The following general principles apply to the use of the Psychology Test Library.

- Access to, viewing and borrowing from the Test Library is restricted to staff and currently enrolled students.

- Materials borrowed from the Test Library are the responsibility of the borrower. Materials must be returned in the manner and condition in which they were lent, and within the specified period. Failure to do so may result in borrowing privileges being cancelled.
- Borrowers must check the materials are complete and undamaged before the item is borrowed. There are yellow kit check cards available for each kit to assist with identifying contents.
- Reception Staff shall check that materials are complete and undamaged upon return. In the event of loss or damage, the borrower shall be responsible for replacement of the lost or damaged materials.
- Students borrowing Test Library materials are not permitted to transfer test materials to another person; and must ensure that the tests are not left unattended when away from the Cairnmillar site.
- Students using the Test Library are expected to determine their test requirements with an appropriate staff member such as a supervisor, course co-ordinator or lecturer. Staff at Reception are unable to assist with test suitability.
- The Test Library is intended to support the short term use of materials. Users who require longer term access to a specific test should consider the purchase of these materials.

Staff responsibilities

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| Supervisor | Dr Rosalind Case | Responsible for overseeing Test Library and ensuring policies and procedures are followed. |
| Librarian | Ms Mary Turnbull | Responsible for providing support to the Test Library including: <ul style="list-style-type: none"> • Cataloguing and classification of tests; • Preparation of policies and procedures of test library; • Providing input to Cairnmillar Institute regarding the Psychology Test Library; • Promulgation of policies and procedures; • Provision of training to staff on policies and procedures; • Ensuring policies and procedures are understood and endorsed. |
| Reception Staff | Ms Kerry Vajeth Casual Reception Staff | Responsible for the daily management of the Test Library including: <ul style="list-style-type: none"> • Administration of bookings, reservations and loans; • Retrieves loans for, and returns loans after borrowing; • Checks all tests upon return from loan for damage, missing components, and to ensure they are not defaced or marked; • Monitors access to the Test Library; • Recalls overdue loans from the Test Library; • Ensures all Tests are neatly filed; • Ensures all consumables for tests are in stock; • Ensures that the titles and quantity of consumables are recorded; • Places orders for, and receives new test consumables; • Places orders for new tests, and passes new tests to Librarian for cataloguing; • Refers questions regarding Test suitability or content to the Test Library Supervisor, Clinical Supervisor or other academic or clinical staff; |

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| | | <ul style="list-style-type: none"> Seeks support and advice from the Librarian or Test Library Supervisor as required. |
| Intern or Psychology Student | Casual staff | At the request of the Supervisor or the Institute Librarian, an intern may be appointed to check the Test Library, looking for missing items; items that require replacing or updating; and identifying other issues and referring these issues to the Supervisor or Librarian. |

Psychology test classification and cataloguing

Psychology tests are all fully catalogued onto the Institute Library Management System which is accessible to all staff and students of the Institute. Tests may be identified on the Library Catalogue by title or abbreviated title. Access to a full list of the holdings of the Test Library may be achieved by entering the word TEST into the search field of the Library Catalogue.

Within the Test Library, the tests are shelved in loose alphabet order, depending on their physical size. All tests located in the Test Library contain a card which includes the items' barcode; the full and abbreviated title; the contents of the kit; and a brief description of the use of the kit.

Multiple copies of tests are identified by individual barcodes, and are labelled as Copy 1, Copy 2 and so on.

Access to test library

The Test library is available from 8.00 am – 5.30 pm, Monday to Thursday; and 8.00 am – 5.00 pm Friday.

Students may not access the Test Library. Students wishing to use a test, must request the specific test, which will be retrieved from the Test Library by Reception staff.

Staff may access the Test Library, and are asked to ensure that the Reception staff are aware of their intention/need to access the Test Library.

No bags are taken into the Test Library.

During busy periods at Reception, students may be asked to wait as Reception Staff attend to telephone calls and clients.

Accountability of materials

Manuals are not to be removed from, and must not be taken from the premises.

A Cairnmillar Intern or Student checks all tests every 2 months, to ensure that all parts are present, and to advise the reception Staff if new test consumables are required; or if parts are missing.

Former students, psychologists and other people who have no teaching, research or supervision involvement or attachment with the Institute are not permitted to borrow tests, or have access to the Test Library.

General loans information

1. Materials may be borrowed for practice, from the Test Library:
 - a. Overnight - borrowing after 4.00pm until 5.30 pm, and returning before 10.00 am the following day.
 - b. Weekend – borrowing between 4.00pm until 5.30 pm on Fridays to be returned by 10.00 am on Monday.
 - c. Rural and Regional students may request a longer time period.
2. Bookings [reservations] for major tests* must be made with the Reception staff, who record the request and time required on Front Desk.
3. Items which have been booked [reserved] are held for 2 hours, after which they may be lent to another person.
4. The loan of all materials must be recorded by all students and staff. It is essential that we can account for all items at all times.
5. Loans are to be recorded on the Test Library Loans sheet, or on the major test form, which are located at the Reception Desk, and may be checked by Reception Staff at any time. Major Test Loans are recorded on Front Desk. Other Test Loans are recorded on the Loans Sheet (Form 1).
6. Students who need to take the test off-site for several days to administer and score the test must advise the Reception Desk staff at the time of booking or borrowing the item. Tests may be taken for a maximum period of 7 days, and this extended loan must be approved by their Clinical Supervisor, Course Coordinator or Lecturer. Loans of this type may not always be possible or approved depending on the Test usage, other bookings, the number of available tests, or other circumstances.

Student loan period and booking

All students must present their ID as evidence of current enrolment.

For major tests*, students must receive written authorisation from their Clinical Supervisor, Course Co-ordinator or Lecturer. See Attachment 4.

Interns and Students may borrow from and reserve materials from the test library at any time.

If a student is aware that they will be late returning the loan, they must telephone the Reception Desk to advise of the late return of the item.

Staff loan period and booking

The Institute staff may borrow from, and book [reserve] materials from the test library at any time.

Staff must record any tests that are taken from the Test Library.

The Institute staff are required to book [reserve] tests with the Reception Staff, if they are aware in advance that they are needed.

Returns

Tests must be returned to the Reception Desk at the Institute.

All tests borrowed by students must be checked upon return for missing parts, damage and writing on or marking of the tests. Broken or damaged cases or folders must also be noted. Students must remain at the Reception area until the tests are confirmed as complete and in good condition.

Tests borrowed by staff must also be checked for missing parts, damage and writing on or marking of the tests. Broken or damaged cases or folders must also be noted.

Deposit

A deposit of \$50, via an imprint on an approved credit card, or cash must be paid on all major tests. This will be given back when the test is returned complete, and on the due date and time. The deposit may be kept as penalty if items become overdue. Cash may be used if a credit card is not available.

If parts are not returned, the deposit will be forfeited and/or the costs of replacement parts may be requested.

If Administration staff need to telephone to get items returned, the deposit will be forfeited.

Students may be liable for the full cost of replacing the test if it is not returned in its original state.

Damage and marking

Damage or marking to test materials must be reported to the staff at Reception. Writing in, or marking tests – even in pencil – is not permitted. Persons doing so may be requested to replace any component of a test which is marked in any way.

Copyright

There are Copyright restrictions on the majority of tests held in the Test Library. Therefore, no part of a test (manuals, forms, templates or questionnaires) may be copied. Students who need to administer a test and require the use of multiple copies of forms must obtain these from Reception Staff, or discuss their requirements with their Supervisor.

User qualifications

The majority of tests held in the Test Library require appropriate qualifications of the user. These Qualification Levels are different, according to the specific test. Students are requested to familiarise themselves with the appropriate qualifications required for test administration. ACER <https://shop.acer.edu.au/acer-shop/UserHelp.external?sp=T#quals> and Pearson <https://www.pearsonclinical.com.au/ordering> websites both have detailed information regarding authorisation levels. A summary of these is listed below.

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| ACER | P – Psychologists | <ul style="list-style-type: none"> • Warranting the highest level of test restriction, these tests are available only to registered psychologists, and probationary psychologists under the supervision of a registered psychologist. • Confirmation of status from a Supervisor is required |
| | R – Restricted | <ul style="list-style-type: none"> • A degree from an accredited university plus satisfactory completion of substantial graduate or post-graduate coursework in test interpretation, psychometrics, measurement theory, educational statistics or a closely related area is required. • Alternatively, registration from an agency or organization that requires appropriate training and experience in the ethical and competent use of psychological tests. |
| | S - Specialist | <ul style="list-style-type: none"> • Available to professionals with accredited training in psychology, health sciences, counseling, education, medicine and other specialist areas. |
| | M – Moderate | <ul style="list-style-type: none"> • Available to professionals with tertiary qualifications in education, human resources, personnel administration, psychology or other relevant discipline, or demonstrated equivalent experience. • Tests in this category require some technical knowledge of test construction, use, administration and feedback. |
| Pearson | Level C | <ul style="list-style-type: none"> • Registered Psychologist |
| | Level S | <ul style="list-style-type: none"> • Speech Pathologist |
| | Level B | <ul style="list-style-type: none"> • Allied health or special education professional with relevant qualifications involving students in research methods, statistics and testing |
| | Level M | <ul style="list-style-type: none"> • Medical Practitioner |
| | Level T | <ul style="list-style-type: none"> • Teacher, Social Worker, Nurse and Early Childhood Professional |
| | Level HR | <ul style="list-style-type: none"> • Human Resources Professional |
| | Level A or Z | <ul style="list-style-type: none"> • No qualifications required |

Online / e-test administration

The Institute is currently investigating the use of online test administration and scoring, and this document will be updated to reflect the acquisition and use of online testing / e-testing as appropriate. In general, the policies and principles which apply to the use of hardcopy psychology tests at the Institute will also apply in relation to online / e-testing.

Various applications are available which can be utilised for the online administration and scoring of psychological tests, using iPads and other devices. Tests which are available online or using such a device improve the time efficiency of practitioners by removing the need to print, store and score tests. Scoring is undertaken in a manner that converts data into a format which provides for fast interpretation of test results.

Online or e-tests do not generally provide diagnoses, and the interpretation of these must always be undertaken using expert clinical judgement by an appropriately qualified person. The security of the data within tests is usually encrypted to a high level to maintain confidentiality.

Online test example

Major test suppliers are commencing to provide access to tests electronically. For example, Pearson has developed “Q-interactive” which is a digital platform that streamlines the process, and utilizes a secure web-portal.

Within the web-portal, one can create client profiles, choose and develop batteries, and review scored data. When ready to administer the test, the assessment is sent to your iPad on command.

The administration of the assessment is through two iPads that talk to each other via a Bluetooth connection. One is used to administer instructions, record and score responses, take notes, and control visual stimuli; and the client uses the other to view and respond to stimuli.

At the end of the assessment, reports can be generated and data is synced back to the secure web-portal for secure storage and further review.

The Pearson system currently includes digital tests and subtests such as: WISC[®]-IV, WAIS[®]-IV, CVLT[®]-II, CVLT[®]-C, and D-KEFS[™].

Student subscriptions to online tests / e-tests

A range of online tests / e-tests are highly suitable for Student use, and are available at reasonable cost.

Access to and information regarding such tests will be made available to students through Moodle.

For example, NovoPsych Psychometrics – www.novopsych.com, is available for less than \$40 through iTunes for Apple devices, and contains a number of tests which are free and in the public domain, and can be used multiple times.

Questions

Questions about the existence of measures and their suitability should be addressed to supervisors only (Registered Psychologists).

Administrative staff at Reception are not qualified to provide advice about test selection or test use. If test library users do not know what is required, they will be asked to return with their supervisor.

Students can also refer to the Buros Mental Measurement Yearbook for information regarding tests, and reviews of tests.

Forms

Procedure – Procedures for borrowing a test

Form 1. Psychology test library - consumables use form

Form 2. Psychology test library - testing materials loans form

Form 3. Psychology test library - responsibility for test / deposit form

Form 4. Psychology test library - student request for access to a psychology test

References

http://www.psych.usyd.edu.au/clinicalpsychology/test_library

http://www.psychology.adelaide.edu.au/test_library

http://www.psychologycouncil.org.au/Assets/Files/APAC_Rules_for%20Accreditation_and_Accreditation_Standards_for%20Psychology_Courses_Ver_10_June_2010.pdf

<http://www.psychology.org.au/Assets/Files/Online-psychological-testing.pdf>

<http://www.psychology.org.au/practitioner/resources/>

<https://shop.acer.edu.au/acer-shop/UserHelp.external?sp=T#quals>

<https://www.pearsonclinical.com.au/ordering>

Procedures for borrowing a test – help sheet

Approval and Access

1. Students must provide Reception Staff with a signed copy of Form 4 – Student Request for Access to a Psychology Test
2. Reception Staff check that the request is signed by appropriate person. Appropriate people are a Course Co-ordinator, Supervisor or Lecturer.
3. Students without the Request Form completed correctly will be denied access to the test.
4. Reception Staff retrieve the copy of the test, and the relevant consumables

Recording

5. For Major Tests, Reception staff record the test details as follows:
 - a. The following on Front Desk
 - i. Barcode Number of Test
 - ii. Title of Test
 - iii. Name of borrower
 - iv. Date borrowed
 - b. The Consumables usage form indicating how many copies of forms / guides have been used which the user signs
 - c. Reception Staff request that person borrowing completes the Responsibility for Test form
 - d. Reception Staff take \$50 deposit from borrower which may be in the following formats
 - i. Cash
 - ii. Imprint on a major credit card
6. For other tests, Reception staff record, and the borrower signs
 - a. The Consumables usage form indicating how many copies of forms / guides have been used
 - b. The Psychology Test Library Materials Loan Form

Return

7. When tests are returned to Reception, the Reception staff must, with the borrower present
 - a. Check that the tests are complete, with all components present
 - b. Check that the tests are not damaged
8. Tests must be returned to the Test Library immediately

Issues

9. The deposit may be forfeited, and /or the cost of replacement parts may be requested if:
 - a. tests are damaged
 - b. tests are incomplete
 - c. test is not returned at appropriate time
 - d. Reception staff (or other staff) need to telephone borrower to get the item returned



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INSTITUTE

School of Psychology
Counselling & Psychotherapy

FORM 3 - PSYCHOLOGY TEST LIBRARY - RESPONSIBILITY FOR TEST / DEPOSIT FORM

I, _____ understand that in taking

the WISC WAIS WMS WPPSI CMS WAIT or _____

offsite for testing purposes acknowledge that I am liable for the full cost of replacing the test if it is not returned in its original state.

Signature: _____

Date: _____

Deposit: \$_____

Returned: _____

Witnessed by: _____



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offsite for testing purposes acknowledge that I am liable for the full cost of replacing the test if it is not returned in its original state.

Signature: _____

Date: _____

Deposit: \$_____

Returned: _____

Witnessed by: _____

FORM 4 - STUDENT REQUEST FOR ACCESS TO A PSYCHOLOGICAL TEST

I, _____

in my position as Course Co-ordinator Supervisor Lecturer

Request that _____ [Student's name]

Be given access to the following psychological test _____

NAME: _____ SIGNED: _____

DATE: _____

FORM 4 - STUDENT REQUEST FOR ACCESS TO A PSYCHOLOGICAL TEST

I, _____

in my position as Course Co-ordinator Supervisor Lecturer

Request that _____ [Student's name]

Be given access to the following psychological test _____

NAME: _____ SIGNED: _____

DATE: _____