

Assessment Materials FAQ for Los Angeles Students

1. I'm in an assessment course. How are test protocols distributed to students?

Instructors will provide the students in their assessment courses with all the protocols that they are authorized to receive. Extra protocols beyond those provided for the course are not available.

2. Can I photocopy protocols?

No. It is illegal to photocopy protocols due to copyright laws.

3. Is there an additional charge for the protocols?

No. The assessment fee you pay when registering for the course (a separate fee for each section) covers the cost of protocols used in that course.

4. How do I check out test kits?

- Instructors provide the Library with a list of students in their assessment courses and which tests they are authorized to borrow.
- You check out these test kits from the Library and return them at the end of the loan period.
- You assume full responsibility for the tests while in your possession, including making sure all components remain intact.
- Unfortunately, Alliant does not own enough test kits for each student. Therefore, you will not be allowed to renew test kits upon return. You will have to wait 24 hours before you can check out the test kit again.

5. How long can I keep test kits?

The loan period for test kits is one week, and the overdue fine is \$10 per day.

6. I just need a test manual, not the whole kit. Do you have those?

Yes. For selected tests, the Library has scoring and administration manuals that can be borrowed separately. The loan period for these manuals is 4 days, and the overdue fine is \$10 per day.

7. I am not in an assessment course, but I need tests and protocols for practicum, how do I request those?

One test kit at a time may be checked out, as available, for use at practicum or internship sites. At librarian discretion and subject to availability, one set of protocols may be provided per test. Additional forms are the responsibility of the site. Tests and forms must be reserved at least one business day in advance by contacting your campus librarian. Once your request is approved, your materials will be held at the library circulation desk for checkout during library open hours. The loan period for test kits is one week, and the overdue fine is \$10 per day.

8. I need a test for my dissertation research. Can I borrow it from the Library?

Arrangements may be possible; contact the campus librarian. Protocols needed by students for purposes other than assessment courses (e.g. internships, dissertation research) must be purchased elsewhere. However, the librarian can help you find psychometric information about tests, studies using specific tests, ordering information, and might be able to locate a suitable test elsewhere for you. You must still secure permission to use the test from the publisher and/or authors.

9. How do I check out scoring transparencies?

Transparencies for scoring protocols for certain tests (e.g. MMPI-2, MCMI-III) are available for check out at the circulation desk in the Library. Scoring transparencies are only available for use in the Library and must be returned by the end of the day.

10. How can I score assessments using the computer?

Some assessments are able to be scored by computers located in the Alliant Library computer lab. Instructions for accessing available scoring databases are located next to the designated scoring computers. You can also check with library staff to confirm which assessments can be scored by the library computers.

Contact:

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