

Psychological tests – Assessment class FAQ

Alliant – San Francisco Faculty

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How do students get test materials for assessment classes? The Hurwich Library at the San Francisco campus provides testing materials for use by assessment class students. To see if the Library has a particular test in its collection, check the online catalog at: <http://library.alliant.edu> and search by title.

How does the Library find out what will be needed each semester for assessment classes? Prior to each semester the Library asks the following information from each assessment class instructor. This information should be given to the Library at least 1 month prior to the start of the semester to ensure that materials will be available by the start of the semester.

- The names of the tests that will be taught during the semester
- The number of administrations of each test that will be required per student
- The names of the assigned tests that will be scored via computer, the number of administrations needed of each test and, as appropriate, the test profile needed (e.g., Profile or Interpretive). This is necessary for the MMPI-2, MMPI-A, MCMI-III, and the MACI, since these administrations must be purchased. Software to assist in the scoring of the following instruments is loaded on a computer in the Library: BASC II, DAS II, KABC II, KTEA II, WAIS IV, WIAT III, WISC IV, WJ III. (Software for scoring the Rorschach is loaded in the computer lab.)

How are test materials paid for? Each student pays a per class assessment fee which is meant to cover the cost of protocols/forms and computerized scoring, as well as subsidize the purchase of new tests, additional copies of tests, and replacement costs for lost or damaged tests or test parts.

Can the Library buy new tests? Instructors who would like to teach a test that is not in the Library's collection should contact the Library to see if the purchase is possible.

How do students obtain the protocols/forms that are needed to administer and score a test? Each student will be given a packet containing all protocols that will be needed for the semester, based on what the instructor has requested prior to the beginning of the semester. These will be delivered to the class by Library staff during the first or second week of the semester. Students should check their packets as soon as they are received to make sure that they are complete. If not, students should notify their instructor, who will notify the Library. It is illegal to photocopy protocols/test forms as they are copyrighted materials. Because of licensing, the Library is contractually not allowed to sell protocols.

Is there any computer scoring available? If an instructor requires computer scoring, the Library will purchase the administrations needed. Students sign a class list to show that they have used a scoring report; at that time, Library staff will provide an ID number to use for the administration.

How do students check out tests? Tests can be checked out from the Library for a 3-day period. Competition for test usage is heavy, so students are urged to reserve tests by calling or stopping by the circulation desk. Overdue fines for late returns are \$10.00 per day, per item. Students are responsible for the physical integrity and security of any test checked out.

May students obtain test protocols or use computer scoring administrations for practicum or internship sites? Tests may be checked out, as available, for use at practicum or internship sites. Purchased items, such as protocols and computerized test scoring, are the responsibility of the site.