



# Psychoeducational Research and Training Centre

University of British Columbia, Faculty of Education, 1100 Scarfe, 2125 Main Mall, Vancouver, BC V6T 1Z4

Tel: (604) 822-1384 Fax: (604) 822-9097 <http://prtc.educ.ubc.ca/>

## INFORMATION FOR USERS OF THE PRTC TEST LIBRARY

### FACILITIES AVAILABLE

The Psychoeducational Research and Training Centre (PRTC) is a university-based setting for research and clinical training in the Faculty of Education. The Centre maintains a Test Library which contains standardized tests, assessment instruments, reference materials and other resources which can be borrowed by approved UBC faculty and students. The PRTC also includes a suite of six rooms, complete with video and audio equipment, which qualified UBC students and faculty can reserve to conduct research, assessments or therapy as part of their training and coursework. These rooms can be monitored from two different seminar rooms for teaching purposes. Additional arrangements can be made to use a conference room, complete with one-way mirrors and a video camera. Rooms may also be requested for approved research projects.

Use of these facilities is limited to UBC faculty and students who have been approved or registered at the PRTC.

Guidelines and procedures for use of the PRTC facilities are available at the Centre.

### PRTC STAFF

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Lauren Dolente  
Sara Greflund  
Silvia Mazabel  
Salimeh Tabrizi  
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### HOURS OF OPERATION – TEST LIBRARY AND VIDEO THERAPY ROOMS

*Winter Term 1* Monday – Thursday 10:00 a.m. to 8:00 p.m.  
Friday 10:00 a.m. to 2:45 p.m.  
Saturday 10:00 a.m. to 2:45 p.m.

*Winter Term 2* Monday – Thursday 10:00 a.m. to 8:00 p.m.  
Friday 10:00 a.m. to 2:45 p.m.  
Saturday 10:00 a.m. to 2:45 p.m.

*Spring Term (Tentative)* Monday – Thursday 10:00 a.m. to 8:00 p.m.  
Friday 10:00 a.m. to 2:45 p.m.  
Saturday 10:00 a.m. to 2:45 p.m.

### PHONE NUMBERS

General Inquiries..... (604) 822-1364  
PRTC Test Library (reservations, renewals) ..... (604) 822-1364  
Referrals for Psychoeducational Assessments ..... (604) 822-1364

**PSYCHOEDUCATIONAL RESEARCH AND TRAINING CENTRE (PRTC)**  
**Faculty of Education**  
**University of British Columbia**  
**2125 Main Mall**  
**Vancouver, BC, V6T 1Z4**  
**<http://prtc.educ.ubc.ca/>**

**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 (1999), "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 1999 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 reserved by other users. Long-term loan periods are only possible under special circumstances, with the approval of the Centre director.

With the exception of 2-hour loan material, all Test Library materials can be renewed for a second loan period when the test library opens at **10:00 a.m.** on the due date. Renewals can be made by phone (822-1364) or in person during regular test library hours. 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. 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 and by 1:00 on Fridays and Saturdays \*\*\*\***

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. When there are missing/damaged items in a kit, a "Missing/Damaged Materials" form needs to be filled out and given to the GAA on duty, otherwise you will be held responsible for the missing/damaged items. 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 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. Most test publishers offer substantial discounts on purchases of tests and test materials used by students in thesis and dissertation research and by faculty researchers. Students and faculty should contact publishers directly to order tests and test materials materials to be used in research projects. When resources permit, students working thesis or dissertation projects or faculty working on research projects may be request to borrow PRTC tests for use in research. Such requests should be directed to the Director and must be accompanied by a brief description of how the tests will be used and a copy of the Ethics Review Certificate. With the Director's approval, PRTC staff will assist students and faculty in purchasing protocols directly from publishers.

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.

## **General Guidelines**

More generally, the appropriate, ethical use of educational and psychological tests requires general knowledge of statistics and measurement, and specific information about the test you are using. Formal academic coursework in tests and measurement (or the equivalent) provides the necessary foundation for the proper use of most instruments, although membership in a professional organization whose code of ethics governs the sound use of educational and psychological instruments is also desirable. Specialized knowledge and training is required for the use of instruments that could be harmful to an individual if misused. With this background, a careful reading of the test manual is then necessary. The testing procedures and measurement concepts specified below provide a check for those whose training in educational and psychological measurement is limited, or for those who are unsure about the level of tests for which they qualify.

## **Test Selection**

You must understand how to select the appropriate instrument and how to determine whether the instrument measures what you need to measure. You must know whether the norms are appropriate for your purposes and for the specific population you wish to test.

## **Administration**

You must understand the appropriate procedures and conditions for administration. Where appropriate (i.e., restricted tests), you must have received formal training in the administration of the instrument.

## **Testing Context**

You must understand how to establish rapport with the examinee and how to create the appropriate testing climate for your purposes. You must be aware that results of testing can sometimes be influenced by the physical and interpersonal context in which testing is conducted.

## **Scoring**

You must understand how to accurately score the instrument, checking to ensure that all scores are accurate before reporting them. You also must understand the difference between raw scores and scores derived from them, such as standard scores, and percentiles.

## **Validity/Reliability**

You must understand the concepts of reliability and validity and be able to locate and interpret information relevant to each. You must understand how reliability limits the interpretation of scores and how validity must be interpreted with reference to a specific application of the instrument.

## **Measurement Error**

You must understand that no measure is free of error. Specifically, you must know how to estimate the degree of measurement error in a score through the use of the standard error of measurement.

## **Misclassification**

You must understand the potential harm resulting from misclassifications of an individual on the basis of test results. You must be able to estimate the probability of a misclassification and be aware of the need to consider information beyond the scores to determine the appropriate classification.

## **Interpretation**

You must understand how to properly interpret the test information provided by the instrument, including how to integrate test results with other information about the examinee. If computer-generated narratives are used as a basis for interpretation, you must understand the limits of such narratives and retain personal responsibility for a thorough and accurate interpretation.

## **Responsible Testing Practices**

You must accept responsibility for the proper use of instruments in your possession, including ensuring that (a) only qualified individuals have access to the instrument, (b) the item content and scoring procedures are secured, (c) the copyright of all materials is honored, and (d) client confidentiality is maintained at all times.

## **Referral**

You must be able to identify the limits of your competence in testing and make referrals for administration or interpretation of instruments that exceed those limits.