



Psychological Services and Counselling Training Centre

University of British Columbia, Faculty of Education, 1100 Scarfe, 2125 Main Mall, Vancouver, BC V6T 1Z4
Tel: (604) 822-1364 Fax: (604) 822-9097 <http://PSCTC.educ.ubc.ca/>

INFORMATION FOR USERS OF THE PSCTC TEST LIBRARY

FACILITIES AVAILABLE

The Psychological Services and Counselling Training Centre (PSCTC) is a university-based setting for clinical training in the Faculty of Education. The PSCTC supports graduate training in psychological and educational assessment and intervention, and in counselling. Graduate students and faculty supervisors also provide counselling and other psychological services, in addition to the role of leadership in the professions and community through workshops, colloquia and institutes. The PSCTC maintains an up-to-date Test Library of psychological and educational assessment materials, as well as intervention, mental health, social and emotional development and vocational and counselling resources and related equipment. The PSCTC is a member of the Association of Psychology Training Clinics (APTC), the Canadian Council for Professional Psychology Programs (CCPPP) affiliated with CPA, and Association of Psychology Postdoctoral and Internship Centers (APPIC). The PSCTC upholds the professional and ethical standards of both the Canadian Psychological Association (CPA) and the College of Psychologists of British Columbia (CPBC). PSCTC materials and equipment can be borrowed by UBC faculty and students who are registered users with the centre. Qualified UBC students and faculty who are registered as users of the PSCTC can book and use facilities, materials, resources and equipment as part of their training and coursework. The PSCTC facilities include client, meeting and supervision rooms with video monitoring and recording capacity, and each supports videoconferencing. Client rooms can be monitored for teaching and supervision and users can schedule sessions to be recorded. Instructors may arrange for sets of rooms to be block-booked for their classes and users can make *ad hoc* bookings for individual sessions. Users can also book group meeting rooms, including a "family friendly" meeting room which features both adult and child furniture.

Use of the PSCTC facilities is limited to UBC faculty and students who have registered at the PSCTC.

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

PSCTC STAFF

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HOURS OF OPERATION – TEST LIBRARY AND CLIENT ROOMS

PSCTC Test Library and Client Rooms Monday and Wednesday: 10:30 am to 7:00 pm.
Tuesday and Thursday: 10:30 am to 3:00 pm
Friday, Saturday, Sunday: Closed

PHONE NUMBERS

General Inquiries..... (604) 822-1364
PSCTC Test Library (reservations, renewals)(604) 822-1364
Referrals for Psychoeducational Assessments (604) 822-1364
GAA e-mail psctc.testlibrary@ubc.ca

PSYCHOLOGICAL SERVICES AND COUNSELLING TRAINING CENTRE (PSCTC)
Faculty of Education
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<http://psctc.educ.ubc.ca/>

PSCTC 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 test library materials or equipment from the PSCTC. Faculty who intend to supervise the administration or viewing of assessment measures must also complete registration forms. The Test Library Registration Forms request general user information (name, address, phone, etc.) as well as information regarding the user's prior training and qualifications. Student users must be supervised 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 materials and equipment and must verify that the student's level of training and competence is appropriate for the use (administration, scoring, and interpretation) of the specific materials or equipment. The PSCTC registration procedures are necessary to verify that materials are loaned only to qualified users or those working under the supervision of a qualified Faculty member..

Registration must be requested for one of the following conditions:

Viewing: This allows the student to view approved materials at the PSCTC 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 PSCTC 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 PSCTC, and purchase protocols for administration purposes. This condition is appropriate for students in professional training courses that require that administration of tests. (e.g., EPSE 421, EPSE 561, CNPS 532).

*A student may amend their original registration form to include additional measures or change the condition of their present application upon communication of approval of their supervisor, and the PSCTC directors.

According to the Standards for Educational and Psychological Testing (2014), "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 Standards for Educational and Psychological Testing, test publishers, and the professional and ethical standards of professional bodies such as CPA and the College of Psychologists of British Columbia 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. More detail is provided in the PSCTC "Ethical Use of Tests" document.

The PSCTC 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 PSCTC 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 of 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 PSCTC Test Library as a resource, viewing materials within the PSCTC.

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 **10:30 am** on the due date. Renewals can be made by phone (604-822-1364) 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 PSCTC on time, if they have been reserved by another user.

Students can reserve Test Library materials in advance. Reservations can be made by phone (604-822-1364) 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 2:30 p.m. on the due date******

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 credit card, cheque (made out to UBC) or cash. 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 on return. 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 and Materials for Courses

For a course for which a qualified instructor has made prior arrangements, the PSCTC 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 PSCTC. The PSCTC can accept payment by credit card, cash or cheque made payable to UBC. The PSCTC is not a vendor, nor distributor of tests or testing materials. Sale of testing materials is restricted to instructional and clinical training use. No testing materials will be sold by the PSCTC for use in private practice.

For some courses (e.g., 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 PSCTC Director to allow students to purchase test materials as needed throughout the term.

The PSCTC 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 to be used in research projects. When resources permit, students working thesis or dissertation projects or faculty working on research projects may request to borrow PSCTC tests for short-term use in approved research projects. 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, PSCTC staff will assist students and faculty in purchasing protocols directly from publishers.

The PSCTC can assist in the purchase of test materials for research conducted through the PSCTC, 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 PSCTC.

General Guidelines

More generally, the appropriate, ethical use of educational and psychological tests requires general knowledge of psychometrics and measurement, and specific information about the test you are using. Formal academic coursework in tests and measurement (or the equivalent) typically 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 are 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 intend 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 and supervised practice 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 and any composite scores that are developed.

Validity/Reliability

You must understand the concepts of reliability and validity and be able to locate and interpret information relevant to each for the measure you intend to administer. 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 and representation of scores with confidence intervals.

Misclassification and Misdiagnosis

You must understand the potential harm resulting from misclassifications of an individual on the basis of test results, and the need to consider multiple sources of evidence, perhaps including test scores, in the formation of a diagnosis. 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 scores or narratives are used as a basis for interpretation, you must understand the limits of such scores and 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.

Limits to Competence and Need for 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.