



Cairnmillar
INSTITUTE

Treatment | Education | Research

Psychology Test Library Procedures Policy

Policy Name	Psychology Test Library Procedures Policy
Policy number	TLP012
Date approved	24 July 2019
Approving body	The Academic Board
Responsible officer	The Head of School
Implementation officer	Librarian, Test Library Supervisor
Next review date	June 2022
Linked policies	<ul style="list-style-type: none">▪ TLP007 Library Collection Development Policy
Linked forms and documents	

1. Purpose of this policy

This policy is designed to:

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

2. 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:

<https://www.psychology.org.au/for-members/resource-finder/resources/ethics/Ethical-guidelines-psychological-assessment-tests>

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

APAC requirements for a psychological test library:

http://www.psychologycouncil.org.au/sites/default/files/public/Standards_20180912_Published_Final_v1.2.pdf

The main Psychology Test Library is maintained at the Hawthorn East Campus. Further tests are held in the Highpoint and Dandenong clinics. These tests are subject to the same conditions, policies and procedures as the tests in the Test Library. 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 / WRAT

3. 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 Tests that require replacement, as they are damaged or have been superseded may be identified by academic, clinical or administrative staff.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 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:

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

4. Psychology Test Library – general principles

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

- a) Access to, viewing and borrowing from the Test Library is restricted to staff and currently enrolled students.
- b) 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.
- c) Borrowers must check the materials are complete and undamaged before the item is borrowed. Yellow kit check cards are available for each kit to assist with identifying contents.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

5. Staff Responsibilities

Supervisor	Ms Bella Saunders	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	Reception Staff 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 damaged, defaced or marked; • Reports missing or damaged tests or test components to Test Library Supervisor and Librarian • 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 the Librarian for cataloguing; • Refers questions regarding Test suitability or content to the Test Library Supervisor, Clinical Supervisor or other academic or clinical staff; • Seeks support and advice from the Librarian or Test Library Supervisor as required.
Psychology Student	Casual staff	At the request of the Supervisor or the Institute Librarian, a psychology student 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.

6. 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 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.

Large tests which are in brief cases or other large cases are housed in shelving at floor level.

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

7. 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.

8. Accountability of materials

Manuals are not to be removed from the Test Library without the knowledge of the Reception staff. Permission from the Test Library Supervisor or a student's supervisor is required for these to be taken from the premises.

A Reception staff member or a Cairnmillar Student checks all tests every 2 months, to ensure that all parts are present, and to note and/or 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.

9. General loans information

- a) Materials may be borrowed for practice, from the Test Library:
 - i Overnight - borrowing after 4.00pm until 5.30 pm and returning before 10.00 am the following day.
 - ii Weekend – borrowing between 4.00pm until 5.30 pm on Fridays to be returned by 10.00 am on Monday.
 - iii Rural and Regional students may request a longer time.
- b) Bookings [reservations] for major tests* must be made with the Reception staff. Items which have been booked [reserved] are held for 2 hours, after which they may be lent to another person.
- c) The loan of all materials must be recorded by all students and staff. It is essential that we can always account for all items.
- d) are recorded on Front Desk. Other Test Loans are recorded on the Loans Sheet (Form e) 1).
- f) 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.

10. 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.

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.

11. 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.

12. 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.

13. 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.

14. 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.

15. Copyright

There are Copyright restrictions on most tests held in the Test Library. Test forms (consumables) which are used/administered by students as part of their learning program or are used as part of a teaching exercise by the Academic Staff can be copied.

No part of a test (manuals, forms, templates or questionnaires) may be copied for any other purpose other than that indicated above. Students who need to administer a test on a client and require the use of original forms must obtain these from Reception Staff or discuss their requirements with their Supervisor.

16. User Qualifications

Most 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.

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, counselling, 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

17. 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.