

# Psychological Assessment Procedure

## 1. Preamble

These procedures outline the requirements and processes for the use of psychological testing materials by Cairnmillar staff and students.

## 2. Eligibility to use test materials

- 2.1 Post-graduate students, Cairnmillar academic staff, clinicians in Cairnmillar clinics, and those conducting research at Cairnmillar are eligible to borrow test materials held in the Cairnmillar test libraries and to request use of online testing resources.
- 2.2 Academic staff, clinicians, and researchers requesting materials must meet the required user level for the assessment/s to be administered.
- 2.3 Cairnmillar students, including those who are registered psychologists, must demonstrate competency in administration prior to borrowing test materials and be under supervision for test administration, scoring, and interpretation.
- 2.4 Prior to requesting the use of testing materials, it is the responsibility of Cairnmillar staff to check they meet the user level required for test usage.
- 2.5 Supervisors of students are responsible for ensuring their supervisees are competent and provide accurate feedback to clients and other referrers regarding test results and recommendations.

## 3. Procedures for use of tests

### 3.1 Students

- 3.1.1 Prior to requesting test materials, students are required to read the information on test resources provided on my.CMI. Following review of the information on my.CMI, students are to discuss the use of assessments with their supervisor. If the supervisor approves the use of the assessment/s, the student follows the Cairnmillar borrowing, usage, and return procedures found on my.CMI.
- 3.1.2 It is the student's responsibility to ensure client confidentiality is maintained and all materials related to the client assessment are stored securely. This includes storage of digital material on the Cairnmillar encrypted OneDrive and clinic data storage systems. Students need to ensure the integrity of testing materials and follow all copyright restrictions.
- 3.1.3 It is the student's responsibility to return tests in the condition in which they were borrowed and to advise test library reception staff if damage has occurred or there are missing items. Breaches of these restrictions are discussed below.

### 3.2 Supervisors

- 3.2.1 Supervisors are responsible for ensuring student competency in the administration of testing materials, monitoring student use of testing materials, and reviewing assessment results and reports prior to these being disseminated.
- 3.2.2 Supervisors are to discuss whether an assessment is appropriate (i.e., assessments should not be administered for student practice) and their supervisee is competent to administer the test (i.e., has competency been completed in an academic unit, other training, or practice with the supervisor), prior to test administration.
- 3.2.3 Once the supervisor has verbally approved the use of a test/s, supervisees can request a New

Loan Request using the link to an app located under Test Resources on my.CMI.

- 3.2.4 On submission of the New Loan Request, supervisors will receive an automated message asking them to authorise the use of the test materials. This authorisation is sent to the student and the test administrators and allows the student to organise collection and use of the requested and approved assessment materials.
- 3.2.5 If supervisors have any concerns about their supervisees use of testing materials, following discussions with the supervisee, they have the option to contact placement coordinators to discuss concerns. (More details of these processes are found on InSite).

### **3.3 Academic staff**

- 3.3.1 Academic staff are eligible to borrow tests for use in teaching. To borrow assessment material, academic staff need to complete the New Loan Request form and follow the collection and return processes described on InSite.
- 3.3.2 Tests for use during semester need to be booked in the first or second week of the semester. This booking system ensures tests are available for teaching and not booked out for clients.
- 3.3.3 Please note: Test forms and other consumables that are used by students as part of developing student competencies may be copied and printed for the purposes of teaching. Digital copies of materials are not to be made and any hard copies of materials must be destroyed at the end of the learning task.

### **3.4 Clinicians**

- 3.4.1 Clinicians employed by Cairnmillar in Cairnmillar clinics have access to all available test materials. This includes test library resources, online resources, Q-global, and Q-interactive.
- 3.4.2 Clinicians must request usage of test materials using the app that contains the loan, pickup, and return request digital forms (please see details on InSite).

### **3.5 Research staff**

- 3.5.1 Staff conducting research have access to all available test materials. Extended timeframes for borrowing may be available but are dependent on test usage.
- 3.5.2 If extended timeframes are approved, tests may be recalled for immediate return if required for use with clients.
- 3.5.3 Research staff are responsible for monitoring student use of assessments and ensuring that students are competent, use tests appropriately, and comply with copyright restrictions.

## **4. Purchasing of tests**

### **4.1 Replacement of test materials**

- 4.1.1 Reception staff will record the usage of forms and other test resources through the semi-automated borrowing system. When they are advised by the system that resources are low, they will email the Assessment Coordinator. On receiving this advice, the Assessment Coordinator will evaluate the need for additional purchases and purchase as required.
- 4.1.2 The main stock for all assessment resources (i.e., record forms, stimulus booklets etc.) are kept at the Hawthorn Test Library. Stock of assessment resources, as required, are supplied to off-site Cairnmillar Clinics for use by students on placement and clinicians.
- 4.1.3 It is the responsibility of the relevant reception staff or onsite supervisors at the off-site clinics to advise at the beginning of each semester of stocks required.

### **4.2 Purchase of new test materials**

- 4.2.1 The Assessment Coordinator will monitor test editions and advise when editions are superseded.
- 4.2.2 Where purchase of a new test edition is required, the Assessment Coordinator will submit a New Test Material Request Form to the Head of School.
- 4.2.3 Where new testing material is required as part of a course, the staff member making the request is to discuss the prospective purchase of the test materials with the Course Coordinator. If the

purchase is approved by the Course Coordinator, the staff member requesting the test material is to complete and submit the New Test Material Request Form to the Head of School.

- 4.2.4 Where new testing resources are required by clinic staff, the staff member is to discuss and submit the New Testing Material Request Form to the Director of Clinical Services.

## **5. Cataloging of tests**

- 5.1 Following receipt of a new test resource, Cairnmillar library staff will add the test resource to the Cairnmillar Library Management System catalogue. On receipt, Library staff will ensure test resources are complete and barcode the resource, identifying multiple copies of resources as Copy 1, Copy 2 etc. Following cataloging, tests will be provided to the appropriate Centre (i.e., Hawthorn Test library or Clinic).

## **6. Accountability of materials**

### **6.1 Day to day management**

- 6.1.1 Each time a resource is borrowed, on its return, the staff member accepting the return will ensure all materials have been returned and are in good condition.

### **6.2 Damage or Loss of materials**

- 6.2.1 A deposit of \$50, via an imprint of an approved credit card, or cash, will be paid for each major test borrowed (i.e., WISC, WAIS).
- 6.2.2 Should a test be returned with missing items, or with damage, the deposit may be forfeited. Where the replacement cost is beyond \$50 the cost of replacement may be requested.
- 6.2.3 Where a test is significantly damaged or lost, the student may be liable for the full cost of replacing the test.

## **7. Management of breaches of copyright and inappropriate use of tests**

- 7.1 Where a supervisor becomes concerned about a breach of copyright (i.e., copying or sharing of test material) or the inappropriate use of a test or test results (i.e., practicing outside scope of practice, or inappropriately sharing client results), the supervisor will notify the Placement Coordinator who will discuss with the Course Coordinator.
- 7.2 If a breach is identified, the Course Coordinator will discuss the breach with the Head of School and review according to the Academic Integrity and Student Conduct Policy.