Educational and Psychological Assessment Collection

Policy and Procedure for Checking out Testing Materials

Educational and psychological testing materials are available in the Educational and Psychological Assessment Collection. This collection is located in a locked closet in Hagan Memorial Library of University of the Cumberlands.

Testing materials are available to our Education and Psychology faculty as well as graduate students who are enrolled in practicum or are required to practice administration of tests in their coursework (e.g. assessment courses). **Undergraduate students are not allowed to check out these testing materials.**

Test Check-out Procedure

Faculty who require students to practice administration of these tests should submit the names of those students to the Library Director prior to the students needing to borrow these tests. The list of authorized students will be valid only for the term the list was received.

Faculty and students may check out testing materials in Hagan Memorial Library with the assistance of a full-time staff/faculty member during normal library hours. The Library hours are posted on the Library’s webpage and the hours during breaks are posted during each break session. Tests will not be mailed or shipped to faculty or students.

Returning Tests & Extending Check-out Time

Testing materials may be checked out for a period of **one week** and should be returned at that time. If there is no wait list for the test, students may extend their check-out period for another week. To request an extension, students should follow the above procedure, bring the materials to the Library and check it out again. If travel to campus is not possible, students may request an extension by emailing the Library Director. An extension is considered granted when the Library Director sends an email approving the extension. If there are circumstances beyond the student’s control that prevent the student from returning the equipment at the designated time, the student may contact the Library Director for guidance.

Students who borrow testing materials are responsible for returning borrowed tests and equipment in the condition in which they were obtained. If tests are damaged, lost, or stolen, the student will be held responsible for the expense of replacing the testing instrument or equipment.

The faculty member or student who checked out the test should return the test in person. Testing materials should not be mailed or shipped.