

Test Collection Request

Authorizing Professor Must Sign before Test Can Be Retrieved

Shawnee State University and Clark Memorial Library recognize the benefits of providing faculty, staff, and students access to commercially published testing instruments so that students may review, study, and become familiar with the administration and scoring of these materials. Access to psychological test materials (e.g., test booklets, protocols, administration manuals, scoring keys) will be granted only to qualified psychologists or faculty who use the material in their teaching, research, or clinical practice and to students who in the course of their research or training have been authorized by a supervising psychologist or faculty member to examine these resources. Tests are not to be copied, scanned, or digitally photographed. Students are not permitted to administer or to personally take tests nor are they to attempt to score or interpret test results except under the immediate supervisor of an authorizing psychologist or faculty member. For information about ethical and legal guidelines see APA's Testing and Assessment webpages (<http://www.apa.org/science/programs/testing/index.aspx> .)

Student's Name	
Student's SSU ID #	
Class for Which Test is Being Examined	
Test Requested	
Student's Signature <i>Signifies that Student Has Read and Agrees to Abide by the Statement at the Top of This Form.</i>	Name _____ Date _____
Signature of Authorizing Professor	Name _____ Date _____
Retrieved by Clerk	Name _____ Date _____ Time _____
Returned by Student	Date _____ Time _____
Returned to Test Collection Cabinet by	Name _____ Date _____ Time _____