



YUPC Reservations in the PRC - Users' Checklist

GETTING STARTED WITH YOUR ASSESSMENT AND USE OF PRC RESOURCES (Psychology Resource Centre – BSB 160)		
Description	Notes	Where can I find?... / Links
Assessment Resources	-Check YUPC holdings FIRST for test(s); protocol(s); scoring report availability (Louise Hartley: lhartley@yorku.ca / x30428, BSB 128 or Joanne Halpert: jhalpert@yorku.ca / x58488, BSB 104) . Then, as necessary, see if held by the PRC. The PRC can act as back-up for YUPC holdings.	YUPC - BSB 104 YUPC Test Library – also check with Joanne
Kits/Tests / Protocols / Scoring options, etc.	After checking with the YUPC, use the PRC test catalogue to find test resource(s): <ul style="list-style-type: none"> - Name; - Version; - inventory; - scoring options; - & other relevant information. 	1) Commercial Test Catalogue 2) Compendia Test Catalogue
Creating your Reservation – 48 hours advised (excluding weekends!)	-After checking with the YUPC and reviewing all the information for your assessment, make a Reservation with us by using the online form . Remember, that a request does not guarantee the reservation! -48 hours advance notice is advised to afford sufficient time for PRC staff to process; follow-up & prepare request(s). i) Reservation requests are processed in the order received. ii) If submitted after 5PM FRIDAY & over the weekend they will not be processed until the next business day (typically Monday morning).	Create a Reservation -48 hours advance -Only include gender; age of client(s); etc. – no personal client identifiers!
Protocols	Provide all relevant information for Protocol(s). e.g.: which form; <u>age</u> ; <u>gender</u> ; how many sets are required for each test(s). -Unused protocols are to be RETURNED to the PRC.	Look through the test “ <u>Inventory</u> ” section of the catalogue record to find the types /versions of the protocols available.
Scoring Options: Pearson Q-Global; other on-line scoring/reporting platforms	-Scoring, reporting and administration for some tests is available, or only possible via an on-line platform – e.g. Pearson Q-Global. Check PRC catalogue records. -Speak to Joanne Halpert - YUPC – as early as possible re score reports for all YUPC cases to avoid delays. YUPC supervised students should check with their YUPC case supervisor for their preferences and/or account information. -48 hours for initial account set-up is advised.	Joanne Halpert: jhalpert@yorku.ca / x58488, BSB 104 Pearson Q-Global
Laptop -Saving your files, reports; output, etc.	Check PRC catalogue to determine if the test you will be using has test scoring software; laptop #; USB key required; etc. Users MUST have completed a Laptop Loan Agreement form prior to borrowing. -Check the “Laptop User Document” for titles; costs; passwords; tips; etc. -the laptops are "DeepFrozen", all files saved locally (desktop, C:) will be deleted upon logout . -You are advised to save all reports/output to external media (USB etc.) and / or e-mail file(s) to yourself.	Test Software List Laptop Agreement Form Laptop User Document Printing / Copyright, Computers, Laptops & Wireless Printing, Software
Loan Priorities	<u>Borrowing priority</u> is: 1) Assessments 2) Presentations 3) Marking 4) Practice 5) Other	
Loan Periods; Policies	-Standard loan period for tests is 2 days / 48 hours but may be subject to recall based on loan priorities. -Standard loan period for laptops is up to 2 hours. - Be sure to complete the “ <i>Test Kit Checklist</i> ” provided before leaving the PRC. Inform PRC staff of any missing or damaged items.	Circulation Policy PRC Borrowers Code Printing / Copyright, Computers, Laptops & Wireless Printing, Software
Renewal(s) & Recalls	-After the standard 2 day loan, resources may be available for renewal. Please contact the PRC via email, phone or in person – a request does not guarantee a renewal! -Based on loan priority, items are subject to recall. We ask that you provide the best e-mail and phone number to contact you if needed.	416- 736-2100 x 44018 psycentr@yorku.ca BSB 160

Tips	<p>-Please be sure to complete all relevant fields in the "Reservation" form: i.e.: Supervising Psychologist; Assessment date; time of pick-up & return. Keep in mind the priority for Loans (see above).</p> <p>-ALWAYS SAVE reports, files, output to external drive(s) or e-mail to yourself. On logout of the Laptops, all files saved to C: or desktop will be deleted!</p>
Graduate Students	<p>Include the name of the "Supervising Psychologist"; confirm with him/her protocols; type; & number required; scoring; etc.</p>
Ethics/Identifying Information, etc.	<p>Users are responsible for the ethical / legal use of resources & ensuring all reports, files, client identifiers etc. are removed before returning laptop; kits; resources; etc.</p>