## YUPC Reservations in the PRC – Users’ Checklist

### Getting Started with Your Assessment and Use of PRC Resources (Psychology Resource Centre – BSB 160)

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
<th>Where can I find?… / Links</th>
</tr>
</thead>
</table>
| **Assessment Resources**              | Check YUPC holdings **FIRST** for test(s); protocol(s); scoring report availability  
(Louise Hartley: ihartley@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 / Links

**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):  
- 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; age; gender; how many sets are required for each test(s).  
-Unused protocols are to be RETURNED to the PRC. | Look through the test "Inventory" 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** | 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** | Borrowing priority 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 “Test Kit Checklist” 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**

- 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).

- **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!

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<tr>
<th>Graduate Students</th>
<th>Include the name of the “Supervising Psychologist”; confirm with him/her protocols; type; &amp; number required; scoring; etc.</th>
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<tbody>
<tr>
<td>Ethics/Identifying Information, etc.</td>
<td>Users are responsible for the ethical / legal use of resources &amp; ensuring all reports, files, client identifiers etc. are removed before returning laptop; kits; resources; etc.</td>
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