# YUPC Reservations in the PRC - Users' Checklist

## GETTING STARTED WITH YOUR ASSESSMENT AND USE OF PRC RESOURCES (Psychology Resource Centre – BSB 160)

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| **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):  
- Name;  
- Version;  
- inventory;  
- scoring options;  
- & other relevant information. | 1) **Commercial Test Catalogue**  
2) **Compendia Test Catalogue** |
| **Creating your Reservation** | - 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. | **Pearson Q-Global**  
Joanne Halpert: jhalpert@yorku.ca / x58488, BSB 104 |
| **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 to alert PRC staff to missing or damaged parts. | **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! |
| **Graduate Students**                        | Include the name of the “Supervising Psychologist”; confirm with him/her protocols; type; & number required; scoring; etc. |
| **Ethics/Identifying Information, etc.**     | 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. |