GD-PCS Policy: Borrowing Psychological Tests

Please Note: Psychological test materials are stored in a secure Library Storage facility in Highland Hall. Students and appropriately credentialed and licensed Core Clinical Faculty must follow the corresponding steps and procedures outlined below and request tests using the Library Help form. Expect a 24-48-hour turnaround time after submitting the form.

Students Enrolled in Psychological Assessment I (CPS1701H) and Psychological Assessment II (CPS1702H)

Psychological Assessment I (CPS1701H) and Psychological Assessment II (CPS1702H) are normally offered in the Fall and Winter session respectively, to students in the first year of the Master’s program. Students enrolled in the course will be given priority to check out test materials. The loan period for CPS1701H for each test is three weeks and the load period for CPS1702H will correspond each year with the deadline date for coursework completion/grades submission for the Winter session per the SGS Sessional Dates Calendar. Students may check out multiple tests simultaneously. Students are not permitted to exchange or loan test materials to other students in the course. Access to test materials is only permitted through the University of Toronto Scarborough (UTSC) Library’s check-out system and students are 100% responsible for all materials checked out under their names. Any materials that are lost, stolen, or misplaced while on loan must be immediately reported to the UTSC Library staff and to the Director of Clinical Training (DCT). Students enrolled in CPS1701H or CPS1702H are not required to seek DCT pre-approval to check out the test materials because the authority to use the tests for the course is delegated to the course instructor, who is a Registered Psychologist.

Requesting a test and borrowing procedure:

1. Request the test(s) using the following form: https://utsc.library.utoronto.ca/library-help
2. Select “Borrowing and Returning” as the Subject and put in as much information about the test(s) as possible into the question field.
3. Turnaround will be 24-48 hours and the student will receive an email from the library when the test is ready for pickup.
4. Students are required to present their T-card at check-out.
5. Record forms must be returned to the library whether they have been filled in or not. Library staff will ensure that completed record forms undergo secure shredding.

Students Seeking to Borrow Tests for Other Educational Purposes

Students not enrolled in CPS1701H or CPS1702H are permitted to borrow psychological tests exclusively for other educational purposes, such as learning a test for a practicum placement or a research study (e.g., Master’s thesis or dissertation project). In these cases, students are required to seek pre-approval from the DCT to access the tests. Requests should be submitted via email to the DCT and an educational rationale for the use of the test provided. Please note: no tests or record forms may be used to test a client in a clinical setting or a research participant. Clinical/research supervisors are expected to provide students with these materials.

Requesting a test and borrowing procedure:

1. Students must email clinicalpsych.utsc@utoronto.ca to seek approval from the DCT to access the tests and provide an educational rationale for the use of the test.
2. After approval has been received from the DCT, request the test(s) using the following form: https://utsc.library.utoronto.ca/library-help
3. Select “Borrowing and Returning” as the Subject and put in as much information about the test(s) as possible into the question field.
4. Turnaround will be ~24-48 hours and the student will receive an email from the library when the test is ready for pickup.
5. Students must show their T-card at check-out.
6. Record forms must be returned to the library whether they have been filled in or not. Library staff will ensure that completed record forms undergo secure shredding.

Core Clinical Faculty Seeking to Borrow Tests for Educational Purposes

Core Clinical Faculty are permitted to borrow tests for educational purposes. Only Core Clinical Faculty who are appropriately credentialed and licensed are eligible to borrow tests, and the responsibility for the use of these tests is temporarily delegated to them during the borrowing term. The loan period for each test is three weeks. Faculty may check out multiple tests simultaneously. Access to test materials is only permitted through the University of Toronto Scarborough (UTSC) Library’s check-out system and Faculty are 100% responsible for all materials checked out under their names. Any materials that are lost, stolen, or misplaced while on loan must be immediately reported to the UTSC Library staff and to the Director of Clinical Training (DCT). Licensed Clinical Faculty are not required to seek DCT pre-approval to check out the test materials.

Requesting a test and borrowing procedure:

1. Request the test(s) using the following form: https://utsc.library.utoronto.ca/library-help
2. Select “Borrowing and Returning” as the Subject and put in as much information about the test(s) as possible into the question field.
3. Turnaround will be 24-48 hours and Faculty will receive an email from the library when the test is ready for pickup.
4. Faculty are required to present their T-card at check-out.
5. Record forms must be returned to the library whether they have been filled in or not. Library staff will ensure that completed record forms undergo secure shredding.

Returning Items

When returning materials, please bring them to a library staff member at the front desk of the UTSC Library. Do NOT return tests and test materials using the Library Return Box. Failure to return items to the front desk and by their due dates will result in over-due charges as per the regular UTSC Library policy. Record forms must be returned to the library whether they have been filled in or not. Library staff will ensure that completed record forms undergo secure shredding.

Questions or Concerns

If you encounter any issues accessing the test materials, please submit the issue via the Library Help form or clinicalpsych.utsc@utoronto.ca.