Educational Resources Center Tests

Test Policy

Licensing and copyright policies dictate that no reproduction, adaptation or translation of testing forms, questions, or norms may be made in any format, for any purpose, electronic or otherwise, without the prior, written permission of the copyright holder (test publisher).

All materials must be used ethically and for the purposes and in the manner for which they were intended.

Procedures

- Tests are to be used in the Library only (see exceptions below).
- Westfield State University ID is required*
- Request test of the librarian or the student assistant at the REF/ERC Service Desk so the test can be retrieved.
  - Fill in the yellow card you are given:
    - Title of Test (Please use complete name)
    - If unsure of test name, check Ely Library Quicksearch or ask for help at the REF/ERC desk.
    - Your name (carefully written) and signature
    - Cell phone # if available – otherwise leave your home number
  - Hand card to librarian or student assistant
- No more than one test can be signed out by an individual during the same time period.
- When finished, return test to the REF/ERC staff member on duty after checking that all parts have been included. If no staff member is available, leave the text with someone at the Circulation Desk. Do not leave tests on the desk without supervision.

Exception

- Graduate Students: If your professor has given a list of students with special permission to Corinne Ebbs, Head of the ERC, and that list has your name on it, you may check out one test for a specified time (usually no more than one week).
- This special permission must be verified with both the ERC staff member and the Circulation desk staff before leaving the library.

When Returning the Test

- The test with all parts must be returned to the REF/ERC Service Desk.
- Make sure to hand it to a person at the REF/ERC or Circulation desk.
- Please do not leave a test unsupervised as you will face consequences if it is not accounted for later.

Access to these tests is an unusual privilege in an Undergraduate Institution. Your attention to this policy will enable us to continue to make these materials accessible to everyone. Thank you!

* For in library use of tests, special permission may be obtained by those not affiliated with WSU.
  Contact Corinne Ebbs, Head of the Education Resources Center (413 572-5640 or askus@westfield.ma.edu).

C. Ebbs

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