

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 53.2
Effective Date: July 1, 1990

SUBJECT: Commercial Test Administration

PURPOSE

To ensure that university facilities are not used to administer commercial tests for private gain.

DEFINITIONS:

Commercial Tests

Tests and evaluation instruments and devices which are typically sold with provisions about storage, security, use, etc., and which may entail formal agreements between the producer and University or specifications about storing, scheduling, securing, using, etc.

Test Administration

The process or, any part of the process, of acquiring, storing, securing, scheduling, using, monitoring, and scoring tests; recording, reporting, or announcing results; or using results for research purposes.

Private Gain

The use of University materials or facilities for commercial testing when compensation is paid directly to the test administrator and the University is not paid for the use of its facilities.

GENERAL POLICY

The administration of commercial tests is an integral and vital part of the University's service, research

and teaching activities. This activity must be managed in a professional and ethical manner. Therefore, the administration of commercial tests by faculty, staff, students or other acting on behalf of the University and the administration of commercial and similar tests in academic facilities will be governed by the following policies:

1. Faculty, staff, students and others are not permitted to administer commercial tests in University facilities for private gain without written permission of the Offices of Testing Services and Business Affairs.
2. Faculty, staff, students and others are not permitted to administer commercial tests in non-course related settings without certification by the Coordinator of Testing Services. Guidelines for certification are set by the Credentials Committee which also resolves appeals to establish procedures by majority vote.
3. Guidelines for test administrators shall be set by a Credentials Committee consisting of one licensed psychologist nominated by the Department of Psychology; one sociologist nominated by the Department of Sociology; one faculty member nominated by the College of Education; one faculty member nominated by the Provost; and the Coordinator of Testing Services, ex-officio.
4. Commercial tests administered as content or as part of an academic course concerning testing, etc., should conform to all contractual stipulations and to appropriate ethical and professional guidelines.
5. Any test administration in a research activity must conform to procedures for the protection of human subjects.
6. An agreement by the University to acquire, purchase, or administer a commercial test is a contractual agreement and must be finalized by the Vice Chancellor for Business Affairs.
7. Any administration of commercial tests at the University must conform with the policies prescribed in Standards for Educational and Psychological Tests (published by the American Psychological Association); requirements of test vendors; and guidelines established by the University Credentials Committee.
8. The Office of Testing Services will supervise all commercial testing at the University except those used in instructional or research activities.
9. Any administration of tests in University facilities by any agency or individual other than the University and its representatives will be coordinated by the Office of Testing Services, and will require approval of the Vice Chancellor for Business Affairs and the contractual payment of facilities use and other fees. Such contracts must include a hold-blameless clause protecting the University from any legal action or financial expenses resulting from unethical or unprofessional

behavior, personal injury or liability claims, or damage to University property.

10. Faculty, staff and students involved in administering commercial tests as a legitimate function of their duties are individually and separately responsible for their actions in such activities if they do not conform with the policies and procedures describe herein.

AUTHORITY

Article VII, Section 4 of the LSU System Bylaws and Regulations

Gregory M. St.L. O'Brien
Chancellor
