



**THE UNIVERSITY of  
NEW ORLEANS**

**Policy No:** AP-AA-29.4  
**TITLE:** Commercial Test Administration  
**EFFECTIVE DATE:** February 7, 2014\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2026

**ADMINISTERED BY:** Office of the Senior Vice President for Academic Affairs

## **PURPOSE**

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

## **AUTHORITY**

*Part Two, Chapter III, Section IV and Chapter IV, Section VI of the Bylaws and Rules of the University of Louisiana System; University of Louisiana System Policy and Procedure Memorandum FB-IV.VI.-1 (Advertisement, Promotions, and Solicitation) and LA R.S. 24:523 Notification of Legislative Auditor and District Attorney.*

## **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 Academic Affairs and Business Affairs.

2. Commercial tests administered as content or as part of an academic course should conform to all contractual stipulations and to appropriate ethical and professional guidelines.
3. Any test administration in a research activity must conform to procedures for the protection of human subjects.
4. An agreement by the University to acquire, purchase, or administer a commercial test is a contractual agreement and must be finalized by the Office of Business Affairs.
5. 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.
6. Commercial Tests used by academic programs must be approved by the Dean of the college offering the academic program associated with the tests.
7. Commercial tests used for research activities must be approved by the Provost and Vice President for Academic Affairs.
8. Commercial tests used by Counseling Services must be approved by the Vice President of Student Affairs.
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 Campus Booking and will require approval of the Office of Business Affairs and the contractual payment of facilities use and other fees. Such contracts must include a hold harmless 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 to the policies and procedures describe herein.



John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:*  
*Revisions: 05/31/2023*  
*12/01/2020*