



THE UNIVERSITY of
NEW ORLEANS

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

Policy No: AP-AA-29.3
TITLE: Commercial Test Administration
EFFECTIVE DATE: February 7, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2023

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 M-1a (Reporting the Misappropriation of Public Funds or Assets).

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 [reference AP-AA-38] 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 Testing Services Manager.
3. 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.
4. Any test administration in a research activity must conform to procedures for the protection of human subjects.
5. 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.
6. 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.
7. The Office of Testing Services will supervise all commercial testing at the University except those used in instructional or research activities or those administered by Counseling Services in the performance of their job responsibilities.
8. 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 Office of 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.
9. 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
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**Policy Updates:
Revisions: 12/01/2020*