TESTS

Students in the Communication Disorders practicum can find all tests and materials in the clinic materials database. Students should access the database under “Student Clinicians” at:

www.cdclinic.appstate.edu

Notebooks listing the tests by category and numerical order are located in the Student Lounge (University Hall room 107). Tests are categorized according to the following numerical system:

- 1000 – 1999 Screening tests
- 2000 – 2999 Diagnostic tests
- 3000 – 3999 Treatment programs
- 4000 – 4999 Resources
- 5000 – 5999 Computer programs and videotapes

Tests and programs are located in University Hall room 123A and are available for Communication Disorders majors only. They may be checked-out during the posted hours. If a test or program is checked out during the day, it must remain in the clinic area or may be taken to a clinical educator’s office. If the test is not being examined by a clinician, discussed with a clinical educator, or used in a diagnostic session, then it must be returned to the office. A clinical educator may reserve a test for a diagnostic evaluation one week prior to the session. Notify the Office Assistant in writing to reserve the test. The written request must indicate the date and time that the test is needed.

Tests and programs may be checked out for overnight usage at 3:00 p.m. They are to be returned to the Office Assistant the following morning by 8:00 a.m. Tests checked out on Friday afternoon at 3:00 p.m. must be returned by 8:00 a.m. Monday morning. All faculty also must sign out tests.

If a student is late returning a test or program on two occasions, then a conference with the Clinic Director will be scheduled. A third offense will result in a decrease of the student’s practicum grade or removal from clinical practicum. Further infractions may result in the suspension of check-out privileges. Tests and materials not returned to the office must be replaced by the person who checked them out. Every effort will be made to locate the lost test or program before the person is charged for a new copy.

Therapy materials and tests may not be taken to off-campus placements on a regular basis. An off-campus clinical educator may request to preview an item. To do this a letter requesting the item is sent to the Clinic Director. The letter must be written on the appropriate agency letterhead. The materials may be checked out for a period of two nights. An item can be checked out only once during a semester.