

## **University of Washington Libraries Educational Test Collection Access Requirements**

To view a test please ask for assistance at the Suzzallo Research Help Desk. To access the test collection, patrons must meet one of the following criteria.

### **University of Washington Faculty, Staff & Students**

1. Faculty member with UW ID.
2. Students with UW ID and a letter on letterhead from a faculty member stating the purpose and duration of the access required. A note sent to [ASKUS email](#) from the faculty member's account is acceptable.
3. Students with UW ID and whose name appears on a class list submitted for test access by a faculty member. The class list should indicate the course name and be signed by the faculty member. In the case of undergraduate students needing access, the faculty should indicate the names of tests or types of tests the student needs access to.
4. UW educational personnel with UW ID and a letter or e-mail from their supervisor stating purpose and duration of access.

### **Non-affiliated Patrons**

1. Educational, Psychological and Health Sciences faculty of other institutions with their institutional ID.
2. Students from other schools must have appropriate ID\* and a letter on letterhead from their faculty member stating purpose and duration of access required. Faculty may submit one letter for a class, listing all of the class members needing access. In the case of undergraduate students needing access, the faculty should indicate the names of tests or types of tests the student needs access to. E-mail will NOT be accepted from non-UW faculty members.
3. State licensed psychologists and other medical personnel with the appropriate identification including their license card.

### **Restrictions:**

Tests may not be removed from the Section.

Tests may not be copied in any format including phone photos unless written permission from the publisher is presented.