



**COLLEGE OF THE NORTH ATLANTIC**  
**OPERATIONAL PROCEDURE**

**TOPIC: STANDARDIZED TESTING**

<b>Procedure No.</b>	SS-210-PR	<b>Division</b>	Student Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	SS-210	<b>Effective Date:</b>	November 4, 2016 (R1)

**PROCEDURE**

**1.0 Standardized Test Administration**

- Standardized testing will be administered through a consultative process between client/student and the counsellor.
- Administration, scoring and appropriate usage of standardized tests within the College will be carried out under the direction and supervision of the College's qualified counselling staff.
- Interpretation of standardized test results must be carried out by qualified counselling staff.

**2.0 Testing Protocols and Practices**

- Prior to administration of standardized tests, the purpose and use of test results will be explained to students. Students will be informed of their right to refuse the test but will be advised of the possible consequences of such a refusal.
- All external requests or enquiries concerning standardized testing will be directed to the qualified counselling staff.

- All internal or external referrals for standardized testing will be made in writing.
- All test materials will be maintained in a secure place under the supervision of the counselling staff.
- All standardized testing results are to be kept secure and confidential and will be retained for a minimum of two years.
- Test results may be released to a third party only with the written permission of the client/student.
- Test results may be transmitted electronically; i.e., fax, secure electronic means, etc., only with the written permission of the student/client. All precautions will be taken to guarantee confidentiality.

### **3.0 Ethical Behaviour of Professionals**

All counsellors within College of the North Atlantic will be bound by an acceptable Code of Ethics (CGCA, CPA, APA, etc.) and will behave in a manner conforming to the particular code.

Approval History	
Approved by President	September 9, 1998
Reviewed	September 12, 2007
Revision 1	November 4, 2016