

EDPC 683/684 INSTRUCTOR INFORMATION

Course Material Packages

In March of each year, the course instructors and programs must review the past year's courses and set requirements for the future academic year. Revisions to course curriculum and protocol requirement are set at this time. The AMRC Coordinator based on this information, determines the tuition fee structure per course. The AMRC Committee will ask course lecturers to respect the set curriculum.

EDPC 684 Cognitive Section - Fall 2016/Winter 2017

Name of Test	# of Administrations per Student	Requested Protocols per Administration	Protocol Price
Wechsler Individual Achievement Test – Third Edition (WIAT-III)	2	Record Form, Response Booklet	\$ 8.00
BASC-3 college	2	Self Report college (18-25) Form, Worksheet, Online Scoring	\$ 4.00
Wechsler Adult Intelligence Scale-IV (WAIS-IV)	2	Record Form, Response Booklet 1, Response Booklet 2	\$ 20.00
Bender Visual-Motor Gestalt II Test	2	Observation Form, Motor Test Booklet, Perception Test Booklet	\$ 6.00

EDPC 683 Personality Section - Fall 2016/Winter 2017

Name of Test	# of Administrations per Student	Requested Protocols per Administration	Protocol Price
Minnesota Multiphasic Personality Inventory-2 (MMPI-2)	2	2 Soft Cover Answer Sheet – Hand Scoring, 1 Profile for Content Scales, 1 Q-Local Extended Score Report	\$ 21.00
Strong Interest Inventory (SII)	1	Online Strong and Skills Profile + Interpretive Report	\$ 33.00
BAI-II	1	Record Form	\$ 2.00
BDI-II	1	Record Form	\$ 2.00
Myers-Briggs Type Indicator (MBTI)	1	Online Self-Scorable Form M Interpretive Report	\$ 35.00
NEO-PI 3	2	Reusable Form S Item Booklets, Hand-Scorable Answer Sheets and Q-Local Interpretive Report	\$ 16.00

Instructions for computer scoring

MMPI-2

Q-Local – USB stick required

- **Q-Local programs (MMPI-2, MCMI-II) require a separate, specific USB stick to generate reports. This USB stick must be requested and reserved in addition to the computer assisted scoring room key. The AMRC has one USB stick that must be signed out individually, and cannot be passed between users.**

Instructions:

1. Insert Q-Local USB key to USB slot
2. Double click on the Q-Local icon that is on the desktop
3. Click 'enter assessment record manually'
4. Choose assessment measure from drop-down menu (MMPI or MCMI)
5. Enter all client information and responses (1=True, 2=False, 6=Married, 7=Single. If you enter an incorrect value, a pop up box will appear. Click on the link at the bottom of the box for a list of acceptable responses.)
6. Click 'save' and then 'save report'
7. Choose 'MMPI-2 Extended Score Report' from drop-down menu
8. Choose 'send to file location' and specify the folder destination of the report file (desktop)
9. Click 'continue'
10. Click 'ok' on report status screen
11. Save report on your own USB key

Deleting Files:

1. In the main screen click 'assessment records' from the lefthand menu
2. Highlight participants name
3. Click the garbage can icon on the top right
4. Click 'yes' to confirm
5. Click on the 'recycle bin' button
6. Highlight participants name
7. Click 'permanently delete assessment record'
8. Click 'yes' to confirm

Strong Interest Inventory & Myers-Briggs Type Indicator

Available at <http://mcgill-ecp.careerid.com>

Instructions for **Students**:

1. Click on the link
2. Enter a user name, in the form of 'firstname.lastname' and a password, then click 'I'm a new user'
3. Click on 'Strong Interest Inventory and Skills Confidence' or 'Myers-Briggs Type Indicator (MBTI)'
4. Click 'begin' and you will be guided through all the questions
5. Once completed, email your course instructor who can login to send you the results

Instructions for **Course Instructor and TA** only:

1. To generate a report, go to www.mcgill-ecp.careerid.com
2. Click on **“Administrators please log in here”**
3. Enter username: **ecptestlib**, and password: **psyc testing**
4. Click **“Users” > “Find Users”**
5. Find the student you would like to generate a report for, and click on **“User Details”** (far right column)
6. Click **“User Reports”** (found in top blue menu bar)
7. For MBTI, you will generate the **“MBTI Interpretive Report”**
8. For Strong, you will generate the **“SII Profile with Skills Confidence Inventory Profile and Interpretive Report”**
9. Please note: The account is only set up with enough credits for you to generate **one** MBTI and **one** SII report per student.

BASC-3

Q-global at https://qglobal.pearsonclinical.com/qg/ca/login.seam?countrylanguage=en_us-ca*2002

User name and password will be sent to you via email.

NEO-PI -3

https://www.mcgill.ca/edu-ecp/files/edu-ecp/par_quickstart_guide-instructions.pdf

Assessment Experience Project

Instructions:

- **Course Instructors:** link to Assessment Experience Project – *Instructor Information Sheet* (https://www.mcgill.ca/edu-ecp/files/edu-ecp/assessment_experience_project_instruction_-_instructors_-_fall_2016.pdf)
- **Students:** link to *Assessment Experience Project Instructions for the Student_Examiners* (https://www.mcgill.ca/edu-ecp/files/edu-ecp/assessment_experience_project_instructions_for_the_student_examiners_fall_2016.pdf)
- **Participants/Volunteers:** <https://www.mcgill.ca/edu-ecp/students/amrc/experience>

Assessment Materials Resource Centre (AMRC)

For a list of all testing materials available at the AMRC, please consult the list of holdings at:

<https://www.mcgill.ca/edu-ecp/students/amrc/holdings>

When you click on the name of the test (listed in alphabetical order), the section will expand revealing any and all items that are available for that specific test. When reserving materials from the AMRC please provide the names of each specific item you will need for that test and the quantity.

To reserve testing manuals or kits for your course, please contact the Assessment Materials Resource (AMRC) by following the procedures below:

To reserve a testing kit or manual, please send an [email](#) request, **at least 2 business days in advance** of your expected pick-up date, with the details of your reservation:

- Name of the item(s)
- Related consumable(s) if required (and quantity)
- Pick-Up Date (If returning on a Thursday/Friday, please indicate whether it will be during morning or afternoon hours.)
- Return Date (If returning on a Thursday/Friday, please indicate whether it will be during morning or afternoon hours.)

Monday	Tuesday	Wednesday	Thursday*	Friday*
11:00-12:30 RETURNS ONLY	11:00-12:30 RETURNS ONLY	11:00-12:30 RETURNS ONLY	11:00-12:30 RETURNS AND PICK UP	11:00-12:30 RETURNS AND PICK UP
3:00-4:30 PICK UP ONLY	3:00-4:30 PICK UP ONLY	3:00-4:30 PICK UP ONLY	3:00-4:30 RETURNS AND PICK UP	3:00-4:30 RETURNS AND PICK UP

****If you will be returning materials on a Thursday or Friday please indicate whether it will be returned during the morning or afternoon hours in your initial reservation email.***

For questions please contact:

Assessment Materials Resource Centre Coordinator: ecp-amrc.education@mcgill.ca