

PAM-FAQ

Frequently Asked Questions

Q1. Who can checkout PAMs?

- At this time, PAMs are available for the faculty, staff and authorized students in the department of psychology only.
- Please review the “Test Administration Levels” of PAM as follows:
 - A** - Only faculty approval is required;
 - B** - Faculty approval AND undergraduate assessment/testing course AND/OR graduate standing;
 - C** - Faculty approval AND relevant graduate assessment/testing course AND/OR Post Graduate Degree.

Q2. Can I assign PAMs to students in my class?

- At this time, the loan of PAM is mainly for faculty and student research.
- However, faculty who teach graduate seminars may arrange for their students to borrow PAM materials at the appropriate level (hard copy or e-copy).
 - o At least a 2-week advance notice from the faculty teaching the graduate course is required.
- At this time, hard copies of PAM are not available for students in undergraduate courses to check out.
 - o However, students in research-related undergraduate courses may access available electronic copies of PAM that are (a) non-proprietary AND (b) at the A or B test administration levels.
 - o At least a 2-week advanced notice from the faculty teaching the course is required.

Q3. Can I use PAM for my research?

- For review and use in research: any non-proprietary materials.
- For review only: (a) any available reference books, and (b) any available proprietary materials.

Q4. How can I purchase a proprietary test that I have borrowed to review?

- Please contact the test publisher directly to get the permission or place an order.
- Test publisher contact information is typically printed on the test material, or online.

Q5. How can I borrow PAM?

- Review the PAM list first to find out if your test material(s) of interest is available.
- Pick up a Loan Authorization Form (LAF)
 - o (These blank, green forms are posted outside Room 204, Psychology Bldg, and in the faculty lounge in PSY 100.)
 - o Faculty/Staff: Please fill out an LAF, particularly with the information of the test material location.
 - o Student: Please fill out an LAF and ask your faculty to authorize the form.

- Submit the LAF to the active PAM Faculty Coordinator. (A 5 business day advanced notice required.)
 - o 2012-2013 PAM Faculty Coordinator: Dr. Jim Amirkhan, james.amirkhan@csulb.edu (<-preferred) or 562-985-5351 (office).
 - o Please place your LAF in the faculty coordinator's mailbox and let him know via email.
- Pick up the materials:
 - o Faculty/Staff: Loan materials will be placed in your mailbox.
 - o Student: Loan materials will be placed in the student pick-up box in the department office (PSY 100).

Q6. How many PAM items can I check out at a time?

- Up to 3 at a time.

Q7. How long can I keep the hard copy of PAM tests?

- Faculty/Staff: up to 3 months
- Student: 2 weeks

Q8. How can I return the PAM materials?

- Hard copy: Please put a note with your name on the copy and return it to the Faculty Coordinator's mailbox.
- E-copy: Not necessary.