

## Checklist for Locating Tests & Instruments

TTP=Tests in Print database; MMY=Mental Measurements Yearbook database; HaPI=Health and Psychosocial Instruments Database  
 Yellow highlighted entries = Not held by the Forest Library. Forest call numbers only listed once. Database strategies listed at end of document.

### I want to locate an actual COPY of the test

<b>Step #1</b>	<b>Does Forest own the test?</b>	<ul style="list-style-type: none"> <li>▪ Check <b>test inventories</b> for <a href="#">standing file cabinet</a> and <a href="#">neuro cabinet</a> collections in the Forest Library.</li> <li>▪ Search test acronym or test name (in quotes) in <a href="#">Forest Library Catalog</a> using WORD search. Some test records will not appear in the catalog because they have been suppressed.</li> <li>▪ In certain cases, the Library MAY consider purchasing a test for its collection if it is a widely used major test.</li> </ul>
<b>Step #2</b>	<b>If Forest doesn't own the test, determine if the test is published or unpublished.</b>	<p><u>Published tests</u></p> <ul style="list-style-type: none"> <li>▪ Search <a href="#">Tests in Print (EBSCO)</a> or <a href="#">Test Reviews Online</a>. If the test is commercially published and the publisher holds the copyright, then you'll have to purchase the test. It is not likely the test author will be able to provide you with a copy of the test at no cost.</li> <li>▪ Search <a href="#">ETS TestLink</a> database for published &amp; unpublished tests.</li> <li>▪ Search <a href="#">Tests: a comprehensive reference for assessments in psychology, education, and business</a> for published &amp; unpublished tests. FIPP Reference BF176 .T43 2003</li> </ul> <p><u>Unpublished tests</u></p> <ul style="list-style-type: none"> <li>▪ The <a href="#">Tests in Microfiche</a> collection contains actual tests published on microform (collection not requestable in MOBIUS).</li> <li>▪ If you cannot find verify that the test has been published, then your test may be unpublished (see step #3 for more options).</li> </ul>

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<b>I want to locate an actual COPY of the test (con't)</b>		
<b>Step #3</b>	<b>Is the test published as part of a compilation volume?</b>	Look for a compilation volume on your topic. Tests are sometimes published in more than one compilation volume. Unless you know that Forest owns the book, search the title of the compilation volume in the <a href="#">Forest Library Catalog</a> . Then look up your test in the book's index. <ul style="list-style-type: none"> <li>▪ Search <a href="#">Tests and Measures in the Social Sciences: Tests Available in Compilation Volumes</a></li> <li>▪ Review <a href="#">Selected Compilation Volumes by Subject</a></li> <li>▪ Review <a href="#">Selected Works that Include Measurement Instruments</a></li> </ul>
	<b>Is the test published as a journal article or a book?</b>	<ul style="list-style-type: none"> <li>▪ If related to psychology, search <a href="#">HaPI (Ovid)</a>, <a href="#">PsycINFO (EBSCO)</a> and <a href="#">ProQuest Psychology Journals</a>.</li> <li>▪ If related to medicine, search <a href="#">MEDLINE with Full Text (EBSCO)</a></li> <li>▪ If related to nursing, search <a href="#">CINAHL with Full Text</a>.</li> <li>▪ For links to more specialized indexes, see <a href="#">Tests &amp; Instruments page</a>.</li> </ul>
	<b>Check test publisher's website</b>	Might find information about test availability, interpretation or sample forms here. Rare to find actual copy of the test here for free.
	<b>Check test author's personal or academically-affiliated website</b>	<ul style="list-style-type: none"> <li>▪ Find test author's affiliation from searching TIP, MMY, HaPI, PsycINFO or other resource.</li> <li>▪ Locate the test author's academic and/or personal web page. Author's web page may include a bibliography of publications (sometimes items are available in full text).</li> <li>▪ You may have to e-mail the test author to obtain a copy of the test. Authors usually respond better to an inquiry from you as a fellow researcher than if the request comes from the library.</li> </ul>

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### I want to locate a REVIEW of the test

Step #1	For an unpublished test?	<a href="#">Directory of unpublished experimental mental measures</a> – FIPP Reference BF431 .D57 1996 v.4-5,7-8
Step #2	For a published test?	<ul style="list-style-type: none"> <li>▪ Search <a href="#">MMY (EBSCO)</a> database. Note: <a href="#">Tests in Print (EBSCO)</a> record will link to MMY review. <i>Alternate source:</i> <a href="#">Test Reviews Online</a> (download reviews at no cost from our database).</li> <li>▪ Search <a href="#">HaPI (Ovid)</a> database.</li> <li>▪ Search <a href="#">Test Critiques</a> at nearby SWAN Libraries.</li> <li>▪ <a href="#">Commissioned reviews of 250 psychological tests</a> – FIPP Reference BF176 .C65 2000 v.1-2</li> <li>▪ <a href="#">Measures for psychological assessment: a guide to 3,000 original sources and their applications</a> (good for tests from 1960s-1970s)</li> </ul>

### I want to locate STUDIES that use the test

Step #1	Search relevant article databases	<ul style="list-style-type: none"> <li>▪ If related to psychology, search <a href="#">HaPI (Ovid)</a>, <a href="#">PsycINFO (EBSCO)</a> and <a href="#">ProQuest Psychology Journals</a>.</li> <li>▪ If related to medicine, search <a href="#">MEDLINE with Full Text (EBSCO)</a></li> <li>▪ If related to nursing, search <a href="#">CINAHL with Full Text</a>.</li> <li>▪ For links to more specialized indexes, see <a href="#">Tests &amp; Instruments page</a>.</li> </ul>
Step #2	Check test publisher's website	May provide test bibliography or may link to test author website.
Step #3	Check test author's website	Look for bibliography of test articles, papers and other publications.

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### I want to know more TEST SPECIFICS (such as how to administer or interpret)

Step #1	<b>Does test have a manual that covers administration or interpretation?</b>	<ul style="list-style-type: none"> <li>▪ Search for test manuals in Forest <a href="#">standing file cabinet</a> and <a href="#">neuro cabinet</a> test collections or check with the Murney Clinic.</li> <li>▪ Search <a href="#">Forest Library Catalog</a>. Search example: WORD (wisc-iv or wisc-4) and interpret*</li> </ul>
Step #2	<b>Go to test publisher website</b>	Scan for test specifics.
Step #3	<b>Go to test author website</b>	Scan for specific articles or documents.
Step #4	<b>Search relevant article databases</b>	Append keywords to your search query using Boolean connector AND. Search example: S1 and (administer* or interpret*)
Step #5	<p><b>Google</b>  <b>Note:</b> If source found is not authoritative, you may need to verify the information you found with a second more reliable source.</p>	<p><u>Search examples</u>                  Note: Google automatically stems words like interpretation.                  “beck depression inventory II” interpretation                  bdi-ii interpretation                  bdi-2 interpretation</p>
Step #6	<b>Search general psychological assessment handbooks</b>	<ul style="list-style-type: none"> <li>▪ See <a href="#">Psychological Assessment Handbooks</a> owned by Forest.</li> <li>▪ Browse table of contents or index of relevant handbooks.</li> </ul>
Step #7	<b>Search for textbooks in the Forest Library collection</b>	<ul style="list-style-type: none"> <li>▪ Search <a href="#">Forest Library Catalog</a> for textbooks related to the specific assessment topic.</li> <li>▪ Go to the shelf and browse textbook table of contents or indexes.</li> </ul>

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### I want to identify a test by SUBJECT

Step #1	Use library databases	<ul style="list-style-type: none"> <li>▪ <a href="#">Tests in Print (EBSCO)</a> (includes tests whether MMY-reviewed or not) – broad test categories</li> <li>▪ <a href="#">MMY (EBSCO)</a> (include tests ONLY if they have an MMY review) – broad test categories</li> <li>▪ <a href="#">HaPI (Ovid)</a></li> <li>▪ <a href="#">PsycINFO (EBSCO)</a></li> <li>▪ <a href="#">ProQuest Psychology Journals</a></li> <li>▪ For links to more specialized indexes, see <a href="#">Tests &amp; Instruments page</a>.</li> </ul>
Step #2	Search for a test in a subject-related compilation volume	<ul style="list-style-type: none"> <li>▪ Review <a href="#">Selected Compilation Volumes by Subject</a></li> <li>▪ Review <a href="#">Selected Works that Include Measurement Instruments</a></li> <li>▪ Search <a href="#">Tests and Measures in the Social Sciences: Tests Available in Compilation Volumes</a></li> </ul>
Step #3	Search for a test in a general directory or sourcebook	<ul style="list-style-type: none"> <li>▪ <a href="#">Tests: a comprehensive reference for assessments in psychology, education, and business</a></li> <li>▪ <a href="#">Commissioned reviews of 250 psychological tests</a></li> <li>▪ <a href="#">Dictionary of behavioral assessment techniques</a> – FIPP Reference BF176.5 .D53 2002</li> <li>▪ <a href="#">Essentials of psychological assessment series</a> (John Wiley and Sons)</li> <li>▪ <a href="#">Measures for clinical practice : a sourcebook</a> – FIPP Reference BF176 .C66 2000 v.1-2</li> <li>▪ <a href="#">Measures for psychological assessment</a> (older tests)</li> <li>▪ <a href="#">Directory of unpublished experimental mental measures</a> (unpublished)</li> </ul>

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### Library database search strategies

#### HaPI (Ovid)

- Find actual test: Search by test name in **Title** or test acronym in **Acronym**. Limit your search by check marking **Primary Source**.
- Find studies that use a specific test: Search by test name in **Title** or test acronym in **Acronym**. Limit your search by check marking **Secondary Source**.
- Find reviews about a test: Search by test name in **Title** or test acronym in **Acronym**. Click on Additional Limits button. Select Source Code: **Review Source**. Click Limit a Search button.
- Find tests by subject: Search for topic using **Descriptor** (can use APA thesaurus term or MeSH term).

#### MEDLINE with Full Text (EBSCO)

- Find studies that use a specific test: Do keyword search for test name (in quotes). Combine all variant name forms using OR (if needed).
- Find tests by subject:
  1. Combine the topic's MeSH term with MeSH terms such as **Questionnaires; Mass Screening; Psychological Tests; Neuropsychological Tests; Psychiatric Status Rating Scales**
  2. Add MeSH subheadings
    - For disorder heading, add **Therapy subheading**, such as Anxiety Disorders/therapy
    - For therapy heading, add **Methods subheading**, such as Cognitive Therapy/methods
    - For emotion heading, add **Psychology subheading**, such as Aggression/psychology
  3. Combine your subject term with keywords such as (scale\* or inventory or inventories or questionnaire\* or instrument\* or screen\*)

#### Mental Measurements Yearbook (EBSCO)

- Find reviews about a test: Search test name using **TI Test Name** field or search test acronym using **AC Acronym** field.
- Find tests by subject: Try keyword search (the test category fields are too broad to be useful).

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### ProQuest Psychology Journals

- Find studies that use a specific test: Search for test name (OR with variant forms) in Citation and Abstract.
- Find tests by subject: Combine your subject term and **Psychological Tests** in SUBJECTS.

### PsycINFO (EBSCO)

- Find actual test: Add word **appended** to test name and search using **TM Tests & Measures** field

Search Example:

in

Record Display:

**Tests & Measures:** *Moral Behaviour Inventory [Appended]*

- Find studies that use a specific test:

1. Search for test name in **TM Tests & Measures** field. Combine all variant name forms using OR (if needed).

Search example: ("beck depression inventory ii" or "beck depression inventory 2" or "beck depression inventory second" or "beck depression inventory two" or "bdi ii" or "bdi 2" or "bdi second" or "bdi two") in TM Tests & Measures

2. Click on **More** link at top of screen. Select **Indexes**. For Browse, select **Tests & Measures**. Type in test name. Check mark all relevant test name variants to add to search box.

- Find articles that discuss a test: If available, search thesaurus term for test (e.g. DE "Beck Depression Inventory" or "Minnesota Multiphasic Personality Inventory")

### Tests in Print (EBSCO)

- Find actual test: Search test name using **TI Test Name** field or search test acronym using **AC Acronym** field.
- Find tests by subject: Try keyword search (the test category fields are too broad to be useful).
- Find reviews about a test: Look for link to MMY review in TIP record.