

國立臺灣師範大學特殊教育系暨復健諮商與高齡福祉研究所 測驗管理/評量工具及輔具借用要則

八十六學年度第六次系務會議通過
八十七學年度第八次系務會議修正通過
八十八學年度第六次系務會議修正通過
96年12月19日 九十六學年度第三次系務會議修正通過
104年10月13日 104學年度第二次系務會議修正通過
113.5.7 112學年度第七次系務會議修正通過

- 第一條 為有效管理本系所測驗、工具及輔具，充分發揮工具之功能，特定本要則。
- 第二條 使用測驗室工作樣本或借用評量工具，應遵守專業倫理，違者經查明屬實，永久取消其借閱或使用資格。
- 第三條 本系所測驗/評量工具及輔具之借閱，以本系所之師生及特教中心研究人員為限。輔系學生或外系因修習本系所教師所開之課程而需要使用工具之學生，則需抵押學生証或身份證件才可借閱。校外人士恕不外借。
- 第四條 本系所測驗/評量工具及輔具之使用需以修習課程為限，其他情形恕不外借。
- 第五條 本系所測驗/評量工具及輔具之借閱分為團體借閱或個人借閱。團體借閱以修習課程為限，需以教師名義借閱。個人借閱，需填具借用單，由任課或指導老師簽名同意後，方得以借閱。
- 第六條 學生以六種測驗為限，教師則不限數量。
- 第七條 本系所測驗/評量工具及輔具之借閱期限為二週（套裝個別測驗另定），得續借一次，續借時需向管理人員申請。若需要再使用者，需歸還後再借閱。
- 第八條 套裝個別測驗之借閱期限：大學部同學為一週，研究所同學為二週，教師為一學期，輔系同學則無借閱資格。
- 第九條 本系所測驗室之借閱時間，團體借閱可於上班時間與系所辦工讀生借閱。個人借閱需於公告之開放時間向測驗室之管理人員借閱。

- 第十條 其他非存放於測驗之評量工具及輔具之借用，可向實驗室負責老師借用，或於上班時間與系所辦工讀生借用。
- 第十一條 遺失測驗/評量工具及輔具者，應自行購買歸還；若為無法購得之測驗、評量工具及輔具，應以原測驗、評量工具及輔具十倍價格賠償。
- 第十二條 禁止將食物攜入測驗室中。測驗室用畢後，請將桌椅與用品復原，以維持室內之整齊。
- 第十三條 測驗/評量工具及輔具逾期一週（含）未歸還者，每一項每日10元，逾期第二週以後，每一項每日20元，以此類推繳納罰金。逾期經催繳，一週內未歸還者，將公告名單，並取消其借用資格一個月，並副本知會任課或指導老師協助催討及處理。
- 第十四條 本管理要則經由本系所系務會議通過後實施之，修正時亦同。

Rehabilitation Counseling and Gerontological Wellbeing

National Taiwan Normal University

Provisions for the loan of test/assessment tools and other assistive devices

Ratified at the 6th departmental meeting of Academic Year 1997/1998
Amended and ratified at the 8th departmental meeting of Academic Year 1998/1999
Amended and ratified at the 6th departmental meeting of Academic Year 1999/2000
Amended and ratified at the 3rd departmental meeting of Academic Year 2007/2008 on December 19, 2007
Amended and ratified at the 2nd departmental meeting of Academic Year 2015/2016 on October 13, 2015
Revised at the 7th departmental meeting of Academic Year 2023/2024 on May 07, 2024

Article 1

These rules and regulations have been established in order to facilitate the management of the Department's testing equipment, tools, and other assistive devices, and to maximize their benefits to users.

Article 2

Users of samples in the Assessment Room and borrowers of assessment tools are to uphold professional ethics. Offenders who fail to do so shall be permanently barred from borrowing or using the abovementioned samples and tools once their offenses have been verified.

Article 3

The loan of test/assessment tools and other assistive devices belonging to the department is exclusive to faculty members and students of the Department and the researchers of the Special Education Center. Students taking a minor program and students from other departments taking courses conducted by faculty members of the Department and hence need to use the Department's tools are required to use their student ID card or ID card to apply for access to the equipment. Non-NTNU students are not allowed to loan the equipment.

Article 4

The use of test/assessment tools and other assistive devices belonging to the department shall be limited to the fulfillment of course requirements. Loans not allowed under other circumstances.

Article 5

The loan and booking of test/assessment tools and other assistive devices belonging to the department can be either done in a group or as an individual. Group bookings can only be done by students who require the tools to meet course requirements, and the loan must be made under the name of the faculty member conducting the course. For individual booking, the applicant has to fill up a

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booking form, which has to be signed and approved by the course instructor or the student's advisor, before access to the equipment is granted.

Article 6

The limit for the number of tests performed by students is six tests; there is no limit for faculty members.

Article 7

The loan period of test/assessment tools and other assistive devices belonging to the Department is two weeks (the loan period of individual test kits will be otherwise specified). Each loan can be renewed once. In the event of a loan renewal, the borrower is to approach the officer-in-charge to file an application. If a user needs to use the equipment again, they are to return it before re-loaning it.

Article 8

Loan period of individual test kits: one week for undergraduate students, two weeks for graduate students, and one semester for faculty members. Students taking a minor program are not eligible to apply.

Article 9

Group bookings for the department's test/assessment tools can be done during office hours through the part-time student helpers on duty. Individual bookings can be done during the hours stated in the announcements through the officers-in-charge of the Assessment Room.

Article 10

The booking of assessment tools and other assistive devices not stored in the Assessment Room can be done through the teacher-in-charge of the facility, or through the part-time student helpers on duty during office hours.

Article 11

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Users who lose any test/assessment tools or other assistive devices have to purchase the same equipment themselves and return it to the Department. In the case that the equipment is not available for purchase, the user shall be required to pay a fine of 10 times the value of the equipment.

Article 12

No eating and drinking in the Assessment Room. After using the Assessment Room, please return all tables, chairs, and equipment to their original positions so as to maintain the tidiness of the facility.

Article 13

Users who do not return the loaned test/assessment tools and other assistive devices on time are subject to a fine. If the equipment is not returned within one week (inclusive) after due date, the user will be fined NT10 per item per day; if the equipment is not returned within two weeks after due date, the user will be fined NT20 per item per day. Further increments in the fine will be determined based on this pattern. If the overdue fine is not paid within a week, a public reminder will be issued, and the loan and booking rights of the user shall also be revoked for one month. A copy of the reminder will also be forwarded to the course instructor or student advisor for them to assist in reminding the student and assisting with the collection of the fine.

Article 14

These rules and regulations have been reviewed in departmental meetings prior to being implemented. The same process has been observed when there are amendments made to the content.