UW-L Occupational Therapy Program
Assessment Lab Policy

I. Assessment and Evaluation Tool Use while In Assessment Lab:
   a. Assessments may be used for practice in the assessment laboratory only unless you have the written permission of your occupational therapy course instructor.
   b. Assessments must be returned to their labeled location in the assessment cabinets before the student leaves the assessment laboratory. Assessments left out on the tables after students have left will be removed from circulation.
   c. Assessments in the grey cabinet are for UW-L instructor use only.

II. Taking Items out of the Assessment Lab:
   a. To take a tool out of the Lab: Ask the instructor if you may check out the item. Sign the check out sheet and responsibility form provided by the instructor.
   b. Checking and returning an item: Before checking out an evaluation, make sure that all of the pieces are present with the assessment. When the assessment is returned, the instructor will carefully check the assessment and make sure all of pieces of the tool are accounted for. Note: The signed responsibility form is your commitment to pay for any replacement parts or new assessments if returned with damaged or missing parts.

III. Lab Use and Lab Upkeep:
   a. The assessment laboratory is the students’ responsibility to keep clean and orderly. Cleaning the microwave and refrigerator are the student's responsibility.
   b. Students should take appropriate care of the furniture (do not throw backpacks on it, watch for ball point pen marks, use coasters under drinks, etc.).
   c. Paper products are the responsibility of students to replace.
   d. Students are not allowed to store personal items in the lab. (i.e., coffee mugs, etc.)
   e. The assessment laboratory has a swipe card and is available for use by OT and OTA students only.