

# **Psychometric Testing Policy**

**2021-22**

# Index

<b><u>1.</u></b>	<b><u>Introduction</u></b>	<b><u>3</u></b>
<b><u>2.</u></b>	<b><u>Scope</u></b>	<b><u>3</u></b>
<b><u>3.</u></b>	<b><u>Definition</u></b>	<b><u>3</u></b>
<b><u>4.</u></b>	<b><u>Principles</u></b>	<b><u>3</u></b>
<b><u>5.</u></b>	<b><u>Responsibility for testing</u></b>	<b><u>4</u></b>
<b><u>6.</u></b>	<b><u>Security issues</u></b>	<b><u>4</u></b>
<b><u>7.</u></b>	<b><u>Test takers</u></b>	<b><u>4</u></b>
<b><u>8.</u></b>	<b><u>Informed consent</u></b>	<b><u>4</u></b>
<b><u>9.</u></b>	<b><u>Psychometric testing and equal opportunities</u></b>	<b><u>4</u></b>
<b><u>10.</u></b>	<b><u>Test results</u></b>	<b><u>5</u></b>
<b><u>11.</u></b>	<b><u>Feedback of results</u></b>	<b><u>5</u></b>
<b><u>12.</u></b>	<b><u>Confidentiality</u></b>	<b><u>5</u></b>
<b><u>13.</u></b>	<b><u>Related policies and procedures</u></b>	<b><u>5</u></b>
<b><u>14.</u></b>	<b><u>Review</u></b>	<b><u>5</u></b>

## Document Version Control

<b>Committee</b>	<b>Committee Action</b>	<b>Date</b>
SMLT	Approved	9 April 2021
	<b>Date in force</b>	<b>1 August 2021</b>

The Psychometric Testing Policy will be reviewed annually by our Senior Management and Leadership Team (SMLT). Any amendments will be subject to approval by the Senior Management and Leadership Team.

## 1. Introduction

The aim of this policy is to explain and define psychometric tests, to promote high standards and professionalism in using such tests, and give guidance on good practice when using psychometric testing in the assessment of student applicants, the development of students, and the selection and development of staff.

## 2. Scope

This policy applies to all forms of psychometric aptitude and ability tests and personality, motivation and interests questionnaires that are systematically administered and scored. Other forms of non-psychometric testing such as work samples, in tray exercises, group discussions and team building exercises are outside of this definition, although they can also be very useful tools for selection.

This policy applies to all assessment users namely, administrators, interpreters, line managers, external consultants, and all participants/takers.

## 3. Definition

Psychometric tests are tests which can be systematically scored and administered to measure individual differences. Testing can be divided into two categories:

- ability tests assess the candidates' specific ability at verbal, numerical or abstract reasoning skills; and
- personality assessment tests give a more rounded profile of the candidate that cannot be easily assessed by other methods of assessment.

## 4. Principles

In all psychometric testing activity, the Institute adheres to the standards defined by the British Psychological Society (BPS) Code of Good Practice for Psychological Testing and the advice contained in the Psychological Testing Guidelines produced by the Chartered Institute of Personnel and Development (CIPD).

Psychometric testing may be used for a number of purposes within the Institute:

- By the Centre for Student Engagement Wellbeing and Success (SEWS) as a tool to promote self-awareness and understanding, and to facilitate developmental conversations within the student body;
- As part of the student admission process to enhance the quality and quantity of information available when assessing applicant suitability and likelihood of successful programme completion;
- As part of staff selection to enhance the quality and quantity of information available during the selection process;
- As part of staff development to promote self-awareness and understanding, and to facilitate developmental conversations.

Psychometric testing will never be used as a stand-alone method of applicant selection for students or staff. It will always be used in conjunction with other assessment and selection methods.

When used to inform the assessment of student applicants, psychometric testing will be used after Mathematics and English aptitude tests have been completed.

When used to inform the assessment of job applicants psychometric testing will be carried out once candidate short-listing has taken place.

All psychometric assessments used will be clearly relevant to the given purpose and of proven quality. Where they are used for staff recruitment selection purposes, they will relate to the selection criteria for the post.

Human Resources will ensure that psychometric assessment tools remain relevant to the student profile or relevant job, as necessary, and will use the most up-to-date versions of tests/questionnaires and norm groups as supplied by the test publishers and advise on appropriate tests dependent on the situation for which they are required.

Reasonable adjustments will be made for candidates who have a disability where possible. Candidates should be asked in advance of the assessment session to ensure that reasonable adjustments can be made.

Where English is not the applicant's first language the Institute will consider making tests available in their native language.

## **5. Responsibility for testing**

Overall responsibility for testing and testing standards rests with Human Resources, who will be appropriately qualified in psychometric assessment.

The Admissions Department will be responsible for the co-ordination and recording of all applicant assessment activities.

The Centre for Student Engagement, Wellbeing and Success will be responsible for the co-ordination and recording of all student developmental assessment activities.

The Institute's HR Department will be responsible for the co-ordination and recording of all staff selection and developmental assessment activities.

## **6. Security issues**

Psychometric materials will not be allowed to circulate freely and must be kept secure at all times. They should not be left in the care of third parties who are not trained to use them.

## **7. Test takers**

Applicants must receive adequate advance notice that they will be required to take the test(s), notice of the duration of the test(s), adequate information about the requirements of each test they are required to complete and the opportunity to question any arrangements before taking the tests. Information about the arrangements for feedback and confirmation of who will be party to the results and details of how the results will be stored and for how long should also be provided. See section 12.

## **8. Informed consent**

The Institute must obtain the informed consent of the potential test taker making sure that they understand the purpose of the, what will be done with their results and who will be provided with access to them.

## **9. Psychometric testing and equal opportunities**

It is important to ensure that testing does not discriminate against individuals on the grounds of any characteristics protected under the Equality Act 2010 and subsequent amendments, and that it adheres to the principles set out in the Institute's Equality, Diversity and Inclusion Policy.

## 10. Test results

Only an appropriately trained person will be permitted to interpret test scores and personality profiles. Tests must be set up using a relevant norm group under the advice of Human Resources.

## 11. Feedback of results

Where testing is used to inform the student admissions process or as part of a staff selection process an applicant's assessment will be provided to the assessment individual or panel (the decision maker (s)) who will have been appropriately trained. The assessment report will be used to inform the interview process and highlight areas for further exploration. The applicant will be provided with a candidate report for their personal development.

Where testing is used as part of a student or staff development process then the assessment will be discussed with the individual in the context of the development activity. The student or staff member will be provided with a copy of the report for their personal development.

## 12. Confidentiality

Test results will be stored securely. Confidentiality and access will be restricted to those individuals who have been suitably trained and need to know the information.

Assessment results are valid for a limited time (results over twelve months old are usually invalid for selection purposes). Test results will, therefore, be confidentially destroyed after 12 months.

## 13. Related policies and procedures

- Staff Recruitment and Development Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy

## 14. Review

The Psychometric Testing Policy will be reviewed annually by our Senior Management and Leadership Team (SMLT). Any amendments will be subject to approval by the Senior Management and Leadership Team.