



## Psychometric testing policy

The aim of this policy is to ensure consistency in accordance with the standards of the British Psychological Society.

- APSE is committed to the highest standards of practice and professionalism in the use of all psychometric tests
- APSE wishes to ensure that all service users receive the maximum benefits of testing and will at all times promote fairness and equality of opportunity.
- The administration, scoring, interpretation and feedback from tests will only be conducted by qualified staff -

The Principal Trainer Jan Kennedy (Mazzone) is fully qualified in:

- Test administration
- Level A Occupational testing
- Level B Intermediate Occupational testing
- Registered with -

**The British Psychological Society**  
**48 Princess Road East,**  
**Leicester LE1 7DR**  
**0116 254 9568**

- All psychometric tests will be used only for the given purpose
- Test scores will be interpreted on the basis of relevant norm groups. The test candidate(s) will be informed of the norm group used.
- Equality of opportunity will be demonstrated continuously with all test users treated fairly, impartially and courteously
- Confidentiality will be assured and maintained at all times for test users
- All aspects of testing will be managed in accordance with the Data Protection Act

- No third party will have access to any testing material including administration documents, practice leaflets, question booklets, answer sheets, scoring templates, manuals or profile charts
- All test materials will be stored securely either in locked cabinets or via electronic restricted access.
- Test results will only be kept for the relevant time period and destroyed confidentially after 1 year
- Candidates will be made aware of the procedure if they are dissatisfied with any aspect of the testing process

**APSE will work only in accordance with the guidelines set out in this policy, APSE's policy on equality and diversity, and those laid down by the organisation whose tests we use.**

This Policy will be reviewed regularly in order to ensure its continuing suitability.