



KOI

BUSINESS COACHING
& CONSULTING

Psychometric Testing & Security Policy

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1.0 Introduction

1.1 The aim of this policy is to explain and define psychometric tests, to ensure high standards and professionalism in using tests and give guidance on good practice when considering using testing for the purposes of coaching, recruitment and selection

1.2 Definition

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

- 1.2.1 client refers to purchaser of coaching or recruitment/selection services
- 1.2.2 candidate refers to individual presenting for recruitment and selection
- 1.2.3 coachee refers to individual presenting for coaching services
- 1.2.4 ability tests assess the coachee/candidates specific ability at verbal, numerical or abstract reasoning skills; and
- 1.2.5 personality assessment gives a more rounded profile of the coachee/candidate which cannot be easily assessed by other methods of assessment.

2.0 Scope

2.1 Psychometric testing is a service provided by KOI Business Coaching & Consulting for the purpose of enhancing the quality and quantity of information available when coaching or selecting staff. It is recommended that psychometric testing be used in addition to other methods of assessment e.g. interview, presentation, in-tray exercises etc.

3.0 Responsibility for Testing

3.1 Overall responsibility for testing standards rests with a representative from KOI Business Coaching & Consulting, who should be appropriately qualified in psychometric assessment. This responsibility includes the ordering and secure storage of all materials, co-ordination and recording of all assessment activities and interpretation of assessment tools including feedback to the coachee, client and candidate(s).

3.2 The administration, scoring and interpretation of tests are undertaken in accordance with the standards set out by the British Psychological Society.

4.0 Certificate of Competence in Occupational Testing

4.1 Details of KOI Business Coaching & Consulting level of training and relevant Certificate of Competence can be found on the KOI Business Coaching & Consulting website.

5.0 Security Issues

5.1 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 qualified to use them. Feedback will be provided to the coachee, client and candidate by the appropriate representative from KOI Business Coaching & Consulting.

6.0 Test Takers

6.1 Candidates 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 / for how long should also be provided.

7.0 Informed Consent

- 7.1 KOI Business Coaching & Consulting must obtain the informed consent of the potential test taker making sure that they understand why the test will be used, what will be done with their results and who will be provided with access to them.
- 7.2 KOI Business Coaching & Consulting can provide appropriate wording for invitation to testing letters for ability test(s) and personality assessment. Where the candidate is to take ability test(s) the candidate should be sent the appropriate Test Takers Guide which includes sample questions which the candidate can familiarise themselves with before the test. These should be sent with the invitation letter.

8.0 Psychometric Testing and Equal Opportunities

- 8.1 It is important to ensure that testing does not discriminate against individuals on the grounds of age, sex, disability, sexual orientation, race or religion.
- 8.2 KOI Business Coaching & Consulting can provide advice on making reasonable adjustments for any disabled candidates.

9.0 Test Results

- 9.1 Only an appropriately qualified person will be able to interpret the test scores and personality profiles. No 'raw scores' will be given to any person without a full explanation. Scores must be interpreted using a relevant norm group, which will be determined by the appropriate representative from KOI Business Coaching & Consulting in consultation with the coachee or client.

10.0 Feedback of Results

- 10.1 Feedback of test results will be offered to every candidate. Ability test feedback will be given if the candidate wishes to have this. An appropriately qualified representative from KOI Business Coaching & Consulting will normally conduct a face to face validation session with the candidate where personality assessments have been completed. The representative from KOI Business Coaching & Consulting will provide a summary and explanation of the test results verbally to the client. This will normally be carried out prior to interview(s).

11.0 Confidentiality

- 11.1 Test results will be stored securely by KOI Business Coaching & Consulting. Confidentiality and access will be restricted to those individuals who have been suitably trained and need to know the information.

12.0 Storage of Results

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

13.0 Legal and Ethical Issues

13.1 Test materials are covered by copyright laws which prohibit their reproduction without the express permission of the supplier. The transfer of pencil and paper tests to computer systems also constitutes an infringement of copyright.

13.2 KOI Business Coaching & Consulting will ensure that psychometric assessment tools remain relevant to the job and will use the most up to date versions of tests/questionnaires and norm groups as supplied by the test publishers.

14.0 Good Practice

14.1 KOI Business Coaching & Consulting adheres to the standards defined by the British Psychological Society (BPS) Code of Good Practice for Psychological Testing.