



Maintenance of Competence requirements for members of the Register of Qualifications in Test Use (RQTU)

What is Maintenance of Competence?

Maintenance of Competence (MoC) is the method by which members of the British Psychological Society (BPS) Register of Qualifications in Test Use (RQTU) demonstrate their continued competence in testing. Its purpose is to ensure that organisations and members of the public using the services of qualified test users can be confident of their competence, and therefore the professional standards of the services they receive.

The Maintenance of Competence system is also a valuable tool for RQTU members to ensure that they keep their testing-related knowledge and skills current, and to help identify any areas in which additional development is required.

How do I demonstrate my continued Maintenance of Competence?

Each member of the RQTU is required to maintain their competence in testing at the level of each BPS qualification that they hold. To assess which areas of knowledge you should be competent in, please refer to the table of modules relating to each qualification on page 4. A fuller description of the content of each module can be found in [The Test User's Handbook](#) in the [How to Apply and Packs](#) section on the BPS Psychological Testing Centre (PTC) website.

In order to demonstrate their continued competence in each BPS testing qualification that they hold, all members of the RQTU are required:

1. to maintain a personal record of the activities that they have carried out that contribute to their MoC, and
2. to provide BPS with an annual affirmation that:
 - i. they have maintained this record
 - ii. they have carried out an appropriate level of testing-related activities in at least 12 of the last 24 months, in order to have maintained the required level of competence relevant to each BPS qualification that they hold.

A suggested [Maintenance of Competence Log Template](#) to record the activities that have been carried out can be downloaded from the BPS Psychological Testing Centre (PTC) website.

BPS does **not** require this personal Maintenance of Competence record to be submitted, but every year, when a test user's membership of the RQTU becomes due for renewal, the PTC will contact the member and will inform them that by paying their annual RQTU fee (including Direct Debit payments) they are confirming that they have:

- i. maintained a personal record of the activities that they have carried out that contribute to their MoC, and
- ii. carried out an appropriate level of testing-related activities in at least 12 of the last 24 months, and have maintained the required level of competence relevant to each BPS qualification that they hold.

If the test user has not satisfied either of these requirements, they should not pay their annual RQTU subscription fee and should inform the PTC that they have not satisfied the Maintenance of Competence requirements. The PTC will then remove them from the RQTU.

If a test user subsequently is able to meet the Maintenance of Competence requirements detailed above and wishes to rejoin the RQTU, their entry onto the RQTU can be reinstated on payment of the annual Register fee and an administration fee for up to 12 months after they have been removed. After this time, they will be required to seek re-affirmation of their competence by a Verified Assessor, to re-apply for their Certificates of Registration at the appropriate levels, and to pay the relevant application fees.

What types of activity count towards Maintenance of Competence?

A very broad range of activities can contribute towards Maintenance of Competence, and these will vary between individual test users and the level of qualification that they hold. Examples of some of the different types of activities that can contribute towards MoC are

- 1 Test administration (required MoC activity for Assistant Test Users).
- 2 Test interpretation (recommended MoC activity for Test Users).
- 3 Providing oral or written feedback (recommended MoC activity for Test Users).
- 4 Reflection on test practice (required MoC activity for all registrants).
- 5 Evaluating appropriateness of test use.
- 6 Evaluating tests or test use.
- 7 Validation or evaluating impact.
- 8 Test development.
- 9 Advising or training others in test use.
- 10 Attending test training.
- 11 Attending conferences, webinars, etc. relating to testing.
- 12 Developing or reviewing guidance or policies in test use.
- 13 Reading publications on testing.
- 14 Developing courses for test users.

This is not an exhaustive list, and individual members of the RQTU may carry out other types of activity that contribute towards their Maintenance of Competence. For example, testing-related activities carried out by RQTU members for their CPD / MoC for membership of other relevant professional bodies might make an important contribution towards Maintenance of Competence.

Maintenance of Competence for Eurotest Certificate Holders

The Maintenance of Competence requirement for Euro Test certificate holders differs from the requirement described above, as this standard is set by the European Federation of Psychological Associations (EFPA). Holders of the Euro Test Certificate should be able to demonstrate that they have been engaged in appropriate testing-related activities for the equivalent of at least 40 hours per year, and that they have attained this average of 40 hours per year for at least four of the previous five years. For further details of this requirement please see www.efpa.eu/professional-development/assessment. By meeting the MoC activities for Euro Test, members should automatically have covered the BPS's MoC requirements.

Description of module sets

Name of BPS qualification	<p style="text-align: center;">Brief description of modules/topics covered</p> <p>(For a fuller description of the topics covered, download the Test User's Handbook from the PTC website)</p>
<p>Assistant Test User: Educational Test Administration</p> <p>Assistant Test User: Forensic Test Administration</p> <p>Assistant Test User: Occupational Test Administration</p>	<ul style="list-style-type: none"> • Introduction to testing • Administering tests to one or more candidates, pt. 1 • Administering tests to one or more candidates, pt. 2 • Maintaining security and confidentiality of the test materials and the test data
<p>Test User, Educational (CCET)</p> <p>Test User: Forensic</p> <p>Test User: Occupational, Ability</p>	<ul style="list-style-type: none"> • Educational attainment and ability testing (Educational only) • Ability and aptitude: Occupational (Forensic and Occupational only) • Personality, personality disorder and assessment (Forensic only) • Mental Health Assessment (Forensic only) • Risk assessment (Forensic only) • The basic principles of scaling and standardisation • Basic principles of norm-referenced interpretation • Test theory – Classical test theory and reliability • Test theory – Item response theory (Occupational only) • Validity and utility: Occupational (Forensic and Occupational only) • Validity: Educational (Educational only) • Relating assessment to job requirements (Occupational only) • Deciding when psychological tests should or should not be used as part of an assessment process • Making appropriate use and interpretation of test results • Issues associated with interpretation (Occupational only) • Providing oral feedback (Forensic and Occupational only) • Providing written feedback
<p>Test User: Occupational, Personality</p>	<ul style="list-style-type: none"> • Personality • Personality assessment • Influences on personality • The basic principles of scaling and standardisation • Basic principles of norm-referenced interpretation • Test theory – Classical test theory and reliability • Test theory – Item response theory • Validity and utility: Occupational • Relating assessment to job requirements • Deciding when psychological tests should or should not be used as part of an assessment process • Making appropriate use and interpretation of test results • Issues associated with interpretation • Providing oral feedback • Providing written feedback
<p>Test User: Occupational, Personality (additional instrument)</p>	<ul style="list-style-type: none"> • Issues associated with interpretation • Providing oral feedback • Providing written feedback
<p>Specialist in Test Use: Occupational</p>	<ul style="list-style-type: none"> • Approaches to testing and test construction • Reliability issues • Validity issues • Utility issues • Computer-based assessment and computer-generated reports • Identifying the assessment needs • When and how to use tests

Euro Test User Certificate	Members of the RQTU who hold both a <i>Test User: Occupational, Ability</i> and a <i>BPS Test User: Personality</i> qualification are eligible to apply for a Euro Test certificate
Register of Qualifications in Test Use (RQTU)	<ul style="list-style-type: none">• This is an annual administration fee