

**The British
Psychological Society**
Promoting excellence in psychology

The use of psychometric test materials if the qualified practitioner leaves an organisation



www.psychtesting.org.uk



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Psychological Testing Centre

Psychometric test materials, whether in paper or electronic format, are sold to qualified test users on the basis that the storage and use of the materials will be undertaken or, where appropriate, supervised, by an appropriately qualified user of those tests. Qualification requirements are set by the test publisher and informed by British Psychological Society policy and guidelines.

If a qualified test user leaves the employment of an organisation, that individual is responsible for ensuring that test materials, whether in paper format or in the form of electronic questionnaires and reports or credits for these, are passed into the keeping of another qualified test user. If none is available at the time of departure, the test user should arrange for the materials to be destroyed or returned to the test publisher for disposal (at the organisation's expense).

In cases where there will be a period of time between the departure of an outgoing responsible person and an incoming new responsible person, secure handover arrangements may be able to be put in place. However, it is the responsibility of the departing person to make a robust and secure arrangement for delayed handover. The departing qualified practitioner should also notify the relevant test publishers of their change of employment, so that practitioner accounts and access to online platforms can be managed so as to avoid unqualified people having access to restricted materials. With regard to paper materials, many test publishers will offer a refund for unopened packs that are current, although terms will be set on a publisher by publisher basis for their different product ranges.

Psychometric test results being stored by a qualified test user at the time at which they leave the employment of an organisation should only be retained by the organisation if the confidentiality arrangements agreed with the individuals whose data are being held extend to the transfer of those data to another appropriately qualified user. It may be wise to anticipate this requirement, by setting appropriate expectations when establishing confidentiality contracts with individuals in respect of whom data is being collected (e.g. by agreeing that 'these results will be seen by myself or other appropriately qualified people that may in future hold my role'). The exact confidentiality arrangement should be clearly documented so that subsequent guardians of the data are able to honour the arrangements that have been made. Of course, the recommended time limits for storage of psychometric data should be observed and all storage of data should be within the terms of the current iteration of the Data Protection Act.

For further information on the work of the Society and to download a copy of our annual report, please visit our website or contact us at:

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