

**The British  
Psychological Society**

Promoting excellence in psychology

# The BPS qualifications in Test Use



[www.psychtesting.org.uk](http://www.psychtesting.org.uk)



**The British  
Psychological Society**  
Psychological Testing Centre

# The British Psychological Society

## Qualifications in Test Use

The British Psychological Society (BPS) provides **nationally recognised qualifications in test use** for professionals who use psychometric or psychological tests as part of their role, for example:

**Occupational** professionals working in an HR department, employment agency or consultancy offering testing services, whose role involves testing for personnel selection, development or career guidance and advice.

**Educational** professionals working in a school or for a local authority, whose role involves testing children to understand their strengths and specific learning needs.

**Professionals working in forensic contexts** such as a prison, secure hospital, court or probation service, whose role involves assessing offenders' risk of reoffending.

By gaining a BPS qualification in test use you receive:

### **1. A nationally recognised qualification in test use, recognised by employers throughout the UK, and increasingly internationally**

- Qualifications are available at the following levels:
  - **Educational** –
    - Assistant Test User: Educational Test Administration;
    - Test User: Educational, Ability/Attainment (CCET)
  - **Forensic** –
    - Assistant Test User: Forensic Contexts Test Administration;
    - Test User: Forensic Contexts
  - **Occupational** –
    - Assistant Test User: Occupational Test Administration;
    - Test User: Occupational, Ability; Test User: Occupational, Personality;
    - Specialist in Test Use: Occupational; EuroTest User
- A BPS qualification allows you to access certain psychological and psychometric tests that would otherwise be restricted
- Having a BPS qualification demonstrates to your current and future employers that you are trained to a nationally recognised, certificated standard, and have agreed to abide by the BPS Code of Good Practice in psychological testing
- Holders of a BPS Test User: Educational, Ability/Attainment qualification (CCET) may go on to do the Access Arrangement Course.

## **2. Membership of the BPS Register of Qualifications in Test Use (RQTU)**

- This is an online register of those current and active test users who have gained a BPS qualification in test use. RQTU is searchable by employers and clients
- Membership allows you to demonstrate to current and future employers your competence in test use
- An annual entry on the register ensures validation of your test user qualification (Note: membership of the RQTU does not give you membership of the BPS).

## **3. Free online access to reviews of over 150 psychological / psychometric tests**

- Our test reviews can help you to choose an appropriate test, suitable for your needs
- All reviews of tests are carried out by Chartered psychologists, who are experts in the field of testing and test use
- Examples of tests that have been reviewed include tests of motivation; personality; numerical, verbal and general ability; scholastic attainment; memory; cognitive styles
- All test reviews can be accessed for free on the PTC website.

## **4. Free e-Subscription to the BPS**

- FREE electronic access to *The Psychologist*, the monthly publication of the British Psychological Society
- Eligibility to join the Divisions, Sections and Special Groups of the BPS – these are our knowledge centres, keeping our members up to date with the latest developments and research in psychology
- FREE access to the BPS *membersbenefits* package – a range of work and lifestyle benefits
- The opportunity to upgrade to Affiliate Membership of BPS for a discounted rate – In addition to the benefits listed above, BPS Affiliate Members also receive discounts on BPS workshops, conferences and events, plus extra exclusive online content.

## **5. Quarterly editions of Assessment & Development Matters (ADM) delivered to you and available online at the PTC website**

- ADM is the BPS quarterly publication with articles related to educational, forensic and occupational testing.

## **6. Discounted rates on selected Chartered Institute of Personnel and Development (CIPD) training courses**

- Neuroscience for leaders and managers
- The psychology of influencing and negotiation
- An introduction to the psychology of management
- The psychology of coaching: Individuals and teams
- The psychology of organisational culture and climate.

# How to gain a BPS qualification in test use

## **I have already completed a training course in test use, but do not have a BPS qualification in test use.**

1. Contact your training provider and check whether completion of the training course and the assessment you have undertaken leads to eligibility for a BPS qualification in test use.
2. If it does, ask the training provider to submit an application on your behalf to the BPS for the relevant qualification.
3. Pay a fee to have your qualification registered and an annual fee for your entry on the BPS Register of Qualifications in Test Use (RQTU).
4. The BPS issues your certificate in the qualification you have gained and enters you on the RQTU and allows you access to the RQTU member benefits (detailed on page 2).
5. Each year, you affirm your continued competence in test use.

For further details on how to gain a British Psychological Society qualification in test use, please contact the Psychological Testing Centre:

**t:** 0116 252 9530

**e:** [enquiry@psychtesting.org.uk](mailto:enquiry@psychtesting.org.uk)

## **I have not been on a training course in test use.**

1. Identify the level of training to which you wish to be trained (see pages 5-6 for a description of the competencies associated with each qualification).
2. Find a training course provider, by visiting the [Directory of Providers: Assessment/Training](#), which can be found in the [Directories](#) section on the PTC website [www.psychtesting.org.uk](http://www.psychtesting.org.uk).
3. Contact the training provider and arrange to undertake relevant training. **Please check with the provider that the course and the assessment you wish to undertake will lead to a BPS qualification.**
4. On successful assessment of your competence following completion of the relevant training course, your trainer/assessor will send an affirmation of your competence in the qualification to the BPS.
5. Pay a fee to have your qualification registered and an annual fee for your entry on the BPS Register of Qualifications in Test Use (RQTU) see pages 5-6 for details of fees.
6. The BPS issues you your certificate in the qualification you have gained, enters you onto the RQTU and allows you access to the RQTU member benefits.
7. Each year, you affirm your continued competence in test use.

# Qualification details and fee structure

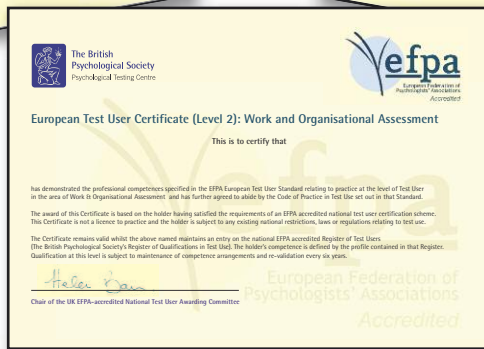
Name of BPS qualification	Brief description of modules/topics covered
Assistant Test User: Educational Test Administration  Assistant Test User: Forensic Test Administration  Assistant Test User: Occupational Test Administration	<ul style="list-style-type: none"> <li>• Introduction to testing</li> <li>• Administering tests to one or more candidates, part 1</li> <li>• Administering tests to one or more candidates, part 2</li> <li>• Maintaining security and confidentiality of the test materials and the test data</li> </ul> Fee: £26.00*; Student Fee: £13.00**
Test User, Educational (CCET)  Test User: Forensic  Test User: Occupational, Ability	<ul style="list-style-type: none"> <li>• Educational attainment and ability testing (<b>Educational only</b>)</li> <li>• Ability and aptitude: Occupational (<b>Forensic &amp; Occupational only</b>)</li> <li>• Personality, personality disorder and assessment (<b>Forensic only</b>)</li> <li>• Mental health assessment (<b>Forensic only</b>)</li> <li>• Risk assessment (<b>Forensic only</b>)</li> <li>• The basic principles of scaling and standardisation</li> <li>• Basic principles of norm-referenced interpretation</li> <li>• Test theory – Classical test theory and reliability</li> <li>• Test theory – Item response theory (<b>Occupational only</b>)</li> <li>• Validity and utility: Occupational (<b>Forensic &amp; Occupational only</b>)</li> <li>• Validity: Educational (<b>Educational only</b>)</li> <li>• Relating assessment to job requirements (<b>Occupational only</b>)</li> <li>• Deciding when psychological tests should or should not be used as part of an assessment process</li> <li>• Making appropriate use and interpretation of test results</li> <li>• Issues associated with interpretation (<b>Occupational only</b>)</li> <li>• Providing oral feedback (<b>Forensic &amp; Occupational only</b>)</li> <li>• Providing written feedback</li> </ul> Fee: £102.00*; Student Fee: £51.00**
Test User: Occupational, Personality	<ul style="list-style-type: none"> <li>• Personality</li> <li>• Personality assessment</li> <li>• Influences on personality</li> <li>• The basic principles of scaling and standardisation</li> <li>• Basic principles of norm-referenced interpretation</li> <li>• Test theory – Classical test theory and reliability</li> <li>• Test theory – Item response theory</li> <li>• Validity and utility: Occupational</li> <li>• Relating assessment to job requirements</li> <li>• Deciding when psychological tests should or should not be used as part of an assessment process</li> <li>• Making appropriate use and interpretation of test results</li> </ul>

Name of BPS qualification	Brief description of modules/topics covered
Test User: Occupational, Personality <i>continued</i>	<ul style="list-style-type: none"> <li>• Issues associated with interpretation</li> <li>• Providing oral feedback</li> <li>• Providing written feedback</li> </ul> Fee: £51.00*; Student Fee: £25.50**
Test User: Occupational, Personality (additional instrument)	<ul style="list-style-type: none"> <li>• Issues associated with interpretation</li> <li>• Providing oral feedback</li> <li>• Providing written feedback</li> </ul> Fee: £26.00*; Student Fee: £13.00**
Specialist in Test Use	<ul style="list-style-type: none"> <li>• Approaches to testing and test construction</li> <li>• Reliability issues</li> <li>• Validity issues</li> <li>• Utility issues</li> <li>• Computer-based assessment and computer-generated reports</li> <li>• Identifying the assessment needs</li> <li>• When and how to use tests</li> </ul> Fee: £51.00*; Student Fee: £25.50**
Euro Test User Certificate	<ul style="list-style-type: none"> <li>• Members of the RQTU who hold <b>both</b> a Test User: Occupational, Ability and a BPS Test User: Personality qualification are eligible to apply for a Eurotest certificate</li> </ul> Fee: £26.00*; Student Fee: £26.00**
Register of Qualifications in Test Use (RQTU)	<ul style="list-style-type: none"> <li>• This is a annual administration fee</li> </ul> Fee: £39.00*; Student Fee: £39.00**

\* The fees listed above are to receive a BPS qualification, once training has been undertaken. Training course providers will charge a separate fee for the provision of training.

\*\* To be eligible for a student rate of membership, you must be a student undertaking a full or part-time undergraduate or postgraduate programme of study, and not in receipt of a taxable income.

# Certificates of registration



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:

**w:** [www.bps.org.uk](http://www.bps.org.uk)

**t:** +44 (0)116 254 9568

**e:** [enquiries@bps.org.uk](mailto:enquiries@bps.org.uk)

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