



**The British
Psychological Society**
Psychological Testing Centre

Assessors' Handbook

**Information and guidance on becoming a British
Psychological Society (BPS)
Verified Assessor**

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Introduction

Welcome to the Assessors' Handbook. This document has been prepared to help you become a Verified Assessor for the British Psychological Society's (BPS) qualifications in psychological testing. It should be used in conjunction with the Guidance for Assessors Forms which contain detailed guidance on the assessment requirements and nature of suitable assessments for each of the competencies for each of the qualifications in test use. These documents can be found on the BPS Psychological Testing Centre's (PTC) website – www.psychtesting.org.uk .

The BPS qualifications in psychological testing ensure that test users have the necessary competencies for effective test use in Educational, Forensic and Occupational settings. The competencies are based on a framework agreed by the European Federation of Psychologists' Associations (EFPA) in 2005, and provide a generic set of standards which can be adapted for use in different areas of testing.

The guidance in this handbook covers qualifications in Educational, Forensic and Occupational testing as follows:

Educational testing qualifications

- Assistant Test User: Educational Test Administration (EFPA Level 1)
- Test User: Educational, Ability/Attainment (CCET) (EFPA Level 2)

Forensic testing qualifications

- Assistant Test User: Forensic Contexts Test Administration)
- Test User: Forensic Contexts

Occupational testing qualifications

- Assistant Test User: Occupational Test Administration (EFPA Level 1)
- Test User: Occupational, Ability (EFPA Level 2)
- Test User: Occupational, Personality (EFPA Level 2)
- Specialist in Test Use: Occupational (EFPA Level 3)
- Euro-Test¹ (EFPA Level 2)

The BPS has established a verification process to ensure that standards of quality are maintained in the assessment of test users. Verification focuses on the assessment of the **competence** of test users rather than the training they receive. However, Assessors are asked to complete information about their course

¹ The Level 2 Euro-Test Certificate, accredited by EFPA, is available to all Test Users holding a Test User: Occupational, Ability and Test User: Occupational, Personality qualification. Currently this qualification is not available in the Educational or Forensic domains. For further details see Appendix 4.

structure and the length of the training in the Guidance for Assessor's Forms to ensure that all test users meet the same level of competence in psychological testing and that the process ensures a consistency in the standards of training and assessment provided by all Verified Assessors.

Layout of Handbook

The Handbook is set out in three sections as follows:

Section 1: The verification process	Describes the stages involved in becoming a Verified Assessor including guidance on what is expected from applicants to become a Verified Assessor and how they work with Verifiers throughout the verification process.
Section 2: Qualifications and guidance on assessment	Outlines the contents of the BPS qualifications in test use, and provides guidance for Verified Assessors on assessing test users and the different assessment methodologies that may be used. This section also contains guidance on the documents which Assessors need to complete as part of the verification process.
Section 3: Quality Assurance and Re-verification	Describes the processes that Verified Assessors are required to go through in order to ensure that their assessments are working in practice.

Glossary: A glossary defining all the specific terms used in this document is provided in Appendix 1.

Section 1: The verification process

The BPS's qualifications in test use have been developed using a competency-based approach. For test users to be awarded a qualification, they must demonstrate their competence in a number of specific areas. The BPS is not directly involved in training test users or assessing their competence, but instead devolves this responsibility to BPS Verified Assessors. 'Verification' is the term used to describe the process that Assessors are required to undertake in order to become a BPS Verified Assessor and thereby be eligible to assess test users' competence on behalf of the BPS. Verification ensures that all assessments meet the requirements of the standards of competence in a consistent way. This section outlines the process that you need to follow if you are:

- Applying to become a BPS Verified Assessor for the first time, or if your Verified Assessor's Certificate has expired or is about to expire.
- Already a BPS Verified Assessor, but are applying to become a Verified Assessor for another BPS qualification in test use, or are applying to be verified in an additional personality instrument.

The verification of Assessors' assessment methods is conducted by BPS Verifiers who:

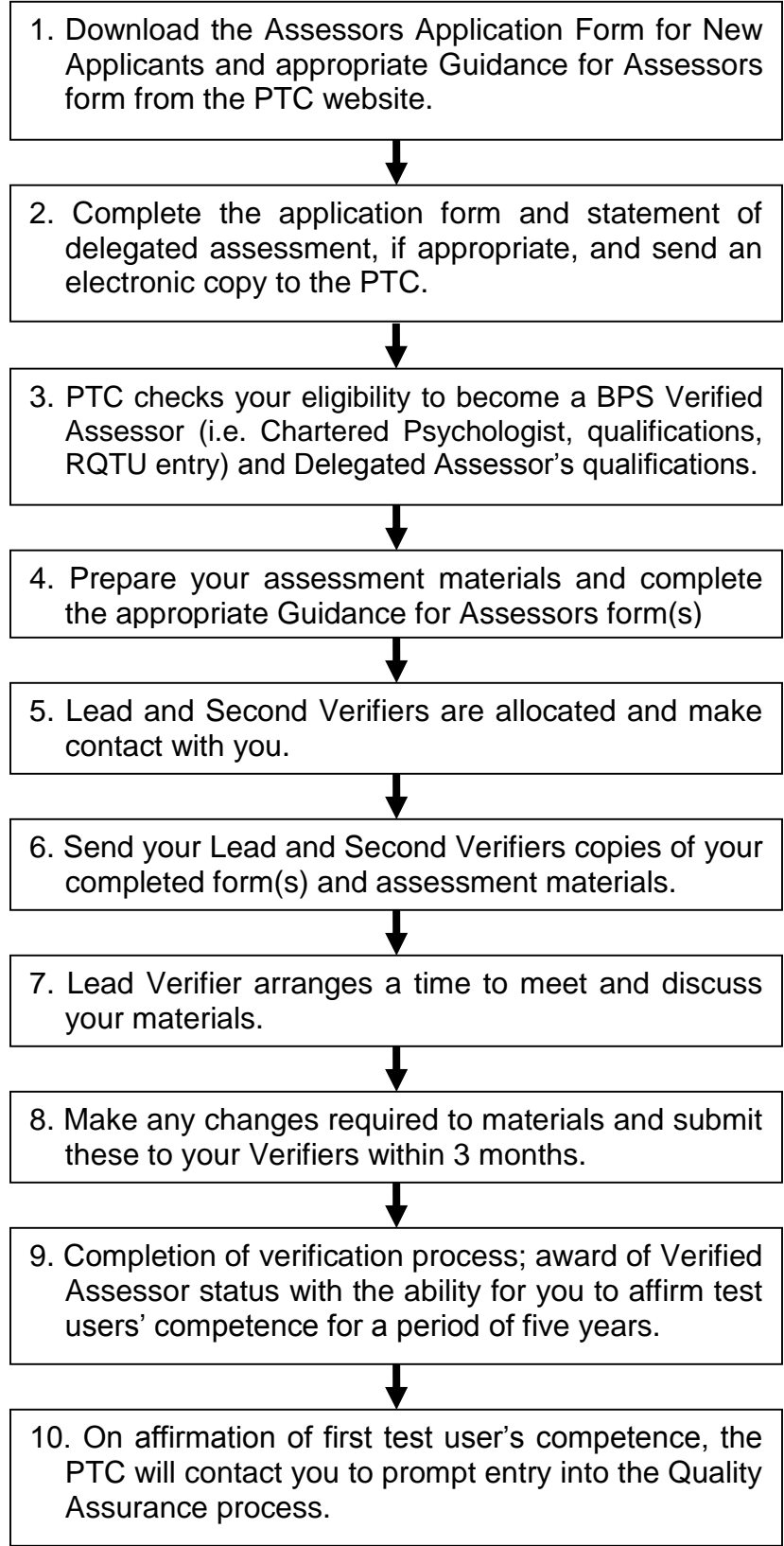
- Are practising BPS Chartered Psychologists.
- Are a BPS Verified Assessor, having themselves passed successfully through the BPS Assessor's verification process.
- Have experience of training and assessing the competence of test users.
- Are appointed by the BPS Committee on Test Standards (CTS) and are responsible to the BPS while working as Verifiers.
- Are required to follow the BPS Code of Ethics and the Verifiers' Code of Conduct (see Appendix 2).

The role of Verifiers is to:

- Review the training and assessment materials and processes used by Assessors to assess training delegates' competence and affirm the competency of test users in order to receive one or more of the BPS qualifications in test use.
- Provide information and advice to Assessors who are affirming test users competence.
- Conduct the Verification, Re-verification and Quality Assurance processes that establish the effectiveness of assessment materials in practice. More details of the Quality Assurance and Re-verification processes are given in Section 3.

The process you are required to undergo in order to become a BPS Verified Assessor is outlined in the following flow-chart, and is explained in more detail below:

Process of verification for New Assessors



Submission of application to become an Assessor – stages 1-4 on flowchart

The first stage in becoming a Verified Assessor is to complete an Assessors' Application Form and submit it to the Psychological Testing Centre (PTC). The Assessor's Application Form is available on the Psychological Testing Centre website at www.psychtesting.org.uk. It is important you complete all necessary sections, including the qualifications in which you wish to be verified; otherwise this may result in a delay to your application. **A requirement of the BPS is that all Assessors must:**

- **be Chartered Members of the BPS;**
- **hold a current relevant qualification in Educational, Forensic or Occupational testing at Test User Level, or higher, and**
- **be current members of the Register of Qualifications in Test Use (RQTU)**

Your application cannot be progressed if you do not meet these requirements.

At this point you will not be expected to submit any of your assessment or other course materials to the Psychological Testing Centre (PTC).

Contact with your Verifiers – Stages 5-6 on flowchart

Once the PTC has confirmed your eligibility to become a Verified Assessor, two Verifiers will be assigned to work with you on your verification; a Lead Verifier, who will be your main point of contact, and a Second Verifier. Two Verifiers are involved in all verifications to ensure consistency in application and interpretation of the qualification standards at all times. Shortly after your application has been received by the PTC and your eligibility has been confirmed, you will be contacted by your Lead Verifier.

At this point, if you would prefer not to work with one or both of the Verifiers assigned to you for any reason, you should contact the PTC who will identify an alternative Verifier to work with you. You do not have to give your reasons for this request. Verifiers are also aware of potential conflicts of interest in their work. They operate according to a Code of Conduct (see Appendix 2) and will not put themselves forward to work with you if they see a potential conflict of interest.

When your Lead Verifier contacts you, they will introduce themselves and your Second Verifier, and will request the following documents from you:

- a copy of your assessment materials
- model answers for your assessment materials, and
- Guidance for Assessors Form(s) which link your assessment materials to the BPS qualification standards and competencies.

They may also ask for copies of any other information that will help them understand your course, such as course outlines, programmes or other training materials.

Once your Verifiers have received your assessment materials they will independently review them against the assessment criteria detailed in the Guidance for Assessors Form(s). They will collate their comments and arrange a mutually convenient time to visit you.

Meeting with your Verifiers – Stage 7 on flowchart

NB. If you are resident overseas or are planning to move overseas, please bear in mind that the Committee on Test Standards (CTS) has agreed that verification meetings should be confined to Great Britain, as face-to-face meetings are part of the process, unless you are willing to cover Verifiers' travel expenses and any associated costs.

The verification meeting is an important part of your verification process. Whilst the primary purpose of the meeting is to ensure that your assessment materials meet the required standards, it is also a valuable opportunity to share information, ideas and experiences. Your Verifiers are BPS Verified Assessors themselves and have a wealth of experience in assessing test users and of the BPS psychological testing qualification standards. It is therefore hoped that applicants applying to become Verified Assessors see the meeting as a good learning opportunity, and that Verifiers also find working with Assessors a very valuable development experience. Meetings are very much expected to be two-way discussions, with both Assessors and Verifiers working constructively together to ensure consistently high standards of assessment materials.

As an applicant applying to become a Verified Assessor, you are expected to host the meeting unless other arrangements are made with your Verifiers and the PTC. This includes providing appropriate refreshments for your Verifiers and meeting the costs of these.

At the meeting Verifiers will expect:

- You to take all reasonable steps to ensure you attend the meeting.
- Provision of a suitable venue.
- You to be prepared for the meeting, being familiar with, and ready to discuss, your assessment materials.
- That only you and any other colleagues who are applying to be a Verified Assessor(s) at the same time will be present at the meeting.
- That sufficient time is allowed for the verification meeting so that all issues can be discussed fully. Your Verifiers will arrange exact timings for the meeting with you. Meetings usually last at least three hours.

During the meeting, Verifiers will record details of any changes to your assessment materials that are agreed. This record will usually be made on an electronic copy of the Guidance for Assessors Form next to the relevant competencies. A copy of the Guidance Form with the Verifiers' comments will be sent to you shortly after your meeting.

In cases where multiple Assessors are applying to be verified on the same set of materials, Verifiers will put more emphasis on assessing a new Assessor's use and knowledge of the materials than the actual materials. However, Verifiers might still ask the Assessor to amend the materials if they feel it is necessary, as the focus of a verification meeting is on the assessment materials and their adequacy, as well as the Assessor's understanding of their use.

It is the role of the Verifiers to ensure that your assessment materials meet the required standards. Verifiers are always willing to work constructively with applicants applying to become Verified Assessors to achieve this, and will offer their expertise and experience both during the meeting and after. However, it is not the role of Verifiers to develop your assessment materials or make substantive changes to them.

If you would like to work with a Verifier in this capacity, the PTC can supply names of the Verifiers who are happy to work with you in an advisory capacity. Any such work undertaken by a Verifier will be agreed and carried out through a private arrangement outside of the verification process.

Policy on the cancellation of visits and withdrawal from verification

By participating in the verification process you agree to terms and conditions that cover the cancellation of visits and withdrawal from the verification process. These terms and conditions are given on the Assessor's Application Form, which can be found on the PTC website, www.psychtesting.org.uk.

Many Verifiers are independent trainers or consultants and may incur costs through lost work and other expenses if you cancel an agreed verification meeting at short notice. It is, therefore, important that meetings are maintained. If a visit has to be cancelled or rearranged please get in touch with your Lead Verifier as soon as possible.

If visits are cancelled at short notice, you may be asked to cover fees and any expenses incurred by Verifiers (e.g. train tickets or loss of earnings). If you withdraw from your verification you will be required to pay the full fee for the verification. The terms and conditions associated with applying to become a Verified Assessor are given on the application form along with details about cancellation of visits and withdrawal from verification.

Making changes to your assessment materials – stage 8 on flowchart

After the verification meeting, your Lead Verifier will contact you regarding any agreed changes that are necessary to your assessment materials. You should make all changes agreed and forward copies of your revised assessment materials and any other documents requested to your Lead and Second Verifiers. Your Lead Verifier will be happy to provide any clarification about changes requested to your materials.

Time allowed for making changes to assessment materials: Where changes to your assessment materials are necessary, you will have three months to make these changes from the date on the letter sent to you following the verification meeting. A further extension of three months to this period may be granted under exceptional circumstances at the discretion of your Lead Verifier. If your changes have not been made within the agreed period, you will be withdrawn from the verification process and you will not be able to affirm the competence of test users.

Award of Verified Assessor Status – stages 9 and 10

When your Verifiers judge your assessment materials to be of the required standard, you will be awarded Verified Assessor status. You will be notified that you have achieved Verified Assessor status by your Lead Verifier. The Psychological Testing Centre will award you a Verified Assessor's Certificate which is valid for a five year period.

Your Verified Assessor status allows you to affirm the competence of test users who successfully complete your assessment materials, enabling them to be awarded the appropriate BPS qualifications in test use and to hold an entry on the Register of Qualifications in Test Use (RQTU). Shortly after you start affirming the competence of test users, you are required to enter into the Quality Assurance process. The purpose of this is to assess the effectiveness of your assessment materials in practice, once they have been completed by a test user. Further details on the Quality Assurance process are given in Section 3 of this document.

Affirming Verified Assessors' competence on new personality instruments

When a new personality instrument is first used as the focus for a Test User Personality training course, it can be the case that there is only one Verified Assessor who can affirm delegates' competence. In this situation, the Assessor cannot be affirmed as a competent test user in the instrument in their own right, as there is not a second Assessor who is able to do this. This means that they will not be shown on the RQTU to hold a qualification in the instrument in which they are training.

In order to overcome this problem, the PTC has introduced a procedure whereby Assessors can request that their Verifiers affirm their competence as a test user on an instrument. The exact requirements for this process will be agreed between the Assessor and their Verifiers at the time of verification. However, Assessors

should expect to submit at least two written reports and for these to be evaluated against the appropriate qualification competencies in the Guidance for Assessors.

On affirmation of competence in the personality instrument, the Verifiers will register the Assessor's qualification on the RQTU.

It should be noted that this assessment process covers only Module Set 5E; the competencies associated with the specific personality instrument. If an Assessor needs to be affirmed as competent on any other Module Sets in order to achieve the Test User Personality qualification, they should seek assessment from an appropriate verified Assessor outside of the verification process.

A fee is payable by Assessors to the PTC to enter into the verification process, details of which can be found in the *Assessors Schedule of Fees* on the PTC website www.psychtesting.org.uk. Please note that entry into the verification process does not guarantee the successful verification of an Assessor's assessment methods.

Re-confirmation

If during your time as a Verified Assessor you make any changes to your assessment materials or assessment processes (e.g. a move to greater use of unsupervised assessment) you must inform the PTC. You should also provide details of the nature of the changes you have made to your assessment materials and these will be forwarded to the appropriate BPS Verifiers' group. Your changes will be considered by the Verifiers at their next meeting and you will be contacted about the outcome of this shortly after the meeting. If changes are considered to be significant, Verifiers may:

- Contact you requesting further information and/or
- Require you to enter into a new verification process.

Expectations of Assessors undergoing the verification process

One of the intentions in developing the process for verification was to ensure that it is as streamlined as possible, whilst being appropriately rigorous to ensure standards in test use are maintained. To ensure the process operates effectively, it is expected that Assessors who are applying to become Verified Assessors will:

- Respond in a timely manner to correspondence from their Verifiers and the Psychological Testing Centre.
- Keep to all agreed meetings except under exceptional circumstances.
- Enter into a constructive dialogue with Verifiers about their assessment materials and be receptive to any changes that are requested.
- Make any requested changes to assessment materials within the agreed timeframes.

- Notify the Psychological Testing Centre of any changes to their assessment materials or methods (e.g. moving from face-to-face to remote assessment).

Complaints about Verifiers and verification

Assessors who wish to raise any matter of concern which they feel cannot be dealt with by their Verifiers (for example an alleged breach of the Verifiers' Code of Conduct) are asked to speak, in the first instance, to the appropriate Senior Verifier.

The matter can also be presented to the Chair of the Committee on Test Standards. The names and contact details of the Senior Verifiers and the Chair of the Committee on Test Standards can be obtained from the Psychological Testing Centre.

What happens to your complaint?

In the first stages of the complaint the Senior Verifier will collect details from you and your Verifiers concerning the complaint and may attempt to arbitrate. If this fails, or the complaint is sufficiently serious, the matter will be referred to the Chair of the Committee on Test Standards (CTS), who will decide on the appropriate course of action. In some circumstances the matter may be discussed by CTS, who will decide the outcome.

In addition to the above the British Psychological Society (BPS) has its own complaints procedure, details of which can be obtained from the PTC.

Section 2: Qualifications and guidance on assessment

This section provides guidance on how the assessment of test users' competence should be conducted. After an introduction to the available qualifications and guidance on completing necessary documentation, the actual assessment of test users' competence is discussed in some detail. The competencies themselves are not given in this document but are available on the PTC website www.psychtesting.org.uk in Word format, in the Guidance for Assessors Form(s), so allowing Assessors to download just the competencies relevant to their application.

An explanation of modules

The current psychological testing qualifications are made up from a series of modules grouped into module sets. Module sets contain related modules and are of three main types: psychometric knowledge, psychological knowledge, and practitioner skills. In total, 43 modules have been defined, each of which covers a number of competencies. Some modules are generic whereas others are specific to the areas of Educational, Forensic or Occupational Testing, or to specific personality instruments.

Table 1 sets out how the 43 modules that make up the qualifications in psychological testing are grouped into module sets covering psychological knowledge, psychometrics and practitioner skills. Each of the recognised qualifications in Educational, Forensic and Occupational Testing require successful completion of all relevant module sets.

In the Test User: Occupational testing domain, qualifications can be obtained in both the 'Ability' and 'Personality' levels. The Ability level covers all 'group' tests of ability and aptitude (i.e. it excludes those that require interactive administration like the WAIS or BAS), meaning courses can and should cover a range of ability or aptitude tests as part of their delivery. Courses in the Personality level are based around specific instruments or instrument types, meaning that an Assessor may wish to offer more than one course in the Personality level. Test users can therefore hold a number of BPS qualifications in different Personality instruments. Currently there is only a single Test User qualification for Educational and Forensic testing.

The responsibility of registering course delegates with the publisher of the test in order that they can get access to test materials lies with the Assessor and the trainee and not with the BPS. Assessors should advise prospective candidates to check with test publishers that they will be able to purchase test materials before undertaking a training course.

Table 1. Qualification modules structure

		Qualification							
		Educational		Occupational				Forensic	
Module	Module set	Assistant Test User	Test User	Assistant Test User	Test User, Ability	Test User, Personality	Specialist in Test Use ²	Assistant Test User	Test User
Psychological Knowledge									
4.101	4A			X	X	X	X		
4.102	4B	X	X						
4.107	4C							X	X
5.201	5B				X		X		
5.202	5F		X						
5.203	5C					X	X		
5.204	5C					X	X		
5.205	5C					X	X		
5.218	5I								X
5.219	5I								X
5.220	5I								X
5.221	5I								X
7.305	7B						X		
7.306	7B						X		
7.307	7B						X		
Psychometrics									
5.206	5A/5G/5J		X		X	X	X		X
5.207	5A/5G/5J		X		X	X	X		X
5.208	5A/5G/5J		X		X	X	X		X
5.209	5A				X	X	X		
5.210	5A				X	X	X		
5.211	5G		X						
5.222	5J								X
7.301	7A						X		
7.302	7A						X		
7.303	7A						X		
7.304	7A						X		
Practitioner Skills									
4.103	4A / 4B	X	X	X	X	X	X		
4.104	4A			X	X	X	X		
4.105	4B	X	X						
4.106	4A / 4B	X	X	X	X	X	X		
4.108	4C							X	X
4.109	4C							X	X
4.110	4C							X	X
5.212	5D				X	X	X		
5.213	5D / 5H		X		X	X	X		
5.214	5D / 5H		X		X	X	X		
5.215	5E				X	X	X		
5.216	5E				X	X	X		
5.217	5E / 5H		X		X	X	X		
5.223	5K								X
5.224	5K								X
5.225	5L								X
5.226	5L								X

² The Specialist in Test Use requires the completion of at least two sets of modules in personality test use, through which test users must demonstrate competence in two or more instruments that cover all the following attributes: ipsative and normative scales; type and trait measures; 1-5 scale and large multiscale instruments.

Completing the Guidance for Assessors Form(s) to become a Verified Assessor

Guidance for Assessors Form(s) for Chartered members of the BPS applying to become Verified Assessors can be downloaded from the Psychological Testing Centre's website, www.psychtesting.org.uk. A separate form is available for each qualification and contains details of all the modules, module sets and their associated competencies. Forms also contain further guidance for Assessors about specific evidence requirements for the assessment of test users' competence that must be assessed before a test user can be considered competent for the award of BPS qualifications in test use.

Assessors should complete the column headed 'Method of assessment' indicating how the competency is assessed, and should indicate the location of the assessment(s) in their assessment materials. Details of possible assessment methods are given below.

Electronic copies of the completed Guidance Form(s) will be requested by your Lead and Second Verifiers. If forms are inadequately completed, making it difficult for Verifiers to locate assessment materials for each competency, they may be returned to the Assessor for amendment.

Assessing test users' competence

In order to ensure effective test use, test users must demonstrate the necessary knowledge and skills associated with the qualification they wish to obtain. Assessment therefore focuses on test users' ability to display the appropriate competences, and it is the responsibility of Verified Assessors to conduct this assessment. Qualifications can only be awarded to test users when they have been judged to be competent in all of the modules that make up a qualification.

When assessing for one of the BPS qualifications in psychological testing, three issues need to be addressed:

- 1. How can evidence of competence be generated?** Evidence of competence can be generated from three main sources:
 - Questioning
 - Performance on specially set tasks
 - Performance at work.

For each of the modules some types of evidence will be more appropriate than others. Further guidance on assessment is given in the section on assessment methods below and in the downloadable Guidance for Assessors Form(s).

- 2. How can evidence be collected and evaluated?** Assessors have responsibility for putting in place systems to collect adequate evidence, both

in terms of quality and quantity, and for ensuring that this constitutes sufficient evidence of test users' competence. The current qualifications involve a combination of knowledge (psychometric and psychological) and skills. Whilst these may be assessed in isolation from each other at times, they are best assessed through activities requiring test takers to integrate and apply their knowledge and skills in realistic contexts.

The Verification, Re-verification and Quality Assurance processes ensure that the methods and processes developed by Assessors meet the standards required by the BPS.

- 3. Who should collect and evaluate the evidence?** The person who affirms a test user's competence is responsible for having judged them as being competent. The person who collects the evidence and the one who evaluates it need not be the same person, though often this will be the case.

The person who affirms a test user as being competent must be a currently BPS Verified Assessor and as such must meet the following conditions:

- Be a Chartered Member of the British Psychological Society (BPS)
- Hold a BPS qualification in test use at Test User level or higher
- Hold a current entry on the Register of Qualifications in Test Use (RQTU)
- Have relevant knowledge, skills and experience of testing practice in the Educational, Forensic or Occupational field

Delegated assessment

Assessment of a test user's competence is the final responsibility of the Verified Assessor. Under some circumstances, however, the assessment of test users' competence may be enhanced when conducted by people other than those who have gone through the verification process (e.g. observed assessment of practical competencies). This is referred to as 'delegated assessment'. Delegated Assessors work under the guidance of Verified Assessors, who are responsible for ensuring the quality of the assessment conducted.

Each Verified Assessor may have up to a maximum of 10 Delegated Assessors.

In order to ensure the continued high standards of the BPS qualifications in test use, Verified Assessors should not delegate 100% of the assessment process to delegated assessors. Verified Assessors should undertake a majority of assessment and should review all delegate portfolios that are assessed by Delegated Assessors before affirming a candidate's competence to ensure the quality of the assessment.

Delegated evaluation of evidence must meet the following four conditions:

1. **Responsibility.** The Verified Assessor should be designated as an internal verifier and retains responsibility for ensuring competence is adequately assessed.
2. **Qualification.** Delegated Assessors must hold a BPS Test User qualification (EFPA Level 2) in the domain(s) (Educational, Forensic, and Occupational) in which they are offering training and assessment. They must also hold a current entry on the Register of Qualifications in Test Use (RQTU).
3. **Assurance of standards.** The Verified Assessor should implement systems to ensure the quality of any delegated assessment is carried out satisfactorily. This should include ensuring that Delegated Assessors hold the appropriate qualifications in psychological testing, providing appropriate training, monitoring and quality control of assessment (e.g. on a sampling basis), and periodic review. The Verified Assessor will be expected to provide evidence of the operation of the systems they put in place to assure standards are maintained, and to retain records of Delegated Assessors (e.g. names, qualifications and training).
4. **Monitoring.** The Verified Assessor should update the names and other required details of Delegated Assessors, using the Assessor's Application Form which can be downloaded from the Psychological Testing Centre website at www.psychtesting.org.uk.

Duties of the Verified Assessor

The Verified Assessor must:

1. Ensure that Delegated Assessors are competent to carry out any delegated tasks with a specific set of materials, so that the standards of the BPS qualifications are maintained.
 - Evidence of this may include details of training given to Delegated Assessors with the specific teaching, learning and assessment materials.
2. Provide an appropriate level of support to Delegated Assessors
 - Evidence of this may include documents such as frequently asked questions, examples of questions that have come up in the past and details of how support was provided.
3. Ensure that the outcome of any delegated task meets the standard required by the BPS qualifications in test use
 - Evidence of this may include examples from Verified Assessors of when retrieval work has been required.
4. Demonstrate that appropriate and quality control processes are in place to ensure a consistent standard amongst Delegated Assessors.

- Evidence of this may include a policy to ensure the quality of their delegated assessment practices.
5. Provide necessary training to Delegated Assessors.
- Evidence may include details of sample second marking /moderation spot checks.

Assessors wishing to use delegated assessment have to inform the BPS of this intention.

Application procedure for Assessors who are already using or intend to use delegated assessment

If you are currently using delegated assessment, or intend to use it in the future, your Verifiers will discuss your delegated assessment practices and quality controls at your verification meeting. These should be appropriate to ensure that the conditions in the above paragraph, entitled “Duties of the Verified Assessor”, are met. Once these have been approved, you will be able to use delegated assessment and add additional Delegated Assessors (up to a maximum of 10). Your delegated assessment methods will be reviewed at your 5 year re-verification meeting.

Application procedure for Assessors who do not intend to use delegated assessment

If you do not currently use delegated assessment and do not intend to use it in the future, your Verifiers will not discuss your delegated assessment methods at your verification meeting.

If, after your verification meeting, you submit an application for Delegated Assessors, your application will be reviewed by the Verifiers Group. Once your delegated assessment practices have been approved by the Verifiers, you will be able to use delegated assessment and add additional Delegated Assessors (up to a maximum of 10). Your delegated assessment methods will be reviewed at your 5 year re-verification meeting.

Methods for assessing the competence of test users

The following section provides an overview of the different assessment methods that may be used to generate evidence of competence.

Questioning

Worksheet or test: The format of questions and answers on worksheets and tests can take whatever form best fits the knowledge being assessed: multiple choice,

short answer or paragraph length answer. Test users may use calculators or computers; computation by hand is not required, but Assessors should make sure test users understand computations and can recognise obviously incorrect results. Test users are not required to memorise information, including formulae, and should be allowed to refer to course manuals, notes, statistical texts etc. during these assessments.

Listing by test user of examples or features: Lists may be produced orally or in writing, during learning or in the workplace. Oral lists should be evaluated by the Assessor, as they are being spoken, using a checklist.

Interview by the Assessor of a single test user: Interviews will most often be used by the Assessor to clarify the outcome of another method, e.g. to check the test user's understanding of a statistic calculated in a worksheet or as part of a recovery assessment process where the candidate is given another opportunity to display knowledge and understanding. As a general rule, structured interviews should be used and their content should be recorded using a marking plan or checklist.

Discussion between test users: Some evidence obtained through interviews (see above) may be obtained through careful observation of a structured discussion between two or three test users. Assessors should use a marking plan or checklist to record the evidence obtained.

Essay: Essays should be marked against a checklist and it may be beneficial to follow them up with an interview or observed discussion. The same would follow for 'long' end of course test questions. For verification or Quality Assurance purposes the Assessor must clearly demonstrate the links between the work set and appropriate competencies.

Performance on specially set tasks

Simulations: These allow the controlled collection of evidence by provision of opportunities for the test user to display practical competence. The Assessor's observations should be recorded, preferably using a checklist which is clearly linked to the elements being assessed. Simulations are not expected to expose the test user to every rare eventuality.

Case study or project work: Case studies and projects allow assessment of the application of knowledge and understanding for elements where competent performance is not observable. The information used in such exercises should be as realistic as possible to achieve a close simulation of workplace tasks. As for observations of simulated activity, the case study allows for a controlled collection of evidence. The use of assessment criteria clearly linked to the elements being assessed is very important to exploit this to the full.

Catalogue or manual based exercise: Some competencies require the test user to be familiar with both test catalogues and test materials. The test user should have access to a range of both catalogues and tests to ensure adequate breadth of coverage. The use of test material in simulations of practical activity and in case studies adds to the realism of those assessments. Other exercises can be based on these materials and can have a variety of outputs.

Draft documentation: These exercises require the test user to draft documents which could be used in the workplace. They provide evidence of the test user's knowledge both of the topic area and how it can be applied.

Workplace activity

Observed workplace activity: This is most likely to occur where the Assessor works on the same site in a supervisory or consultant capacity. If direct observation by the Assessor creates too much interference, personal or supervisor's reports, supported by documentary evidence, may be used.

Reported workplace activity: The reporter may be the test user or the test user's supervisor or colleague. Reports may be either written or oral. Oral reports should be assessed by the Assessor using a checklist. Reports by the test user should give details of actions taken and an explanation of why they were done. This could be followed by reflection on these actions, covering what would have been done if the situation had been slightly different or if problems had arisen. Information on the way the actions were planned could also be included. Reports by a supervisor or colleague should describe the author's direct experience of the test user's work. The Assessor should then cross-reference this report to the required competencies. If the report is made by a supervisor or colleague rather than by the Assessor, this counts as 'delegated assessment', and should meet the requirements listed in the Delegated assessment section.

Diary record: A diary record is similar to reported workplace activity but is likely to be used when it is necessary to collect evidence of competence over an extended period of time. It is likely to consist of a record of activities and events in which the test user has been involved and which contribute evidence towards the demonstration of their competence. Each event should be recorded with a date and a sufficiently full description of the activity. As well as a factual description of the activity, test users may also be asked to reflect on the learning that has taken place and record this reflection.

Documents in use: The test user can be asked to give a brief oral or written review of the suitability of documents currently in use, but these documents should not have been created by the test user him/herself.

Project report: A project report consists of a report of a work-based project completed by the test user. Project work should enable the test user to

demonstrate practical application of competencies, both knowledge- and skills-based, integrated to address a practical issue in the workplace.

Ensuring the authenticity of assessment evidence

Assessors may conduct some of their assessments of competence under unsupervised conditions, for example when test users are asked to complete assessments in their own time. Unsupervised assessment may also result from courses that employ 'distance learning' methodologies, especially as technology makes it increasingly possible to conduct assessment at a distance. Regardless of how assessment is actually conducted, at the point at which a Verified Assessor affirms a test user's competence they must be:

- satisfied that the test user's work adequately meets all the BPS qualification competencies at the required standard; and
- satisfied that this work has been produced independently by the test user.

Where unsupervised assessment is used, Assessors must put in place adequate checks on a test user's competence that are conducted under appropriate supervision. An evaluation of the checks employed to assure the validity of unsupervised assessment will form part of the verification process. The exact nature of these checks will depend on how assessment is conducted, but the points below are offered as guidance. Not all of the recommendations will need to be met for an Assessor's methods to be seen as adequate, but a sufficient number of these should be in place to ensure confidence in the assessment process.

- Where unsupervised assessment is being used, test users should be informed that it is a requirement that their work is independent and their own, and required to confirm they have complied with this.
- If a significant amount of knowledge-based competencies have been assessed unsupervised, there should be a sufficient supervised check of the test user's understanding to give the Assessor confidence in the authenticity of their previously submitted material. An appropriate check may involve completing questions assessing a representative sample of the competencies under supervision or through a video-conferenced interview with the test user.
- Any evidence for administration and scoring of tests that is obtained under unsupervised conditions must be in video format to allow Assessors to clearly see and hear all aspects of the process. To ensure all competencies are met, delegates are likely to need to describe to the camera some of the arrangements and checks around the administration process and also need to submit additional materials such as test logs and scored answer sheets to the Assessor for inspection.
- For feedback, video is the preferred method for submitting evidence. As with administration and scoring, test users are likely to need to describe the arrangements they have made prior to feedback as well as submitting a recording of the feedback itself.

- Where open ended questions are used, Assessors should be aware of the potential for test users to take information directly from the internet or other sources. In these cases a test user may give very highly competent answers, but may not have the necessary depth of understanding. Periodic checks for this should be conducted, and Assessors should be aware of written responses that are in a very different style from a test user's other material.
- In general, it is seen as good practice that a significant proportion of the knowledge-based assessment is completed before the assessment of practical skills. This gives opportunities for Assessors to ensure the competence of test users in this area before moving on to the practical skills. Structuring assessment in this way also provides an opportunity for remedial support to be given during any face-to-face elements of the course if necessary.

Timeframes for assessing test users' competence

It is the responsibility of Assessors to ensure that, at the time of affirming a test user's competence for a particular qualification, they are confident that the test user is competent in all competencies covered by the qualification.

When assessment has been conducted over a fairly short period, this should not be an issue. However, if a test user was assessed on some of the competencies in a qualification more than 12 months previously, then the Assessor should perform some re-assessment of the test user's competence. This may not need to be a full re-assessment, but should be sufficient to provide adequate evidence of current competence.

Recording test users' competence

After a test user is appropriately assessed and is ready to be affirmed as competent in test use, Assessors should obtain a completed 'Consent Form.' The form is available from the PTC website www.psychtesting.org.uk and a copy of the form can be found in Appendix 3.

The Consent Form is used for collecting information from test users confirming how their information will be used, i.e. that it will be submitted electronically to the BPS for the purpose of registering their eligibility to apply for the award of a BPS qualification in test use and entry on to the Register of Qualifications in Test Use subject to payment of fees.

The form contains a section for test users to indicate whether they are a student and not in receipt of a taxable income and eligible for discounts on fees.

When an Assessor is satisfied that a test user is competent in all the modules that make up a BPS qualification, they should then submit an affirmation of competence to the Psychological Testing Centre. This is done by made by filling in the online

'Assessor's Form for affirmation of a test user's competence', which can be found in the Registrants Area on the PTC's website, www.psychtesting.org.uk.

In this same area, Assessor's and holders of BPS qualifications in test use can view their personal details and the test user qualifications they hold on the RQTU. When logging into their individual online account on the PTC website, Assessor's/test users can review their personal details and can also contact the PTC if any of their details need updating.

Guidance for Verified Assessors on assessing delegates whose entry on the RQTU has lapsed

On occasion, Verified Assessors may receive requests from delegates whose entry on the Register of Qualifications in Test Use (RQTU) has lapsed but who now wish to reinstate their entry. This section provides advice to Assessors of the process of re-affirming a person's competence.

There are a number of people who have successfully completed training courses in psychometric testing leading to one of the BPS qualifications in test use, but who are not able to register their qualification on the RQTU as their competence has lapsed. This may be because 1) they not having paid their fees to initially register their qualification with the BPS and so join the RQTU, or 2) they have allowed their membership of the RQTU to lapse.

Affirmation of competence guidance

When Assessors affirm the competence of delegates whose entry on the RQTU has lapsed, it is the responsibility of Assessors to be sufficiently confident that the delegates are competent test users. In this respect, it does not differ from the normal responsibilities an Assessor has when of affirming the competence of delegates.

Assessors should judge each delegate's circumstances and make a judgement on their competence and what evidence the Assessor needs to see to be assured they are sufficiently competent. Key considerations will include when training was completed and what evidence there is of test use in the time since training was available. In this respect, the following broad guidance is offered in order to ensure consistency in judgements across Assessors offering to affirm test users' competence.

Test user's circumstances	Recommended assessment
Completion of course less than 3 years ago and evidence of subsequent practice*	Review of delegate test report(s) to ensure competent interpretation and application of key statistics
Completion of course less than 3 years ago and no evidence of subsequent practice	Assessment of administration, feedback and report writing including key statistics

Completion of course longer than 3 years ago and evidence of subsequent practice*	Review of delegate test report(s) to ensure competent interpretation and application of key statistics, and assessment of administration and feedback
Completion of course longer than 3 years ago and no evidence of subsequent practice	Assessment of administration, feedback and report writing and understanding of basic statistics and principles of standardisation, reliability and validity and their applications to testing

**Evidence of practice can take a variety of forms, but should at a minimum include evidence of competent oral or written feedback.*

Where a delegate is producing reports as part of their current workplace activity, consideration should be given as to how these might be used to show competence. For example, a delegate may be asked to submit an annotated report showing how they have met key competencies through this report.

Revisions to standards in 2011

If a delegate completed their initial training prior to the introduction of the revised test user competences launched in September 2011, Assessors need to consider what additional assessment may be needed to cover new competencies. For example, the post 2011 standards introduced greater emphasis on computer and internet-based testing, fairness and the findings from meta-analyses. Assessors should build in assessments of these additional competencies where needed to ensure delegates are competent in the most up-to-date version of the standards.

Assessment of competence

Assessment of competence may take place through face-to-face sessions or make use of unsupervised assessment to varying degrees. Where unsupervised assessment is used, the Assessor should use the guidance given earlier in the Handbook.

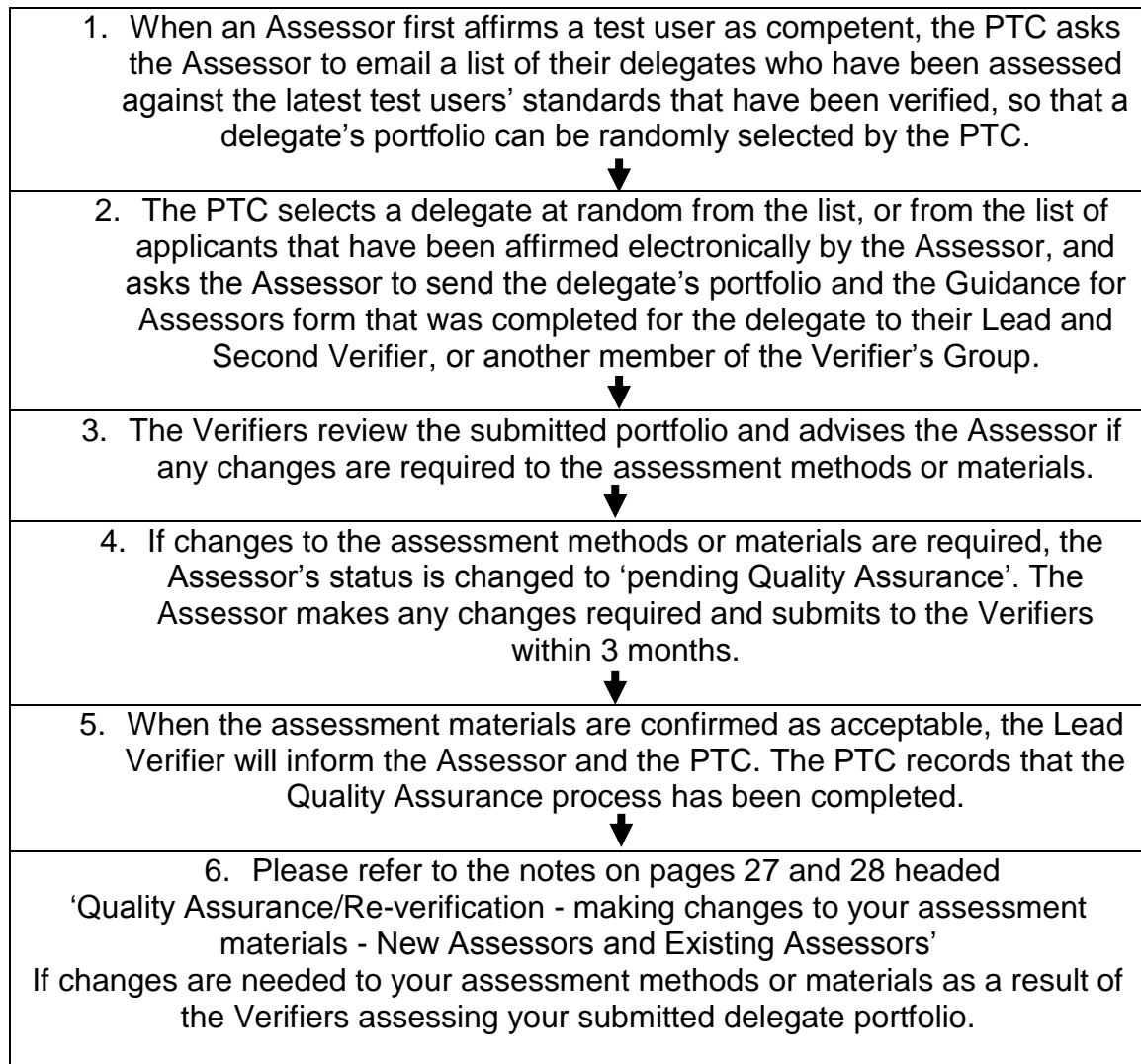
Section 3: Quality Assurance and Re-verification

Quality Assurance process for new Assessors

The purpose of Quality Assurance is to determine how well your assessment materials work in practice. Effectively, the verification process affirms the potential of your assessment methods and materials to assess test users' competence to the required standards, but Quality Assurance ensures they actually do this, are

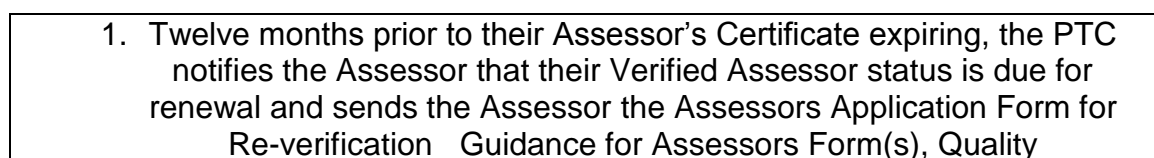
working appropriately, and that the Assessor's judgements about test user competence are sound.

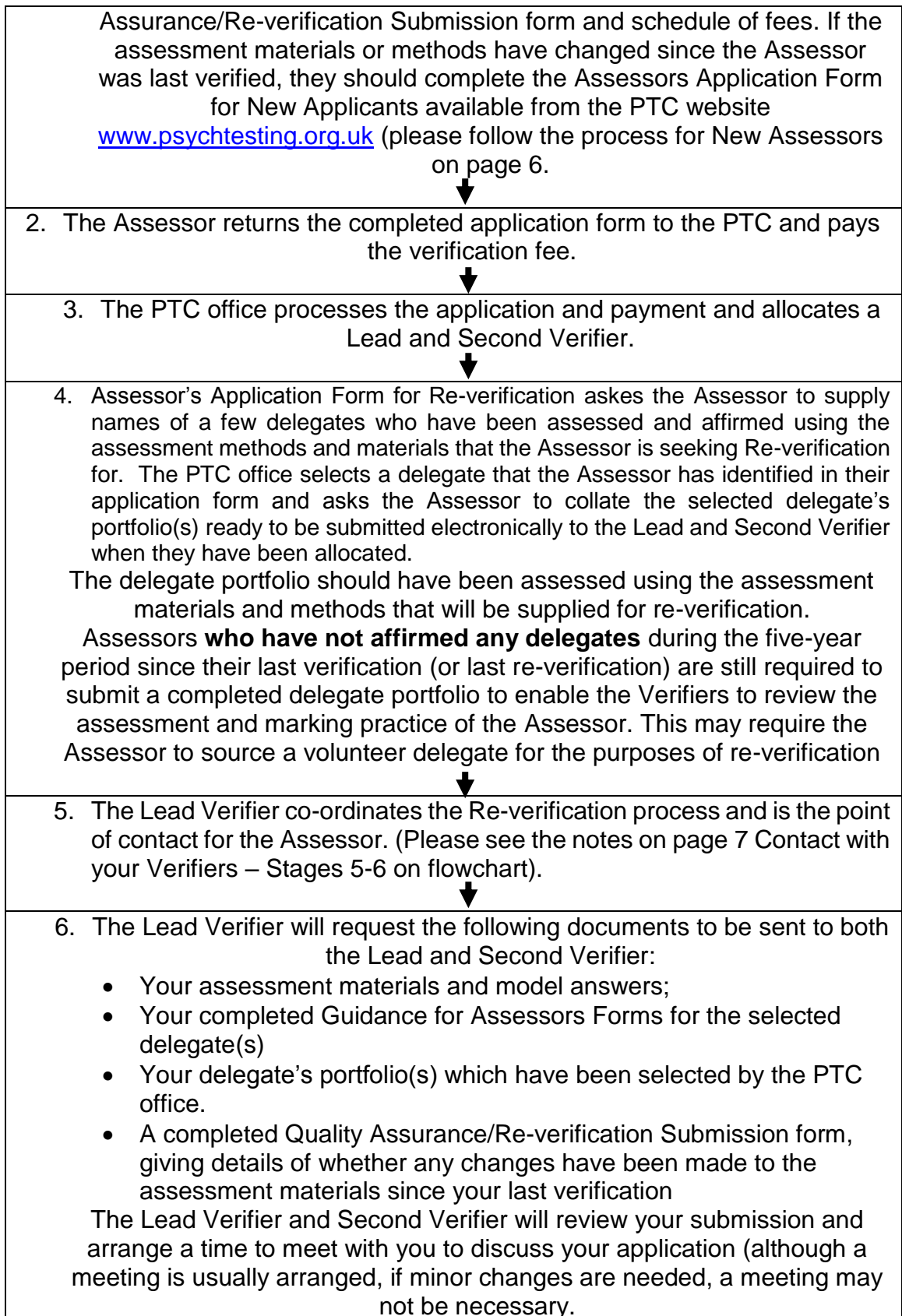
As an Assessor you undergo Quality Assurance after you have achieved Verified Assessor status. You will be requested to send through a completed assessment portfolio from the first batch of test users you affirm as being competent. The process for Quality Assurance is as follows:

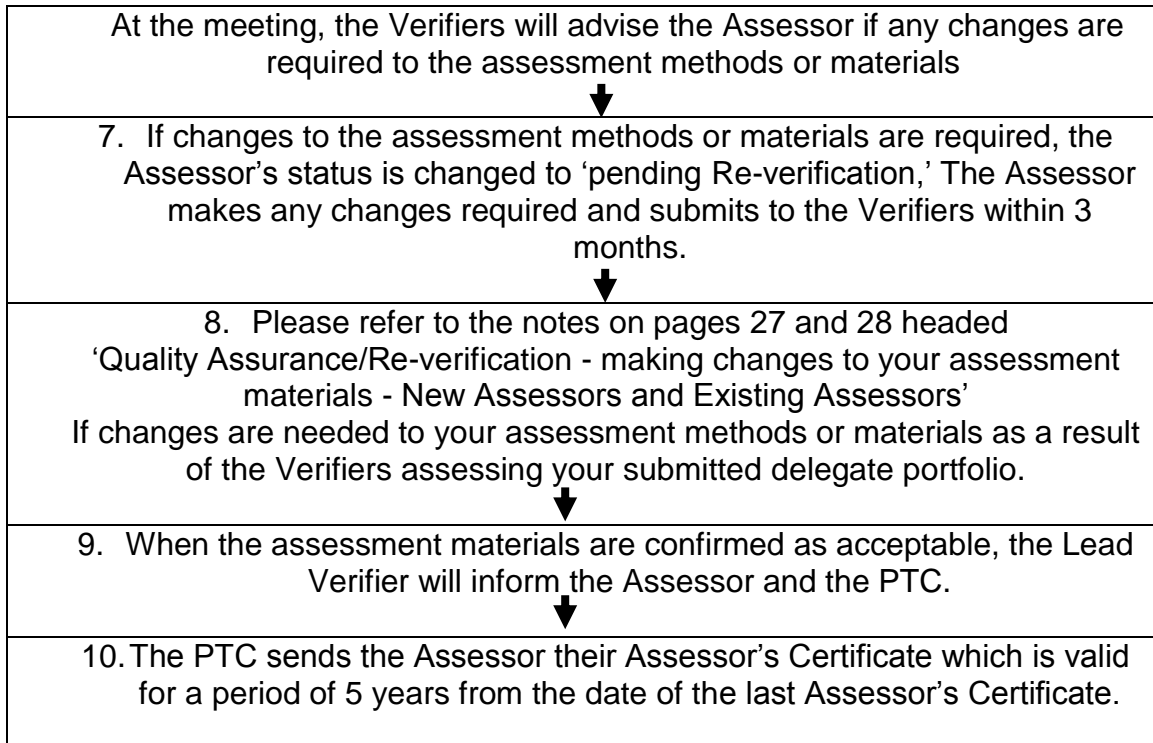


Re-verification process for existing Assessors

As an Assessor you undergo Re-verification when your Verified Assessor status is due for renewal, every five years. The process for re-verification is as follows:







Please note that if you are verified in a number of personality instruments and do not apply to be re-verified in the first instrument, you will need to apply to be re-verified in the common core modules (5A) at your next re-verification.

Quality Assurance/Re-verification - making changes to your assessment materials - New Assessors and Existing Assessors

If your Verifiers determine that changes are necessary to your assessment materials, you will be sent details of the agreed changes. If you are an existing Assessor, your status will be changed to 'Pending Re-verification.' You can continue to affirm the competence of test users during this time.

Your amended materials should be forwarded to your Lead and Second Verifiers. Your Lead Verifier will be happy to provide any clarification about changes requested to your materials.

Review of your delegate portfolio by the Verifiers

During the Quality Assurance and Re-verification processes, your Verifiers will independently review your delegate's portfolio(s), your assessment materials and methods, collate their comments and communicate their findings to you. The outcome from the review of the assessment materials, methods and delegate portfolio(s) will be one of the following:

1. Delegate portfolio is considered satisfactory

- If the test user's portfolio is considered satisfactory and no changes to the assessment materials or assessment practice are needed (although minor advice might be provided).
 - **If you are a newly Verified Assessor going through the Quality Assurance process** you will retain your 'Verified Assessor' status for the remainder of your verification term.
 - **If you are going through the Re-verification process and applying for a subsequent five year term as a Verified Assessor**, your Verified Assessor status will be renewed for a further five years from the point at which your previous Verified Assessor's Certificate expires.

2. Substantive changes are necessary to your assessment materials as a result of reviewing your delegate portfolio

- If substantive changes are necessary to your assessment materials as a result of reviewing your delegate's portfolio:
 - **If you are a newly Verified Assessor going through the Quality Assurance process**, requested changes to your assessment materials and the reason for these will be sent to you by your Lead Verifier. Your Lead Verifier will also discuss the requested changes with you, if you request this.
 - **If you are going through the Re-verification process and your term as a Verified Assessor is about to expire**, you will usually be visited by your Verifiers to discuss the requested changes, though a meeting may not always be necessary if the changes are minor. If a visit is arranged, this will follow a very similar format to the verification meeting described in Section 1. If substantive changes are necessary, your Verifiers will discuss them with you at your re-verification meeting.

3. Substantive changes are necessary to your assessment practices as a result of reviewing your delegate portfolio

- If substantive changes are required to your assessment practice and the judgments you have made about the competence of the test user - i.e. it does not appear that any problem exists with the assessment materials, but that the evidence presented in your delegate's portfolio does not actually demonstrate the competences. In these circumstances the Verifier will request a second delegate's portfolio. If, after the submission of a second delegate portfolio, the competences are still judged by the Verifier not to have been met, your Verified Assessor status will be removed, pending submission of sufficient evidence to show that the judgments of competence

are sound. This will usually take the form of a new application for verification. A verification meeting to re-review the assessment materials/practices will be required and to identify changes that will enable the Assessor to perform effective judgements relating to test-user competence against the BPS qualification standards.

You should note that the outcome of the Quality Assurance and re-verification processes will not affect any affirmations of competence already awarded to the test user whose portfolio is reviewed.

Time allowed for making changes to assessment materials: Where changes to your assessment materials are necessary, you will have three months to make these changes from the date of the letter from your Lead Verifier. A further extension of three months to this period may be granted under exceptional circumstances, at the discretion of your Lead Verifier. If your changes have not been made within the agreed period, you will automatically be withdrawn from the verification process and you will no longer be able to affirm the competence of test users.

Expectations of Verified Assessors

The expectations of Verified Assessors who are undergoing the Quality Assurance and re-verification processes are the same as for verification, as described earlier.

Retention of test user portfolios

Assessors should retain test users' portfolios for no longer than is necessary to assess the test user's competence. However, Quality Assurance and re-verification require retention of a completed portfolio by the Assessor. The portfolio will be returned to you after the Quality Assurance or re-verification process is complete, but we advise you to keep a copy of the original portfolio until the process is complete.

Promoting training courses

On successful completion of all stages of your verification, Chartered psychologists who direct training courses in Educational, Forensic or Occupational Testing leading to eligibility to receive a BPS qualification in test use may advertise those courses as:

'Providing training leading to fulfilment of requirements for the British Psychological Society's qualifications in Assistant Test User: (Educational/Forensic/Occupational) / Test User: Educational, Ability & Attainment (CCET) / Test User: Forensic/Test User: Occupational, Ability / Test User: Occupational, Personality / Specialist in Test Use, Occupational'.

Appendix 1: Glossary

Assessor/Verified Assessor: Assessors are BPS Chartered Psychologists who are able to affirm the competence of test users in the British Psychological Society's qualifications in test use. Assessors must already hold the qualifications in psychological testing for the qualifications in which they apply to be verified and must have an entry on the Register of Qualifications in Test Use (RQTU). The term 'Assessor' is used throughout this document to refer to those applying for their assessment methods to be verified. Those who have successfully completed the verification process and are, therefore, able to affirm test users' competence are referred to in this document as 'Verified Assessors'.

Delegated Assessor: Delegated Assessors undertake some of the assessments of competence for test users under the supervision of a Verified Assessor. Delegated Assessors must hold a qualification in psychological testing for the courses they assess and must have an entry on the Register of Qualifications in Test Use (RQTU). Verified Assessors are responsible for establishing suitable processes for maintaining standards of delegated assessment.

Lead Verifier: The Lead Verifier is a member of the Verifiers' group who is appointed to act as the main point-of-contact and to coordinate a specific verification, Re-verification or Quality Assurance process.

Materials: Materials, or assessment materials, refers to the methods an Assessor who is going through the verification process uses to collect evidence of test users' competence for the BPS qualifications in psychological testing. Assessment materials are the focus of the verification process and should be provided to Verifiers in a format containing both the questions or other prompts a test user responds to and the expected responses (model answers) against which responses are evaluated.

Pending Quality Assurance / Pending re-verification: If, as part of a Quality Assurance or re-verification process, changes are required to a Verified Assessor's materials, their status is changed to 'Pending Quality Assurance' or 'Pending re-verification' whilst the changes to the materials are made. During this time Verified Assessors can still affirm test users' competence.

Quality Assurance: Quality Assurance is the process of reviewing a test user's completed assessment portfolio to determine how well a Verified Assessor's assessment materials have worked in practice. Quality Assurance is carried out for newly Verified Assessors who have just completed the verification of their assessment materials.

Quality Control

Quality Control are the checks that Assessors make on their Delegated Assessors in order to ensure a consistent standard amongst Delegated Assessors is maintained.

Re-confirmation: If substantial changes are made to assessment materials/methods during the five year period in which an Assessor is verified, the process of getting these changes verified is called re-confirmation.

Register of the British Psychological Society's (BPS) Qualifications in Test Use (RQTU): The RQTU is a publicly accessible register listing those who hold one or more of the BPS's qualifications in test use. The RQTU can be accessed via the PTC's website, www.psychtesting.org.uk. Entrants on the RQTU are expected to adhere to the *Code of Good Practice for Psychological Testing* and to the *Rules for Membership of the Register of the British Psychological Society's Qualifications in Test Use*. Entry on the RQTU is annually renewable and is subject to maintaining your competence in test use.

Re-verification: Re-verification is the process undertaken by Assessors every five years when their Verified Assessor's Certificate is due to expire.

Second Verifier: The Second Verifier is a member of the Verifiers' group who works with the Lead Verifier on a verification, re-verification or Quality Assurance process. Verifiers work in pairs to ensure consistency in the application of standards for all Verified Assessors.

Senior Verifier: The Senior Verifier leads the Verifiers' group, coordinating their activities and contributing to the development of the verification and Quality Assurance processes. There is one Senior Verifier for each of the domains in which the BPS offers qualifications, who work on behalf of the Committee on Test Standards (CTS) under the management of the Psychological Testing Centre (PTC).

Committee on Test Standards (CTS): The BPS's Committee on Test Standards (CTS) is responsible for all aspects of policy relating to standards of test use, including the development of the qualifications in psychological testing and the verification and Quality Assurance processes covered in this document.

Test User: Test users are candidates who have attended Assessors' training courses, who have undergone assessment, and had their competence affirmed by a BPS Verified Assessor. Their Verified Assessor has sent an affirmation of their competence to the BPS Psychological Testing Centre, so that they may have their qualification registered and become recognised as a BPS qualified test user.

The Psychological Testing Centre (PTC): The British Psychological Society's (BPS) Psychological Testing Centre (PTC) provides information and services

relating to standards in tests and testing for test takers, test users, test developers and members of the public. The PTC administers the Verification, Re-verification and Quality Assurance processes and the registration of qualified test users. It provides a dedicated customer service via its website www.psychtesting.org.uk, via email enquiry@psychtesting.org.uk or via the telephone 0116 252 9530.

The British Psychological Society: The British Psychological Society (BPS) is the representative body for psychology and psychologists in the UK. It is not a trade union but is a registered charity in England and Wales (Charity Registration Number: 229642) and in Scotland (Charity Registration Number: SC039492). The BPS was formed in 1901 and has more than 45,000 members. Through its Royal Charter, the BPS is charged with overseeing psychology and psychologists. It has responsibility for the development, promotion and application of pure and applied psychology for the public good.

Verification: Verification is the process of determining the suitability of an Assessor's materials to adequately assess the competencies that comprise the British Psychological Society's qualifications in psychological testing, leading to the Assessor being awarded the status of Verified Assessor.

Verifiers: Verifiers are Chartered Psychologists and Verified Assessors who work to ensure that Assessors' materials meet the British Psychological Society's standards, as set by the BPS Committee on Test Standards.

Appendix 2: Verifiers Code of Conduct

Code of Conduct

Verifiers and Verified Assessors, as BPS Chartered Psychologists, have agreed to abide by the British Psychological Society (BPS) Code of Ethics and Conduct. The Verifiers' Code of Conduct is additional to the BPS Code and is not designed to replace the BPS Code in any way. A proven breach of the Verifiers' Code of Conduct may result in referral to the BPS's Member Conduct Officer for alleged breach(es) of the Society Code of Ethics and Conduct. The Verifiers' Code of Conduct has been drawn up to enable Verifiers to carry out their functions objectively on behalf of the BPS. Those functions are:

- To verify the process of affirming test users in one or more of the modules of competence in psychological testing on behalf of the awarding body, the British Psychological Society; and
- To provide information, advice and support to the Assessors affirming those test users.

Declaration of interest

On being invited to verify a given Assessor, Verifiers must make known to the Senior Verifier, in confidence

- whether or not they have/have had a contractual relationship with that Assessor or the Assessor's employer/organisation;
- whether they might have, or be seen to have, difficulty in verifying that Assessor objectively; and
- any other actual or potential conflict of interest.

Consultancy in verification work

- Verifiers must not engage in paid consultancy in relation to any aspect of a qualification in psychological testing for any individual or organisation for whom they are acting as Verifier, within three months of the end of the verification procedure.
- Where advice is requested by an Assessor in order to meet the requirements of verification, while it is the Verifier's duty to provide that advice, it is not part of the Verifier's function to engage in, for example, course redesign or drafting of materials. The Verifier may put the Assessor in touch with either a successful Verified Assessor prepared to provide assistance or other past or present Verifiers, who may act as consultants.
- Where a past or present Verifier is acting as consultant to an Assessor working towards verification, the Verifier cannot guarantee that the outcome will be a successful verification; verification is based on the Assessor's use and interpretation of evidence.

Commercial confidentiality

- An introduction to an organisation or individual which comes about as part of the verification process must not be used by the Verifier to seek consultancy or employment.
- Where it is necessary to interview test users who have been affirmed as competent or to examine their portfolios of evidence as part of the verification process, those individuals and their organisations should remain anonymous if they or their Assessor wish it.
- Information on an Assessor's or an organisation's practices, procedures and intellectual property gained during the verification process remains confidential to the Assessor and/or organisation. Verifiers must respect copyright and ownership of any materials examined.

Disclosure

The British Psychological Society (BPS) will retain a List of Verified Assessors and this will be accessible to interested parties. However, there should be no disclosure to anyone other than the parties concerned (Verifier or Senior Verifier) on the progress of a particular verification (for example, intimation that a particular Assessor is or is not likely to achieve verification).

Hospitality

Verifiers should keep relationships with Assessors on a professional basis (see Verifiers Code of Conduct). They should consult the Senior Verifier for guidance.

- Verifiers will adhere to current published standards which are available to Assessors.
- Verifiers must maintain up-to-date records of the progress of every verification carried out, in a prescribed format.
- Where timescales have been laid down for the various stages in the verification process (e.g. response times to Assessors), these should be adhered to, provided they are within the control of the Verifier. If the timescales cannot be adhered to, the Senior Verifier should be informed in writing stating reasons for this.

Conduct in relation to test users who have been affirmed as competent in one or more modules of psychological testing

- Test users are affirmed as competent in relation to a specific Module by a Verified Assessor on the basis that, at that time, the test user was competent as described and the Assessor was at the time verified by The British Psychological Society. Interviews with test users who have been affirmed as competent in one or more Modules required for a qualification are for the purpose of determining what the Verified Assessor did to establish competence and are not to be used to assess the current competence of the affirmed test user.

- If such discussion leads the Verifier to have concerns about the competence of that person in relation to the Modules for which they have been affirmed as competent, the Verifier should raise these concerns initially with the Verified Assessor involved. Verifiers should not engage in counselling or retraining. Assessors have a responsibility to those using and those taking tests under the British Psychological Society's Code of Ethics and Conduct.

Relationship with Senior Verifier

- Verifiers are responsible solely to the British Psychological Society and are answerable to the Senior Verifier for their conduct and activities. The Senior Verifier reports to the Committee on Test Standards (CTS).
- Verifiers should report regularly to the Senior Verifier, especially on relevant development and current or anticipated difficulties or disputes. Disputed findings or any other differences with Assessors should be referred to the Senior Verifier.
- Verifiers must let the Senior Verifier know as soon as possible of any extended period when they will be unavailable for verification work.

Personal development

- It is a condition of undertaking to work as a Verifier that the Verifier should attend, whenever possible, workshops of the whole verification body, called by the Senior Verifier, in order to remain abreast of techniques and development and to maintain consistency of standards.
- Where appropriate, the Verifier should make more frequent contacts with other Verifiers for similar purposes.

Appendix 3: Consent form

Candidates who are successfully assessed as competent test users are eligible to register with the British Psychological Society (BPS) for the issue of qualifications in test use and entry on to the Register of Qualifications in Test Use (RQTU).

In order to apply for the BPS test user qualifications and entry on the RQTU, candidates need to submit the following details. By signing the declaration below, you are authorising your Assessor to release your details to the BPS for the purpose above.

The BPS will then contact you directly to progress registration as a test user and to settle payment for registration.

Please see the Consent Form overleaf:

Consent form

Please complete Sections A, B (if applicable) and C and return the form to your Assessor.

Section A

Authorisation for the release of personal details below to the British Psychological Society:

In order to apply for a British Psychological Society (BPS) qualification in test use, your Assessor is required to send an affirmation of your competence to the BPS. I give permission for my Assessor to release my personal details below to the BPS in order to apply for a qualification in test use and entry on to the Register of Qualifications in Test Use. I understand I will receive invoices for the payment of fees for the relevant level(s).

Signed Date

Section B (please skip to section C if you are not a current undergraduate or postgraduate student)

Declaration for candidates who are current students

I confirm that I am currently a student enrolled on an undergraduate / postgraduate programme of study and that I am not in receipt of a taxable income.

Signed Date

Section C

Candidate's details please use BLOCK CAPITALS to complete your personal details.

Title (Mr, Mrs, Miss, Ms, Dr, other):

Forename(s) in full:

Surname:

Date of birth (DD/MM/YYYY): __ / __ / ____

(Your date of birth is very important to us as it helps us to confirm whether we hold your current details)

BPS/ RQTU membership number (if applicable)

Address:

(Please supply a business/invoice address if your company is paying for your BPS certification)

.....

.....Postcode:.....

Telephone number:Email address:.....

Appendix 4: Euro Test Certificate

The Level 2 Euro-Test Certificate, accredited by the European Federation of Psychological Associations (EFPA), is available to all Test Users holding a Test User: Occupational, Ability and Test User: Occupational, Personality qualification. Currently this qualification is not available in the Educational or Forensic domains.

Assessors will not directly offer the Euro-Test Certificate as this will be conferred by the British Psychological Society (BPS) to test users who hold the required qualifications. The Euro-Test Certificate will involve a one-off purchase by the test user and include the addition of the qualification on their RQTU profile and a Certificate with the EFPA Accreditation logo on it. This will remain valid for as long as the test user holds the requisite qualifications and maintains an entry on the RQTU.

The Euro-Test Certificate recognises a level of competence defined by the EFPA Board of Assessors, which draws its membership from 35 European Countries. As the Certificate becomes more widely recognised, it is expected that multinational test suppliers will increasingly use it as a basis for registration of test users across borders within Europe. It is also anticipated that providers of occupational assessment services and those who seek such services are more likely to acknowledge or require a qualification based on a European standard.