

**The British
Psychological Society**

Promoting excellence in psychology

The BPS qualifications in test use for
Occupational Professionals



www.psychtesting.org.uk



**The British
Psychological Society**
Psychological Testing Centre

Congratulations on completing your course!

Successful completion of the course you have undertaken leads to eligibility to apply for a British Psychological Society (BPS) qualification in test use.

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

- Occupational testing qualifications are available at the following levels:
 - Assistant Test User: Occupational Test Administration
 - Test User: Occupational, Ability
 - Test User: Occupational, Personality
 - Specialist in Test Use Occupational
 - EuroTest User
- Having a BPS qualification demonstrates to 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 for Psychological Testing*
- A BPS qualification allows you to access certain psychological and psychometric tests that would otherwise be restricted.

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

- The RQTU is an online register of those current and active test users who have gained a BPS qualification in test use, and is searchable by employers and clients
- Membership of the RQTU allows you to demonstrate to current and future employers your competence in test use

3. Free online access to reviews of over 160 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 by RQTU members.

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. 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

6. 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.

What do I do next?

1. Fill in the consent form template on the back of this leaflet, tear it out and give it to your course trainer/Assessor
2. On successful completion of the course, your Assessor will complete an affirmation form affirming your competence, and will submit it electronically to the British Psychological Society's Psychological Testing Centre (PTC)
3. Once your eligibility to receive the qualification has been confirmed, the Psychological Testing Centre will send you an invoice for the qualifications applied for, plus an annual fee to join the BPS Register of Qualifications in Test Use (see page 4 for details of fees)
4. Pay your fee by phone or by bank transfer
5. The Psychological Testing Centre will send you a Certificate of registration for each qualification achieved (see page 6 for examples of Certificates of registration)
6. Your name and qualifications will be placed on the British Psychological Society's online Register of Qualifications in Test Use (RQTU)
7. You will now be able to access all RQTU member benefits (detailed on page 2)
8. Maintain your registration on the RQTU by paying an annual fee and affirming your continued Maintenance of Competence in test use.

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

w: www.psychtesting.org.uk

t: 0116 252 9530

e: enquiry@psychtesting.org.uk

Qualification details and fee structure

Name of BPS qualification	Brief description of modules / topics covered (For a fuller description of the topics covered, download the <i>Test User's Handbook</i> from the PTC website)
Assistant Test User: Occupational Test Administration	<ul style="list-style-type: none"> • Introduction to testing • Administering tests to one or more candidates, part 1 • Administering tests to one or more candidates, part 2 • Maintaining security and confidentiality of the test materials and the test data Fee: £26.00* ; Student Fee: £13.00**
Test User: Occupational, Ability	<ul style="list-style-type: none"> • Ability and aptitude: Occupational • 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 Fee: £102.00* ; Student Fee: £51.00**
Test User: Occupational, Personality	<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 Fee: £52.00* ; Student Fee: £26.00**
Test User: Occupational, Personality (additional instrument)	<ul style="list-style-type: none"> • Issues associated with interpretation • Providing oral feedback • Providing written feedback Fee: £26.00* ; Student Fee: £13.00**

Name of BPS qualification	Brief description of modules/topics covered
Specialist in Test Use: Occupational	<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 Fee: £51.00* ; Student Fee: £25.50**
Euro Test User Certificate	<ul style="list-style-type: none"> • Holders of both a BPS Test User: Occupational, Ability and a BPS Test User: Personality qualification are eligible to apply for Eurotest certificate Fee: £26.00* ; Student Fee: £26.00**
Register of Qualifications in Test Use (RQTU)	<ul style="list-style-type: none"> • This is a annual administration fee Fee: £40.00* ; Student Fee: £40.00**

* 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.

Consent form

Congratulations on completing your training in test use. In order to register your qualifications with the British Psychological Society (BPS), please complete Sections A, B (if applicable), C and D and send this form to your assessor. Your assessor will then send an affirmation of competence form to the BPS.

Please note that this is a template form and your assessor may choose to use an alternative form produced by their employer or company.

Section A

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

I give permission for my assessor to release my personal details below to the British Psychological Society in order to apply for a BPS qualification in test use and an entry on to the [Register of Qualifications in Test Use \(RQTU\)](#). Please see the leaflet BPS Qualification in Test Use for details about the benefits of applying to register your qualifications with the BPS.

I understand I will receive invoices for the payment of fees for the relevant level(s) – see section on Qualifications and Fees at www.psychtesting.org.uk

Signed Date

(A typed signature is acceptable)

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

(A typed signature is acceptable)

Section C *(Please use BLOCK CAPITALS to complete your personal details)*

Candidate's details

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

Forename(s):.....

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)*

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

Address:

.....

..... Post code:

Telephone number: Email address:

(Mandatory)

Section D

Quality assurance process

The British Psychological Society will ask to review delegate portfolios as part of their quality assurance for assessors. If you consent, your portfolio could be chosen for this process.

To comply with the Data Protection Act 2018 (DPA 2018), together with the General Data Protection Regulation (GDPR), assessors are responsible for anonymising portfolios before submitting them using a secure method.

Please tick one of the following boxes:

- I give my consent for my assessor to submit my portfolio to the BPS and understand that I can withdraw consent at any time.
- I do not give my consent.

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

t: +44 (0)116 254 9568

e: enquiries@bps.org.uk

The British Psychological Society
St Andrews House
48 Princess Road East
Leicester
LE1 7DR

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