



The British
Psychological Society
Psychological Testing Centre

**An introduction to the British
Psychological Society's
Register of Qualifications
in Test Use (RQTU)**

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1. What is the British Psychological Society's Register of Qualifications in Test Use (RQTU)?

The Register of Qualifications in Test Use (RQTU) is a Register of the British Psychological Society (BPS), listing those people who have obtained one or more of the BPS qualifications in test use. The RQTU records information about the qualifications of its members and can be accessed by the public to verify claims made by people regarding their qualifications.

No contact details or promotional opportunities are made public through the RQTU in order to preserve its integrity as the official and formal record of current holders of the BPS qualifications in test use.

2. How does a person gain entry onto the Register of Qualifications in Test Use?

Membership of the RQTU is dependent on people having obtained one or more of the BPS qualifications relating to the use of psychological tests. The standards adopted by the BPS for its qualifications in test use are based on those of the European Federation of Psychologists' Associations (EFPA) which in turn build on the International Test Commission (ITC) Guidelines on Test Use.

The BPS qualifications in test use are intended to represent standards of performance which inform clients, employers and colleagues that the holder can be considered to have gained the necessary competences for the provision of assessment services involving test use.

The BPS provides qualifications in test use in a number of different settings and at a number of different levels. Each qualification involves completion of a number of modules and an assessment of competence by a BPS Verified Assessor.

The BPS qualifications in test use are open to psychologists and non-psychologists.

For an overview of the BPS test user qualifications please refer to *A Description of Test User Roles*. For more detailed information, including the competencies which underpin each qualification, please refer to the *Test Users' Handbook*. Both documents, plus further information about the BPS qualifications in test use, can be found on the Psychological Testing Centre (PTC) website, www.psychtesting.org.uk.

3. Are there any rules relating to members of the RQTU?

By paying the fees for test user certification and renewing their entry on the RQTU, RQTU members are agreeing that they will conduct their professional activities in accordance with the principles of professional conduct set out in the *Code of Good Practice for Psychological Testing* and in accordance with the relevant areas of the *BPS's Code of Ethics and Conduct* and the *Rules for Membership of the Society's Register of Qualifications in Test Use*.

The *Code of Good Practice for Psychological Testing* is located at the back of this document. We recommend that all new and existing members of the RQTU familiarise themselves with the documentation relating to rules for membership of the RQTU.

In addition, RQTU members are required to undertake to abide by the BPS's requirements for maintenance of competence in testing, which are outlined below.

4. How long are my BPS qualifications in test use valid?

The BPS qualifications remain valid as long as the holder remains on the RQTU. To remain on the RQTU, a test user must pay an annual registration fee and satisfy the BPS Maintenance of Competence requirements, outlined below.

5. What are the Maintenance of Competence requirements?

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

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

Each member of the RQTU is required to maintain their competence in testing at the level of each BPS qualification that they hold. In order to demonstrate their continued competence in each BPS testing qualification that they hold, all members of the RQTU are required:

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

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

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

If the test user has not satisfied either of these requirements, they will be removed from the RQTU.

What types of activity count towards Maintenance of Competence?

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

- 1 Test administration (required MoC activity for Assistant Test Users).
- 2 Test interpretation (recommended MoC activity for Test Users).
- 3 Providing oral or written feedback (recommended MoC activity for Test Users).
- 4 Reflection on test practice (required MoC activity for all registrants).

- 5 Evaluating appropriateness of test use.
- 6 Evaluating tests or test use.
- 7 Validation or evaluating impact.
- 8 Test development.
- 9 Advising or training others in test use.
- 10 Attending test training.
- 11 Attending conferences, webinars, etc. relating to testing.
- 12 Developing or reviewing guidance or policies in test use.
- 13 Reading publications on testing.
- 14 Developing courses for test users.

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

Further details of the Maintenance of Competence requirements for members of the RQTU can be found on the PTC website, www.psychtesting.org.uk.

6. How can members of the public view a test user's details on the RQTU?

The online RQTU can be accessed via the PTC website, www.psychtesting.org.uk, through the tab called '*The Register of Qualifications in Test Use (RQTU)*'. The RQTU lists the names of holders of the BPS qualifications in test use, as well as the name(s) of the qualification(s) they have been awarded, and if relevant, the name of the personality instrument(s) in which they have been affirmed as competent Test Users.

7. By what title can RQTU members refer to themselves?

Holders of the BPS qualifications in test use can refer to themselves as a 'Registered Assistant Test User', 'Registered Test User' or 'Registered Specialist in Test Use', as appropriate.

Please note that membership of the RQTU does not confer membership of the BPS. Members of the RQTU cannot, therefore, refer to themselves as a 'Member of the British Psychological Society' unless they are a Member of the BPS in their own right. For further details on grades of BPS membership, please visit the Society's website: www.bps.org.uk.

8. How can RQTU members annually renew their entry on the RQTU?

RQTU members will receive a prompt from the Psychological Testing Centre (PTC) approximately 10 days prior to the issue of their invoice for the annual renewal fee on the RQTU. The payment term for settling an invoice for the RQTU is 30 days. Prompt settlement is advised to avoid being removed from the RQTU. Renewal of an RQTU entry can be paid in the following ways: by credit/debit card via the Renewals Team on 01952 214077; by cheque; or online at www.psychtesting.org.uk/payonline. If payment is made by bank transfer (BACS), a remittance must be submitted via enquiry@psychtesting.org.uk in order that the PTC can allocate the payment to the correct test user's account.

The most convenient means of ensuring ongoing annual payment for an entry on the RQTU is to set up a direct debit mandate, which can now be set up over the telephone by calling our

Renewals Team on 01952 214077. A notice of impending direct debit is sent out 10 days before an individual's account is debited.

9. If registration lapses because an RQTU member has not renewed their annual entry on the RQTU, can they reinstate it at a later date?

If the annual payment for an entry on the RQTU is not received within standard payment terms, an RQTU member's entry will be suspended. This means that the name and profile of the qualified tester will no longer appear online on the RQTU and their BPS test user qualifications are rendered invalid for the period in which their RQTU entry is suspended.

If an RQTU member's name and Test User qualifications are removed from the RQTU for non-payment of the annual fee, these can be reinstated by settling the annual renewal fee plus an additional administration fee, as long as the member re-joins the RQTU within 12 months of leaving. If a test user wishes to rejoin the RQTU after 12 months of leaving they will be required to have their competence reaffirmed by a BPS Verified Assessor and will be required to pay for each qualification applied for. Fees are likely to be charged by Assessors for a reaffirmation of competence.

10. Once I am a member of the RQTU, how can I promote my services as a test user?

Members of the RQTU may also have an entry on Directory of Qualified Testers on the PTC website to promote their services as a test user.

11. What are the responsibilities of test users holding an entry on the RQTU?

Entry on the RQTU indicates a willingness to abide by the *Code of Good Practice for Psychological Testing*. In addition, qualified test users with an entry on the RQTU are expected to comply with the rules outlined in the document *Rules for membership of the Society's Register of Qualifications in Test Use*.

Code of Good Practice for Psychological Testing

People who use psychological tests are expected to:

Responsibility for competence

1. Take steps to ensure that they are able to meet all the standards of competence defined by the British Psychological Society for the relevant qualifications in test use
2. Endeavour to develop and enhance their competence as test users
3. Monitor the limits of their competence in psychometric testing
4. Only offer services which lie within their competence and encourage and cause others to do so
5. Ensure that they have undertaken any mandatory training and that they have the specific knowledge and skills required for each of the instruments they use
6. Abide by local national regulations and restrictions relating to the use of psychological tests

Procedures and techniques

7. Use tests, in conjunction with other assessment methods, only when their use can be supported by the available technical information
8. Administer, score and interpret tests in accordance with the instructions provided by the test distributor and to the standards defined by the British Psychological Society

9. Store test materials securely and ensure that no unqualified or unauthorised person has access to them
10. Keep test results securely, in a form suitable for developing norms, validation, and monitoring for bias

Client welfare

11. Obtain the informed consent of potential test takers, making sure that they understand why the tests will be used, what will be done with their results and who will be provided with access to them
12. Ensure that all test takers are well informed and well prepared for the test session, and that all have had access to practice or familiarisation materials where appropriate
13. Give due consideration to factors such as gender, ethnicity, age, disability and special needs, educational background and level of ability in using and interpreting the results of tests
14. Provide the test taker or other authorised persons with any agreed feedback about the results in a form which makes clear the implications of the results, is clear and in a style appropriate to their level of understanding
15. Ensure test results are stored securely, are not accessible to unauthorised or unqualified persons and are not used for any purposes other than those agreed with the test taker