

Psychometric testing policy

The aim of this policy is to ensure consistency in accordance with the standards of the British Psychological Society.

- LGiU is committed to the highest standards of practice and professionalism in the use of all psychometric tests
- LGiU wishes to ensure that all users receive the maximum benefits of testing and will at all times promote fairness and equality of opportunity
- The administration, scoring, interpretation and feedback from tests will only be conducted by qualified staff *
- The testing arrangements will be administered by Barry O'Brien, Learning & Development Co-ordinator, Local Government Information Unit
- No other party will have access to any testing material including administration documents, practice leaflets, question booklets, answer sheets, scoring templates, manuals or profile charts
- All test materials will be stored securely either in locked cabinets or electronic restricted access
- Results will be kept for the relevant time period and destroyed confidentially
- All psychometric tests will be used only for the given purpose
- Test scores will be interpreted on the basis of relevant norm groups. The test candidate will be informed of the norm group
- Equality of opportunity will be demonstrated continuously with all test users treated fairly, impartially and courteously
- Confidentiality will be assured and maintained at all times for test users
- Candidates will be made aware of the procedure if they are dissatisfied with any aspects of the testing process
- All aspects of testing will be managed in accordance with GDPR

*Jan Kennedy is a member of the British Psychological Society and is a registered (BPS) test user. She holds a Certificate of registration in Test User Occupational Ability and Test User Occupational Personality. Jan Kennedy is registered with the Information Commissioner Office (ICO) as a data protection officer.

LGiU will work only in accordance with the guidelines set out in this policy, the LGiU policy on equality and diversity, the LGiU GDPR policy and those laid down by the organisation whose test we use

(This policy will be reviewed regularly in order to ensure continued suitability)