AGENDA ITEM NO 6

TITLE: POLICY ON THE USE OF PSYCHOMETRIC TESTING

To: Personnel Committee

Date: 5 November 2009

Author: Head of Human Resources and Facilities Management

1.0 ISSUE

1.1 To consider the adoption of the attached policy on the use of psychometric testing.

2.0 RECOMMENDATION(S)

2.1 It is recommended that the Personnel Committee adopt the new policy with immediate effect following the end of the consultation period with the Joint Consultative Committee (JCC).

3.0 BACKGROUND/OPTIONS

3.1 The Council has used psychometric testing as part of the recruitment process for many years. These tests have been administered and assessed by the Executive Director (AK), who is qualified and registered with the British Psychological Society.

3.2 The Head of Human Resources and Facilities Management has recently completed the training and is currently applying for registration with the British Psychological Society.

3.3 The British Psychological Society recommends that the Council adopts the standard code of practice as set out in the attached policy and that this document is made available to everyone undertaking psychometric tests.

4.0 ARGUMENTS/CONCLUSIONS

- To meet the requirements of the British Psychological Society.
- To ensure that the Council meets the highest standards of practice.
- To clearly communicate these standards to staff and recruitment candidates.
- To ensure consistency in terms of the administration, assessment and feedback.

5.0 FINANCIAL IMPLICATIONS

5.1 There will be no costs associated with the introduction of this policy.

6.0 APPENDICES

6.1 Appendix 1 Policy on the use of psychometric testing
<table>
<thead>
<tr>
<th><strong>Background Documents</strong></th>
<th><strong>Location</strong></th>
<th><strong>Contact Officer</strong></th>
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<tbody>
<tr>
<td>Course notes – Level A &amp; B in Psychometric Testing</td>
<td>Room 127</td>
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POLICY ON THE USE OF PSYCHOMETRIC TESTING

POLICY STATEMENT

The Council uses occupational psychometric testing to enhance the quality and quantity of information available when making decisions in the selection and development of staff, and organisational change. Psychometric testing provides an objective method of assessing the ability and preferences of existing and potential employees, and is only used within the context of an assessment process where other assessment techniques are also used. Recruitment and/or development decisions will not be made solely on the outcome of the psychometric assessment.

The Council aims to meet the highest standards of practice by ensuring those administering and analysing the tests are fully trained and competent and committed to equal opportunities and fair treatment for all.

RESPONSIBILITIES

The Executive Director (AK) has overall responsibility for ensuring that all assessors and administrators are trained and competent as defined by the British Psychological Society and demonstrated through the achievement of the relevant Certificate(s) of Competence in Occupational Testing. It is the responsibility of the assessors and administrators to ensure that they comply with the required testing standards and to monitor the limits of their competence and not offer services outside of their competence or encourage/cause others to do so.

TEST USAGE

The Council uses psychometric tests for the following purposes:

- To assist in selection decisions, for both internal and external candidates
- To assist in individual, team and organisational development

Tests will be selected according to relevance to the development or job for which individuals are being assessed.

STANDARDS TO BE ADOPTED

The following standards of practice will be strictly adhered to:

i) Psychometric tests will only be used for the agreed purposes as documented.

ii) Psychometric tests will only be used in conjunction with other assessment methods and only when their use can be supported by the available technical information.

iii) All tests will be administered, scored and interpreted in accordance with the instructions provided by the test distributor and to the standards defined by the British Psychological Society.

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iv) All test material will be stored securely and only accessible by qualified and competent assessors.

v) Test results will be kept securely in a form suitable for developing norms, validation and for monitoring purposes.

vi) All participants will be well informed and prepared for the assessment process and will be provided with practice or familiarisation materials where appropriate.

vii) Prior consent will be obtained from all participants and the assessor will be responsible for ensuring that all participants understand why the test is being used, how the results will be used and who will have access to them.

viii) All participants and other authorised persons, will be entitled to the results and feedback. The results will be interpreted and clearly explained (verbally or in writing) in a style appropriate to the participants level of understanding.

ix) Any participant who feels that there are factors that may specifically affect their performance must advise the administrator in advance so that appropriate provision can be made (if relevant).

x) Participants may be required to retake a particularly psychometric assessment subject to the participants consent and supporting evidence to justify this action.

xi) Results of psychometric tests over six months old will be considered invalid for any selection or promotion decision and will be destroyed within 12 months. All requirements of the Data Protection Act will be adhered to.

xii) The use of occupational psychometric techniques will be regularly monitored to ensure continued appropriateness and effectiveness.

xiii) All occupational and psychometric assessors within the Council are committed to these standards and will work in accordance with the guidelines set out in this policy and those laid down by the organisation whose test are used.

COMMENTS OR COMPLAINTS

Any questions or complaints regarding the Council’s use of psychometric assessments should be made in writing to the Head of HR & Facilities Management.

DECLARATION

East Cambridgeshire District Council agrees to abide by this policy. The policy and procedure will be reviewed periodically to ensure that it continue to be fit for purpose.

Signed:.................................................................
(Executive Director (AK) on behalf of the Council)

Date:.................................................................