



The British
Psychological Society
Psychological Testing Centre

A QUICK GUIDE TO THE TERMINOLOGY USED ON THE PSYCHOLOGICAL TESTING CENTRE (PTC) WEBSITE

Assessment & Development Matters (ADM): Assessment & Development Matters is the Psychological Testing Centre's quarterly magazine, featuring a mix of academic test research pieces as well as practitioner-focused articles, covering Occupational, Educational and Forensic domains. ADM is mailed to all entrants on the Register of Qualifications in Test Use (RQTU) and is also available in the Registrants Area of the PTC website.

Assessor's Certificate: An Assessor's Certificate is issued to an Assessor whose assessment methods have been verified and completed quality assurance. Certificates are issued by the British Psychological Society (BPS) and are valid for a period of 5 years. This enables an Assessor to affirm the competence of test users who can go on to register their qualifications in test use with the BPS, in their own right.

Assessor/Verified Assessor: Assessors are 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'.

Assistant Test User (Test Administration): Assistant Test User (Test Administration) is a BPS qualification in test use. This qualification provides a person with the competencies required to administer and use specific tests under the supervision of a person qualified at a higher level in clearly constrained settings. A person holding this qualification would not be able to make choices about which tests should be used or to provide interpretations of test scores beyond those provided in standard reports, but would have an awareness of the broader issues related to testing and test use, and of the limitations and value of using tests, and know when to seek more expert help.

Certificate of Competence in Educational Testing/Level A: This is the former name for the BPS qualification as an educational test user which is now called Test User: Educational, Ability & Attainment, and is also known as CCET.

Certificate of Competence in Occupational Testing/Level A and Level B: These are the former names for the BPS qualifications for occupational test users. These qualifications are

now known as Test User, Occupational, Ability (formerly Level A) and Test User, Occupational, Personality (formerly Level B).

Committee on Test Standards (CTS): The Committee on Test Standards (CTS) is a committee of the BPS 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.

Company Practice Test Links: This is a directory on the Psychological Testing Centre website under the home page tab called [Directories](#). It is used by test takers visiting the site who want to experience taking a psychological test. This may be because they are expecting to take a psychological test as part of a selection and recruitment process as a job seeker. Entrants on this directory have secured a subscription from the Psychological Testing Centre

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 on and must have an entry on the Register of Qualifications in Test Use (RQTU). Verified Assessors are responsible for putting in place suitable processes for maintaining the standards of delegated assessment, and may have no more than 10 Delegated Assessors.

Directory of Qualified Testers: The Directory of Qualified Testers is a directory on the Psychological Testing Centre website under the home page called [Directories](#). It is used by members of the public wishing to find a qualified test user, with competence to undertake testing without direct supervision (Assistant Test Users are not listed on this directory as they are required to work under the supervision of a qualified test user operating at Test User level or above). Visitors to the directory can search to find educational, occupational or forensic context testers only or search against a qualified tester's surname or postcode.

Directory of Providers (Assessment/Training): The Directory of Providers (Assessment/Training) is a directory on the Psychological Testing Centre website under the home page called [Directories](#). It is used by members of the public wishing to find a provider which offers training and assessment in one or more of the BPS qualifications in test use and to become certificated and registered with the BPS as a qualified test user in their own right. Those providers offering assessments of competence only without training can also be found on this directory. Visitors to the directory can opt to view the details of providers wishing to promote their services, narrowing their search to find those offering educational or occupational training/assessment only or by searching against a company name or postcode.

Directory of Test Publishers and Test Distributors: The Directory of Test Publishers and Test Distributors is a directory on the Psychological Testing Centre website under the home page called [Directories](#). It is used by members of the public wishing to find the contact details of publishers who sell tests. Visitors to the directory can opt to view the details of test publishers by searching for a specific company name. Please note publishers generally require test purchasers to hold one or more of the BPS qualifications in test use before allowing access to their tests.

European Federation of Psychologists' Associations (EFPA): EFPA is a federation of psychologists' associations, providing a forum for European co-operation in a wide range of fields of academic training, psychology practice and research. See www.efpa.eu for more information.

International Test Commission (ITC): The International Test Commission is an association of national psychological associations, test commissions, publishers and other organisations committed to promoting effective testing and assessment policies and to the proper development, evaluation and uses of educational and psychological instruments (ITC Directory, 2001). See www.intestcom.org for more information.

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 or quality assurance process.

Level A: Level A is the former name for the BPS qualification in occupational test use covering competence in ability and aptitude testing. This has been renamed as Test User: Occupational, Ability. Level A Educational was also the former name for the qualification which is now known as Test User: Educational, Ability & Attainment (CCET).

Level B (Intermediate/Intermediate Plus): Level B Intermediate and Intermediate Plus are the former names for the BPS qualifications in occupational test use covering competence in the use of 1 or 2 personality measures. These have been replaced by the qualification Test User: Occupational, Personality. Providing that a test user has been affirmed by a Verified Assessor as competent in the use of a given personality measure, a test user can apply for an unlimited number of BPS qualifications at the level Test User: Occupational, Personality.

Level B Full: Level B Full is the former name for the BPS qualification which is now known as Specialist in Test Use. Currently this level of qualification is offered in the occupational testing domain only.

Materials: Materials or assessment materials refer to the methods that an Assessor uses to collect evidence of test users' competence for the qualifications in psychological testing. Assessment materials are the focus of the verification process, and should be provided to Verifiers in a format that contains both the questions or other prompts a test user responds to and the expected responses (model answers) that an Assessor evaluates the responses against.

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

Provisional Verification (this term is now redundant)

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 new Assessors who have just completed the verification of their assessment materials and for Verified Assessors whose Assessor's certificate is about to expire. In this latter situation, Quality Assurance replaces the previous process of re-verification.

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 Qualifications in Test Use (RQTU): The RQTU is a publicly accessible register listing those who have one or more of the BPS qualifications in test use. The RQTU can be accessed via the PTC home page tab called The Register (RQTU). 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 a test user maintaining their competence.

Registrant/Registered test user: A registrant or registered test user is a person who holds one of the Society's qualifications in test use, with a current entry on the Register of Qualifications in Test Use (RQTU). They may also be referred to as a Register Member or Member of the RQTU.

Registered test: Test Registration has been developed to inform and protect the public by the use of 'quality marks' on tests that meet the European Federation of Psychologists' Associations' (EFPA) criteria to be classed as having adequate psychological properties. A registered test has therefore met minimum quality standards.

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

Selection and Development Review/SDR: SDR was the former magazine issued to members of the Register of Competence in Psychological Testing. This was replaced by Assessment & Development Matters in March 2009. RQTU Members can still access back issues of SDR by logging into the Registrants Area on the PTC website.

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 the Society's Educational qualifications and another for the Occupational qualifications, who work on behalf of the Committee on Test Standards under the management of the Psychological Testing Centre.

Specialist in Test Use: Specialist in Test Use is the revised name for the BPS qualification which was formerly known as Level B Full. Currently this level of qualification is offered in the occupational testing domain only.

Test Administrator: The Society offers a qualification for test administrators called the Assistant Test User. This is available for educational, forensic and occupational domains. Typically an Assistant Test User will be an individual who uses specific tests in well-defined and constrained contexts, such as routine recruitment and selection procedures or standardised assessment for staff development programmes, and who operates within organisational policies and directives on testing and test use. Choice of tests and details of how they are to be used and applied is outside the Assistant Test User's responsibility. Assistant Test Users will work under the supervision of someone with a Test User or higher level qualification.

Test Registration: Test Registration has been developed to inform and protect the public by the use of 'quality marks' on tests that meet the European Federation of Psychologists Associations' (EFPA) criteria to be classed as having adequate psychological properties. See [Test Registration and Test Reviews](#) for more information

Test Review: The PTC administers a test review process. Tests are submitted for review by publishers and distributors on a voluntary basis. Tests with the following areas of application are submitted for review: Counselling, Advice, Guidance and Career Choice, Education, Forensics, General Health, Life and Well-being, Occupational and Work, Psycho-clinical, Psycho-neurological and Sports and Leisure. All reviews are independently conducted in accordance with EFPA criteria and they include detailed descriptions and test evaluations.

Members of the RQTU can download complete test reviews free of charge as a benefit of their registration as a test user. Summary test reviews can be viewed by members of the public, or alternatively they can view complete test reviews on a fee per download basis. See [Test Registration and Test Reviews](#) for more information.

Test Taker: A test taker may be taking a test in the following settings: as part of the selection process for job interviews, to assess their learning needs (either as a child in compulsory education or in further or higher education), to assess their mental health or general health issues or as an offender in prison. For more information about preparing for a test session visit the FAQs on our website [How should I approach a testing session?](#) and [Where can I find out more about how to prepare to take a test?](#)

Test User: Test users are delegates who have attended a training course in testing run by a BPS Verified Assessor, who have undergone assessment and whose competence has been affirmed by a BPS Verified Assessor. They have subsequently applied to the BPS to have their qualification registered and to become recognised as a qualified test user. Further information about the competencies which underpin the test user qualifications can be found in the [Test User's Handbook](#)

The Psychological Testing Centre (PTC): The British Psychological Society's Psychological Testing Centre 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 and quality assurance process 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 +44 (0) 116 252 9530.

Verification: Verification is the process of determining the suitability of an Assessor's materials to adequately assess the competencies for one or more of the British Psychological Society's qualifications in psychological testing.

Verifiers' group: The Society has two groups of Verifiers, one each for the educational and occupational testing domain. The role of the Verifiers' groups is to verify and quality assure the assessment methods of prospective Assessors' and to quality assure the assessment methods of Verified Assessors seeking a further 5 year renewal of their Assessor's Certificate. The Verifiers are Chartered Psychologists with expertise in the field of testing, who in their own right are Verified Assessors, providing assessments of delegates' competence as test users. They are professionally accountable to the Committee on Test Standards (CTS) and tasked with implementing CTS policy on matters relating to the verification and quality assurance of Assessors. They account to the Psychological Testing Centre on operational matters through the Senior Educational/Occupational Verifiers.