

Best Practice in Psychometric Testing

Psychometric tests are powerful tools which could be dangerous in the wrong hands. These principles should be used as a guide for best practice when using psychometric assessments. We recommend that all results are stored securely and kept confidential.

Computer-generated reports

For each computer-generated report there will be a set of specific guidelines at the start of the report. It is important that these are read in order to aid understanding of the results.

Personality Assessments

Personality assessments are designed to see how different aspects of personality compare to the wider population. There are no right or wrong answers to personality assessments. A personality report is used to identify an individual's preferred style of working or natural tendencies, not ability.

It is important to note that the report does not tell you whether someone is **capable** of working in a role. It is possible for someone to work well in a role which goes against their natural preferences. However, they may experience a higher level of stress or discomfort than if they were in a role which was aligned to their preferences.

When interpreting the report it is important to note that the results should be validated by the candidate or explained before being taken as an absolute reflection of their personality. The best way to do this is through a one-to-one feedback session or by including questions relating to their profile in an interview in order to test any hypotheses.

Profile Sheets

Most assessments will produce a more technical profile sheet along with the computer-generated report. As the profile sheets are more technical these should only be seen by a trained user.

Ability Tests

Ability tests are designed to measure cognitive reasoning ability. The raw score is compared against a norm group. A norm group is a large group of people who have completed the test before. It is important to select a norm group which is representative of your sample. The report will contain test-specific information which should be used when interpreting the results.

Qualification Requirements

Many of the reports are available to non-trained users who we would strongly recommend use these principles to help understand some of the key points when using psychometrics. Many of the more detailed reports require the BPS Test User: Occupational, Personality qualification (Level B) whilst some require training in the specific tool for them to be applied appropriately and professionally.

For the reports which require a certain level of training we would require proof of this training. Alternatively, a trained Psysoft consultant can provide the interpretation and feedback as an additional service.

BPS guidelines

For the BPS ethical guidelines please follow this link: <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct>