



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

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

The Register of the British Psychological Society's Qualifications in Test Use (RQTU) is a Register of the British Psychological Society listing those people who have obtained one or more qualifications that have been affirmed as meeting the Society's standards of competence in test use. The RQTU records information about the qualifications of its registrants and can be accessed by the public to verify claims made by people regarding their qualifications.

There will be no contact details or promotional opportunities through the RQTU to preserve its integrity as the official and formal record of current holders of the Society's qualifications in test use.

## 2. How does a person gain entry to the RQTU?

Membership of the RQTU is dependent on people having obtained one or more of the Society's qualifications relating to the use of psychological tests. The standards adopted by the Society 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 Guidelines on Test Use.

The Society's 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 Society 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, defined by the Society, and an assessment of competence by a verified Assessor.

HPC Registered Psychologists may be recognised as test users by having met the HPC's Standard of Proficiency in psychometric testing through accredited professional training. They may additionally choose to obtain any of the available Society qualifications in Test Use and thus appear on the RQTU. ***The Society's qualifications in test use are open to psychologists and non-psychologists.***

For more information on qualifications in psychological testing please refer to the Test User's Handbook, downloadable from the Psychological Testing Centre website [www.psychtesting.org.uk](http://www.psychtesting.org.uk)

### **3. Are there any rules relating to registrants on the RQTU?**

Registrants must sign a pledge stating that they will conduct 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 Society's code of ethics. The Code of Good Practice for Psychological Testing can be located at the back of this document. In addition registrants are required to:

- Undertake to abide by the Society's requirements for maintenance of competence in testing
- Pay the annual renewal registration fee

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

The Society's testing qualifications and registration are dependent upon ongoing maintenance of competence and are valid for a period of up to 6 years. Within 6 years holders of the Society's qualifications in test use will be required to re-validate their testing qualification(s).

Holders of qualifications in test use will be required to apply to the Society for revalidation of their testing qualifications by the end of the 5th year after they first enter the RQTU (*this applies to all those transitioning from the Register of Competence in Psychological Testing across to the revised RQTU at the date it opens*). They will then have a year in which to undertake any activity required to evidence they have maintained their competence if there are any issues arising from their submission. Those who apply for one or more of the Society's testing qualifications after launch of the RQTU (from 5 September 2011 onwards) will be required to apply for re-validation of all of their qualifications by the end of the 5<sup>th</sup> year in which their **first** testing qualification was registered on the RQTU by the Society.

At the time of first entry on to the RQTU, all registrants will be required to affirm that they have maintained their competence at an appropriate level for the qualifications they are registering. Entry on to the RQTU is dependent on this affirmation.

### **5. What will be required in order to re-validate testing qualification(s)?**

The holders of Society qualifications in test use are expected to maintain their level of professional competence. This should be achieved by means of work experience and personal professional development, and may be achieved by meeting local continuing professional development (CPD) or maintenance of competence (MoC) requirements if such exist. On revalidation of the qualification the applicant has to affirm that they have maintained their

competence and be in a position to produce relevant evidence of continuing to maintain competence if requested.

The following are provided as guidelines.

### ***Work experience***

The applicant should be able to show evidence of professional work as a test user appropriate to the level of qualification they hold. This should amount to the equivalent of not less than 40 hours per year averaged over a period of not less than 4 years over the period of the last five years before the application for renewal. Acceptable evidence includes, for example: employment contracts accompanied by a job description, project contracts, assessment log books etc.

### ***Personal professional development***

It is a responsibility of the Registered test user to keep informed about recent professional scientific developments in testing, including but not limited to the context of practice. Time spent on such activities can be counted towards the 40 hours specified above. Documented evidence of a variety of activities is recommended.

### ***Record keeping***

Registered test users should maintain a record of their practice and activities undertaken as relevant maintenance or development of competence. In addition to recording the acquisition of experience of practice in the context of new functions, client groups and settings, this should cover training and development from continuing education.

## **6. Will the Society suggest ways in which registrants can maintain their competence?**

The Society's requirements for holders of testing qualifications are outlined above. Responsibility for maintaining competence rests with the individual.

The Society will engage with holders of qualifications in test use via its dedicated Psychological Testing Centre (PTC) to provide more information relating to the re-validation process ahead of the expiry date of individuals' qualifications.

The PTC will also continue to provide guidance and information to testers via its website [www.psychtesting.org.uk](http://www.psychtesting.org.uk) and through its quarterly publication Assessment & Development Matters, issued to all RQTU registrants as a benefit of registration.

Unlimited free access to test reviews, downloadable from the PTC website, will also continue to be an ongoing benefit of registration for those on the RQTU. New test reviews are published on an ongoing basis throughout the year, so this is a feature for registrants which is enhanced regularly.

Registrants may wish to keep abreast of publications, training and development opportunities offered through other Society functions such as the BPS Learning Centre, the Conferences and Events office or the BPS shop.

### **7. How can the RQTU be accessed by members of the public?**

The online RQTU can be accessed via the home page of the Psychological Testing Centre website [www.psychtesting.org.uk](http://www.psychtesting.org.uk)

The RQTU lists the names of holders of the Society's qualifications in testing, 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.

### **8. How can holders of the Society's qualification(s) in test use check their own record?**

If an individual has registered one of the Society's qualifications in test use and paid for a current entry on the RQTU, it will be possible for them to check their own profile online, on the publicly accessible RQTU.

### **9. By which title can registrants refer to themselves?**

Those in possession of one of the Society's 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 by becoming a registrant this does not confer membership of the Society. Registrants cannot therefore use the term 'Member of the British Psychological Society' in this case, unless they subscribe to the Society as such. For further details on grades of Society membership, please visit [www.bps.org.uk](http://www.bps.org.uk))*

## **10. How can registrants renew their entry on the RQTU?**

Registrants will receive an annual invoice from the Society prompting them to renew their entry on the RQTU. Renewal of an RQTU entry can be paid in the following ways: by credit/debit card via the phone 0116 252 9530 or online at [www.psychtesting.org.uk](http://www.psychtesting.org.uk), or payment by cheque or bank transfer (BACS).

The most convenient means of ensuring ongoing annual payment for an entry on the RQTU, is to set up a direct debit mandate. In these cases a notice of impending direct debit is sent out ten days before an individual's account is debited.

A Direct Debit mandate is available from the Psychological Testing Centre.

## **11. If registration lapses because registrants have 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 the renewal payment term, a registrant'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 will lie dormant. It cannot be viewed by members of the public at this point. Subsequent payment for a lapsed Register entry can be made by credit/debit card by calling the Psychological Testing Centre on 0116 252 9530, however if RQTU fee arrears have not been settled 90 days after the due date in a subsequent renewal year, (by which time a former registrant would be 15 months in arrears) they will be informed that their testing qualification(s) has/have been rescinded.

If they want to reinstate an RQTU entry at this point, they will then be required to re-register with the Society, by getting an Assessor to re-validate their qualification(s). For this they would have to repay the fee to register their qualification(s) as well as pay the RQTU entry fee.

## **12. Once I am on the Register, how can I promote myself as a Test User or Specialist in Test Use through the RQTU?**

Registrants on the RQTU who also wish to pursue a subscription-based entry to promote their services as a Test User or Specialist in Test Use, are referred to the Directory of Qualified Testers on the PTC website.

## **Appendix 1 – 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 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 Society.
9. Store test materials securely and to 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.

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