



TEST ADMINISTRATION TRAINING

1 Day Course

Purpose

For delegates who will administer selection tests to candidates as part of the recruitment process or to individuals as part of staff development, training, coaching and counselling.

Description

This is part of the requirements of the Level A Certificate of Competence in Occupational Testing. Delegates are introduced to selection tests and will gain practical hands-on experience in test administration and scoring tests. They will learn how to deal with issues that may arise in testing candidates.

Key Learning Objectives

Delegates will be able to:

- Provide a professional introduction to the testing session to candidates.
- Competently administer tests, both aptitude and personality tests.
- Score tests.
- Use normative tables to make basic interpretations of the candidates' performance.
- Ensure confidentiality and security of test materials and test data.

Professional Qualification

On successful completion of the course, delegates can apply for The British Psychological Society (BPS) Certificate of Competence in Test Administration.

Venue

Courses are run in the Cotswolds, Gloucestershire at the Quest Offices. Quest training facilities are modern, comfortable and fully air-conditioned.

Quest also run 'in-house' courses at your offices which can be convenient and more cost-effective if you have a number of colleagues that require training. Please contact us to discuss further.

Open Course Cost

£420 + VAT per delegate



The
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Chartered Psychologist

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into **People
Focus**

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