



Level 1: Assistant Occupational Test User

1 Day Course

(first day of Level 2 Test User 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. Assistant Test Users will not be able to choose tests or determine how they are to be used or applied.

Description

Formerly called 'Test Administration', this course fulfils the requirements for the BPS Level 1 Assistant Test User qualification. 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.
- Have an awareness of broader issues related to testing and test use, of limitations and value of using tests, and know when to seek more expert help

Professional Qualification

On successful completion of the course, delegates can apply to the British Psychological Society for Level 1: Assistant Test User registration. Note there is an administrative charge from the BPS for this.

Venue

Courses are run in the Cotswolds, Gloucestershire. 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.



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