

# Ethical Test Policy



## General

Psychometric instruments (known as tests) are research based tests which can be used to help measure abilities, aptitude, behaviour preferences and likely behaviour. They can be a valuable aid to activities such as recruitment, selection for promotion, management development, individual development & coaching and team development & team building.

The incorrect use of tests can give rise to unfair decisions and the misuse of test information can damage unfairly an individual's reputation. This statement is intended to reassure Blue Oyster's clients and potential clients that their individual rights are protected and that the company will do all in its' power to ensure good testing practice.

## Choice of tests

- Tests will be chosen so as not to discriminate on the basis of sex, race, age or religion.
- A test will be used only if an extensive research basis for it has already been published. Only the most up-to-date version will be used.
- Normative data will be the basis for comparison of all scores derived from normative tests.
- Where tests are being used in assessment for selection, for existing employees in client organisations, personality test data will only be used to supplement available data from on the job performance. In particular, personality tests will not be used as the sole means of screening and selecting individuals.

## Test Administration

Proper briefing and administration of tests is critical to the quality of the data produced. If tests are not administered with due regard to recommended procedure; or if test takers are coerced; or if they are inadequately informed about the purpose of the assessment, this may affect their attitude in completing the tests. This in turn may affect their responses and distort the information that is produced about their abilities or personality.

- Those taking the tests will be told in advance about the nature of the assessment, why it is being used, the conditions under which it will take place and the nature of the feedback the candidate can expect to receive. Their informed consent in taking part in the process will be obtained. If a test taker declines to take the test they will not be coerced and their non-completion will not be viewed negatively in any decisions arising from the assessment process.
- The recommended administration, scoring and interpretation instructions will be followed at all times.
- Test administration will gather relevant background information on those taking the tests. Relevance is judged by the importance of the data in making accurate and meaningful interpretation of the data.
- Blue Oyster Solutions Ltd. from time to time may collect supplementary data on candidates for the purpose of equal opportunities monitoring. The company will also, from time to time, request test takers to give supplementary data for the purposes of research. All data collected in this way will be stored without identities.
- Test data will not be used for purposes other than those to which the test taker has given their consent.

## Feedback

- Face to face feedback will be given on the test results by an appropriately trained individual to any individual client or corporate clients' employee who is tested. Feedback will be offered to external candidates for positions within corporate client organisations and will be carried out as soon as possible after the testing.
- Test takers and those making assessment decisions will be given an indication of the status and value of information obtained and how it relates to other information about the test takers abilities and personality.

## Confidentiality

- All candidates will be informed as to who will see their personality data and/or reports written on the basis of these data.
- The candidate will have control over the disclosure of the data, i.e. the candidate's personality data will be revealed to others with the candidate's prior consent.
- Where scores and other data from testing are stored, they will be accessible only by named persons who have been trained in the interpretation of the relevant tests.
- When scores are held on computer, care will be taken to restrict access as above. Blue Oyster Solutions Ltd. will abide by the guidelines set out in the Data Protection Act.
- All candidates will be informed where and for how long data will be stored.
- Scores and data from the testing will be destroyed after 2 years.

## Test Users

- Users must have specific training in any test they intend to use. The form and extent of the training must be approved the Managing Director of Blue Oyster Solution Ltd.
- Successful completion of training must be registered with the above.
- Members of Blue Oyster Solutions Ltd. engaging consultants or associates must ensure that they follow correct procedure.

## Test Ethics Committee

- A committee will oversee all test use within Blue Oyster Solutions Ltd. acting as a referral body where questions arise. It will comprise:
  - The Managing Director of the company
  - The Company Secretary
  - The Principal Consultants of the company

The committee will have access to advice from a named Occupational Psychologist on a consultancy basis. It will meet annually to review test use within Blue Oyster Solutions Ltd.

## Iain Rollitt-James

**Iain Rollitt-James**  
**Managing Director - Blue Oyster Solutions Ltd**

**Date:** 1<sup>st</sup> November, 2004