

Code of Practice

Work Life Consulting Ltd. adheres to the British Psychological Society's Code of Practice as follows:

- ❖ Take steps to ensure that they are able to meet the standards of competence defined by the Society for the relevant Certificate(s) of Competence in Occupations Testing, and to endeavour, where possible, to develop and enhance their competence as test users.
- ❖ Monitor the limits of their competence in psychometric testing and not to offer services which lie outside their competence nor encourage or cause others to do so.
- ❖ Use tests only in conjunction with other assessment methods and only when their use can be supported by the available technical information.
- ❖ Administer, score and interpret tests in accordance with the instructions provided by the test distributor and to the standards defined by the Society.
- ❖ Store test materials securely and to ensure that no unqualified person has access to them.
- ❖ Keep test results securely, in a form suitable for developing norms, validation, and monitoring for bias.
- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ Provide the test taker and other authorised persons with 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.
- ❖ 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.