

COMPANY NAME:

Hillcrest

POLICY NUMBER:

HR 28

POLICY TITLE:

Psychometric Testing

This document can be produced in different formats, for example, in larger print or audio-format, and in other languages, as appropriate. We promote equality through seeking to eliminate unlawful and unfair treatment on the ground of any protected characteristic, as appropriate.

Policy: Underpinning and Supporting Documents

This policy should be read in conjunction with the following documents:

Other Policies:

- G10 Data Protection Policy
- Recruitment and Selection Policy

Compliance:

-

Legislation:

- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Employment Rights Act 1996

Best Practice:

- British Psychological Society (BPS) guidance and standards

1. Policy Statement

Hillcrest is committed to adopting fair, transparent and inclusive employment policies and procedures, including those relating to staff selection and staff development.

The purpose of this policy, and its accompanying code of practice ensure that psychometric testing is used responsibly and lawfully, safeguarding the interests of both individuals and the organisation.

2. Policy: Principles

This Policy adheres to the following guiding principles:

- Only staff who are registered as *Authorised Test Users* and hold a British Psychological Society (BPS) Certificate of Competence, may acquire, administer, interpret or give feedback on tests.
- Only tests which have been approved by the Head of HR and Organisational Development and recorded in the “Register of Tests in Use” may be used.
- All tests must directly relate to a Person Specification, or a Job Analysis, and must relate to identifiable abilities, aptitudes or personality features of that role.
- Individuals who are required to take tests must be given adequate notice and information to tell them why testing is being conducted and how results will be taken into account.
- In line with the Equality Act 2010, reasonable adjustments will be made where a candidate or employee is covered by one of the protected characteristics of the act that may affect their ability to undertake the assessment in its standard format. Candidate’s or employee’s, when invited, will be asked to inform us of the need for adjustments in advance in order that appropriate arrangements can be made.
- Standardised test administration, scoring and interpretation procedures must be followed in all cases.
- Test materials and results must be securely stored by the Authorised Test user. Test results should be treated confidentially and should be communicated together with a suitable explanation of their relevance by the Authorised Test User only to relevant Managers or Recruiters who have a genuine need to know.

- Individuals who have taken tests should be offered feedback from the Authorised Test user.
- Psychometric Testing must supplement, not replace, other staff selection or staff development processes. No recruitment or development decisions should rely solely on test outcomes.

3. Policy: Responsibilities

HR Team

- Ensure all psychometric testing complies with this policy
- Maintain the Register of Approved Tests and verify and ensure test users qualifications
- Advise recruiting managers on the appropriate test used for specific roles
- Ensure all parties are informed of the purpose, procedure, and implications for taking the test
- Oversee secure storage and disposal of test data at the end of the recruitment or career development process

Test Users

- Ensure all individuals undertaking a psychometric test receive the same standard instructions specified by the suppliers of the test
- Administer, score and interpret the results of each test
- Ensure up to date norm tables and data relevant to the role
- Provide clear and confidential feedback where requested
- Protect confidentiality and data privacy in accordance with GDPR and employment law

Employees and potential employees

- Must complete the test independently and within a designated time limit
- Where a test is completed in an unsupervised online environment, a controlled re-test may be required to verify authenticity

- Reasonable adjustments may be made for candidates or employees with a disability or condition covered by the Equality Act 2010. These may include additional time, provision of assistive technology, large print/alternative formats or rest breaks.

Policy Document Governance and Management

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COMPANY NAME:

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PROCEDURE NUMBER:

HR 28

PROCEDURE TITLE:

Psychometric Testing Code of Practice

This document can be produced in different formats, for example, in larger print or audio-format, and in other languages, as appropriate. We promote equality through seeking to eliminate unlawful and unfair forms of discrimination, as appropriate.

1. Introduction

This code applies to individuals who are involved in occupational psychometric testing, or those who may be considering tests for staff selection or development purposes. For the purposes of this code, any instrument that can be systematically administered and scored and used to measure individual differences in ability, aptitude or personality in the occupational setting should be regarded as a test.

2. Authorised Test Users

Anyone responsible for applying tests, interpreting results and providing feedback, should be trained to the level of competence required by the British Psychological Society (BPS).

All Authorised Test Users must comply with employment law and this code of practice. They should also ensure the currency of their licences, respect copyright and confidentiality and maintain the security of tests, consumable test materials and test results at all times.

Authorised Test Users promote psychometric testing as an effective aid to staff selection and staff development and refrain from any practice likely to prejudice this position.

3. Registering Tests

All tests in use must be included in the "Register of Tests". All tests registered, must meet the following criteria:-

1. Developed by a recognised test publisher; is supported with a manual specifying its origin, reliability and validity in respect of one or more applications, and has a standardised administration procedure. Particular care should be taken to ensure that tests do not unfairly disadvantage people on grounds of age, disability, ethnic origin or gender.
2. Supported by normative data relevant to the occupation, or range of occupations in question. It is also important that this statistical data contains a sufficiently representative mix of occupations, age, gender, ethnic groups or nationalities to allow for fair comparison.

4. Interpreting Results

The results of tests must only be interpreted by Authorised Test Users, within their licensed competence.

Raw test data and results must be securely stored and only accessible to authorised personnel such as Head of HR and Organisational Development or Director of Corporate Services.

Interpreted results with suitable explanations may be given to individuals, and or held on their personal files. Normally, this information should not be used for purposes other than those for which the original testing took place, since abilities, interests and profiles may change over time.

Care should be taken to ensure that individuals are judged strictly against the defined selection drawn from person specifications or job analysis.

A written summary of results including norm comparators must be retained by the Authorised Test User. A copy of the relevant job analysis, or job description and person specification must also be retained and this should be marked to indicate the particular abilities, aptitudes or personality features for which testing took place.

5. Feedback

An offer of feedback should always be made. However, it is up to each individual to decide whether or not they wish to avail themselves of this offer.

Feedback must be delivered by an Authorised Test User, since it is a delicate process for which training is required. Particular care should be taken to explain the relevance of results and to give individuals an opportunity to ask questions.

6. Summary of Factors To Be Considered Before Using Tests

Before any tests are used, the Authorised Test User should have determined:-

- Whether it is appropriate and proportionate to use psychometric tests
- That those making use of tests results are fully briefed as to the strengths and limitations of a psychometric approach
- That the tests are relevant to the person specification, or are chosen on the basis of a job analysis

The point(s) within the process where testing will occur

- Who will administer, score and interpret the results of the tests, ensuring competence
- Who will have access to the test results and where these will be stored

- The method and scope of feedback that will be given to those who have undertaken tests

Procedure Document Governance and Management

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