



## Motor Industry Consultants Ltd (MIC) - Psychometric Tests

### Ethical Test Policy

Psychometric tests are research based instruments that can be used to help measure abilities, competencies, aptitude, behaviour preferences and likely behaviour. They can be a valuable aid to activities such as recruitment, selection for promotion, management development and team building.

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

### Scope

This Ethical Test Policy will be applied by MIC, its employees, partners and sub-contractors. It is also a condition of the purchase of psychometric tests from MIC that all Clients apply the same policy.

### Choice of Tests

1. Tests will be chosen so as not to discriminate on the basis of sex, race, age or religion.
2. 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.
3. Normative data will be the basis for comparison for all scores derived from normative tests.
4. Where tests are being used in assessment for selection of existing employees, personality test data will only be used to supplement available data from on the job performance. In particular, psychometric tests will **not be** used as the sole means of assessing individuals.
5. No organisational or personal decisions will be based solely upon interpretation of data from one psychometric test.



## Test Administration

Proper briefing of candidates and the administration of tests are critical to the quality of the data produced. If tests are not administered with due regard to the 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.

1. Those taking the tests will be told in advance about the nature of the test, 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 process.
2. The recommended test administration and interpretation instructions will be followed at all times.
3. Test administrators will gather relevant background information on those taking the tests, in order to select the most appropriate test and level of participation, where appropriate. Relevance is judged by the importance of the data in contributing to accurate and meaningful assessments.
4. The Client may undertake to collect supplementary data on all candidates for equal opportunities monitoring.
5. The Company may, from time to time, request clients and test takers to give supplementary data for the purposes of research. All data collected in this way will be stored without personal identifiers.
6. Test data will not be used for purposes other than those to which the test taker has given their consent.



## Feedback

1. Feedback will be given on the test results by an appropriate individual or in the form of a written report. Verbal feedback will be offered by the Client to all candidates and will be carried out as soon as possible after the test results are provided.
2. The candidate will have control over the disclosure of the data, i.e. the candidate's personality data will only be revealed to others with the candidate's prior informed consent.
3. Where scores and other data from testing are stored, they will be accessible only by persons who have been given the authority to view them.
4. When scores and other data from testing are held on computer, care will be taken to restrict access as above. The Company and the Client will abide by the guidelines set out in the Data Protection Act (see MIC Data Protection Policy).