

NZCER Psychological Test Services Registration

NZCER Psychological Test Services (PTS) distributes and provides advice on a wide range of psychometric assessments for use in Education, Psychology and Human Resources.

Psychometric assessments are sourced from a number of well respected international test publishers and most assessments are restricted to appropriately qualified individuals. It is a requirement of both international test publishers and NZCER that test users have the necessary qualifications and experience to use and interpret these assessments in an accurate, ethical and professional manner.

To ensure test users are appropriately qualified they must register with PTS before purchasing psychometric assessments. NZCER will only supply psychological tests to those individuals who are registered with our Psychological Test Services.

Registration Levels

Test users are registered with PTS according to their scope of practice: Education, Psychology or Human Resources.

Within each scope of practice there are three levels of registration: A, B and C.

Level A

Indicates assessments that can be administered, scored and interpreted with the aid of the test manual.

Applicants must provide supporting documentation to demonstrate adequate knowledge of test administration and scoring, as well as adequate knowledge in their field of practice.

Types of assessments available to Level A test users include:

- Standardised Tests of Achievement
- Diagnostic Tests of Achievement
- Standardised group tests of academic aptitude

Level B

Test users at this level are expected to have a basic understanding of psychometric theory, as well as specialised knowledge in their area of practice.

Applicants need to have completed a Bachelor's degree in a field related to the area of test usage as well as a basic course in test administration and interpretation, such as a second or third year tertiary paper.

Types of assessments available to Level B test users include:

- Abilities tests
- Behaviour checklists

Examples of qualifications for each scope of practice include:

- Careers Advisor
- Speech Language Therapist
- Occupational Therapist

Level C

Level C applicants must provide supporting documentation demonstrating competence to administer and interpret tests across a wide range of conditions within their area of practice.

Successful applicants must have completed an advanced course in psychometric assessment as well as an advanced course in personality/abnormal theory.

Test users at this level are expected to have a broad base of knowledge and skills in the use of tests, with successful completion of a practical assessment of test use.

Level C test users will be able to purchase assessments from all levels within their scope of practice. Types of additional tests Level C test users will be able to access include:

- Personality assessments
- Tests of general ability

Please note, some assessments require specific training in test use prior to purchase and use.

Professional obligations

NZCER supplies tests only to an appropriately qualified person on the understanding that:

1. The supply of tests, by virtue of special qualifications or casework experience, does not imply that tests requiring other forms of special qualifications or experience will be available.
2. The supply of tests by virtue of the assurance of a recognised psychologist that they will be properly used, does not imply continued supply of these or any other tests at this level. Each new order will be accompanied by a guarantee of supervision, and will be supplied only if the guarantee is accepted by NZCER.
3. Psychologists giving authority and agreeing to supervise the use of tests by acceptable persons will assume responsibility for their use and participate actively in the relevant programme, either by carrying out the work, or by planning, supervising and checking it. Test users are asked to report the unauthorised use of tests and urged to protect the value of tests by keeping all components securely stored so they will not become available to unauthorised persons.
4. Every precaution should be taken to ensure the confidentiality of tests and test scores. Approval to purchase may be withheld or withdrawn if there is any violation of these principles.
5. NZCER's interpretation of the Privacy Act 2020 is that candidates are entitled to know, if they so request, all scores relating to their personal test performances. Our strong recommendation is that the release of test scores should be accompanied by sufficient interpretive detail to enable the client to understand the scores provided.
6. Registered Test Users are expected to purchase and use tests according to the following guidelines:
 - a. The use of Psychometric Tests, prepared by the New Zealand Psychologists board - <http://www.psychologistsboard.org.nz/best-practice-documents-and-guidelines2>
 - b. The Code of Ethics for Psychologists Working in Aotearoa/New Zealand, prepared by the Code of Ethics Review Group - http://www.psychologistsboard.org.nz.cms_show_download.php?id=31

c. The Treaty of Waitangi, Tiriti o Waitangi - www.trc.org.nz

Registered users practising in commercial or business settings are asked to pay particular attention to all matters raised in (5) above.

For further information email test.advisory@nzcer.org.nz or phone 04 802 1399