Australian Government

DEFPS003 Conduct a psychometric testing activity

Release: 1

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Modification History

Release	TP Version	Comments
2	DEF12V2	New unit.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to conduct a psychometric testing activity.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit was written for military personnel who are required to plan, prepare, administer and supervise psychometric tests and complete post-test administration.
The persons performing these tasks will be employed within a specialised employment field relating to the practice of Defence psychology. The person will perform these tasks without supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Plan and prepare for psychological testing**	1. Purpose for testing is identified from booking request.
	1.2 Relevant documents are accessed and prepared for reference during testing procedures.
	1.3 Previous psychological testing is reviewed to confirm the test criteria to be applied.
	1.4 Appropriate psychometric tests are identified in accordance with relevant instructions.
	1.5 Test venue is identified and prepared in accordance with relevant instructions.
	1.6 Testing material and equipment are identified, accessed and prepared for use.
	1.7 Electronic psychology records and testing systems are prepared in accordance with relevant instructions.
2. **Perform testing procedures**	2.1 Psychological tests are administered in accordance with relevant instructions.
	2.2 Interruptions during testing are dealt with effectively and efficiently.
	2.3 Equipment faults are dealt with effectively and efficiently.
	2.4 Psychological tests are marked without error and in accordance with relevant instructions.
	2.5 Normative data is applied to testing scores.
	2.6 Test results and normative data are recorded on relevant psychology documents.
	2.7 Information on test results, criterion requirements and the behaviour of subjects is conveyed to referring authority.
	2.8 Feedback is provided to supervisor about potential inefficiencies and weaknesses in testing procedures.
3. **Carry out psychological administrative procedures**	3.1 Individual psychology documents are compiled, stored and transmitted in accordance with relevant instructions.
	3.2 Assessment outcomes are reported to referring authority, as appropriate.
	3.3 Used test material is disposed of in accordance with relevant instructions.
	3.4 The test venue is refurbished ready for continued use.

3.5 Test equipment problems are reported to prevent re-occurrence.

3.6 The need for a resupply of test material is identified and actioned in accordance with relevant instructions.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- Communicate detailed technical procedures and testing procedures to individuals or groups
- Literacy skills to clearly articulate administrative procedures
- Numeracy skills to accurately analyse and validate psychometric test results
- Organisational skills to manage own tasks within timeframes
- Problem-solving skills to apply a broad range of problem-solving strategies to achieve work outcomes
- Self-management skills to consistently evaluate and monitor own performance
- Facilitation skills to coordinate testing groups efficiently and effectively
- Use information technology including common software packages such as word processing, spreadsheets and databases, e-mail, and customised electronic psychological testing and record keeping system
- Keyboard skills
- Interpersonal skills to establish rapport with personnel being tested
- Deal effectively with interruptions and equipment faults

Required Knowledge

- Defence psychology technical manuals, policy, processes and procedures
- Psychometric testing documentation and records maintenance procedures
- Psychometric testing rationale, including standardisation, and concepts of validity and reliability
- Psychometric testing marking and recording procedures
- Optimal testing conditions (size, obstructions, ventilation, lighting, temperature, non-smoking)
- Test room preparation and procedures
- Test administration (attitude of examiner, motivation of test group, introductory talk)
- Rest and recuperation breaks
- Statistical concepts, including standard scores and variance
- Ethical considerations in psychological testing
- WHS requirements that apply in the workplace
- Legislative requirements relating to privacy, collection, storage, disposal and release of psychological information

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • Administer tests in accordance with relevant instructions • Score tests without error • Complete test documentation accurately and in accordance with relevant instructions **Consistency in performance** Competency should be demonstrated on at least three occasions. This must include administering a minimum of three psychological tests in accordance with standardised instructions.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed in the workplace or in a simulated workplace environment. **Specific resources for assessment** Access to: • An actual or simulated testing venue • Organisational policy and procedure relevant to a ADF psychometric testing • Test material and equipment • Access to relevant psychological documents • Access to computer, internet and software • Stationery and test equipment • Role players (examinees)

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below.	
Documents may include:	- administrative applications - personal history profile - personal psychology documents - psychology assessment records - psychology document folders - psychology referrals - psychology reports - psychology reports used in recruiting - psychology test records
Psychometric test may include:	- aptitude tests - personality tests
Relevant instructions may include:	- defence instructions - electronic psychology records and information system manual - individual test manuals - procedural directives - psychological services manual
Interruptions may include:	- equipment faults - examinee illness - fire alarm - other audible noise external to the test room - removal of examinees
Equipment faults may include:	- computer hardware failure - software malfunction - stopwatch failure
Referring authority may include:	- career management agency - commanding officer or officer commanding - medical officer

Unit Sector(s)

Not applicable.