

Assessment Guidelines

The following guidelines have been adapted from the British Psychological Society's Psychological Testing: a test taker's guide¹. The Malta Psychology Profession Board has divided these guidelines into two parts, Part 1 focuses on the individual responsibilities of the professional administering the testing and Part 2 describes the assessment levels that could be used and the level of proficiency that is required.

Part 1. Individual responsibility of the professional administering the testing process

I. Responsibility for Competence

It is the responsibility of psychologists (except for level A tests) using psychological tests to:

1. Ensure that they meet all standards of competence for the Malta Psychology Profession Board (MPPB) qualification/s in test use which they hold. Refer to the Guidelines and Directives on Activity of Psychology Profession – MPPB
2. Maintain their level of competence in the qualification standards and develop and enhance their competence as test users through CPD.
3. Be aware and responsible of the limits of their competence in psychometric testing.
4. Only offer testing services which lie within their competence and experience except for those with additional training.
5. Must have undertaken any mandatory/additional training in the tests and use their area of competence to administer and interpret the testing tool.
6. Abide by local and service/entity regulations and restrictions relating to the use of psychological tests and storage and use of test data.

II. Procedure and Techniques

1. Psychometric tests should be used, in combination with other assessment methods, only when their use can be justified and supported by the available technical information or other information gathered through the clinical interview and clinical observations.
2. Administer, score and interpret results in accordance with the instructions provided by the test distributor and to the standards defined by the BPS and/or APA.
3. Store test materials securely and ensure that no unqualified or unauthorized person has access to them, nor has the means to access computer-based or online test materials.
4. Keep test results securely, in a form suitable for developing norms, validation and monitoring for bias in line with the service/entity requirements where applicable.

III. Client Welfare

1. Obtain the informed consent of the clients. Explain why the test will be used and what will be done with their results, how the results will be stored and who will be provided access to the results.
2. Give due consideration to factors such as gender, ethnicity, age disability and special needs, educational background and level of ability when using and interpreting the results.
3. Provide feedback of the results and ensure that the client understands the results and implications of the results.

¹ British Psychological Society, (2025). Psychological Testing: a test taker's guide retrieved from www.psychtesting.org.uk

Part 2. Assessment Levels – Ethical Use of Tests

Assessment instruments are classified by test publishers and developers into three levels (A, B and C). The different levels are classified according to the complexity of administration, scoring, interpretation and training requirements.

- i. Level A:** Tests which can be administered, scored and interpreted with the aid of the manual. These tests may be given and interpreted by non-psychologists. There is no need of special qualification to use these tests.
- ii. Level B:** Tests which require specific training for administration, scoring and interpretation. These tests require understanding of psychometric principles, traits and symptoms being measured and the discipline within which the tests are used (educational, clinical, counselling, health, forensic, social, organisational and neuropsychology). At a minimum the user must have adequate training in psychometric principles (reliability, validity, test construction) and supervised experience in administration, scoring and interpretation of such tests. The test publishers and the MPPB require a degree from an accredited college or university, specifically, a Masters degree in Psychology.
- iii. Level C:**
It is the most restricted category and includes tests and aids which require advanced training and experience in administration, scoring, and interpretation. Level C tests would generally include any aptitude or language or personality or clinical diagnostic test, group or individual. The use of these tests requires a minimum a Masters and/or Doctoral degree in psychology. A registration to practice as a psychologist is also required.