



The use of Psychometric Instruments at Ashridge

PARTICIPANTS GUIDELINES

Qualifications of Ashridge faculty & staff

Faculty and staff who use ability tests, personality questionnaires or competency/360° feedback instruments are formally qualified to the accepted professional standards and have received additional training recommended by the suppliers of the instrument being used.

Adding value

When an instrument is used for any purpose at Ashridge, we will ensure that it adds measurable value to the activity to which it contributes. Each instrument used will be reviewed regularly and its added value reassessed to ensure it is appropriate to the session/activity.

Administration of tests

Those responsible for administering and scoring instruments, but who are not involved in any aspect of instrument use (such as interpretation or feedback), will also be appropriately trained.

Discrimination

Particular care will be taken to ensure that instruments do not potentially discriminate against or unfairly disadvantage people with disabilities, those from different ethnic origins or from either gender.

Copyright

We will always comply with copyright laws and any use will be appropriately licensed.

Confidentiality

Results will be seen only by member(s) of faculty or staff qualified to interpret them. Results from other participants will not be discussed or disclosed without their consent and copies of your report will not be released to anyone else without your prior written consent. All data, reports and interpretations will be stored securely and test results deleted within two years of the program being completed. Data may be used for cumulative client or program profiles, research purposes or to compile a norm database on an anonymous basis. Please let Ashridge Psychometrics know if you do not wish your results to be used: psychometrics@ashridge.hult.edu

Feedback

Profiles and narrative reports are normally provided only where one-to-one feedback has been offered. Group feedback of individual profiles is permissible only with the agreement of all participants, provided it is given in conjunction with the offer of individual feedback, although this may be at additional costs depending on what is included in your program.

Ethics

Before completing any instruments or questionnaires, you will be made aware of what they are intended to measure and broadly how they are relevant to the objectives of your program.

PLEASE NOTE:

If you believe that any of the above points have not been followed please inform Ashridge Psychometrics immediately, who will investigate and, if necessary, instigate corrective action.

Psychometrics@ashridge.hult.edu