

## Who are we?

Psychological Test Services (PTS) supply and provide advice on a wide range of psychometric tests. Tests are available for purchase from a number of well respected international test publishers. In addition to the range listed on our website, we can source other tests for specific needs. If we don't have what you are looking for please contact us. We may be able to source it for you, or advise where to go next.

## Registration Levels

When registering with us users are given a registration level based on their qualifications and experience. People are registered with PTS under the work area(s) most relevant to their scope of practice. There are two work areas: **Psychology and Education**. Within each work area there are three ascending levels of registration: **A, B, and C**. Each level includes the ones below it, e.g. a person at Level C is also a Level A and Level B within their work area.

To purchase a product you must be registered in its work area at its required level. For example, the ASEBA School Age forms are rated as Level B (Psychology/Education). To purchase these you must be at a Level B or higher within either the Psychology or Education work areas.

## How do I register?

To register with PTS you need to visit our website: [www.nzcer.org.nz/pts/](http://www.nzcer.org.nz/pts/)

We recommend having copies of your qualifications and academic transcripts ready before doing this.

- ➔ Log into the website by clicking the **Log in/Sign up** button on the top right corner of the page. If you do not have a login on the website click the Sign up tab to the left of the log in and enter the required details.
- ➔ Once you are logged in head to the **Psychological Test Services** page by clicking the link in the menu bar. Click the **Register Online** button.
- ➔ Enter your relevant details into the form. Required fields are marked with a red asterisk\*. You can upload copies of your qualifications and transcripts near the bottom of the form. These are important to ensure we give you the most accurate registration level possible.
- ➔ Once you are ready to submit the form, click the **Register** button at the bottom of the page.

We will get back to you within 5 working days to let you know if your application has been successful or if further information is required.

## Registration Levels

### Level A

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

This level includes registered teachers.

### 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 psychometric 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 users at this level include:

- Speech Language Therapists
- Occupational Therapists.

### Level C

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.

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 under this level will have completed a Bachelor's degree and a postgraduate qualification in their field of speciality and **must** have completed an advanced course in psychometric assessment as well as an advanced course in personality/abnormal theory.

Types of assessments available to Level C test users include:

- Personality assessments
- Tests of general ability

Examples of users at this level include:

- Clinical Psychologists
- Educational Psychologists
- Organisational Psychologists.

Registered **clinical psychologists** automatically meet the requirements for Level C (Psychology) and only have to submit a copy of their APC for approval.

| Tertiary Institution              | Psychometric Theory                                                       | Personality Theory                               |
|-----------------------------------|---------------------------------------------------------------------------|--------------------------------------------------|
| Open Polytechnic of NZ            | 73325 Psychological Assessment                                            | 73326 Personality and Individual Differences     |
| Massey University                 | 175.306 Assessment of Individual Differences                              | 175.302 Intro to Clinical Psychology             |
| Massey University (Ed Psych)      | 256854 Educational and Developmental Psychology Assessment (Postgraduate) |                                                  |
| Waikato University                | PSYC337 Individual Differences & Measurement                              | PSYC338 Mental Health & Wellbeing                |
| University of Auckland            | PSYCH718 Psychotherapeutic Assessment and Formulation (Postgraduate)      | PSYCH207 Theories of Personality and Development |
| Victoria University of Wellington | EPSY514 Educational Psychology Assessment (Postgraduate)                  | PSYC404 Abnormal Psychology (Postgraduate)       |

## Professional obligations

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

- Every precaution should be taken to ensure the confidentiality of tests and test scores.
- Access to test materials must be limited to qualified persons with a responsible, professional interest who agree to safeguard their use.
- 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.
- NZCER's interpretation of the Privacy Act 1993 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.
- Registered Test Users are expected to purchase and use tests according to the following guidelines:
  - The Code of Ethics for Psychologists Working in Aotearoa New Zealand 2002
  - Guidelines on the use of Psychometric Tests, prepared by the New Zealand Psychologists Board
  - Te Tiriti o Waitangi.
- Approval to purchase may be withheld or withdrawn if there is any violation of these principles.

## Terms and Conditions

### Advice

NZCER Psychological Test Services (PTS) can provide general advice on the assessments we distribute but we do not provide clinical advice either verbally or via email, nor should content of our website be considered clinical advice.

It is the responsibility of test users to research and know their area of practice as well as ensuring they have the knowledge and training needed to administer and interpret the specific assessments they purchase.

### Registration

PTS is committed to accurate, professional, and ethical assessment of individuals, and uses its registration process to help ensure assessments are only supplied to appropriately qualified test users.

PTS requires verification of qualifications prior to purchase. We reserve the right to amend and update our qualification requirements for registration to reflect current best practice and publisher requirements without prior written notice.

Advice provided to individuals, seeking registration, about further training is provided in good faith. PTS does not guarantee registration as a result of completing any training course and applicants need to consider this before undertaking any training.

Our registration process is used for internal purposes only.

### Test Use

It is the responsibility of test users to use any products purchased in accordance with NZCER's Professional Obligations of Test Users. Failure to do so may result in the loss of your registration.

Products are intended to be used as tools in the overall assessment process and are not intended to be used alone or to replace the test user's professional judgement.

### Sales

There is a minimum charge amount of \$10 on any sale.

Goods must be returned for credit within 30 days to our physical address and in original condition.

NZCER reserves the right to amend pricing at any time without prior written notice. The most up-to-date prices will be listed on NZCER's website.

Products distributed by PTS are protected by copyright and trademark. Printing or reproducing copyright-protected materials or content, including reproduction of test items, scales, scoring mechanisms, manuals, or other content, is strictly prohibited.

### Test Library

Test manuals are available to borrow from the PTS Test Library. Test manuals are supplied for perusal only and are subject to all provisions of copyright.

We provide these materials free of charge on the understanding that you wish to evaluate the materials to assess their suitability prior to purchase, and that they will not be administered on a personal or professional basis of any kind.

The Test Library loan period is for 3 weeks only. If manuals are not returned within 3 weeks NZCER reserves the right to charge the borrower the full cost of replacement.

### Privacy

NZCER stores copies of any information and/or documents sent to us as part of the registration process for archival purposes. We also retain personal purchasing and financial information for internal reporting. This data is only to be used by NZCER staff, and will never be shared with any third-party without prior permission.

### Modification of Terms and Conditions

We reserve the right to modify, amend, alter or update these terms and conditions at any time. We encourage you to view this page periodically to review our most current Terms and Conditions.