

GenEd.+ Terms of Use

GenEd + Master System & Remote Administration Questionnaire

Prior to purchasing a GenEd + system your organisation must evidence that the person responsible for the GenEd.+ system and use, is fully trained to BPS standards i.e. holds a full Level A Certificate in Occupational Testing.

The assigned Level A trained person must be a current full time member of employed staff. The best practice issues to be considered by this Level A trained person in conjunction with operational management include :

- **Defining when to access**
- **Establishing methods of sending data to and from the Master System**
- **Setting turnaround targets for e.g. *giving feedback/producing reports and requesting/communicating shared information (where applicable)***
- **Monitoring equal opportunities data incl. disability**
- **Keeping records of test administration sessions/processing**
- **Ordering credits/materials (as applicable)**
- **Renewing annual licence**
- **Maintaining records of systems, licences and RQA installations**
- **Ensuring test storage security incl register of passwords**
- **Observing compliance with confidentiality and data protection protocols**
- **Validating test use**
- **Auditing test practice**
- **Managing the Master System e.g. *procedures, back ups, updates, management information, user manual etc.***

Should the nominated Level A trained person leave your organisation, you must assign a replacement Level A trained person to look after the system and notify The Guidance Partnership of any such change immediately. Where there is no other Level A trained person available, you must notify The Guidance Partnership as above and return the GenEd.+ system and associated materials until a replacement person is suitably trained.

The Master System is password protected and the allocated Level A trained person must ensure that the passwords are changed and that only GenEd.+ Operator trained people have access to these passwords.

Each GenEd.+ trained user (Level A/Test Administrator/GenEd.+ Operator) must have their own password for accessing both Remote Administration Questionnaire (RQA) and the Master System.

GenEd.+ Test Administration

Only people who are Level A trained or those who have successfully completed Psytech International's Test Administration Training course (or equivalent for which evidence must be provided) can administer GenEd.+ Assessments.

Additional training may be required to use GenEd.+ tests provided by external test publishers.

GenEd.+ Scoring of Assessments

GenEd.+ assessments are scored by the Master System. The scoring process can only be carried out by individuals who have successfully completed GenEd.+ Operator training or who are Level A qualified.

GenEd.+ Interpretation and Feedback of Results

Level A trained individuals can feedback any of Psytech International's psychometric assessments on GenEd.+ although GenEd.+ assessments have been deliberately designed to exclude technical data. Additional training may be required when feeding back tests provided by external test publishers.

Individuals who have completed GenEd.+ Operator training and who are occupationally competent, can access GenEd.+ reports but are not qualified to provide in-depth feedback. Instead it is expected that they will use the detailed report interpretations in context with other available information, to enhance the level of advice and guidance they give to their clients. As such, we recommend the use of the GenEd.+ Feedback Form to prepare them to give basic client feedback on the assessment(s) completed.

In the event of a non-GenEd.+ Operator-trained individual wishing to access results from GenEd.+, they must be occupationally competent and their access must be restricted to the GenEd.+ Feedback Form which has been completed by either a Level A or a GenEd.+ Operator trained user. In such cases the results must first be explained fully to the non-GenEd.+ Operator trained individual.