

Guidelines for the Ethical use of Psychometric Assessment Instruments

For the purposes of these guidelines, we refer to individuals taking assessments as participants and those that choose to use our tests for the purposes of assessing participants must be registered users of Saville Assessment Nordic, or its affiliated companies. Saville Assessment Nordic and its associated companies are referred to herein as "us", "our" or "Saville".

All users of our psychometric tools and/or their outputs are expected to follow our guidelines for ethical practice, detailed below as a minimum. All such use of psychometric assessments should also comply with all local statutory and regulatory requirements. Our assessments should only ever be used for occupational assessment purposes. If you are in any doubt, please consult with your normal contact with us.

Communication with Participants

- All participants should receive a briefing on the following before completing a psychometric assessment:
 - The nature of the assessment;
 - Why and how the assessment is being used;
 - How long the participants' results will be retained for;
 - Who will have access to the participants' results (which will include the test publisher, when: the administration of the assessment is delivered on-line, when participant data is entered on the test publisher's platform for scoring or when the participants' data is otherwise submitted to the test publisher for any purpose); and
 - When feedback is being offered and in what format?
- Participants should be given ample opportunity to ask questions regarding the assessment process, and receive an honest and professional response.
- It is best practice to offer feedback to participants. When feedback is given it should be provided in compliance with any applicable statutory or regulatory requirements and the participant should be informed when and how the feedback will be delivered.
- Participants should be invited to reveal any factor or special requirement which might make the assessment(s) less suitable for them (e.g. a disability). If there is such an issue, appropriate adjustments to the assessment process should be made. These steps, for example, might be expected to include consulting the participant well before any assessment about what steps could be made to appropriately accommodate them and their disability. Where appropriate you should request any documents that can be legally provided on the nature of the disability and means of appropriate accommodation and seek expert opinion on the most appropriate forms of accommodation. Contact us to establish what adjustments are possible for a given assessment.
- If participants do not want to undertake an assessment, the consequences of non-participation should be clearly explained (e.g. elimination from the recruitment process or development scheme).

Administration and Use of Data

- Assessments should only be used if they are appropriate for the purpose and will provide relevant data. It is the registered user who makes the choice to assess participants with our assessments and it is their responsibility to choose tests which are appropriate and relevant for a given purpose. To ensure relevance choice of tests it should be done based on established criteria for a job.
- Careful consideration should be given before using psychometric assessment instruments with current employees in making promotion and placement decisions. Where more direct evidence of performance is available (e.g. appraisal reports and other personnel records), these should be used in conjunction with appropriate psychometric assessment instruments that are relevant to the job role or position.
- Profile reports should only be used by trained registered users (for interpretation purposes and to provide more detailed feedback to the candidate).
- Test reports are provided by us in order to deliver feedback to the participant. It should be noted that any feedback offered to participants should be delivered in compliance with any applicable statutory or regulatory requirements.
- Psychometric data may only be used for purposes previously agreed to by the participant and in accordance with our [Privacy Policy](#) and other terms, contained on our website, manuals and other relevant literature published and updated by us from time to time.
- Psychometric data should be used in conjunction with other data on the individual in any assessment process and should be integrated with data from other relevant sources (e.g. structured interviews, work sample exercises, performance ratings, etc.).
- In relation to test usage criterion-related validation studies should, ideally, be undertaken, which compare the results with data about the individual's performance in the work place and re-assess that the assessments are likely to continue to be valid and appropriate measures for the intended application.

Security of Materials

- All assessment materials (including test reports) must be stored securely and only be accessible to qualified users.
- Where the qualified user moves from their current employer or department they should, where possible, ensure that any restricted materials are transferred to another qualified user. If there are no qualified users to whom these products can be entrusted you should contact us immediately to discuss training to become a registered user
- All data stored (on file or electronically) must be held according to the requirements of any applicable legislation with respect to the storage, use and confidentiality of personal data.
- It is an infringement of ethical guidelines and of international copyright law to copy, modify, translate or in any way replicate, in whole or in part, the products supplied by us. The user confirms that all steps reasonably necessary shall be taken to ensure that none of our products under their control will be used in a way that would infringe our copyright or trademarks and will report to us any such infringements that they become aware of.

- We provide online practice for participants to help familiarize themselves prior to completing the requested assessment.
- Aside from the practice materials and examples we provide, our assessments should never under any circumstances be administered and/or scored for the principal purpose of coaching candidates with the aim of improving their performance on assessments.

Responsibility for Competence

- Users are responsible for maintaining their own level of competence in the use of psychometric assessment tools.
- Users should not offer services which lie outside their competence.
- Users are responsible for maintaining their knowledge of current legal and best practice requirements regarding the use of psychometric tools.
- Users should seek appropriate advice when required, particularly as circumstances begin to challenge their professional expertise.
- Users should strive to ensure that those working under their direct supervision also comply with each of the requirements of this standard and that they are not required to work beyond the limits of their competence.

Research

- We encourage evidence-based practice in the use of our assessments. In addition to our own extensive research programs, we encourage independent research on our assessments by appropriately-qualified independent researchers who are registered as users.

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