

Psychometric Assessments: Selection, Administration, and Interpretation of “B” Level Tools

Course Outline

Course Developer(s)

Dr. Roberta Borgen (Neault), CCC, CCDP, GCDF-i

Course Format

Three weeks, 10-15 hours per week

Course Prerequisites

Students must have an undergraduate degree and have completed the course “The Fundamentals of Psychometric Assessments: Understanding Validity, Reliability and Other Important Stuff” or a similar course. Recognition of other courses as equivalent is at the discretion of the instructor.

Course Description

Psychometric assessments (career, psychological, and academic) are widely used by counsellors, psychologists, educators, human resource professionals, social workers, and other related professionals. Publishers and distributors of assessment instruments, however, have strict guidelines about who is qualified to use specific tools.

This course is designed for professionals with university degrees (preferably a Masters) who have successfully completed a university course in tests and measurements (e.g., CPE 510). It will provide opportunities for participants to examine, discuss, and practice using a variety of “B” level assessment instruments that measure skills, career interests, personal style, values, occupational stress, and other individual characteristics.

Participants will have the opportunity to read, and case-conference about, assessment reports that have been prepared for real counselling and vocational rehabilitation clients (client identities, of course, will be obscured).

Each participant will complete 5 – 7 assessments and integrate the results in a comprehensive self-assessment report. (Note to students: If you have recently completed one or more of the assessments introduced in this course, and have the reports readily available for use in Assignments 2 and 3, there is no need to repeat the assessment. You may also integrate other assessment tools that you have completed.)

Options include:

- simply including the assessments you have previously completed (i.e., no extra work)
- practicing with additional B-Level assessments available through your workplace, or



- completing additional B Level assessments available online through Life Strategies¹

Students can also sign up for a free trial of Career Driver Online by emailing Lesah@skillscan.com. The Career Driver online assessment takes about 30 minutes to complete and provides a report of the test taker's strengths and preferences.

Each student will also have the opportunity to integrate and interpret a 2nd set of assessment results and write a report that would be suitable to present to a client.

Course Objectives

General:

Participants will develop a deeper understanding of assessment to qualify to purchase, administer, and interpret "B" level tools. The course is aligned to the [Canadian Standards & Guidelines for Career Development Practitioners](#).

Learning Objectives:

Upon successful completion of this course, students will be able to:

- Demonstrate the ability to select appropriate assessment tools to address the specific needs of diverse clients
- Complete five or more psychometric self-assessments, summarize the results of each tool, integrate the results and identify key themes
- Integrate and interpret assessment results from a voluntary client, actively and respectfully engaging the client in the interpretation process
- Present assessment results in a case-conference format
 - A voluntary client will be selected by the student or, if a feedback session can be arranged in person or by phone, a partner from the course may be selected
- Write a comprehensive report that integrates assessment results, makes practical recommendations, and examines issues of test appropriateness as well as validity and reliability

Required Texts / Supplies

Sheperis, C. J., Drummond, R. J., & Jones, K. D. (2020). *Assessment procedures for counselors and helping professionals* (9th ed.). Pearson. ([Print](#) and [e-text](#) available)

Note: Students can still use the 8th edition of this text for the Fall 2020 and Winter/Spring 2021 course offerings ([Print](#) and [e-text](#) available).

One set of standardized psychometric assessments used in the course and included in the course cost, will be supplied by the instructor.

Additional Readings

Throughout the course, relevant readings will also be posted on our website.

¹ Negotiate this option with the course instructor, after selecting some tests that you are interested in trying out. The value of new tests should be reasonably comparable to those being omitted from the package. If the new tests are significantly more expensive than those being replaced, students will be invoiced directly for the difference.



Course Completion Requirements

Students must achieve an overall grade of at least 80% on this non-credit continuing education course to successfully complete a course. If absent or offline for more than 48 consecutive hours, students are required to contact the instructor.

Participation	25%
Assessments Selection and Rationale	10%
Self-Assessment Summary	25%
Comprehensive Assessment Report for a Voluntary Client	40%

Online Instruction Overview

This online course will be hosted on Life Strategies' [LearnOnline](#) e-learning platform which uses a Moodle-based learning management system. The system organizes a variety of learning activities (e.g., assigned readings, resources, videos, discussions, assignments) into several topical modules which students will progress through on a set schedule as described in the *Course Syllabus*. A course instructor will facilitate the discussions and review the assignments providing feedback and insights throughout the course. Although discussions are asynchronous (i.e., students are required to make a minimum of two posts, at their convenience, over at least 2 days that the topic is active), from time to time, the instructor may schedule live "sessions" or "office hours" using a web conferencing application (e.g., Zoom). Any "live" components will be communicated to students via the News forum; however, we recognize our students come from different time zones and are balancing many other work/life commitments that can impede attending in real time. As such, live elements will be recorded and/or optional.

Facilitated e-learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, students' active participation in the discussions enriches learning and is required for successful course completion. Students are encouraged not to delay jumping into the discussions. Although discussions are related to the assigned readings, resources, and/or videos, it is not necessary to wait until all of the readings/videos have been reviewed before jumping into the discussion forums – in fact, posting early and often contributes to richer discussions. Being inactive within the discussions for several days will impact a student's overall grade and may result in being unenrolled from the course.

Registered students will be enrolled and receive log-in instructions by email (noreply@learnonline.lifestrategies.ca) 1 week prior to the course start date. This provides a few days for students to orient themselves within the e-learning environment, review course expectations, and troubleshoot any technical concerns. If you require additional support or a course extension, please contact our team (studentadvisor@lifestrategies.ca) and we'll do our best to accommodate your needs.

Operational Requirements

As this course is offered entirely online, students must have reliable Internet access and be comfortable using Internet technology and participating in discussion forums.

Within each course, topics open and close on specific days facilitating learning as a cohort. Although there is flexibility in times of day to post, students will be expected to adhere to the course schedule and



spend a similar amount of time on this course as they would in a classroom-based environment of 30 hours to achieve course mastery (i.e., 80%).

Documents will be posted in Word, PowerPoint, and PDF — students must be able to download these documents and also upload similar documents. Web conferencing software (e.g., Zoom) may also be utilized.

Accommodation

Students who have a disability that needs accommodation should let us know prior to the course start so that we can work collaboratively to more effectively meet learning needs.

