

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

## Course Outline

### Course Developer(s)

Dr. Roberta 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 Strategies<sup>1</sup>

Students can also sign up for a free trial of Career Driver Online by emailing [Lesah@skillscan.com](mailto: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.

### 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

Drummond, R. J., Jones, K. D., & Sheperis, C.J. (2015). *Assessment procedures for counselors and helping professionals* (8th ed.). Boston: Pearson. ([Print](#) and [e-text](#) available from Pearson)

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. Plan to spend a minimum of 2-3 hours per week on the readings.

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<sup>1</sup> 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 conducted using the “Moodle” course management system. Registered students will receive log-in instructions by email the Monday prior to the course start date. This system relies on asynchronous discussion forums (i.e., participants post when it’s convenient for them, not during a scheduled time slot). However, from time to time, we may schedule live “chats” using Instant Messaging software (e.g., Skype, GoToMeeting).

Online learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning online occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, your active participation in the discussion forums (i.e., checking in and briefly posting once or twice per day to each open discussion) will enrich your learning significantly.

## 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.

Although there are no scheduled classes, students will be expected to spend a similar amount of time on this course as they would in a classroom-based environment of 30-40 hours.

Documents will be posted in Word, PowerPoint, and PDF —students must be able to download these documents and also upload similar documents.

## Accommodation

If you have a disability that needs accommodation for this course, please let us know and we will work with you to more effectively meet your needs.

