



## **ATP Member's Charter (Standards)**

The following standards serve as criteria that the ATP (South Africa) members endeavour to adhere to when developing and publishing psychometric instruments. These standards place emphasis on the appreciation of South African cultural and diversity features whilst being modelled of the European Federation of Psychologists' Associations Review Model for the description and evaluation of psychological tests.

### **A. ATP (South Africa) members will provide test materials meeting with minimum accepted standards**

This section is concerned with the various attributes of the documentation supplied with the psychometric instrument including administrator's manual, technical handbooks, booklets of norms, supplements and updates. Test publishers and suppliers undertake to provide a complete set of material to the recipient.

The ATP (South Africa) members strive to meet four broad standards with respect to the test material: Explanation of the rationale, adequate and appropriate technical documentation, procedural instructions and ensuring materials of an acceptable quality.

#### **A.1 ATP (South Africa) members will provide an explanation of the rationale of the psychometric instrument**

The presentation of the rationale will include the theoretical foundation of the construct, the test development procedure including steps to standardise the instrument in South Africa, item analysis and item analysis model used, an explanation of the content validity and a summary of relevant research.

## **A.2 ATP (South Africa) members will provide adequate and appropriate technical documentation**

The focus of this section is on the quality, comprehensiveness and clarity of the documentation. The technical documentation requires that a well-argued and clearly presented description of what it is designed to measure and why it was constructed in the way it was. Full details of item sources, piloting, item analysis, comparison studies and changes made during development trails should be provided. Clear and detailed information will be provided about sizes and sources of the standardisation sample and standardisation procedure with emphasis on the process of South African standardisation. Clear and detailed information is provided about sizes and sources of norms groups (including the South African norm group(s) presented). Good explanations will be provided about the reliability of the instrument and a comprehensive range of internal consistency and retest measures will be provided with explanations of their relevance and the generalisability of the assessment instrument, which will include generalisability in the South African context. Good explanation of the validity of the instrument with wide range of appropriate studies clearly and fairly described.

## **A.3 ATP (South Africa) members will provide the necessary procedural instructions for the user**

For test administration, clear and detailed explanations and a step-by-step procedural guides will be provided with detailed advice on dealing with candidates' questions and problem situations. For test scoring and norming, clear and detailed information will be provided with checks described to deal possible errors in scoring. For interpretation and reporting, detailed advice will be provided on interpreting different scores, understanding normative measures, including South African examples, and dealing with relationships between different scales, with sufficient illustrative examples and case studies, including South African case studies. For providing feedback and debriefing test takers, detailed advice will be provided how to present feedback to candidates. For good practice issues on fairness and bias, detailed information will be reported about sex and ethnic bias studies with South African examples, which will include relevant warnings about use and generalisation of validities. For restrictions on use, clear descriptions will be provided who should and should not be assessed, with well-explained justifications for restrictions such as disability, minimum literacy levels required etc. Detailed references to relevant supporting academic literature and cross-references to other related assessment instrument materials will be provided.

#### **A.4 The quality of the materials ATP (South Africa) members will provide will meet a minimum accepted standard**

The general quality of the test material including test booklets, answer sheets, test objects and software will meet a minimum accepted standard. The local adaptation of the test including language translation will also be of a minimum accepted standard. The ease with which the test taker can understand the test and with which the responses or answers can be made by the test taker will be of the required standard. The quality of the items will also meet with local and international accepted standards.