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# tests & software

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from  
Psytech

# tests & software



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Psytech

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[www.psytech.co.uk](http://www.psytech.co.uk)

# NEW DEVELOPMENTS HIGHLIGHTED IN THIS CATALOGUE

## GeneSys-3

We are delighted to announce the release of GeneSys-3 the latest version of our phenomenally successful assessment software. Full details are on page 12 as well as up to date information on the dedicated web-site <http://www.genesys.ws>

## 15FQ+

This is the first time that the new 15FQ+ edition is featured. Building on the most current research, the new 15FQ+ has been fully revised to make it suitable for use in the international business environment. For further details see page 29 or visit the dedicated 15FQ website: <http://www.15FQ.com>

## JTI

The new Jung Type Indicator has come of age. This fully self-scoring type indicator now boasts its own user guide (The Sixteen Types) – an ideal supplement to the profile – and its dedicated web-site <http://www.jungtype.com> – from which you can find further detailed interpretation of the 16 types. For further details see page 26.

## Open Access

All Psytech International proprietary test manuals may still be downloaded directly from our website: <http://www.psytech.co.uk> allowing you to scrutinise the technical information before you make the decision to purchase. Reference sets are also available to trained test users.

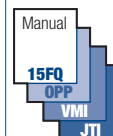
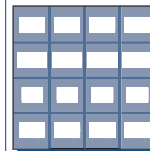
## Web testing

New and exciting possibilities are afforded by the internet and while Psytech has embraced these developments, we retain an eye on the glaring professional problems that it poses. For the latest developments, see page 38 or the Psytech website for more details.

## Psybase

We can assist you in finding the most suitable measures for your next assessment. Visit [www.psybase.co.uk](http://www.psybase.co.uk). It contains a dedicated search engine that allows you to find information on almost all leading UK psychometric measures in industrial/organisational use.

GENESYS



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# CODE OF FAIR TESTING PRACTICES

Below is presented our code of fair testing practices. It is not intended to replace guidelines published by the British Psychological Society which, as Chartered Psychologists, we adhere to. It is however a statement of our aims and objectives as a Company and an attempt to provide a brief, non-technical resumé to test users and developers of the principles of good practice. The Code presents standards for test developers and users in five areas:

1  
Developing  
/Selecting  
Tests

2  
Interpreting  
Scores

3  
Striving for  
Fairness

4  
Informing  
Test Takers

5  
Security of  
Information  
& Materials

## 1. DEVELOPING AND SELECTING APPROPRIATE TESTS

To aid test users in selecting appropriate tests test developers (D) should freely supply test users with appropriate information about their products. To this end test developers should:

- D1 Define what each test measures and what the test should be used for. Describe the population(s) for which the test is appropriate and accurately represent the characteristics, usefulness and limitations of each test.
- D2 Provide a detailed technical manual for each test. This should describe the process of test development, explain the relevant measurement concepts at the level of detail that is appropriate for the intended audience(s) and provide evidence that the test meets its intended purpose(s).
- D3 Provide either representative samples or complete copies of test questions, directions, answer sheets, manuals, and score reports to qualified users as required.
- D4 Identify and publish any specialised skills needed to administer each test and to interpret scores correctly.

Similarly, test users (U) should be committed to using only those tests that meet the purpose for which they are to be used and that are appropriate for the intended test-taking populations. To this end test users should:

- U1 First, define the purpose of testing and the population to be tested. Then, select a test for that purpose and population based on a thorough review of the available information. Where possible this should be based on independent test reviews.
- U2 Read the materials provided by test developers and avoid using tests which provide unclear or incomplete information.
- U3 Become familiar with how and when the test was developed and fully understand the technical data which supports the test.
- U4 Examine specimen sets and/or sample questionnaires and test instructions, answer sheets, manuals, and scored reports before selecting a test.

## 2. INTERPRETING SCORES

Test developers should help users interpret scores correctly. To this end they should:

- D5 Provide timely and easily understood reports that describe test performance clearly and accurately.
- D6 Describe the population(s) represented by any norms or comparison group(s).
- D7 Include within the technical manual clear descriptions of the scales which will enable the user to interpret test scores.
- D8 Only supply tests to users who are qualified to interpret such test scores.
- D9 Indicate within the manual the likely shelf-life of test scores i.e. how long test scores are likely to remain valid.

Similarly test users should make every effort to ensure that they interpret test scores correctly. To this end they should:

- U5 Obtain information about the test and fully understand the psychological characteristic(s) it measures.
- U6 Interpret scores taking into account any major differences between the norms or comparison groups and the actual test takers.
- U7 Only use those tests which they are qualified to administer and interpret.
- U8 Respect the limited shelf-life of most tests and treat test information in respect of when the results were obtained.
- U9 Take into account other relevant information about the test taker which could have a bearing on the characteristics being assessed.
- U10 Compile interpretative reports which are intelligible to the intended reader.

### 3. STRIVING FOR FAIRNESS

Test developers should strive to make tests that are as fair as possible for test takers of different races, gender, ethnic backgrounds, or disabilities. To this end tests developers should:

- D10 Review and revise test questions and related materials to avoid potentially insensitive content or language.
- D11 When feasible, make appropriately modified forms of tests or administration procedures available for test takers with disabilities. Warn test users of potential problems in using standard norms with modified tests or administration procedures that result in non-comparable scores.
- D12 Actively strive to collect and make available data on the fairness of all published tests.

Similarly, test users should select and use tests in such a way as to promote equal opportunities. To this end they should:

- U11 Evaluate the procedures used by test developers to avoid potentially insensitive content or language.
- U12 Review the performance of test takers of different races, gender, and ethnic backgrounds when samples of sufficient size are available. Evaluate the extent to which performance differences may have been caused by inappropriate characteristics of the test.
- U13 When necessary and feasible, use appropriately modified forms of tests or administration procedures for test takers with disabilities. Interpret standard norms with care in the light of the modifications that were made.

### 4. INFORMING TEST TAKERS

Test developers should promote an open and informed discussion about test materials and procedures. To this end test developers should:

- D13 Provide clear test administration instructions, including example test items for completion by test takers.
- D14 Include within the technical manual information which will enable the test user to offer the test taker useful feedback on his/her test results.

Similarly test users should obtain informed consent from test takers. To this end test users should:

- U14 Provide the test taker with adequate information regarding the purpose, procedure, duration and likely outcome of the assessment process.
- U15 Offer guidance and support to test takers only in so far as it is consistent with the administration instructions and does not invalidate the assessment process.

## 5. SECURITY OF TEST INFORMATION

Test developers should ensure that the integrity of test information is maintained. To this end test developers should:

- D15 Limit access to test questions to trained test users who have a legitimate use for the tests
- D16 Ensure that any materials used in the development or validation of the test are returned.
- D17 Maintain copyright on test materials and actively pursue infringements
- D18 Ensure that all identifiable test data collected is kept secure and only used for the purpose that was intended and for which consent has been obtained.
- D19 Avoid publishing any material which undermines the reliability and validity of their tests.

Similarly, test users should:

- U16 Store securely all test booklets and software, restricting access to trained test users.
- U17 Respect the copyright on test materials and inform the developers of any infringements which come to light.
- U18 Ensure that all test data collected is kept secure, is only used for the purpose for which it was intended and for which informed consent was obtained. This should be consistent with data-protection and freedom of information legislation.
- U19 When leaving an organisation make adequate arrangements to secure both test materials and confidential test data.

### Note

Many of the statements in the Code refer to the selection of existing tests. However, in customised testing programmes, where test developers have been engaged to construct new tests, the test development process should be designed to help ensure that the completed tests will be in compliance with the Code.

This code of practice is not copyrighted. Reproduction and dissemination are actively encouraged.



While it has been conclusively demonstrated that psychometric tests can significantly improve human resource decisions and result in productivity gains; such benefits can only be achieved by competent use of these complex instruments. Inappropriate use can not only totally negate the benefits of using valid selection procedures but it can also have an adverse effect on staff motivation. To gain competence in the use of psychometric instruments, you need expertise not only in selecting, administering and scoring tests, but also the interpretation of the results within the assessment context. Correct interpretation of test results requires an understanding of population statistics and measurement theory. Responsible and ethical use of tests requires an appreciation of the limitations of tests, how to integrate complex information and present the results to test taker and decision-maker alike.

Not surprisingly therefore in the U.K. and most other countries access to psychometric test materials is restricted to those who are suitably qualified. Eligibility is gained through academic qualifications in Psychology or specific training in the use of psychometric tests.

If you have had no training in the use of psychometric tests, we would suggest that you acquire a basic understanding of some of the salient issues before committing yourself to any particular assessment materials. Without a basic understanding of some fundamental concepts, quite simply, it will be virtually impossible to critically evaluate the growing number of available psychometric tests and the claims made by their publishers.

Psytech International's occupational assessment training services are directed and tutored by qualified and experienced professionals. A full training brochure is available on request.

All Psytech materials include details of qualification levels as follows:

## **Qualification Level 1**

No qualifications required although this category is restricted to software and test manuals.

## **Qualification Level A**

Available to anyone who can provide evidence of the British Psychological Society's Level A Certificate of Competence in Occupational Testing or (outside UK) equivalent academic or professional qualifications.

## **Qualification Level B**

Available to anyone who can provide evidence of the British Psychological Society's Level B Certificate of Competence in Occupational Testing or equivalent academic or professional qualifications (outside UK).

### **Conversion Training**

Many publishers offer conversion training for their own psychometric tests. This is usually justified on the basis that the instruments are sufficiently distinct from other mainstream tests to warrant test-specific training. This is not our policy. If you can provide evidence of competence in occupational testing at the appropriate level, it is our assumption that you will appreciate the need to become fully familiar with all aspects of a test before using it in a live setting. This will invariably require careful study of the manual, including the guidelines for administration, scoring and interpretation. Should you wish to have additional expert tuition or support, we would be pleased to discuss your specific requirements.

All tests are supplied on the basis that users agree to the professional practice guidelines outlined previously in addition to any further local professional requirements. Psytech reserves the right to refuse to supply anyone who fails to adhere to these ethical and professional standards.

# GENESYS INTEGRATED ASSESSMENT SOFTWARE

GeneSys-3, the latest release of Psytech's proprietary assessment software system, will administer, score and generate reports on virtually any psychometric test, questionnaire and most surveys. GeneSys supports an impressive and expanding range of established assessment materials. GeneSys can be supplied as a shell so that developers of tests, questionnaires and surveys can analyse, administer and interpret their own materials. Alternatively, existing and prospective test users can be supplied with the widest choice of tests or test batteries pre-installed within the GeneSys system.

## Administration

All Psytech tests (and many more) can be administered directly on-screen using GeneSys. GeneSys takes care of all the test related instructions, examples and timings. It can be set up to administer a single test or an entire battery of measures. To facilitate test administration in remote locations, GeneSys can create an install system with a fully working version of any on-screen test or battery installed on the system. These electronic versions of the test booklets can be administered directly from a CD or installed on to a stand-alone or networked PC. Data generated from the assessment can later be imported back into the main system for scoring and reporting.

## Scoring & Interpretation

Data from paper and pencil tests can be captured either via keyboard in raw or item response scores or via the optional medium of a scanner (see below). Once the results are stored in the GeneSys database, they can be interpreted in a variety of ways to meet particular assessment requirements and situations. All Psytech tests have a choice of associated narrative reports including individual feedback, decision-maker reports, group-reports, profile-match reports and many more. All reports have been compiled by psychologists with years of experience in interpreting particular tests. In some cases the reports have been produced by the test authors themselves thus providing invaluable psychological expertise at the touch of a button.

## Tests Supported by GeneSys

GeneSys supports an impressive range of test materials all of which can be supplied to qualified test users as part of the initial installation at no additional charge. Additional materials can be added on request or commissioned. This makes the widest choice of psychometric test materials available within a single system including:

- 15FQ+ (Forms A & C)
- 15FQ
- OPP
- VMI
- GRT1
- CRTB
- SRT2
- Prism
- Neo
- OPQ Concept \*
- 16PF-5\*
- JTI
- OIP
- GRT2
- MRT2
- CTB2
- MBTI
- MAPP
- MBTI \*

Interpreters for all leading measures of aptitude and ability.

And many more...

\* *interpretation only*

## On-Line Manuals

For all Psytech tests supplied with GeneSys, an up-to-date technical and user manual is included. This allows users to search for the specific information required e.g.

- background information,
- psychometric properties,
- interpretation guidelines etc.

GeneSys users can access the latest versions of manuals via a link to the Psytech website.

### Credits

At the point that tests are administered or interpreted, GeneSys will deduct a specific number of credits (as outlined in this catalogue) from a counter/'dongle'. Credits are deducted once, providing unlimited access to all reports (decision-maker, feedback, etc) for the respondent assessed. Credit stock can be updated by telephone or via the Psytech web-site and once updated, can be applied to any of the Psytech proprietary measures.

### Updates and Support

Full user support is provided to the designated user of the system. This extends to both the software and the assessment materials provided with the system. Furthermore the latest version of the GeneSys software and all the applications (manuals, tests, reports, questionnaires, statistical procedures) is always available to GeneSys users as a free download from the Psytech web-site or directly from Psytech.

### Customisation

All GeneSys reports and applications can be customised to meet user requirements. Although GeneSys tests and batteries include a choice of different report styles, additional reports can be designed to focus on, or fit in with specific assessment demands. This might include integrating test data with ratings from other sources or interpreting the data within a competency framework. Customisation can be undertaken by the user with the aid of the Developer Module (see below) or by Psytech International.

### Expandability

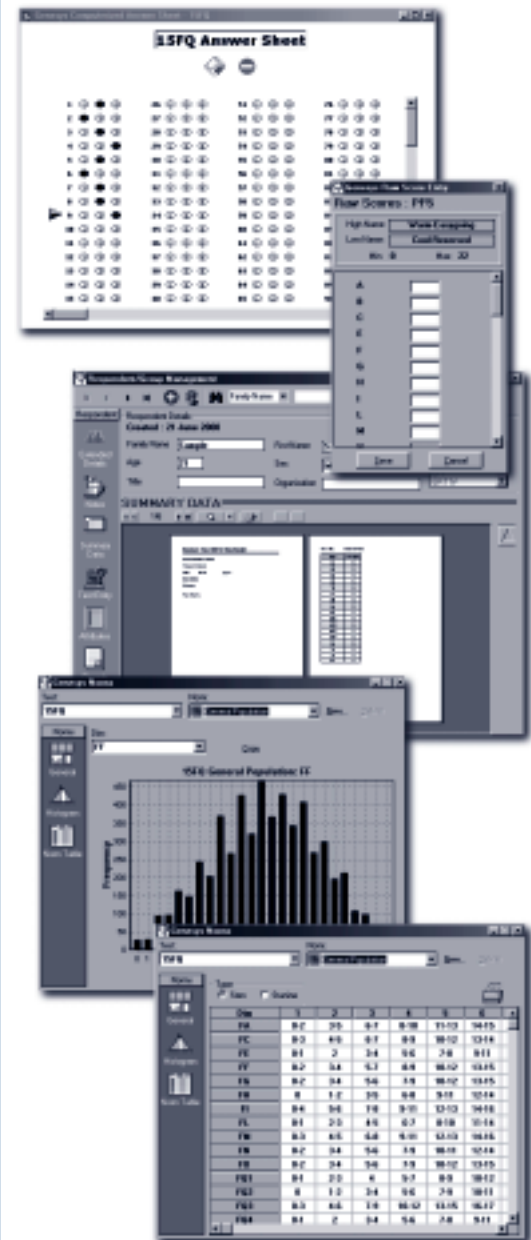
Because the testing market is rapidly expanding and the lifespan of some assessments is limited, the GeneSys system has been developed on a modular basis. This not only allows the user to choose from an existing library of available applications but provides the user with the option to add new materials as they become available. Any system can hold an unlimited number of different measures with a virtually unlimited number of reports. On-going development ensures that we will not only keep up to date with the latest advances in psychometrics, but aim to be at its forefront as far as computer-based assessment is concerned.

### Security

To ensure confidentiality of sensitive test data and in accordance with the UK Data Protection Act, GeneSys has a sophisticated password facility which limits access to designated parts of the program and database. Each member of staff using the system can be allocated a password which only allows access to information to which is appropriate.

### GeneSys Administrator

An Administrator version of GeneSys includes all the facilities to administer, score and interpret the full range of tests as presented in this catalogue. It is ideal for infrequent users or multi-site environments where the more complex functions are not required.



## NEW FACILITIES IN VERSION 3

### Reports

GeneSys has always provided the user with a very wide choice of report formats allowing to user to select the most appropriate report (e.g. decision-maker, feedback, counselling etc) To make the choice of report style easier, GeneSys-3 now accommodates report sections. This allows the user to create their own report styles, combining only those sections that are required.

### Norms

The norm creation facility now provides for automatic collation of biographical data (e.g. gender, ethnicity, education, age etc) to allow more accurate identification of norm composition. GeneSys-3 will also generate norm tables for situations where tests are scored and normed manually.

### Scanning

GeneSys can be supplied with an interface to a bit-map scanner designed to read all Psytech proprietary test answer sheets and which can be programmed to read almost any multiple choice questionnaire or survey.

### Enhanced Batch Reporting

GeneSys has always had the capacity to handle large volumes of assessment information by using a number of batch processing options. These facilities have been greatly enhanced in GeneSys-3 making it as easy dealing with large numbers of respondents (e.g. all

assessed at an Assessment Centre) for the purpose of reporting, norming, exporting and statistical analysis.

### Professional requirements

Although supply of the GeneSys shell system and the additional modules is unrestricted, the assessment materials which are implemented on the system can only be distributed to qualified test users. GeneSys tests should always be administered under the supervision of a trained professional whether in conventional, software or web-based formats.

### Installation & Training

Installation and training is provided free of charge with the GeneSys Professional System at Psytech premises. By arrangement the training and installation can be undertaken at client premises.

## ADDITIONAL MODULES (available early 2001)

### Developer option

GeneSys can form the basis of a development environment (or shell) for test authors to produce a marketable computer-based version of their own tests, surveys or inventories.

Developer modules include all the software required to create a fully working questionnaire, scoring, norming, and report generation. A sophisticated security and credit updating system to safeguard the author's investment is also included.

### GeneSys Statistical Expert

The GeneSys Statistical Expert module will provide all the statistical analyses that test users require. With built-in quality checks, it will provide regular verification that assessment systems meet accepted standards in terms of reliability, validity and fairness, providing presentation quality reporting.

### Job Analysis

An essential requirement for all personnel assessment, the job analysis module will guide and direct the process of selecting required competencies for any position. Not only will the user be able to select from a database of existing well defined behavioural competencies, new competencies can be elicited and introduced into the system. These can then be linked to existing assessment methods either already provided with

GeneSys or alternatively, using the Developer option, can be introduced into the system, thus allowing assessments to be focused directly on the job demands.

### Survey Analysis

For creating surveys and analysing survey data, GeneSys provides the ideal platform for experts or novices alike. It comprises a simple to use environment for composing and refining various survey multiple-choice question formats. GeneSys then provides the options of printed, software or web-enabled versions of the completed questionnaire. Once survey data has been collected, it can be accepted via keyboard, scanned answer sheets or read directly from the response file for immediate analysis and presentation quality reporting.

### GeneSys-on-line

A number of Psytech tests have already been web-enabled. This process will be extended, making the full range of Psytech measures available in a secure environment to trained test users via the web for administration, scoring and interpretation.

## TECHNICAL SPECIFICATION

A Pentium 166 or higher specification  
Windows™ 95 or higher  
32 Mbyte RAM  
Minimum of 25 Mbytes available hard disk space  
Compatible printer

Specification may change without notice.

## PRICING

GeneSys Professional **£850**  
GeneSys Administrator **£450**

GeneSys Credits **£3.00**  
*min. initial purchase*  
Professional 200 credits **£600**

*min. initial purchase*  
Administrator 100 credits **£300**

## DISCOUNTS

10% 300 credits = **£810**  
15% 400 credits = **£1020**  
20% 800 credits = **£1920**  
25% 1200 credits = **£2700**

An unlimited usage annual licence is available for some tests.

# ASSESSMENT CENTRE MANAGER SOFTWARE

Assessment Centre Manager is a new software system from Real Need Human Resource Software. Designed with the HR professional in mind, it will assist you with the entire process of developing, organising and running assessment and development centres.

Assessment Centre Manager draws upon a resource base of professionally designed assessment exercises and behaviourally defined assessment dimensions. In addition, you can supplement the resource base with your own exercises and assessment dimension definitions, tailor-made to your own assessment needs.

Once you have determined the dimensions you wish to assess, Assessment Centre Manager allows you to plan the entire design and logistics of an assessment centre in less than one hour, saving what would normally be days and even weeks of work.

Assessment Centre Manager offers the following major facilities:

- Selection of assessment centre dimensions and exercises
- Fine tuning of the assessment centre design
- Calculation of assessment centre design indices (total assessment time, assessment breadth and assessment efficiency)
- Assessment centre logistics planning involving interactive on-screen timetabling of activities; allocation of individual, named candidates and assessors to multi-strand activities; allocation of activities to available rooms and generation of printed individual schedules for both candidates and assessors
- Generation of all necessary exercise documentation
- Automatic generation of all necessary assessor documentation for each exercise
- Collation of assessment centre data on site
- Analysis of data using relative weighting of dimensions if required
- Automatic calculation of assessment centre total scores, mean dimension scores and mean task scores
- Automatic ranking of candidates
- Generation of professional quality reports for all above mentioned summary scores
- Generation of individual narrative feedback reports (for candidates)
- Generation of individual narrative assessment reports (for selectors)
- All the above analysis and reporting facilities are available within the separate Data Centre module which can be installed on a laptop computer for use on-site
- Full back-up and database compression facilities along with facilities for output of data in ASCII and Microsoft Excel formats

**Cost £950 + VAT.**



# 1

## MEASURES OF APTITUDE AND ABILITY

Over 60 years of accumulated evidence supports to the power of ability tests in predicting occupational and academic outcomes. Psytech's tests are developed on this foundation while taking advantage of the developments in I.T.

- Graduate Reasoning Test (GRT1)
- Critical Reasoning Test Battery (CRTB)
- General Reasoning Tests (GRT2)
- Clerical Test Battery (CTB2)
- Technical Test Battery (TTB2)



# GRADUATE REASONING TEST (GRT1)

A comprehensive and in-depth measure of mental capacity, this test has been designed to assess high level reasoning ability suitable for management and graduate calibre staff. It consists of three sections, bound in one booklet, which measure respectively; Verbal (VR1), Numerical (NR1) and Abstract (AR1) reasoning.

## PURPOSE

Assess high level reasoning ability

## FOR

Graduate & management calibre adults

## QUALIFICATION

Level A

## DURATION



28 minutes  
+ administration time

## PRICING

- £25** Combined GRT1/2 Reference Set
- £15** Combined CRTB/GRT 1/2 Manual
- £60** Question Booklets (10)
- £12.50** Answer sheets (50)
- 1** GeneSys Credits

## Who is the GRT1 for?

While the GRT1 has been developed to assess people of graduate ability, it requires only a general level of education to successfully complete the test. Therefore it can be used to assess all potential high calibre staff from all educational backgrounds. Consequently the test is suitable for graduate recruitment and management assessment. Thus the GRT 1 is a useful tool both for recruitment, selection for promotion and further training and development.

## Advantages

The GRT1 is quick to complete, taking 28 minutes (plus administration time), yet it provides a comprehensive assessment of mental ability. Available on GeneSys, it can be administered on-screen or in pencil-and-paper format. In either case the test results are scored and normed through the software, immediately producing a profile against the desired norm group. Quick and cost effective, the GRT1 is the ideal brief assessment tool for those of higher ability.

## Reports for GRT1

Decision-maker and candidate feedback reports are provided for GRT1. Profiles in decision-maker reports present raw score, number of items attempted, sten and percentile ranks against a choice of normative groups.

## The tests

### Verbal Reasoning (VR1)

Measures verbal fluency, vocabulary and the ability to understand and reason using words. This test is appropriate for all jobs which require a high level of verbal ability (e.g. senior sales and administrative positions, system analysts, marketing and advertising executives).

### Numerical Reasoning (NR1)

Measures the ability to use and understand numerical concepts, to reason using numbers and perceive logical relationships between them. This test is appropriate for all jobs which require a high level of numerical ability (e.g. accountants and others in the financial services sector and for all senior positions which require dealing with financial and technical data).

### Abstract Reasoning (AR1)

Measures the ability to understand abstract logical problems and use new information outside the range of previous experience. This is the purest form of mental ability and is least affected by previous education and achievement. It is appropriate for all jobs which require bringing logical analysis to bear in novel, intellectually demanding situations (e.g. technical and scientific posts, senior management positions).



# CRITICAL REASONING TEST BATTERY (CRTB)

Providing a detailed and accurate measure of critical reasoning this battery consists of two tests bound in one booklet: the Verbal Critical Reasoning (VCR1) and Numerical Critical Reasoning (NCR1) tests. Specifically designed for management assessment the stem passages and tables, which form the basis of these critical reasoning tests, have been designed to reflect current, real world issues; thus avoiding the artificiality of some test formats.

## Who is the CRTB for?

The VCR1 and NCR1 have been developed for potential high calibre staff of graduate ability or above. Appropriate for graduate recruitment and senior management assessment, these tests can be used to identify management potential and for further training and development needs. In addition, they are ideal for assessing those of graduate ability or equivalent to ensure that they have the required level of verbal and numerical ability.

## Advantages

Quicker than most other critical reasoning tests to complete, the Critical Test Battery can be administered on-screen using GeneSys or in pencil-and-paper format in under an hour. In either case the test results are scored and normed through the software, immediately producing a profile against the desired norm group. Consisting of tasks which are much closer to typical management functions than most traditional reasoning test items, the VCR1 and NCR1 are ideal for selecting and developing high calibre managerial and technical staff.

## Reports for CRTB

Decision-maker and candidate feedback reports are provided for CRTB. Profiles in decision-maker reports present raw score, number of items attempted, sten and percentile ranks against a choice of normative samples.

## The tests

### Verbal Critical Reasoning (VCR1)

This test directly assesses the ability to understand semi-technical reports and accurately draw logical conclusions and inferences from such written information. Consequently, it forms a key assessment device for all managerial and professional jobs which require quick and reliable interpretation of written reports and appropriate decision making

### Numerical Critical Reasoning (NCR1)

This test directly measures the ability to understand and critically evaluate a wide range of numerical information presented in tabular form, and accurately use this information in a logical way. Consequently, it forms a key assessment device for all managerial and technical positions which require a detailed understanding of financial, numerical and statistical data.

## PURPOSE

Assess high level reasoning ability

## FOR

Graduate & management calibre adults

## QUALIFICATION

Level A

## DURATION

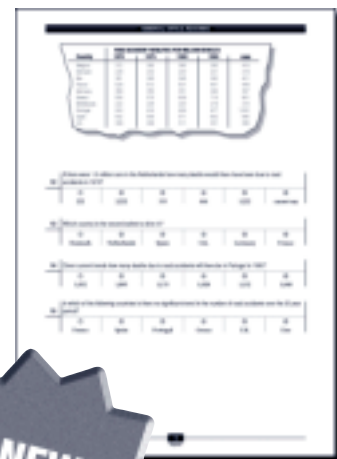
50 minutes  
+ administration time



## PRICING

CRTB Reference Set	£25
Combined CRTB/GRT 1/2 Manual	£15
CRTB Question Booklets (10)	£60
CRTB Answer sheets (50)	£12.50
Self-scoring Answer-sheet (10)	£25

GeneSys Credits 1



**NEW  
VERSION**

# GENERAL REASONING TEST (GRT2)

A comprehensive, detailed and accurate measure of mental ability, this test has been designed to assess reasoning power for those of general ability. It consists of three sections, bound in one booklet, which measure respectively: Verbal (VR2), Numerical (NR2) and Abstract (AR2) reasoning.

## PURPOSE

Assess general reasoning ability

## FOR

Adults of a wide range of ability & young people over 15

## QUALIFICATION

Level A

## DURATION



28 minutes + administration time

## PRICING

- £25** Combined GRT1/2 Reference Set
- £15** Combined CRTB/GRT1/2 Manual
- £60** Question Booklets (10)
- £12.50** Answer sheets (50)
- 1** GeneSys Credits

## Who is the GRT2 for?

The GRT2 is a broad range ability test which has been developed to assess across the widest range of ability. The test requires only a basic level of education and consequently can be used to assess all levels of staff. The test is particularly useful for identifying staff who are likely to benefit from further training and development, and those who demonstrate promotion potential. In addition, it is useful for assessing whether applicants have the minimum ability level needed for a particular job.

## Advantages

The GRT2 is quick to complete, taking 28 minutes (plus administration time), yet it provides a comprehensive assessment of mental ability. Available on GeneSys, it can be administered on-screen or in pencil-and-paper format. In either case the test results are scored and normed through the software, immediately producing a profile against the desired norm group. Quick and cost effective, the GRT2 is the ideal brief assessment tool.

## Reports for GRT2

Decision-maker and candidate feedback reports are provided for the GRT2. Profiles in decision-maker reports present raw score, number of items attempted, sten and percentile ranks against a choice of normative groups.

## The tests

### Verbal Reasoning (VR2)

Measures basic vocabulary, verbal fluency and the ability to reason using words. This test is appropriate for all jobs which require a degree of verbal ability (e.g. junior sales and administrative positions, clerical jobs).

### Numerical Reasoning (NR2)

Measures the ability to use numbers in a logical, efficient way. This test is appropriate for all jobs which require a fair level of numerical ability (e.g. accounts clerks and technical roles).

### Abstract Reasoning (AR2)

Measures the ability to understand abstract logical problems and use new information outside the range of previous experience. This is the purest form of mental ability and is least affected by previous education and achievement. It is therefore ideally suited to assess individuals of various educational backgrounds and cultural groups.



# CLERICAL TEST BATTERY (CTB2)

This battery consists of four tests bound in one booklet which assess a range of clerical aptitudes and skills: Verbal Reasoning (VR2), Numerical Ability (NA2), Clerical Checking (CC2) and Spelling (SP2). Designed for general clerical and administrative positions, tests can either be administered on their own in order to assess one specific aptitude, or the whole battery can be administered to produce a candidate profile. The clerical battery also includes an optional on-screen typing and filing test and can be integrated with the Occupational Personality Profile (see page 22).

## Who is the CTB2 for?

The CTB2 provides a short, yet comprehensive assessment of a broad range of core clerical aptitudes and abilities. Appropriate for all people who have achieved a basic level of education and are being considered for clerical and junior administrative posts. This battery is an indispensable tool for assessing such staff for recruitment, promotion and training.

## Advantages

Quick to administer and providing a detailed and comprehensive assessment of a person's range of clerical skills and aptitudes. The CTB2 is an essential battery for ensuring that clerical and administrative staff have the core skills and aptitudes which are required for successful performance.

## Reports for CTB2

Decision-maker and candidate feedback reports are provided for CTB2. Profiles in decision-maker reports present raw score, sten and percentile ranks against clerical norm groups.

## The tests

### Verbal Reasoning (VR2)

Measures basic vocabulary, verbal fluency and the ability to reason using words. This test is appropriate for all clerical and administrative jobs which require a basic level of verbal ability.

### Numerical Ability (NA2)

Measures the ability to use numbers efficiently in clerical and administrative contexts. This test assesses the ability to perform such tasks as calculating travelling expenses, working out the unit pricing of goods etc. Consequently it will be useful for assessing existing and prospective clerical staff.

### Clerical Checking (CC2)

This test assesses the ability to quickly and accurately check verbal and numerical information (names, addresses, code numbers and telephone numbers etc.) against a target. A classic speed/precision test which assesses the ability to quickly and accurately code data; a skill which is essential for most clerical positions.

### Spelling (SP2)

Assessing the ability to correctly spell commonly misspelt words this test provides a quick and reliable measure of the candidate's ability to spell accurately.

### Typing

For on-screen application only, the typing test presents three user definable passages of text to be typed in by the respondent. The test measures speed and identifies the number and nature of errors made.

### Filing

For on-screen application only the filing test assesses the ability to classify names quickly and accurately into an existing electronic alphabetical filing system

## PURPOSE

Assess clerical aptitudes and skills

## FOR

All grades of clerical administrative staff

## QUALIFICATION

Level A

## DURATION

27 minutes + administration time



## PRICING

CTB2 Reference Set £25  
Manual (for CTB2) £15  
Question Booklets (10) £50  
Answer sheets (50) £12.50

GeneSys Credits 1



# TECHNICAL TEST BATTERY (TTB2)

This battery consists of three measures which can be administered on-screen or in pencil-and-paper form, on their own or as part of a battery. The TTB2 measures the core skills that are required for selecting and assessing staff for engineering apprenticeships, craft apprenticeships or technical training. More than a measure of knowledge or attainment the TTB2 will help identify those people who are likely to be able to grasp technical concepts and put them to practical use.

## PURPOSE

Assess aptitudes relevant in technical roles

## FOR

Applicants & trainees at craft or technician level

## QUALIFICATION

Level A

## DURATION



45 minutes + administration time

## PRICING

**£20** Reference Set Combined  
MRT2/SRT2/VAC2

**£15** Manual

**£30** Question Booklets (10)

**£12.50** Answer sheets (50)

GeneSys Credits:

**1** MRT2 only

**1** SRT2 only

**2** MRT2/SRT2/VAC2

## Who is the TTB2 for?

The TTB2 is suitable for technical and craft apprentices and staff applying for posts at technician and craft level. Appropriate for anyone who has achieved a basic level of education and is being considered for a role in which technical ability is emphasised.

## Advantages

A comprehensive and broad ranging measure of mechanical reasoning this test is an invaluable tool for selecting staff for engineering apprenticeships, craft apprenticeships and technician training. More than a measure of mechanical knowledge the MRT2 will identify those people who can grasp mechanical concepts and put them to practical use. Available on GeneSys integrated assessment software, it can be administered on-screen or in pencil-and-paper format.

## The tests

### Mechanical Reasoning (MRT2)

Measures the ability to understand mechanical concepts and physical principles in operation. This test involves selecting the diagram that correctly exemplifies the underlying principle. The items have been selected from a wide range of areas (including optics, electrics, fluids and mechanics) so users can be confident that they are measuring a broad ranging aptitude including mechanical comprehension.

### Spatial Reasoning (SRT2)

Measures Spatial ability both from the perspective of visually constructing a three dimensional object and visually relating an object to its pre-constructed patterned form. Consisting of a number of diagrams which assess the ability to visualise shapes and objects in three dimensions the test involves choosing the correct shape that could be constructed from the given pattern or vice-versa. The

items have been selected to represent a wide range of shapes e.g. cubes, pyramids, cones, rhomboids and an innovative variety of other multi-faceted shapes. Therefore, users can be confident they are measuring a broad range of spatial/diagrammatic ability.

### The Visual Acuity (VAC2)

Specifically designed for on-screen assessment the Visual Acuity Test measures the ability (and disposition) to work with highly detailed technical material such as wiring or circuit diagrams. The test involves following a single pathway through a complex maze and assesses visual and attentional capacity which is relatively independent of general ability. The VAC2 has been specifically developed to assess technical and craft apprentices in roles which involve checking, repairing and replacing electrical/electronic circuitry and components.



# 2

## MEASURES OF PERSONALITY AND VALUES

Personality questionnaires provide a fair, objective and cost-effective method of predicting likely behaviour in a wide range of settings. They can be used to determine a personality profile across a wide range of characteristics or in conjunction with other evidence and to make predictions about likely success in a wide range of jobs. Developed entirely in the UK, Psytech offers a full range of measures of personality, interests and values with an extensive norm base and impressive validation evidence from both UK and international sources.

- Occupational Personality Profile (OPP)
- Fifteen Factor Questionnaire (15FQ™)
- Jung Type Indicator (JTI)
- Values and Motives Inventory (VMI)
- Occupational Interest Profile (OIP)
- 15FQ+



# OCCUPATIONAL PERSONALITY PROFILE (OPP)

A comprehensive yet quick to administer personality profile measuring nine core traits that are of particular relevance in occupational assessment. The OPP was developed as part of an extensive research programme in major UK organisations and is supported by a continuing development programme. As such, the user can be sure that the occupationally relevant personality scales measured by this test are reliable and robust. Specifically developed to be implemented on GeneSys integrated assessment software the OPP is at the cutting-edge of computer aided assessment.

## PURPOSE

Obtain an accurate measure of occupationally relevant personality traits

## FOR

Adults

## QUALIFICATION

Level B

## DURATION



20 minutes + administration time

## PRICING

- £30 OPP Reference Set
- £20 Manual (for OPP)
- £30 Question Booklets (10)
- £12.50 Answer sheets (50)
- 3 GeneSys Credits

## What the OPP measures

Providing a detailed assessment of interpersonal style, thinking style and patterns of coping with stress the personality dimensions measured by the OPP have been selected for their occupational relevance. The test items have been written specifically to minimise evaluative bias which, combined with the inclusion of two distortion scales, allows selectors to be confident that the test results provide an accurate reflection of the candidate's personality.

## Advantages

Quick to administer (only 15-20 minutes) and providing a detailed personality assessment the OPP is the ideal tool to assess how a person will typically think, feel and interact. The GeneSys software is capable not only of administering, scoring and norming the test but also produces a profile and an in depth expert narrative report on interpersonal needs, thinking style and emotions. It also predicts team role characteristics, preferred career themes, management and selling styles. Consequently, the OPP is not only a powerful selection tool but is also useful for assessing strengths and weaknesses for promotion, career development and training. The OPP is supported by extensive validation evidence and has been examined for gender and race bias.

## OPP Dimensions

- |                  |   |             |
|------------------|---|-------------|
| Acommodating     | ● | Assertive   |
| Detail-Conscious | ● | Flexible    |
| Cynical          | ● | Trusting    |
| Emotional        | ● | Phlegmatic  |
| Reserved         | ● | Gregarious  |
| Genuine          | ● | Persuasive  |
| Composed         | ● | Contesting  |
| Optimistic       | ● | Pessimistic |
| Abstract         | ● | Pragmatic   |

# FIFTEEN FACTOR QUESTIONNAIRE (15FQ™)

The first personality questionnaire specifically developed to be administered, scored and interpreted by computer, the 15FQ has set the standard for computer based personality assessments. One of the most popular personality tests the 15FQ measures 15 of the 16 personality factors originally proposed by Raymond Cattell, making it ideal for use in selection, assessment and development.

## What the 15FQ™ measures

Designed to assess the full sphere of human personality with modern and culturally sensitive items, the 15FQ covers the characteristic ways in which people think, feel and interact with others. Derived characteristics for team, management and subordinate styles and a number of composite scores including career patterns can be generated. The 15FQ items have been carefully worded to avoid gender, race and evaluative bias.

## 15FQ™ Reports

The 15FQ™ provides a choice of over a dozen reports styles for decision-maker and candidate feedback. Extended reports include team role behaviour, leadership and subordinate styles, career orientation, strengths and development needs. The 15FQ™ includes a Job Match profile where a respondent's profile is compared to the ideal for a given role and produces an Interview Prompt report providing questions to guide a feedback interview. All the reports can be generated using an comprehensive normative base of over 20,000 professional people and can be fully integrated with results from reasoning, interest and values questionnaires.

## Advantages

- Provides a comprehensive personality assessment within an established framework
- Can be administered in both conventional and computerised formats
- Immediate scoring & interpretation by GeneSys software
- Full technical manual reporting extensive reliability & validity data
- Full range of response-style indicators to control for motivational distortion
- Supported by a dedicated web-site ([www.15FQ.com](http://www.15FQ.com)) for the latest information and updates

## PURPOSE

Obtain a detailed and comprehensive assessment of personality within a well-established framework

## FOR

Adults

## QUALIFICATION

Level B

## DURATION

30 minutes + administration time



## PRICING

15FQ™ Reference Set £40  
Manual (for 15FQ™) £25  
Question Booklets (10) £40  
Answer sheets (50) £20

GeneSys Credits 4

## 15FQ Dimensions

- Reserved ● Outgoing
- Temperamental ● Calm-Stable
- Accommodating ● Assertive
- Cautious ● Enthusiastic
- Expedient ● Conscientious
- Retiring ● Socially Bold
- Factual ● Intuitive
- Trusting ● Suspicious
- Practical ● Conceptual
- Direct ● Restrained
- Confident ● Self-doubting
- Conventional ● Radical
- Group-orientated ● Self-sufficient
- Informal ● Disciplined
- Relaxed ● Tense-Driven

## Second Order Factors

- Introverted ● Extraverted
- Stable ● Anxious
- Creative ● Tough minded
- Agreeable ● Independent
- Low Control ● High control



# JUNG TYPE INDICATOR (JTI)

Developed as a modern alternative to the Myers-Briggs Type Indicator this test assesses personality within the framework of Jung's type theory of personality. By providing a readily accepted and non-threatening framework for addressing work, interpersonal, management and teamwork issues, it can be used for individual assessment and development, career counselling, team building and organisation development.

## PURPOSE

Obtain a personality type classification within established framework

## FOR

Adults & young people over 15

## QUALIFICATION

Level A + dedicated training in Type **or** MBTI qualification **or** Level B

## DURATION



10 minutes + administration time

## PRICING

- £20 JTI Manual
- £30 Combined self-scoring answer/profile sheets (pack of 10)
- £30 JTI: The 16 Types – A Guide for the respondent (pack of 10)
- £35 JTI Reference Set: includes 1 Combined self-scoring questionnaire/profile chart, technical manual and guide for the respondent
- 1 GeneSys Credits

## What the JTI measures

The Jung Type Indicator assesses a person's psychological type using the categories first proposed by the Swiss Psychologist C.G. Jung. These are (EI) Extraversion vs. Introversion, (TF) Thinking vs. Feeling and (SN) Sensing vs. Intuition. An additional scale, (JP) Judging-Perceiving reflects whether the respondent adopts a judging attitude (thinking or feeling) or a perceptive attitude (sensing or intuition) towards the world. Measuring a person's thinking style and the way they deal with information, this test is particularly useful for counselling, guidance, team building and examining how people will interact in group settings.

## JTI reports

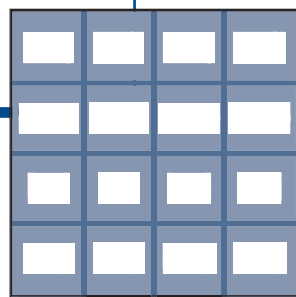
The extended GeneSys report includes sections on working relationships, management style, thinking style, decisions and actions, strengths and development needs and is written in a style which makes it ideal to give directly to the respondent.

## Advantages

- Completed in under 10 minutes
- Accurately scored and profiled in 3-4 minutes
- Supported by GeneSys administration and interpretation
- Supported by a detailed interpretive guide suitable for the respondent
- Dedicated web-site ([www.jungtype.com](http://www.jungtype.com)) for the latest information and updates
- Excellent reliability and validity

## JTI Dimensions

- Extravert ● Introvert
- Sensing ● Intuitive
- Thinking ● Feeling
- Judging ● Perceiving



# VALUES AND MOTIVES QUESTIONNAIRE (VMI)

The VMI is a normative self-report questionnaire which profiles the motivating forces that are likely to determine the amount of energy or effort that an individual is likely to expend in particular activities. As such it can be used on its own or as part of an assessment battery for selection, development, guidance and team-building. It can assist in directing individuals into areas where they are likely to gain most satisfaction and make the greatest contribution.

## What the VMI measures

The VMI scales have been selected not only for their relevance to the workplace but on the basis of a thorough review of those values which have been identified in previous research as being important determinants of behaviour at work. These cover three broad areas, Personal, Interpersonal and Extrinsic. Personal values are those which could guide an individual's decisions in respect of everyday problems; Interpersonal values are those which influence an individual's approach to relationships and Extrinsic motives are factors which could sustain behaviour in the workplace.

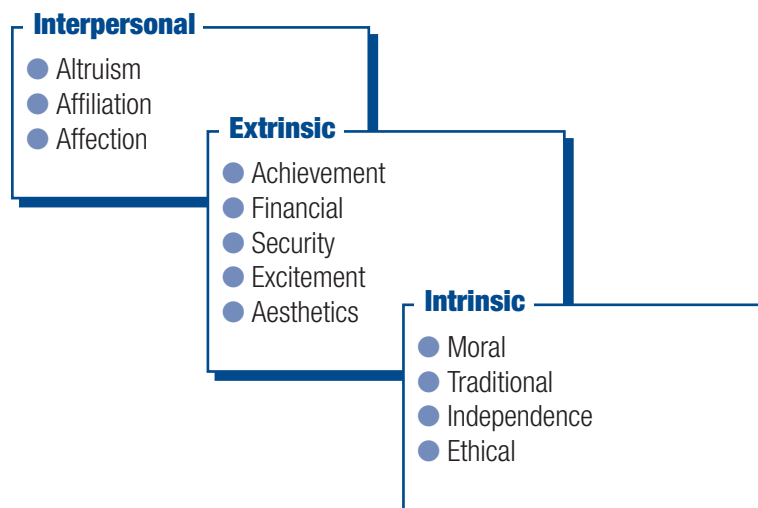
## VMI reports

VMI reports consist of a profile and narrative formats written in the second or third person. The reports have been written in a style which makes them ideal to give directly to the respondent. GeneSys reports can combine the VMI with the results of others measures to provide a single integrated report covering personality, interests, values and reasoning abilities.

## Advantages

VMI provides a quick, reliable and comprehensive assessment of personal values and motives. It is available for pencil-and-paper and on-screen administration with GeneSys capable of integrating results with a choice of personality

and interest questionnaires. As such the VMI is the ideal tool for examining a person's motivational style and values and has a variety of applications in selection, development, counselling and guidance.



## PURPOSE

Obtain a profile of individual values

## FOR

Young people over 15 and adults

## QUALIFICATION

Level B

## DURATION

20 minutes + administration time



## PRICING

VMI Reference Set **£20**  
Manual (for VMI) **£10**  
Question Booklets (10) **£30**  
Answer sheets (50) **£12.50**

GeneSys Credits **2**

# OCCUPATIONAL INTEREST PROFILE (OIP)

Designed to provide a comprehensive and fully integrated psychometric assessment for career guidance and development. This test battery consists of an occupational interest questionnaire and a measure of "personal work needs" which can be fully integrated with a choice of general or specific aptitude measures. Developed following extensive initial trialling on a large sample of 16 to 18 year olds it has been designed so that only a basic level of education is required to complete it. Since its development in 1991 it has subsequently been applied to professional groups with impressive results and now boasts a norm group of several thousands of working adults in a variety of occupational areas.

## PURPOSE

Assess vocational interests and work needs

## FOR

Young people over 15 and adults

## QUALIFICATION

Level A

## DURATION



15 minutes + administration time

## PRICING

- £20 OIP Reference Set
- £10 Manual (for OIP)
- £30 Question Booklets (10)
- £12.50 Answer sheets (50)
- 2 GeneSys Credits 2

## What the OIP measures

The OIP provides a comprehensive assessment of vocational interest and personal work needs. The vocational interests refer to work areas which an individual would enjoy, (e.g. administrative, computational, persuasive, practical). Whereas the work needs are related to the individual's personal needs within a chosen area of work (e.g. variety, structure, people, control).

## OIP Reports

These have been designed to fully integrate the results of the different elements of the battery (i.e. the aptitude tests, the occupational interests and work needs questionnaires) into one report which focuses upon a successful career choice. Written in the second person the report has been compiled so that it can form the basis of a discussion with a careers adviser or counsellor and then be given to the respondent to take away for further reference. In addition, the report produces a detailed list of career suggestions based on the person's profile over the range of tests taking into account the respondent's aptitudes where available.

## Advantages

Quick to administer, yet producing a comprehensive and detailed career orientated assessment, this battery provides a psychometrically sound solution for all those who are engaged in vocational guidance and counselling. It can be administered in either traditional or computer-based format but in either case the GeneSys software will integrate the

results from the component parts of the battery thereby saving considerable manual computational and report-writing commitment. With the option to administer graduate reasoning tests, as opposed to the default general level reasoning test, this battery may also be used for graduate careers assessment and counselling as well as managerial out-placement.

## Work Need Dimensions

- Need for Excitement
- Stability
- Need for Change
- Need for People
- Need for Control

## Vocational Interests Dimensions

- Artistic-Creative
- Practical-Mechanical
- Scientific
- Admin-Clerical
- Caring-Helping
- Logical-Computational
- Persuasive

# 15FQ+

The very latest version of the 15FQ+ questionnaire provides a comprehensive assessment of personality. Building on the most current research, the 15FQ+ has been fully revised to make it suitable for use in the international business environment. Maintaining the breadth of the original 16 personality factors first identified by Raymond B Cattell, the 15FQ+ sets new standards for reliability and validity. Available in a long (200 item) and short (100 item) form, the test materials have been carefully designed to make them quick and easy to complete, score and profile.

## What the 15FQ+ measures:

In addition to assessing the original factors proposed by Cattell over 50 years ago, the 15FQ+ fully implements the well-established Big Five Personality Factors which can be easily calculated from the 16 primary scores. In response to increasing workplace demand, dedicated measures of Emotional Intelligence, Integrity and Response Style are available.

Factor B was excluded from the original version of the 15FQ as it has been known for some time that it is impossible to measure intelligence with sufficient reliability and validity in an untimed test. In 15FQ+ this construct has been reformulated as a measure of thinking style. This avoids the difficulties of test administration, interpretation and feedback that result from incorporating reasoning test items in a personality measure.

## Advantages

- Completed in under half an hour
- Scored and profiled in under ten minutes
- Provides unbiased assessment of personality
- Most extensive range of response-style indicators to control for faking
- Supported by 'expert' GeneSys based interpretative reports
- Supported by a dedicated web site ([www.15FQ.com](http://www.15FQ.com)) for up to date information and updates

## 15FQ+ Dimensions

- |                      |                      |
|----------------------|----------------------|
| Distant Aloof        | ● Empathic           |
| Low Intellectance    | ● High Intellectance |
| Affected by Feelings | ● Emotionally Stable |
| Accommodating        | ● Dominant           |
| Sober Serious        | ● Enthusiastic       |
| Expedient            | ● Conscientious      |
| Retiring             | ● Socially-bold      |
| Hard-headed          | ● Tender-minded      |
| Trusting             | ● Suspicious         |
| Concrete             | ● Abstract           |
| Direct               | ● Restrained         |
| Confident            | ● Self-doubting      |
| Conventional         | ● Radical            |
| Group-orientated     | ● Self-sufficient    |
| Informal             | ● Self-disciplined   |
| Composed             | ● Tense-driven       |

## 'Big Five' Global Factors

- |                  |                     |
|------------------|---------------------|
| Introversion     | ● Extraversion      |
| Low aNxiety      | ● High aNxiety      |
| Pragmatism       | ● Openness          |
| Independence     | ● Agreeableness     |
| Low self-Control | ● High self-Control |

## PURPOSE

Obtain a detailed and comprehensive assessment of personality within a well-established framework

## FOR

Adults

## QUALIFICATION

Level B

## DURATION

Form A

35 minutes + administration time



Form C

20 minutes + administration time



## PRICING

Technical Manual **£55**

Form A Question Booklet **£8.50**

Form C Question Booklet **£5.50**

Form A Self-scoring Combined Answer Sheet/Profile Chart (pack of 10) **£40**  
(10 packs) **£300**

Form C Self-scoring Combined Answer Sheet/Profile Chart (pack of 10) **£40**  
(10 packs) **£300**

# 3

## NARRATIVE REPORT GENERATORS

All Psytech tests detailed in the previous pages include comprehensive narrative report generators. For users of popular tests from leading publishers GeneSys provides interpretation modules. These allow the user to enter raw or standardised scores from third party publisher's test answer sheets and produce a choice of reports based on our own and user-defined norms. GeneSys reports are not just limited to bullet-point lists of individual scale interpretation commentary. Using highly sophisticated protocols GeneSys is capable of interpreting information from multiple sources and linking relevant results to form a useable integrated interpretation narrative.

- Genesys Interpreter
- 16PF Version 5
- Myers-Briggs Type
- NEO FFI
- The Concept Interpreter
- Narrative Reports

# GENESYS INTERPRETERS

A cost effective alternative to employing an experienced psychologist to interpret personality profiles the narrative report generator saves hours of valuable report writing time. Containing a comprehensive norm base and a full range of reports it is the ideal tool for automating an existing assessment procedure.

## Features

- Data-input from answer-sheets or optical mark readers<sup>1</sup>
- Data-input in the form of raw, standardised or even item scores<sup>1</sup>
- Batch data-input and reporting
- Full data-base facilities for storing additional information
- Creation of an ideal profile (template) to be created
- Choice of expert decision-maker, feedback and interview prompt reports
- Import and export facilities
- Report editing and customisation facilities
- Integration of interpretations from other materials

## Pricing of GeneSys

GeneSys interpreters are provided free of charge with either the Professional or Administrator systems (see pages 9-11). When scores are entered for the first time a specified number of credits are deducted from the GeneSys counter. Once the scores are stored in the GeneSys database the user has unlimited access to any of the varied report formats available (described below).

## Advantages

- Saves hours of valuable report writing time
- Provides accurate scoring and profiling
- Access to wide range of norm groups
- Allows immediate feedback
- Provides an excellent basis for a final focused report
- Offers built-in expertise at a touch of a button
- Ensures consistency of interpretation
- Can be integrated with other assessment evidence
- All reports can be customised to the users requirements

## The interpretation modules

- 16PF Version 5
- Concept
- Factor
- Myers-Briggs
- Neo
- Survey of Personal Values

<sup>1</sup> Copyright restrictions may apply  
– always check with publisher

# 16PF VERSION 5

Version 5 of the 16PF was developed in 1994 specifically to address the criticisms directed against version four. Available in the UK in both an Anglicised and original US versions, 16PF-5 provides a more up to date and reliable assessment of general personality than earlier versions of 16PF. 16PF5 is available with machine readable answer sheets and scoring keys, a choice of UK norms. Call Psytech for more information and latest pricing of test materials.

## Reports

The 16PF report generator contains the knowledge and expertise of a number of psychologists who have years of experience in interpreting 16PF profiles for selection and assessment purposes. Providing carefully integrated narrative the 16PF interpreter will produce consistent reports each time. Developed over many years the report generator provides invaluable psychological expertise at the touch of a button.

GeneSys provides a choice of over a dozen report styles for decision-maker and candidate feedback. Extended reports include team role behaviour, leadership, subordinate styles, career orientation, strengths and development needs. GeneSys also includes a Job Match profile where a respondent's profile is compared to the ideal for a given role with an Interview Prompt report providing questions to guide a feedback interview. All the reports can be generated using an comprehensive normative base of over 2,000 UK professional people.

## PURPOSE

Obtain a detailed and comprehensive assessment of personality within a well-established framework

## FOR

Adults

## QUALIFICATION

Level B

## DURATION

40 minutes + administration time



## PRICING

GeneSys Credits **4**

*Annual unlimited usage charge available*  
Report generators for 16PF Forms A-D are also available.

# MYERS BRIGGS TYPE INDICATOR™ (FORM G)

Myers and Briggs created one of the most widely used instruments for team building, personal development and careers and guidance counselling. Using the framework established by Carl Jung, MBTI™ provides insights into a person's preferred interactional and work style. By providing a readily accepted and non-threatening framework for addressing work, interpersonal, management and teamwork issues, it can be used for individual assessment and development, career counselling, team building and organisation development.

## PURPOSE

Obtain a personality type classification within established framework

## FOR

Adults

## QUALIFICATION

Level B or Level A+ test specific training

## DURATION



15 minutes + administration time

## PRICING

**2** GeneSys Credits

## The Reports

### Narrative Report

This new report provides a detailed description of the concept of psychological type, on which the measure is based, as well as succinct, focused commentary reports on the work related consequences of the individual's type.

### Feedback Report

Written in the 2nd person this report provides constructive feedback for personal development and training as well as information on which to base career decisions.

Report generators for other personality measures are also available.

Myers Briggs Type Indicator and MBTI are trademarks of Consulting Psychologists Press

# NEO (FORM FFI)

The definitive 'Big-five' personality questionnaire the NEO FF-I is the ideal measure for anyone wishing to have a short, broad-based assessment of the most fundamental, underlying personality constructs of Neuroticism, Extraversion, Openness, Agreeableness and Conscientiousness.

## PURPOSE

Obtain a quick broad based personality assessment using a 5 factor framework

## FOR

Adults

## QUALIFICATION

Level B

## DURATION



10 minutes + administration time

## PRICING

**£30** NEO FFI Reference Set consisting of: Manual; 2 booklets/answer sheets; 2 summary sheets  
**£25** NEO PI-R Manual  
**£62.50** Booklets/Answer sheets (25)  
**£10** NEO Summary Sheets (25)

**1** GeneSys Credits

## Reports

GeneSys reports consist of profile and narrative formats written in the second or third person. Feedback reports have been written in a style which makes them ideal to give directly to the respondent.



# THE CONCEPT INTERPRETER

Measuring 30 personality dimensions the Concept Model is perhaps the most popular and successful version of the series of questionnaires from the UK's leading publisher of occupational tests. Integrating the 30 personality dimensions into one comprehensive report, this narrative report generator solves the problem of interpreting complex Concept profiles. In addition, the report generator, which is implemented on GeneSys, will accept raw score or sten score data input for the entire range of Concept Questionnaires.

## The Reports

The Concept Interpretation module offers the following report styles which can be produced individually or as part of an extended report.

### Decision-maker Narrative

Fully integrated 'expert' narrative covering each of three broad areas: Interpersonal Style, Thinking Style and Patterns of Coping.

### Strengths & Development Needs

Provides a constructive framework upon which feedback can be based.

### Feedback Narrative

Written in the second person in more tentative terms, this integrated narrative provides the basis for a feedback discussion.

### Team Role Combination Report

Provides a profile of the Belbin Team Types and a narrative report based on the two highest team types.

### Leadership & Subordinate Styles

Based on the work of the American Organisational Psychologist Bass, these reports describe which of a range of styles the respondent is most likely to adopt.

### The Career Themes Report

Provides a prediction of the test taker's RIASEC Careers Profile formulated by John Holland.

### Interview Prompt Report

Combines a Concept profile with a specified ideal profile to generate a series of interview prompts which take into account the respondent's match or mismatch with the ideal.

## PRICING

GeneSys Credits **4**

Materials only available from the publisher

Annual unlimited usage charge available. Report generators for other versions of the series are also available.

# CUSTOMISED NARRATIVE REPORTS

## PRICING

0 GeneSys Credits

### Personality Test Interpreters

Psytech International has considerable experience in producing quality expert narrative reports for virtually any psychometric test or standardised assessment. In addition to the expert reports for those personality measures listed on previous pages, and many more not listed, we can generate, to user specification, focused or general descriptive narrative reports for any other standardised personality measure or composite battery. As this requires quite a substantial investment in committed development time it is perhaps only cost-effective for test users who are generating manual reports on very large numbers of respondents. However, the primary benefit is that, once developed, the expert report is the user's exclusive property to use on an unlimited basis without charge. In addition, the user can take advantage of the GeneSys Developer options (see page 10) to amend and update the reports in-house as and when required.

Why not call your local GeneSys representative to discuss this further?

### Reasoning Test Interpreters

Reasoning tests have a long history in personnel selection and assessment going back to their early use during the first world war. More recently it has been demonstrated that reasoning tests have the highest validity of all selection tests as predictors of performance. Thus reasoning tests are the most frequently used group of tests in occupational selection and assessment. They are particularly useful for assessing people with limited work experience (e.g. returners, new graduates) and for assessing people for further training and development. Modules are available on GeneSys to interpret scores on a range of reasoning tests. Reasoning Test Interpreters are generally supplied, on request, free of charge.

**As a service to existing clients Psytech will endeavour to source any psychometric test materials. Please call for details.**

# BUREAU SERVICE

Our bureau service is offered to all test users who are trained to at least test administrator standard or have completed the course 'Interpretation of GeneSys Reports'. It provides the facility for quickly and efficiently obtaining narrative reports and profiles, from a wide range of personality questionnaires and reasoning tests without incurring the cost of purchasing a GeneSys system. The bureau service is particularly useful for all those who wish to make use of selection tests, but do not use tests sufficiently often to merit buying the narrative report generators and do not wish to spend hours scoring, norming and interpreting a battery of tests.

## How to make use of our bureau service

The service we offer is fast, effective and easy to use. After administering a test, or battery of tests, which is supported by our bureau service, all you have to do is fax us the test answer sheet(s) and we will immediately process the test scores. A full presentation quality report will be sent by return post and if you should need the test results even faster a copy of the report can be faxed on the same day or sent by electronic mail. Saving time and money there can be few faster ways to generate narrative reports.

## Which tests are supported by the bureau service?

All Psytech tests and most major tests from leading publishers are supported through our bureau service. In addition, to supplement personality test interpretations, reports are available for most commonly used reasoning tests. We can supply a range of test materials to registered test users so you can make use of our service even if you do not have the tests you need at hand. Why not contact us to discuss your specific assessment needs?

## PRICING

Pricing ranges from £15 to £35 for major personality assessment reports. Aptitude test interpretative reports start at £5.

### \*Discounts

10 – 24 **20%**

25 – 49 **30%**

50 + **40%**

*\* Discounts apply for answer sheets submitted in one batch.*

# SUITABILITY OF TESTS

TEST TYPE	APTITUDES AND ABILITY				
	GRT1	CRTB1	GRT2	CTB2	TTB2
Managers		×			
Graduates	×	×			
Programmers/Analysts	×	×			
Sales Personnel			×		
Technical Staff			×		×
Supervisors			×		
Clerical Staff				×	

TEST TYPE	PERSONALITY AND VALUES				
	OPP	JTI	VMI	OIP	15FQ+
Managers	■	● ▲	■ ▲	▲	● ■ ▲
Graduates	■	● ▲	■ ▲	▲	● ■ ▲
School Leavers	■	▲	■ ▲	▲	
Programmers/Analysts		● ▲	▲		● ■
Sales Personnel	■	● ▲	■ ▲		● ■ ▲
Technical Staff		● ▲	▲		
Supervisors	■	● ▲	■ ▲		● ■ ▲
Clerical Staff		● ▲	▲		■ ▲

● Training & Development    ■ Selection    ▲ Careers advice

## WEB INFORMATION

When next browsing the web, why not visit Psytech's new site:  
<http://www.psytech.co.uk>, from where you will find:

- detailed descriptions of all Psytech test products
- up to date training information
- download of Psytech's electronic catalogue
- download of a demonstration software
- download of sample questionnaires
- download of Psytech Technical Manuals
- details of on-going research
- references to other sites of interest to test users
- details of international distributors

For specific up to date product information visit:

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## Three Methods of payment



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