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- HR, HRD, OB, OD and Industrial Psychology solutions that are customized and result-oriented.

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# Certified Psychometrician and Assessor (CPA)

## OBJECTIVES

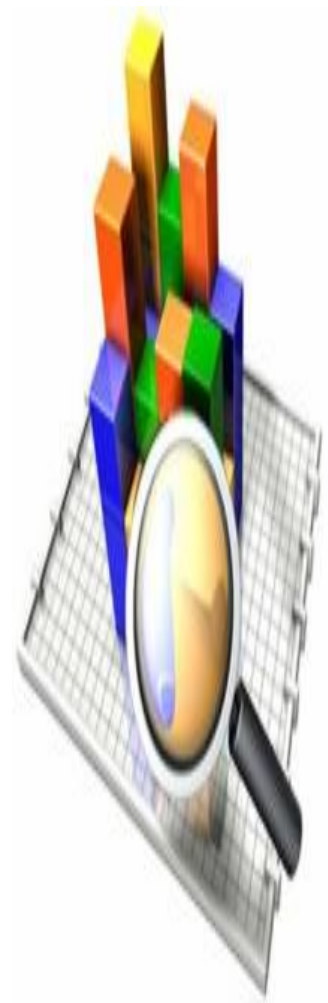
- To acquaint the students of diploma to the traditional as well as the contemporary trends in the fields of Industrial and Organizational Psychology.
- To acquaint the students with the basics of research methodology as applied to psychometric testing.
- To give a comprehensive training in psychological testing, test construction and administration,
- To give students detail ideas about certain popular and important tests.

## METHODOLOGIES

Since it is a distance learning scheme large part of the course will be covered by reading material and distant coaching. There will be a comprehensive fieldwork to make students understand the nitty-gritty of test construction, test administration and test interpretation.

Diploma will be awarded only when they are able to clear all the requirements satisfactorily.

Those who fail to complete the diploma in six months will be given two-more chances of two months each to clear without paying any additional fee. After that, they will have to re-register by paying a fee to be determined from time to time. But it will not be more than 50% of the original fee charged in the beginning of the course. The entire course will have the following 8(eight) modules.



## Course Outline

The course will comprise of following segments (Modules):

**MODULE-1: Self-discovery-Parts I & II**

**MODULE-2: Fundamentals of Industrial-Organizational Psychology and Organizational Behavior**

**MODULE-3: Research Methods and Statistic for Psychometrics and Industrial Psychology**

**MODULE-4: Fundamentals of Psychometrics and Psychological Testing**

**MODULE-5: Psychological Tests—Theories and Practice of some important Psychological (psychometric) Tests**

**MODULE-6: Psychological Tests and Selection**

**MODULE-7: Competence Mapping**

**MODULE-8: Field- work**



**The details of each module are described in the following pages:**

**The Courses run by the British Psychological Society (BPS) and our course-a word for reference.**

British Psychological Society (BPS) defines Psychological Tests as referring “to a procedure for the evaluation of Psychological functions. Psychological tests involve these tested in solving problems, performing skilled tasks or making judgments. Psychological tests procedures are characterized by standard methods of administrations and scoring.

Results are usually quantified by means of normative or other scaling procedures but they may also be integrated qualitatively by reference to Psychological Theory. Included in the term psychological tests are tests of varieties of intelligence; abilities; aptitude; language development and function; perception; personality, temperament and disposition; and interest, habits, values and preferences.”Below we cite the course contents of various levels of Psychometric Courses (Level-A, Level-B, Foundation, Intermediate, and Whole) as suggested by the (BPS).

**Level A course covers the following:**

- The introduction to psychometric assessment
- Administering and feeding back actual tests
- Discovering how psychometrics provide significant return on investment
- What to look for when choosing a test or questionnaire
- How to spot the best potential employees in selection
- Guidance on the ethical use of tests and questionnaires in the workplace

**Level B foundation course covers the following:**

It relates to various types of personality testing. You get an opportunity to discover the wide range of different questionnaires from which to choose and have the opportunity to complete 16PF, 15FQ+, NEO, Hogan HPI, Hogan MVPI, FIRO Element B, MBTI and the TDI - some on-line and some on-paper. It makes you learn about yourself as well as different ways to approach the question What is Personality?



### **Level B intermediate (Trait) courses**

This course is for those who have chosen to train or specialize in any of the following:

**The 16PF family of tests** (background and evolution of 16PF. Experience 4th & 5th Ed. and 15FQ, **NEOs Big Five**)

### **Level B Full course covers the following areas**

- A) Different Approaches to Personality
- B) Alternative ways of measuring personality
- C) Description, evaluation, classification and critique of questionnaire
- D) Applications and uses of different instruments

Our purpose to quote the syllabus of the various levels BPS certification is only to show to our participants that our course not only covers the material required by the BPS but also includes several additional topics as well.

The entire course to be covered in Salahkaar Consultants' Diploma course on Psychometrics will have the following 8 (eight) modules.

## **MODULES TO BE COVERED IN THE COURSE**

### **MODULE-I: SELF- DISCOVERY**

**OBJECTIVE:** To give students an opportunity to explore their inner self and draw conclusions in two installments/stages viz; Part-I and Part-II

#### **PART-I:**

In the beginning of the course itself, the students will be asked to prepare a psychological profile in at least 5 (five) pages in 4A bound paper, double spaced, in Times New Roman 12 point font size.

This report must be based on their personal observation of themselves and is to be prepared without help of any book or guide or any other kind of resource material or help.



## **PART-II:**

Students will prepare this part of the self-discovery report after they have completed the VI paper on “**Psychological Tests—Theories and Practice of some important psychological (psychometric) tests**” and have data about themselves based on the psychological tests that they have learnt and administered upon themselves as a part of the course covered in the VI paper.

Again, the students will be expected to prepare a psychological profile in at least 15 pages in 4A bound paper, double spaced in Times New Roman 12 point font size.

This report (Part—II) is expected to be based on the data obtained from the psychological tests that they would have administered upon themselves as mentioned above (Paper- VI). They will be allowed to take help of other resources as well if they so wish/need.

The students will also be expected to give concluding remarks. Such conclusions are to be drawn on the basis of the two reports (Parts-I & II).

## **MODULE-II: FUNDAMENTALS OF INDUSTRIAL- ORGANIZATIONAL PSYCHOLOGY AND ORGANIZATIONAL BEHAVIOR**

**OBJECTIVE:** To give a general introductory overview of contemporary trends in Industrial and Organizational Psychology and Organizational Behavior.

### **SECTION 1- Individuals in Organization:**

Understand Human Behavior, The Individual, Values and Attitudes.

His/her Personality, Perception, Motivation, Learning

### **SECTION 2- Individuals and Groups:**

Group Behavior and Group Dynamics

Communication, Leadership, Power and Conflict



### **SECTION 3- Organizational Structure and OD**

Job Designing, Performance Evaluation & Rewards, Management by Objectives, Organization Development,

### **SECTION 4- OB in India**

O.B. Indian Scenario and O.B. Research in India  
Motivating Employees in Indian Organization, Leadership in Indian Culture

### **SECTION 5- Employees' satisfaction and Employee's attitudes**

Definitions and Measurement of job Satisfaction, and morale, Employees' Satisfaction and Performance.

## **MODULE-III: FUNDAMENTALS OF PSYCHOMETRICS AND PSYCHOLOGICAL TESTING**

**OBJECTIVE:** The main objective is to give students a general acquaintance of the science of Psychological testing. The topics to be covered are:

#### **1. Psychological Measurement and Evaluation**

- Definition, Principles, Objectives and Functions of evaluation. Basic principles of measurement and evaluation techniques.

#### **2. Theory of Psychological Tests**

- Nature of psychological tests. Problems of measurement by tests, Test administration and rapport building, Factors affecting responses, Ethical considerations in testing.

#### **3. Test Construction**

- General steps in test construction, Test specification, Planning and preparation of the blue print, Item analysis, Standardization.



#### **4. Uses of Psychological tests & their Reliability and Validity Measures**

- Uses of Psychological tests, Types of reliability, Method of estimating reliability, Types of validity, General problems of validity, Procedures of validation.

#### **5. Norms and Interpretation of Test Scores**

- Types of norms, normative sample, Criterion reference testing.

### **MODULE-IV: RESEARCH METHODS AND STATISTICS TO DESIGN PSYCHOLOGICAL TESTS**

This module has two parts viz; 1) Methods and 2) Statistics related to construction of Psychological tests

**OBJECTIVE-** The aim of this paper is to familiarize the students with fundamentals of research methods and statistical technique which are necessary for a student of psychometrics to be aware of.

#### **PART-1: METHODS**

##### **1. Introduction**

- Nature and characteristics of a research problem,

##### **2. Types of Research**

- Descriptive and diagnostic research, Ex-post facto research, Field experiments, Survey research, and Experimental Research.

##### **3. Tools for Collecting Data**

- Observation, Interview, Schedules and Questionnaires, Attitude scales, Rating scales Psychological Tests.





#### **4. Steps of Data Collection**

### **PART-II: STATISTICS IN PSYCHOLOGICAL TESTING**

#### **5. Statistics**

- Frequency distribution, Graphic representation of the data, Measures of central tendency, measures of variability, Percentile and percentile ranks, Standard error of measurement.

#### **6. Organization, Treatment of data and Interpretation of Results**

- Organization and coding of data. Tabulation, classification, analysis and interpretation of data.

#### **7. Data Distribution**

- Normal distribution, Properties of the normal distribution, measuring divergence from normality, Applications of the normal probability curve.

#### **8. Correlation and Significance of the means and of other statistics**

- Meaning of correlation, Coefficient of correlation Rank difference method, Product moment Method.

### **MODULE-V: PSYCHOLOGICAL TESTS—THEORIES AND PRACTICE OF SOME IMPORTANT PSYCHOLOGICAL (PSYCHOMETRIC) TESTS**

**OBJECTIVE:** To give to the students a general theoretical and conceptual acquaintance with the various Psychological tools.



**ABILITY TESTS:** Individual tests, tests for special populations, group testing.

- a) Intelligence testing.
- b) Differential Aptitude tests

**PERSONALITY TESTS:**

**(I) Self report personality inventories\*.**

- a) 16 pf. (IV or V Ed.)
- b) NEO-Big-5
- c) MBTI
- d) Extraversion-Introversion test by Eysenck
- e) Emotional Quotient test (EQit)
- f) Sales Aptitude test
- g) FIRO-B

- Candidates will have to learn any two of the above mentioned tests by practicing these tests. We shall only provide direction (possibly links) where they can get material.
- They will have to purchase their own copies of tests which they would like to use from the market or, if available, from us.

**(II) Interest and aptitude Tests,**

- a) Strong vocational interest inventory



## **MODULE-VI: PSYCHOLOGICAL TESTS, ASSESSMENT AND SELECTION**

**OBJECTIVE:** The purpose of this paper is to give a fairly good level of expertise in the use and practice of Psychological tests in recruitments, selection and placements.

- 1. Personnel Assessment- an overview**
- 2. Principles of assessment -a Review**
- 3. Issues & Concerns with Assessment, Limitations of tests.**
- 4. Uses of Psychological Tests- Assessment tools & their uses, scoring & interpretation.**
- 5. Selecting a Suitable Test - Standard for evaluating tests.**
- 6. Administration of Assessment Instrument**
- 7. Assessment Centers**
- 8. Ethical and social issues in psychological testing**

## **MODULE-VII: COMPETENCY MAPPING AND PSYCHOMETRICS**

**OBJECTIVE:** The aim of this paper is to introduce students to the relationship between Psychometric tools and measurement techniques on the one hand and mapping of Competency on the other.

- 1. Concept of Competency**
  - Origin & History, Definition, Relevance, Component, Types
- 2. Introduction to Competency Model**
  - Definition & Invention, Needs to incorporate, Competency Model in use



### **3. Introduction to Competency Mapping**

- Methodologies, Tools available, Methodologies & Tools selection

### **4. Use of Psychological Instruments in Competency Mapping**

#### **REFERENCE:**

**An in-house material specially prepared for this program will be supplied to our students as no such published material is available.**

#### **MODULE-VIII: FIELDWORK**

**OBJECTIVE:** The purpose of this paper is to expose the students to the practical/applied aspect of Psychometric testing by letting them do some hands-on exercise to have them the real feel of the subject.

1. Conduct any one test/scale on 10 individuals and prepare personality /ability /attitudinal profiles.

The sample distribution of the 10 persons should be a mix of age, sex, rank, etc

**OR**

2. Prepare a test/scale with all its psychometric properties included.



## **DIPLOMA CERTIFICATION**

Successful completion and assessment will lead you to become a **Certified Psychometrician and Assessor**.

Certified Psychometrician and Assessor Manager (CPA)) is a Post Graduate Diploma Certification by Salahkaar Consultants.

## **DURATION**

**6 months**

## **COURSE FEE**

USD 650 (for other than Indian subcontinent, inclusive postage) / INR 23,500 (for India, inclusive postage). You can pay in installment through post dated cheques.

