

Concord School District Policy #682

Personality Testing

I. Personality Tests Defined

For the purpose of district policy, “personality tests are instruments for the measurement of emotional, motivational, interpersonal, and for attitudinal characteristics, as distinguished from abilities.” (Anastasi, 1968) Personality testing falls into three basic categories: Self-report inventories; Measures of Interest and Attitudes; and Projective Techniques. However, tests related to vocational guidance or occupational preference are exempted for purpose of this policy.

II. Procedures for Securing Parent/Guardian or Adult Student Permission for Individual Personality Testing

When individual personality tests (as defined above) of students are desired for appropriate educational purposes, prior written consent must be obtained from the parent/guardian of the student or, if 18 or older, from the student, before the administration of the test or tests. Comparable space for indicating approval or denial of the request will be provided. The parent/guardian or adult student must be informed of:

1. The person(s) requesting the test(s);
2. The reason for desiring a personality test and how the results will be used;
3. The names of all tests to be administered and the kind of information they yield. (When a clinical work-up by a psychologist is desired, a meeting between psychologist and parent will be arranged at, or prior to, the time of testing for discussion of the psychologist test plans.);
4. The identity and the position and/or qualifications of the person(s) administering and interpreting the test(s);
5. The school’s obligation to share and/or interpret the results of the testing with the parent/guardian or adult student;
6. The school’s intention to keep personality test results and/or interpretations in confidential files available only to staff members demonstrating a direct and immediate educational need to know;
7. The parent’s/guardian’s or adult student’s right to deny the request for testing;
8. The school’s right to request a hearing if the request for tests is denied;
9. The option of parent/guardian or adult student allowing him/her to secure at his/her expense an independent evaluation for the school’s use;
10. The fact that the child’s educational status will not be changed without prior knowledge and written approval of the parent/guardian;
11. The fact that denial of the request will not result in discrimination.

III. Procedures for Informing Parent/Guardian or Adult Student of Group Administration of Personality Tests when Identify is Retained

The parent/guardian or adult student will be informed of:

1. The person(s) requesting group administration of personality test(s);
2. The reason for a group administration of personality test(s) and how results will be used;
3. The name(s) of the test(s)
4. The identity, position and/or qualifications of the person(s) administering and interpreting the test(s);
5. The school's obligation to share and/or interpret the individual student's result(s) with the particular parent/guardian or adult student;
6. The school's intention to keep individual personality test results and/or individual interpretations in confidential files available only to staff members demonstrating a direct and immediate need to know. (Overall group results, interpretations and/or scores may be shared at will as long as no personally identifiable data are included) ;
7. The parent's/guardian's or adult student's right to deny the request for testing;
8. The fact that the child's educational status will not be changed without prior knowledge and written approval of the parent/guardian or adult student.

IV. Cultural and Linguistic Minorities

Where cultural and/or linguistic differences exist, careful consideration will be given to choice of texts and/or examiners. Request for Authorization Test and Letter of Permission should be in primary home language,

V. Personality Testing Relating to Program Evaluation when Anonymity is Assured

If group test results are used solely for the purpose of evaluating schools, classes, educational programs, etc., and are administered and scored in such a manner as to ensure total anonymity of the testee and his/her responses, the parent/guardian or adult student must be informed of:

1. The reason for administering a group personality test and how the results will be used;
2. The names of the tests to be administered and the kind of information they yield;
3. The parent's/guardian's or adult student's right to deny the request for testing.

VI. Qualifications for Administering and Interpreting Personality Tests

Qualifications for those administering and interpreting personality tests are dependent upon the type of personality testing and the style of interpretation demanded by the test.

1. Projective tests should only be administered and interpreted by psychologists who are certified by the New Hampshire State Department of Education or by the New Hampshire Board of Examiners in Psychology, or by an associate psychologist under the supervision of one of the above.
2. Self-report inventories and measures of interest and attitudes are more appropriately the concern of guidance counselors and/or school psychologists.
3. In the case of group administration of personality tests, school staff may be directed to administer the test under the supervision and/or instruction of the guidance counselor and/or school psychologist. They may be scored by school staff only if conditions of total anonymity exist. The guidance counselor or school psychologist must interpret the results.

VII. Consideration of Possible Harmful Effects and of Validity in Group Testing

In most situations, the consultative support of an appropriately qualified psychologist or test specialist must be secured prior to selection of the test or tests to be administered to groups of students. Particular attention should be paid to the possible deleterious effects of use of each test being considered.

Adopted March 1, 1976