



## Certificate of Competence in Educational Testing (CCET)

### CCET with Access Arrangements Course (CPT3A)

**“Do it! CCET is a ‘must-do’ course for people wanting to competently administer tests and assessments.”**

Janice Howard  
Teacher



## Confidence through competence

Real Training is the UK's leading provider for training in educational testing and professional assessments. Established in 2004, Real Training has a successful track record and is very experienced in working with schools, colleges, universities, children's services, government, charities and the private sector delivering high quality face-to-face and online training programmes. Course materials and training events are of the highest quality, all courses are accredited by the relevant body and where appropriate assessment methodologies have been checked and verified.

### You want

### You need

<ul style="list-style-type: none"> <li>To develop confidence and competence when undertaking assessments using psychometric tests</li> <li>To join the British Psychological Society's Register of Qualifications in Test Use (Education)</li> <li>To be able to buy more tests from a test publisher</li> </ul>	<p><b>CCET</b> Certificate of Competence in Educational Testing <b>page 2</b></p>
<ul style="list-style-type: none"> <li>To write reports for Access Arrangements with a JCQ Approved Qualification (the CPT3A is JCQ approved)</li> </ul>	<p><b>CCET + AAC (CPT3A)</b> Access Arrangements Course/ Certificate of Psychometric Testing Assessment &amp; Access Arrangements <b>page 4</b></p>
<ul style="list-style-type: none"> <li>To gain University Masters Level Credits</li> </ul>	<p><b>University Accreditation</b> <b>page 5</b></p>
<ul style="list-style-type: none"> <li>To buy tests at a discount</li> </ul>	<p><b>Test Discount Packages</b> <b>page 5</b></p>
<ul style="list-style-type: none"> <li>To enrol on our training courses</li> </ul>	<p><b>How to book our courses</b> <b>Back Page</b></p>

## Can I apply?

The **Certificate of Competence in Educational Testing**, or CCET, is an open access course, no prior qualifications are necessary. The course is relevant to anyone who works in the education sector and administers tests. You will need access to educational tests (or a willingness to acquire them) and have opportunities to use tests in an educational setting. A wide range of professionals have already completed the course with Real Training, including teachers, tutors and teaching assistants working in:

- Mainstream primary and secondary schools
- Special schools
- FE & HE institutions
- Independent & International schools and colleges.

Upon successful completion of CCET candidates may progress to the **Access Arrangements Course**, or AAC. Completion of CCET with AAC gives the JCQ recognised qualification:

**Certificate of Psychometric Testing, Assessment & Access Arrangements**, or CPT3A (page 4).

Qualified teachers may go on to achieve masters credits on our accreditation programme (page 5).

## How can I study?

Real Training provides flexible study options because people learn in different ways and at different times. You can study at a time and place to suit you by collaborating with tutors and peers using our website or you can attend intensive face-to-face teaching sessions. We can also provide bespoke options for organisations. Whatever method you choose you can be assured that we value active learning.

### Online

- Anytime, anyplace access to an online learning environment.

### Face-to-face

- Intensive learning delivered by experienced trainers.

### Bespoke Options

- Real Training has experience developing bespoke courses delivered in partnership with local governments and charities.

### International Options

- Real Training has experience of delivering all of its courses outside of the UK. Call us to discuss a package to suit your needs.

## Benefits for you

The CCET course will enable you to develop competence and confidence in educational testing, allowing you to identify barriers to learning.

You will gain vital knowledge of reading and writing reports, allowing you to better support other professionals such as Educational Psychologists.

On completion of the course you will be eligible to enrol on the British Psychological Society's Register of Qualifications in Test Use (formerly known as the Register of Competence in Psychological Testing). You will then be able to purchase psychometric tests that would otherwise be restricted. Discounts on tests are available to CCET candidates.

With a full CPT3A you will also be able to write access arrangement reports yourself.

## Benefits for employers

The benefits that professional development brings to a school, college or educational setting is beyond question - improved staff morale, better recruitment and retention, greater creativity in the classroom and an empowered workforce, to name but a few. Our courses are up-to-date with latest thinking, lead to professional qualifications, include a choice of flexible study programmes and work based assignments.

If your institution has limited time allocated for support from an Educational Psychologist, your assessment needs may exceed the availability of trained professionals to administer psychometric tests and you might have to buy in the service of outside experts. A solution is to train your staff to administer educational tests. This will help you to work more effectively with the Educational Psychologist and make better use of his/her time.



# Certificate of Competence in Educational Testing (CCET)

## The only gold standard professional qualification in the use of ability, attainment and social competence tests in education

Accredited and verified by the British Psychological Society, this qualification is rapidly becoming the "industry standard" for competence in using educational psychometric tests.

This course will enable you to:

- Understand how educational tests are developed and standardised
- Use educational tests with great confidence and competence
- Analyse test manuals to decide if a test is reliable, valid & appropriate for your students
- Develop hypotheses about your students' learning
- Know when it is appropriate to undertake a test
- Interpret test scores and integrate test score information with other forms of assessment
- Analyse your students' needs thoroughly
- Write reports to communicate your understanding to others
- Understand and confidently interpret reports from other professionals
- Comply with the requirements of the Data Protection Act in your assessment processes
- Provide career opportunities and enhance your confidence
- Access a BPS online database of test reviews
- Opt for academic credits that you can use towards a Masters degree

## Will I be on the BPS register?

Those who complete the course and all its assignments will be eligible to have their name included on the British Psychological Society's Register of Qualifications in Test Use (Education). This was formerly known as the Register of Competence in Psychological Testing. This will provide a public record of your qualification and allow others to check your competence. It will also enable you to purchase some psychometric tests that would otherwise be restricted. The range of tests you will have access to may be dependent on your previous qualifications and experience.

*"Excellent course, very informative for the work I am doing / going to do!"*

Amanda Eaglen SENCO

## How can I study?

### Online course

Accessibility and flexibility underpin this option. Start when you want to and work at a pace to suit you.

Throughout the course you will make use of our active learning website which we call Campus Online™. This is a sophisticated internet based facility that supports learning, provides a mechanism for responsive tutoring, encourages communication with peers and enables you to monitor your own progress. You will also receive a high quality training manual.

You will require approximately 100 hours to complete the course. This includes the completion of a number of assessments and professional reports in your workplace.

### Intensive course

The intensive option normally requires 3 days attendance at a high class hotel in a variety of locations around the country. It also requires you to do some work before the course and some practical application afterwards of the knowledge you have gained. During the attended part of the course you will receive tuition, take part in discussions and undertake a range of evaluation tasks to demonstrate your increasing competence. Some of these will be undertaken during the evenings. The pre-course work includes some preparatory reading of a test manual, particularly the test administration instructions. Post-course you will be required to complete a number of assessments with suitable clients and provide professional feedback. You will also be required to record one test administration.

## How will I be assessed?

The precise assessment methodology is dependent on the study route you choose but much of the assessment is common to all routes. Whether you do the course online or via the intensive route you will be required to create a portfolio of evidence to demonstrate your competence. This portfolio will include:

- A number of multiple choice questionnaires
- A few short essay type written assignments
- A review of a suitable test
- A record of a competent test administration
- Evidence of good quality professional feedback

Your portfolio will also need to be indexed so that you can clearly show where each competence has been met.

## What next?

- Buy tests at a discount (page 5)
- Choose to take the Access Arrangements Course (page 4)
- Gain academic credits awarded by Middlesex University that you can use towards a Masters degree (page 5)



## How is CCET structured?

The British Psychological Society has determined core competences which are required for professionals to safely administer and interpret psychometric tests within an educational context. They are grouped into a number of modules or units and cover the following outline range of topics:

<b>Defining assessment needs</b>	<ul style="list-style-type: none"> <li>• What are psychometric tests and why are they used?</li> <li>• Different types of tests and testing</li> <li>• Using tests for formative and summative purposes</li> </ul>
<b>Administering tests</b>	<ul style="list-style-type: none"> <li>• Ensuring adequate preparation of the administrator and the candidate</li> <li>• Correctly administering tests according to the manual's requirement to ensure reliable, valid and accurate results</li> <li>• Correctly scoring tests</li> </ul>
<b>Maintaining security and confidentiality</b>	<ul style="list-style-type: none"> <li>• Ensuring best practice with regard to data protection</li> <li>• Consideration of who should have access to results and why</li> </ul>
<b>Using educational tests of attainment &amp; ability</b>	<ul style="list-style-type: none"> <li>• Understanding issues of bias and discrimination</li> <li>• Using alternative approaches to testing</li> <li>• Deciding when tests should and should not be used</li> <li>• Influences of factors such as environment on interpretation of results</li> <li>• Making suitable adjustments to tests when it is desirable and appropriate</li> <li>• Identifying and reviewing tests that are fit for purpose</li> </ul>
<b>Statistical principles that underpin psychometric tests</b>	<ul style="list-style-type: none"> <li>• Distribution of scores and understanding norm referencing</li> <li>• Raw scores and standardised scores</li> <li>• Understanding error in tests</li> <li>• Reliability and confidence in scores obtained</li> <li>• Classical test theory</li> <li>• How items are researched and chosen</li> <li>• Validity of tests</li> </ul>
<b>Interpretation of test data</b>	<ul style="list-style-type: none"> <li>• Understanding what scores mean</li> <li>• Allowing for test error</li> <li>• Taking account of impact of results at the top and bottom of a test's effective range</li> <li>• Integrating test results with other data</li> </ul>
<b>Providing feedback</b>	<ul style="list-style-type: none"> <li>• Writing good professional assessment reports</li> <li>• Taking account of the multiple audiences</li> <li>• Sensitivity to expectations of clients and their carers</li> </ul>



## Who can apply?

It is the responsibility of the head of your centre or school to judge whether you are competent to conduct access arrangement assessments and submit reports to the examination boards. The CPT3A is recognised by the JCQ and listed on their website so you can be assured that it meets the requirements and that you will be competent on completion. Your head of centre/school is also required to be assured that you are suitably qualified for the task of teaching/tutoring/assessing the relevant clients. In practice this usually means you will be a teacher or an FE/HE tutor but the course is accessible to teaching assistants (normally higher level TAs) as long as the head of centre/school deems them to be suitable and competent.

Entry on to the AAC directly is normally restricted to those that have completed the CCET but if you hold an equivalent qualification that when combined with the AAC will be acceptable to your head of centre you will be able to apply.

Those that already hold a qualification that allows them to submit access arrangement assessments can enrol on the AAC to maintain their skills.

## How is AAC Structured?

The AAC is essentially delivered in two units:

### Principles of access

- Introduction to the principles underlying examination access arrangements
- Sources of information in UK and internationally
- Comparing principles, legislation and practices in a variety of contexts

### Assessment of a client for access arrangements

- Recap on principles of assessment
- Online submissions
- Case studies
- Writing reports that are fit for purpose

*"I was very impressed by the standard of work and planning that had clearly gone in to the course materials and the very intuitive website. The tutors were always very helpful and speedy in responses to queries and questions."*

Paul Strange  
Specialist Dyslexia Teacher and Assessor

## Access Arrangements Course (AAC)

**CCET + AAC = CPT3A**

Upon successful completion of the CCET you will be able to enrol on a short online extension called the Access Arrangements Course. Successful completion of both courses give you the qualification:

### Certificate of Psychometric Testing, Assessments & Access Arrangements (CPT3A)

The AAC/CPT3A is probably the quickest route to recognition by the Joint Council for Qualifications (JCQ) for writing access arrangement reports. The AAC additional modules cover dyslexia and access arrangements for public examinations.

The AAC course starts after the completion of the CCET via your chosen study route. After completing the CCET we estimate that most people will require between 10 and 30 hours of additional study to complete the CPT3A. This depends on prior experience and qualifications.

This course will enable you to:

- Understand and apply the principles of access arrangements
- Submit online requests for access arrangements where appropriate
- Write suitable and appropriate assessment reports for submission to examination boards where they are required
- Access annual updates and summaries of JCQ guidance and regulations for a small annual subscription

This course is run in conjunction with Dyslexia Action.

**Dyslexia  
Action**

Assessment • Education • Training

# University accreditation

CCET can be completed and used as evidence towards a 60 credit MA in Education module (Developing Professional Practice) validated by Middlesex University. Completion of CCET is broadly equivalent to 7000 words (60 credits usually requires the equivalent of 12000 words submission).

Enrolment is optional and requires the completion of additional assignments.

Masters level credits are usually transferable between institutions and 180 credits are normally required for a Masters Degree.

## Programme requirements

To enrol you must:

- Hold a recognised first degree
- Pay the required fee (or have secured scholarship funding)
- Enrol on CCET and complete it within 12 months

The basic course requirements are:

- Submission of a pre-course planning assignment equivalent to about 1000 words
- Completion of the CCET course and all its assignments (either online or via the intensive route)
- Submission of a post-course assignment evaluating impact of the course equivalent to about 4000 words



The additional assignments are all submitted online.

At the time of going to press the fees for 2011-12 were not finalised. Please contact us for more details.



## Test Discount Packages

### Buy up-to-date tests at a 15% discount

We are working in partnership with Pearson Assessment and GL Assessment to bring you the opportunity to buy tests at competitive prices and learn how to use them as well.

After booking your course, you can take advantage of this offer to purchase the following tests:



- Wechsler Individual Achievement Test
- NEW Raven's Progressive Matrices and Vocabulary Scales
- Self Image Profiles



- The NEW York Assessment of Reading for Comprehension (Primary or Secondary)
- British Picture Vocabulary Scale: 3rd Edition
- NEW Measures of Children's Mental Health & Psychological Wellbeing

### How to buy the tests

Once you have enrolled on your course simply visit [www.realtraining.co.uk/assessment.html](http://www.realtraining.co.uk/assessment.html) to take advantage of this offer. Access to some tests may be dependent on your previous qualifications and experience. We are continuing to develop relationships with other test publishers. Visit our website for further information and details of the latest offers.

# How to book our courses

## How do I book a course?

### Step 1

Simply choose which course you would like to book. Then decide which study route you would prefer. The option for Master Accreditation for CCET is also available for eligible learners, whether you are doing either CCET or CPT3A.

#### Course Costs:

##### CCET

Online	£1,150 + VAT
Online by instalments	3 x £415 + VAT
Online by monthly Direct Debit instalments	10 x £130 + VAT
3 day non-residential	£1,645 + VAT
3 day residential	£1,895 + VAT

##### CPT3A (CCET + AAC)

Online	£1,550 + VAT
Online by instalments	3 x £550 + VAT
Online by monthly Direct Debit instalments	10 x £170 + VAT
3 day non-residential with AAC online	£1,995 + VAT
3 day residential with AAC online	£2,245 + VAT

##### AAC (online)

£450 + VAT

##### Masters Accreditation for CCET

At the time of going to press the fees for 2011-12 were not finalised. Please contact us for more details.

### Step 2

Visit our website [www.realtraining.co.uk](http://www.realtraining.co.uk) and click **Book Now**. Here you will find our booking form which you can fill in online. Or if you prefer, you can print the booking form and send it to us in the post or by fax.

You can find further information about all our courses on our website or alternatively just call us on **01273 35 80 80**.

e: [info@realtraining.co.uk](mailto:info@realtraining.co.uk)  
w: [www.realtraining.co.uk](http://www.realtraining.co.uk)  
t: 01273 35 80 80  
f: 01273 35 80 19

**Real Training**  
Canterbury Innovation Centre  
University Road, Canterbury,  
CT2 7FG



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