



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

- To develop confidence and competence when undertaking assessments using psychometric tests
- To join the British Psychological Society Register of Competence in Psychological Testing (Education)
- To be able to buy more tests from a test publisher

CCET
Certificate of Competence in Educational Testing
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- To write reports for Access Arrangements with a JCQ Approved Qualification (the CPT3A is JCQ approved)

CCET + AAC (CPT3A)
Access Arrangements Course/
Certificate of Psychometric Testing
Assessment & Access Arrangements
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- To upgrade your Approved Teacher Status (ATS-Level SpLD qualification) to a SpLD Practising Certificate (eligible to write reports for DSAs)

CCET + SpLD Module
For further information visit:
www.realtraining.co.uk/SpLD

- To gain University Masters Level Credits (students with QTS)

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- To buy tests at a discount

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- To enrol on our training courses

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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 BPS (British Psychological Society) Register of Competence in Educational 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 demonstrate the competences at the end of the course receive verification from Real Training. You will then apply to The British Psychological Society for the certificate and to be included on the Register of Competence in Psychological Testing (Education). This will enable you to purchase 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.

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

Intensive course

This intensive option allows delegates to receive their training via attendance (usually 3 or 4 consecutive days) at a high quality venue. This is normally residential although attendance can be on a day basis. There are short exercises to do before the course and practical application of what has been learnt afterwards back at the workplace. Whilst this is undoubtedly a quicker option for most people and will appeal to some people's learning style it should be noted that the training, whilst flexible and very rewarding, is high intensity and involves working in the evenings during the period of attendance.

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 course you will:

- Submit at least one written task per unit
- Record your test administration practice on a DVD
- Submit a portfolio of three professional assessment reports with an index that cross references your reports with the BPS competences

The online course also includes an invigilated online test.

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:

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



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

The CCET has now been integrated into an existing Masters level 60 credit module validated by Middlesex University. Enrolment is optional and requires the completion of additional assignments. This allows those eligible to use the CCET as part of a Masters Degree qualification. Masters level credits are usually transferable between institutions and 180 credits are normally required for a Masters Degree.

The programme is called Developing Professional Practice: Competence in Educational Testing (PDT 4170)

Programme requirements

To qualify for the 60 credits you must:

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

The additional assignments are all submitted online.



Am I eligible for the Masters programme?

To be eligible you must:

- Hold qualified teachers status (the programme might be open to those without QTS at a later date; please contact us for more information)
- Hold a recognised first degree
- Enrol as a student with Middlesex University (Real Training will provide the paperwork)

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 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
4 day non-residential	£1,645 + VAT
4 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
4 day non-residential with AAC online	£1,995 + VAT
4 day residential with AAC online	£2,245 + VAT

AAC (online)	£450 + VAT
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Masters Accreditation for CCET	£325 + VAT
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Step 2

Visit our website 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**

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