

**THE PROFESSIONAL BOARD FOR PSYCHOLOGY
HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA
TEST DEVELOPMENT / ADAPTATION PROPOSAL FORM**

This document consists of two sections. Please complete section 1 if you are developing a new psychological test or section 2 if you are adapting an existing psychological test.

Section 1: Test Development Proposal

The proposed name of the psychological test
Author(s) of the psychological test
The purpose of the psychological test <i>The intended purpose of the psychological test, a brief indication of the reason why the psychological test is being developed should and the context(s) in which it can be applied and/or how the test results can be used (e.g., to describe functioning, to reach a diagnosis) should be outlined in this section.</i>

A description of the psychological test and the construct(s) to be measured

This section should contain a concise non-evaluative description of the test. The description should provide the reader with a clear idea of what construct(s) the psychological test will purport to measure, the structure of the test (e.g., will it tap sub-constructs via different scales and what will these be? Will there be a total score and subscale scores? Etc.), the format of the test (e.g., paper-based or computer-based, administered individually or in a group, the nature of the response that will be required from the test-taker, etc.) and how performance on the test will be evaluated (e.g., will it be a norm-referenced, ipsative or criterion-referenced test?). The description should be as neutral as possible in tone.

A description of the target population for whom the psychological test is intended and motivation why the proposed psychological testing techniques and procedures are suitable for the intended population

A description of the methodology to be adopted to measure the construct(s) and how the psychological test will be administered and scored

State any special considerations being incorporated into the research and development process to take into account the linguistic, cultural, socio-economic and educational differences amongst the groups for whom the psychological test is intended (this should include how the suitability of the content and stimulus materials for different cultural and language groups will be addressed)

Outline the translation/adaptation process as well as how the equivalence of the language versions will be established empirically (where different language versions of the psychological test are to be developed to ensure that the test can be administered to members of the language and cultural groups for whom the psychological test is intended)

Describe the methods to be used to investigate the psychometric properties of the psychological test and data collection as well as the expected sample size (information should be provided on how the psychometric properties for all the groups that comprise the intended target population of the psychological test will be investigated)

Discuss the ethical considerations and how they will be addressed when developing and researching the psychological test and gathering psychometric information

Describe the appropriate statistical and qualitative review techniques to be used when conducting item analysis, establishing item and psychological test bias, and investigating the psychometric properties of the psychological test for all the groups that comprise the intended target population of the psychological test

Where the psychological test is to be interpreted using norms, an indication must be provided regarding the nature of the norms to be developed, the delineation of the norm group, the size of the groups that will be used for norm gathering purposes, and the statistical process and techniques that will be employed to establish the norms

Key research team member details

Name(s) of the psychology practitioner(s) responsible for the development

Address(es) of the psychology practitioner(s) responsible for the development

Registration number(s) of the psychology practitioner(s) responsible for the development

Section 2: Test Adaptation Form

*Any person who wishes to adapt a psychological test for use in South Africa shall apply in writing to the Board and furnish the following information on Form A. No psychological test developed in another country shall be used in South Africa without first undergoing appropriate adaptation and scientific evaluation research and thereafter being evaluated and classified by the Board. **An original letter from the test owner should be submitted with this form.***

The original name of the psychological test
The proposed name of the local adapted psychological test
Author(s) of the original psychological test
Author(s) of the local adapted psychological test
The purpose of the adapted local psychological test
<i>The purpose of the adapted psychological test, an indication of the reason why the psychological test is being adapted for use in South Africa and the context(s) in which it can be applied and/or how the test results can be used (e.g., to describe functioning, to reach a diagnosis) should be outlined in this section.</i>

A description of the adapted psychological test and the construct (s) measured

This section should contain a concise non-evaluative description of the test. The description should provide the reader with a clear idea of what construct(s) the psychological test purports to measure, the structure of the test (e.g., what sub-constructs are tapped in different scales? Is there a total score and subscale scores? Etc.), the format of the test (e.g., paper-based or computer-based, administered individually or in a group, the nature of the response required from the test-taker, etc.) and how performance on the test is evaluated (e.g., is it be a norm-referenced, ipsative or criterion-referenced test?). The description should be as neutral as possible in tone.

A description of the target population for whom the adapted psychological test is intended and motivation why the proposed psychological testing techniques and procedures are suitable for the intended population

A description of how the psychological test being adapted is administered and scored

State any special considerations being incorporated into the adaptation process research and development process to take into account the linguistic, cultural, socio-economic and educational differences amongst the groups for whom the adapted psychological test is intended, relative to the population for whom the psychological test was originally developed (this should include how the suitability of the content and stimulus materials for different cultural and language groups for whom the psychological test is being adapted)

In the adaptation process, outline the translation process as well as how the equivalence of the language versions will be established empirically (where different language versions of the psychological test are to be developed to ensure that the test can be administered to members of the language and cultural groups for whom the psychological test is intended)

Describe the methods to be used to investigate the psychometric properties of the adapted psychological test and data collection as well as the expected sample size (information should be provided on how the psychometric properties for all the groups that comprise the intended target population of the psychological test will be investigated)

Discuss the ethical considerations and how they will be addressed when adapting the psychological test and gathering psychometric information

Describe the appropriate statistical and qualitative review techniques to be used to investigate differential item functioning, establish item and test bias, construct equivalence and to investigate the psychometric properties of the adapted psychological test for all the groups that comprise the intended South African target population, relative to the original target population

Where the adapted psychological test is to be interpreted using norms, an indication must be provided regarding the nature of the norms to be developed, the delineation of the norm group, the size of the groups that will be used for norm gathering purposes, and the statistical process and techniques that will be employed to establish the norms

--

Key research team member details

Name(s) of the psychology practitioner(s) responsible for the adaptation

Address(es) of the psychology practitioner(s) responsible for the adaptation

Registration number(s) of the psychology practitioner(s) responsible for the adaptation