

16PF[®] administration instructions

1. Before the candidates enter the room, put out two ballpoint pens, a sheet of rough paper and, if required, an identity number for each candidate.
2. When the candidates are seated, thank them for attending and explain in your own words about the background to the session. Continue by saying the following:
"From now on, please do not talk amongst yourselves, but ask me/us if anything is not clear. You will be completing a questionnaire for which there is no time limit. Whilst you are completing the questionnaire I/we shall be checking to make sure you are not making accidental mistakes in filling in the answer sheet. I am/we are not looking to see which answers you are choosing."

Warning: To ensure that the scoring system remains secure, it is important to make sure that the answer sheets do not go astray. Remember to count them out at the beginning of the session.

3. Distribute the answer sheets, then continue:
"Has everyone got two ballpoint pens, some rough paper and an answer sheet (and a number)?"
4. Rectify any omissions, then say:
"Please fill in the personal data at the top of the answer sheet. Today's date is Print your name clearly, remembering to press firmly."
5. Hand out the questionnaires, saying:
"Please do not open these booklets yet."
6. Return to the front of the group and say:
"Please open the booklet and turn to page 1. Read the instructions and then ask if anything is unclear."
7. Remind the candidates that there are 15 general reasoning questions at the very end of the questionnaire.
8. Deal with any questions, then say:
"Please do not write on the questionnaire booklets. There should be no talking from now on. You may now turn the page and begin."
9. Whilst the candidates are completing the questionnaire, walk around the room at intervals and check that they are recording their answers correctly.
10. Generally speaking, the questionnaire takes approximately 40 to 45 minutes to complete. You must decide when all of the candidates have completed the questionnaire. Check by asking:
"Has everybody finished?"
Allow more time if necessary.
11. When all candidates have finished, collect all the answer sheets and questionnaires, ensuring that all materials are returned, and that the relevant personal details have been filled in correctly.
12. If this is the end of your assessment, thank everyone for attending and ensure that they are clear about what will happen to their results.
13. If other questionnaires or assessments are to follow, allow candidates to have a short break and then continue using the appropriate instructions.

16PF scoring instructions

The 16PF answer sheet is designed so that a separate scoring key is not needed. The answer sheet consists of two pieces of paper, joined together along all four edges. All responses made on the top of sheet are automatically transferred to the bottom piece of paper, where the scoring key is printed. To expose the bottom sheet, remove the perforated edge and gently ease the top and bottom sheets apart. The two sheets can be separated totally if desired.

Score the 16PF answer sheet as follows:

1. Check the answer sheet to make sure that only one box for each item has been marked and that no answers have been omitted. If the answer sheet has not been marked correctly, ask the respondent to answer the affected items again. If this is not possible, a full score may be estimated for any affected scale by:
 - obtaining the score from the items in that scale that have been correctly answered
 - multiplying that score by the total number of items in the scale (10 to 14, as appropriate)
 - dividing this result by the number of items answered
 - rounding the answer to the nearest whole number.

NB: This calculation does not apply to Factor B. For this scale all correct answers are simply added together to obtain the raw score.

2. Score Factor A by totalling the numbers contained in the marked boxes within the purple Factor A band and enter the total in the box indicated by the arrow of the Factor A band on the left of the scoring key.
3. Score the remaining factors in the same way. Please note that Factor B is scored vertically downwards.
 - The raw scores for Factors A, F, G, L, M, Q1, Q2 and Q4 are entered into the appropriate boxes at the left-hand side of the scoring key.
 - The raw scores for Factors C, E, H, I, N, O, Q3 and IM are entered into the appropriate boxes at the right-hand side of the scoring key.

The raw scores are now ready to be converted to sten scores.

Refer to *The UK Standardization of the 16PF: A Supplement of Norms and Technical Data*. In it there are 18 norm tables based on the general population standardisation of the 16PF questionnaire. Choose the appropriate table following the guidelines given. Locate the raw score for Factor A in the 'A' column of the body of the norm table and read off the corresponding sten score above it. Do likewise for the other factors.

Transfer raw scores and sten scores to the *16PF Scoring and Feedback Guide*. Then mark the appropriate sten score for each factor on the profile, and calculate the Global Factor scores following the instructions given at the top of the page. The profile can then be interpreted.

© Copyright 1994, 2008 Institute for Personality and Ability Testing (IPAT), Inc., PO Box 1188, Champaign, IL 61824-1188, USA. All rights reserved. No portion of this publication may be translated or reproduced in whole or in part, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the prior written permission of the copyright owner.

® 16PF is a registered trade mark of IPAT in the USA, the European Community and other countries. IPAT is a wholly owned subsidiary of OPP Ltd.



® OPP is a registered trade mark of OPP Ltd.
OPP Ltd, Elsfield Hall, 15-17 Elsfield Way, Oxford OX2 8EP
Tel: +44 (0)845 603 9958
Fax: +44 (0)1865 557483

www.opp.eu.com

Product code: JPUK03

Not for resale