



Motivation | Engagement | Performance | Achievement

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Martin, A.J. (2011). *The Motivation and Engagement Workbook* (11th Edition). Sydney, Australia: Lifelong Achievement Group (www.lifelongachievement.com).

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For the MES, if you need to report on sample items, you are permitted to select one item from each of the 11 scales and report this item. For the MEW, if you need to report on sample exercises, you are permitted to select one exercise from each of the modules and report this exercise.

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Parents or students or others who are not professionals working in education or psychology wishing to have motivation assessed should do so through their school or an education or psychology professional.

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The client indemnifies Lifelong and all its employees and associates against liability, loss, claim, or proceeding in respect of any injury, harm, death, loss or damage whatsoever to any property, organization, or person.

Lifelong cannot guarantee that a student will respond identically to online and 'paper and pencil' forms of the MES and so due caution and care must be exercised when interpreting and reporting scores and adapting to norms.

The client complies with all privacy procedures and policies (this encompasses but is not restricted to informed consent from students/respondents and parents/guardians, confidentiality and its limits, use of responses and results, disclosure to other staff/professionals and to parents/guardians, access to responses and results, data collection, data storage, data security) that govern the state/territory/region in which the client operates (eg. in Australia this would involve the National Privacy Principles from the Privacy Act 1988 at a federal level as well the relevant state/territory principles and policies). This will be considered the client's responsibility to ensure and is assumed to be adequately addressed by the client if the work proceeds.

Access to information (information in the Terms and Conditions encompasses any information supplied by Lifelong or any responses or results emanating from materials, services, or work supplied by Lifelong) by others in the organization will be only on a 'need to know' basis and as part of proper and appropriate care of the student/respondent and with the student/respondent and parent/guardian consent.

Disclosure of information to others in the organization is for the purpose of providing educational support and maintenance and for communication of information to relevant people involved in this process.

Student/respondent and parents/guardians will be advised that there may be communication between professionals about responses and results arising from materials, work, or services supplied and between professionals and students/respondents/parents/guardians about such responses and results.

Non-psychologists and psychologists involved in the process must abide by all ethical, privacy, confidentiality, and consent procedures.

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The client understands and agrees that the materials are intended for the express purpose of assessing and supporting motivation and engagement and are not intended for other purposes (eg. screening, selection etc.).

The materials are not clinical diagnostic or clinical intervention tools. Other or additional materials applied by a clinically trained professional will be needed for these purposes.

Clients must inform the student/respondent of the primary purposes of the process and inform them that use and disclosure of this information will revolve around this primary purpose.

Reasonable steps will be taken to ensure information collected and disclosed is accurate, complete, and up-to-date.

Reasonable steps will be taken to protect personal information from misuse, loss, unauthorized access, modification, or disclosure.

The client must give the student/respondent access (unless it will be harmful to him/herself or to others) to any information held about them and take reasonable steps to correct information if that individual/s shows the information is not accurate or up-to-date.

Where lawful or practicable, the student/respondent has the right to not identify him/herself.

The client is not permitted to disclose personal information about the student/respondent to a foreign country/territory/region not subject to a comparable information privacy scheme (unless student/respondent and guardian consent).

The client must obtain informed consent for collection of sensitive information from the student/respondent.

If the issues relevant to the student/respondent move beyond the motivation and engagement domain, that student/respondent will be referred by the client for suitable support and assistance.

The supplied materials are copyright and will not be reproduced or disseminated electronically or otherwise beyond the client and the client's personnel.

For internet and electronic services, there are limitations to the psychological efficacy relative to face-to-face counseling – clients are urged to contact the national/state psychology (or similar) society/association for such support and assistance.

For internet and electronic services, there are limitations to the interpretation of test results because relatively few of the individual's characteristics, context and individual situation are taken into account – this context and the individual need to be carefully considered by the client and other professionals when interpreting test results.

For internet and electronic services, there are risks associated with sending personal or sensitive information.

For internet and electronic services, confidentiality is limited by the security of the technology.

For internet and electronic services, reasonable steps are taken to ensure authentication of the identity of client and student/respondent but all participants must understand that this will be limited by the technology and methodology.

In all cases, responses made by the client and the student/respondent are assumed to be truthful.

The reliability and validity of the materials being used can be assessed through the relevant academic publications obtainable through the relevant databases (eg. PsycInfo, ERIC, Current Contents, AEI) and libraries.

When electing to use materials provided by Lifelong it is on the basis that the client agrees that the student/respondent needs the assessment, advantages of using these materials are weighed up against the use of other materials, and the ethics of using these materials are weighed up against the use of other materials.

When administering materials, students/respondents are briefed and informed of the limits of confidentiality, problems and concerns are dealt with appropriately, and clients are unobtrusively vigilant during the process.

When interpreting results, other information about the student/respondent that is relevant to drawing inferences about results is used (eg. language ability, academic ability, educational history, health, prior testing etc.) by the client.

When making decisions and recommendations the client: does not rely solely on test results, uses the results and materials for the primary purpose intended (to support motivation and engagement), and factors in other information such as achievement, attendance, enjoyment of school, physical and mental health etc.

In terms of security, ensure all materials are fully accounted for at the end of a session, materials are stored under lock and key, the trained counselor or psychologist are centrally involved in the access and storage of materials, completed materials are confidential and disclosed in accordance with relevant privacy laws and policies, databases are de-identified (eg. ID numbers are used rather than student/respondent names), and all materials are retained for up to seven years.

The test has been validated and normed in Australia and so may not be appropriate in other contexts.

The client and the student/respondent understand that test scores and assessment are not perfect measures.

The client and student/respondent do not ignore or minimize findings that conflict with strong evidence suggested by other findings and sources.

The client and student/respondent are aware that the validity of results is approximately one year.

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