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## Guidelines for the Use of the ETS® Personal Potential Index (ETS® PPI) in Admissions Decisions

The availability of the ETS® Personal Potential Index (ETS® PPI) means that admissions directors and committees will need to determine how to use the ETS® PPI at their institution. For example, a school or program may:

- *require* that all applicants submit an ETS PPI Evaluation Report as part of the application;
- *recommend* that all or certain applicants submit an ETS PPI Evaluation Report as part of the application; or
- *neither require nor recommend*, but consider if submitted by an applicant.

If a school or program decides to *require* that all applicants submit an ETS PPI Evaluation Report as part of the application process, it can choose to use those reports in a number of ways (e.g., as a standard component of the admissions process, to be considered for all applicants, or as an additional source of information about applicants in specific categories, such as nontraditional applicants or students with weak GRE® scores). In this case, the ETS PPI Evaluation Report can serve a compensatory function — i.e., to indicate strengths that are not as apparent from other application materials. The Evaluation Report can also be used as a tie-breaker. In addition, it is possible to use the ETS PPI Evaluation Report as a red flag; for example, a rating of “Below Average” on the “Ethics and Integrity” dimension would be an indication to investigate further.

If a school or program decides to *recommend* that applicants submit an ETS PPI Evaluation Report as part of the application process, or decides to consider reports that are submitted even if neither required nor recommended, it can use those reports that are submitted in several of the ways described above (e.g., to compensate for weaknesses, as a tie-breaker, or as a red flag). To ensure fairness in the admissions process, however, unless *all* applicants are required to submit an ETS PPI Evaluation Report, no individual applicant should be disadvantaged by the content of a report or by the failure to submit a report.

In order to collect information about the usefulness of the ETS PPI for their admissions processes, some schools and programs may decide to require or recommend the ETS PPI, but not use it for admissions decisions. ETS can help advise schools and programs on ways to collect such information.