



College of
Policing

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Direct Entry (Inspector) National Assessment Centre

Rules and Procedures
2017

College of Policing Limited
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Publication date: April 2017

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Direct Entry (Inspector) National Assessment Centre: Rules and Procedures

The Direct Entry (Inspector) is for exceptional individuals with proven leadership and management skills who want a new, challenging and rewarding career. The two year programme has been designed to deliver robust and comprehensive training to ensure that, on completion, you will be a competent uniformed operational inspector able to make a positive impact on policing and your community.

Introduction

This booklet contains the rules and assessment procedures for candidates attending the Direct Entry (Inspectors) National Assessment Centre from **June 2017**. It supersedes all rules and procedures documents previously published.

Candidates should read all of the information within this document prior to undertaking the Assessment Centre and should use this to build on information provided within candidate application materials and information. Links to the information available on the College of Policing website for guidance and reference are provided below:

Direct Entry (Inspector) Programme Webpage:

<http://recruit.college.police.uk/Officer/leadership-programmes/Direct-Entry-Programme/Pages/Direct-Entry-Programme.aspx>

Direct Entry (Inspector) National Assessment Centre Webpage:

<http://recruit.college.police.uk/Officer/leadership-programmes/Direct-Entry-Programme/direct-entry-at-inspector/Pages/Direct-Entry-at-Inspector.aspx>

Candidates should use the contact information below to refer any queries relating to the Assessment Centre, to notify the College of Policing of a certified sickness or submit extenuating circumstances or reports.

Email: SeniorSelection@college.pnn.police.uk

Reasonable Adjustments and Accommodations for Candidates

College of Policing Selection & Assessment (S&A) are committed to providing valid, fair and reliable assessment products for the Police Service. In doing so it is sometimes appropriate to make accommodations or reasonable adjustments to these assessment products for candidates with particular requirements to enable them to undertake a fair assessment.

Candidates who feel they may require an accommodation or a reasonable adjustment at the Direct Entry (Inspector) National Assessment Centre should consult the Senior Selection Team policy on Reasonable Adjustments and Accommodations for Candidates.

As outlined in this policy, a reasonable adjustment refers specifically to a requirement within the legislation relating to disability whereas an accommodation may be considered and supported in a wider range of circumstances. However, in considering whether an accommodation is appropriate it is important to ensure that the accommodation does not change the standard the candidate is being measured against nor that the candidate is provided with an unfair advantage over other candidates.

All cases of accommodation and reasonable adjustment are considered on a case by case basis and decisions made in accordance with the Senior Selection Team policy on Reasonable Adjustments & Accommodations. A copy of this policy can be obtained via the Direct Entry webpage indicated earlier in this document.

Rules for Candidates

Assessment Conditions

The assessments are run under examination conditions and candidates are reminded that they should not remove any Assessment Centre material from the site.

Identification

Candidates must ensure that they produce a proof of identity to enable them to gain access to the assessment site and participate in the assessment centre. The proof of identity must contain a photograph (e.g. driving license or passport) and will be checked at registration.

Registration

Candidates must ensure that they attend the registration area, of their designated venue, between the times shown on their joining instructions for registration and briefing.

Late Attendance to Site or Individual Exercise

Circumstances can arise where a candidate may be delayed in arriving at the Assessment Centre venue or to an individual exercise during the Assessment Centre. It is the candidate's responsibility to notify the Assessment Centre Delivery Team (contact details will be provided with the candidate pre-assessment information) or to arrange for someone to notify them on their behalf. If there are exceptional/unavoidable circumstances then contingency arrangements will be considered to address the issue in order for candidates to complete the process.

Candidate Declaration Notice

The decision to take the assessment is that of the candidate and all candidates must sign the Candidate Declaration Notice before being permitted to participate in the assessment. The document wording has been provided in **Appendix A**.

Sickness

Candidates who are either medically or self-certificated sick or on 'restricted duties' through illness or injury, must provide a certificate from their General Practitioner (GP) confirming that they are fit to attend the Assessment Centre. Failure to provide a certificate could mean that they are unable to undertake the Assessment Centre. Candidates should inform the Senior Selection Team immediately if this applies to them and must hand in the certificate to the invigilator at the time of registration. Failure to inform the team that they are medically or self-certificated sick or are on 'restricted duties' could mean that their medical condition cannot subsequently be submitted as grounds for appeal.

If a candidate becomes unwell on the day of, or during, the Assessment Centre they should inform a member of the invigilation or Assessment Centre Delivery Team at the venue immediately. If a candidate becomes unwell during an exercise they should inform a member of the invigilation staff immediately. A candidate who decides to continue with the Assessment Centre is acknowledging that they are suitably fit and prepared to do so.

Withdrawing from the Assessment Centre

To withdraw from the Assessment Centre candidates are required to inform the Senior Selection team in the first instance by email as soon as the decision to withdraw from the process has been made (SeniorSelection@college.pnn.police.uk). Receipt of any withdrawal will be acknowledged by the Assessment Centre Delivery Team.

If a candidate withdraws they will be considered to have been unsuccessful in the assessment centre unless there is evidence of 'extenuating circumstances' (see below).

Extenuating Circumstances

Extenuating circumstances are likely to be a serious event or series of events, such as the death or serious illness of a family member. Lack of preparation and/or a heavy workload prior to attendance at the assessment are not considered to be extenuating circumstances, and will therefore not be considered by the Reports and Disqualification Panel.

A candidate who is aware of extenuating circumstances prior to the assessment must advise the Senior Selection team in advance and decide whether to sit the assessment. A candidate who decides to do so is not able to submit a report on the grounds of these circumstances.

Procedural Flaw

Candidates can report an incident where they feel that their performance has been adversely affected by a procedural flaw (e.g. incorrect timings of an exercise). Where there is supporting evidence of a procedural flaw a candidate's performance across the exercises will be analysed alongside the relative supporting evidence.

Where a candidate submits a report based upon their own assessment of their performance this would be likely to be considered an inadequate basis for review of a candidate's result and such reports are therefore unlikely to be considered.

Process for Submitting a Report

Any candidate who wishes to report extenuating circumstances or a procedural flaw during the assessment, that they believe may have adversely affected their performance, must do so in the form of a written report. It is the responsibility of the candidate to provide all of the supporting evidence in the submitted report.

In the first instance, the report should be made verbally to the Quality Assurance Coordinator (QACO), whilst at the assessment site. This report will be recorded in the Assessment Centre Log.

Verbal reports must be followed up in writing by e-mail to: SeniorSelection@college.pnn.police.uk by **13:00 hours** on the day after the candidate's assessment concludes. Reports received after this time will not be considered. The QACO will acknowledge the report, and in consultation with the other Directing Staff, will consider the candidate's report.

The candidate will receive a written response to their report within 14 days of submission. Please note that within a standardised assessment process it is not possible to convert a pass into a fail. Reports from successful candidates will not be considered further. Only unsuccessful candidates will have their reports considered unless there is a fundamental issue that could affect the overall process.

Should a candidate wish to raise an issue following the conclusion of the Assessment Centre, these should be directed to the QACO in writing using the email address above. Reports received will be acknowledged by the QACO and where appropriate discussed with the Directing Staff in providing a response.

Disqualification

Any candidate found to be in breach of the rules will be liable to disqualification.

If a candidate's behaviour reduces the reliability of their scores, their result may be nullified by the Reports and Disqualification Panel notwithstanding any disqualification decision.

Reports and disqualification panel

The Reports and Disqualifications Panel will consider reports after candidates receive their results from the assessment following the Direct Entry (Inspector) National Assessment Centre. The Reports and Disqualifications Panel has a responsibility to ensure fairness to all candidates, to preserve the integrity of the assessment and to promote the overall aims of the Direct Entry (Inspector) National Assessment Centre.

The Reports and Disqualifications Panel consists of:

- Quality Assurance Team, Selection and Assessment, College of Policing
- Direct Entry Programme lead, Leadership and Talent College of Policing

There are three categories of candidate whose results may need to be reviewed:

1. Those claiming extenuating circumstances

If the Panel believes that a candidate has been subject to extenuating circumstances, the exact nature of these circumstances will be taken into consideration on an individual basis and considered by the Reports and Disqualifications Panel. The Panel cannot convert an unsuccessful result into a successful result and candidates should be aware that the assessment centre is made up of multiple opportunities to evidence the competency behaviours. However a candidates attempt at the Direct Entry (Inspector) National Assessment Centre can be waived.

2. Those who claim that their performance was affected by a procedural flaw

In the case of procedural flaws during the assessment centre, the panel will take these into consideration on an individual basis. It is important to recognise that it is inappropriate for the panel to speculate and quantifying the impact of any procedural flaw. Therefore, the panel cannot convert an unsuccessful result into a successful result however a candidates attempt at the Direct Entry (Inspector) National Assessment Centre can be waived.

3. Those who attempt to gain unfair advantage by, for example, cheating or using confidential information

In cases of irregular behaviour by a candidate during the assessment centre, the panel can either:

- Fail the candidate, or
- Decide to take no further action.

Candidates whose reports are considered by the Panel will have the right to state their case either in person or in writing to the Panel and may be supported by a relevant individual/body if they choose. In cases where the result has been withheld until the Panel have investigated the case further, the candidates result will be released following the decision of the Panel.

The College of Policing will act as Secretariat for the Reports and Disqualifications Panel. Once a decision has been reached, the Chair of the Reports and Disqualifications Panel will notify the candidate of the decision within seven days in writing.

Right of appeal

Candidates have the right of appeal and escalation against the decision of the Reports and Disqualifications Panel, where there are reasonable grounds for believing that:

- the Panel did not act in compliance with its rules; or
- there is fresh evidence, not available at the time of the original report, for further consideration.

Appeals must be made in writing to the Senior Selection Team for onward transmission to the Lead Psychologist, Selection and Assessment, College of Policing who will consider the appeal and respond within 14 days of the date of the letter in which the candidate is notified of the decision of the Reports and Disqualifications Panel. The Lead Psychologist will consider whether there are adequate grounds for appeal and will notify the candidate in writing as soon as possible. The Lead Psychologist cannot convert a fail into a pass but can vary or confirm the decision of the Reports and Disqualifications Panel.

In circumstances where there are still reasonable grounds for believing that; the Panel did not act in compliance with its rules or there is fresh evidence for further consideration, the appeal may be escalated to the Direct Entry (Inspector) Portfolio Holder or the Director of the Direct Entry (Inspector) National Assessment Centre. Requests to escalate an appeal must be made in writing following the process outlined above. The Portfolio Holder or Director cannot convert a fail into a pass but can vary or confirm the decision of the Reports and Disqualifications Panel.

Appendix A – Candidate Declaration Notice



Candidate Declaration Notice

The decision to take part in this assessment is that of the candidate and all candidates must sign this declaration notice before being permitted to take the assessment.

Any candidate who declines to sign this declaration will not be eligible to take part in the assessment.

DECLARATION NOTICE

"I wish to undertake this assessment and in doing so, agree to the following criteria:

- I will abide by all of the rules of the assessment
- I am fit to take the assessment
- I am suitably prepared to undertake the assessment exercises that constitute the assessment.

I am aware that any factors which should have been apparent to me at the time of signing this document cannot be used later to support a challenge to either the fairness of the assessment or my performance."

Signed: _____

Print Name / Candidate number: _____

Date: _____