



**College of
Policing**

Direct Entry (Superintendent) National Assessment Centre

Rules and Procedures

This document has been created to confirm the Rules and Procedures relating to Direct Entry (Superintendent) Selection Centre. This document should be reviewed by candidates in conjunction with the Direct Entry (Superintendent) Programme Guide.

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INTRODUCTION

This booklet contains the rules and assessment procedures for candidates attending the Direct Entry (Superintendent) National Assessment Centre **from May 2015**

It supersedes all rules and procedure documents previously published.

The document has been created in conjunction with the information contained within the Direct Entry (Superintendent) Programme Guide, produced by the College of Policing.

Candidates should read all of the information within this document prior to undertaking the National 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 (Superintendent) National Assessment Centre Webpage

<http://recruit.college.police.uk/Officer/after-I-apply/Pages/Direct-Entry.aspx>

Candidates should use the email address below; to refer any queries relating to the national Assessment Centre, to notify the College of Policing of a certified sickness or to submit extenuating circumstances or reports:

Email: SeniorSelection@college.pnn.police.uk

ACCOMMODATIONS AND REASONABLE ADJUSTMENTS FOR CANDIDATES

The College of Policing is 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 (Superintendent) national Assessment Centre should consult the Senior Selection Team policy on Accommodations and Reasonable Adjustments 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 Accommodations and Reasonable Adjustments for Candidates. A copy of this policy can be obtained via the link below.

Direct Entry (Superintendent) National Assessment Centre Webpage

<http://recruit.college.police.uk/Officer/after-I-apply/Pages/Direct-Entry.aspx>

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 participate in the Assessment Centre. The proof of identity must contain a photograph (e.g. driving license, 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 Director or Co-Director (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 Assessment Centre where possible.

CANDIDATE DECLARATION NOTICE

The decision to take the Direct Entry (Superintendent) Assessment Centre 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 as an appendix on page 13 of this document.

SICKNESS

A candidate who is either medically or self-certificated sick or is on 'restricted duties', through illness or injury, must provide a certificate from their GP.

Candidates must notify the Senior Selection team, before the Assessment Centre of their circumstances and must hand in the certificate to the invigilator at the time of registration. A candidate who declares themselves fit to attend and participate at the Assessment Centre, with the approval of a GP, will mean that the medical condition is unlikely to be considered as extenuating circumstances.

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 CENTRE

To withdraw from the national Assessment Centre candidates are required to inform the Senior Selection team in the first instance by email as soon as the decision to withdraw 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 AND PROCEDURAL FLAWS

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.

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 in line with the Candidate Declaration Notice.

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. Unscheduled incidents during the Assessment Centre, such as fire alarm activation, are reported as a matter of course to the Debrief Panel. Where there is supporting evidence, the candidate's performance will be checked pre and post the occurrence of the incident.

Where a candidate submits a report based upon their own assessment of their performance this would be unlikely to be considered an adequate 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 raise these with the relevant individual at the assessment site. Candidates will be made aware of this person's details on site. Candidates must do this prior to departing from the assessment site and follow this with a written report. It is the responsibility of the candidate to provide all of the supporting evidence in the submitted report. To submit a report, candidates must send the details to the Senior Selection Team (SeniorSelection@college.pnn.police.uk).

This report must be received by **1300 hours** on the day after the candidate completes the Assessment Centre. Reports sent to College of Policing after the deadlines, will not be considered. The Senior Selection Team will acknowledge the receipt of the report to the candidate.

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.

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.

DEBRIEF PANEL

Prior to the candidate results being issued a Debrief Panel will convene. The purpose of the panel is to:

- determine whether the assessment Centre is valid,
- to ratify and confirm the results, and
- decide what course of action to take regarding any issues that have arisen in relation to the design, delivery and administration of the assessment.
- consider the impact of unscheduled events which occurred during the assessment.
- inform any candidate who is suspected of irregular behaviour that their results will be withheld until the Reports and Disqualifications Panel has investigated the circumstances.

The Debrief Panel consists of:

- Director of the Senior Police National Assessment Centre – Chief Constable Mark Polin, South Wales Police.
- Direct Entry and Fast Track Programme Lead – Superintendent Nicola Dale, College of Policing
- Senior Psychologist, Selection and Assessment – Cara Allbuury, College of Policing.

Once the Debrief Panel has considered these factors, and if in agreement, the results will be released. The Debrief Panel will not consider any reports of procedural flaws or extenuating circumstances. These are considered by the Reports and Disqualifications Panel. Selection & Assessment will act as secretariat for the Debrief Panel.

REPORTS AND DISQUALIFICATIONS PANEL

The Reports and Disqualifications Panel will consider reports after candidates receive their results from the assessment following the Direct Entry (Superintendent) 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 (Superintendent) national Assessment Centre.

The Reports and Disqualifications Panel consists of:

- Quality Assurance Coordinator, Selection and Assessment, College of Policing
- Quality Assurance Team, Selection and Assessment, 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 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 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:

- take no further action, or
- Fail the candidate and inform the candidates home force, 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.

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 Head of 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. They will consider whether there are adequate grounds for appeal and will notify the candidate in writing as soon as possible. The Head of Selection and Assessment 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 National Direct Entry (Superintendent) Portfolio Holder or the Director of the Senior Police National Assessment Centres. 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

The decision to take part in this assessment is that of the candidate, and all candidates must sign 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: _____