



College of Policing Selection & Assessments' Policy on Accommodations and Reasonable Adjustments

For Candidates attending a National
Selection & Assessment Examination or
Assessment Process

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The College of Policing Selection and Assessment business unit comply with the international standard ISO 10667 2011 - Assessment service delivery - procedures and methods to assess people in work and organisational settings - Part 2: Requirements for Service providers. Clients may wish to consider ISO 10667 2011 - Part 1: Requirements for the Client - as it may apply in their own organisation

Contents Page

1. Introduction	1
2. Background	1
3. Reasonable Adjustments and Accommodations	2
4. Reasonable Adjustments (Disability related requests).....	2
5. Accommodations (Non-Disability related requests)	3
6. Process for applying for a Reasonable Adjustment or Accommodation.....	4
7. Candidates Re-sitting.....	9
Appendix A: Details of the process for requesting a reasonable adjustment or accommodation at Selection & Assessments' Recruit Assessment Processes	11
Appendix B: Details of the process for requesting a reasonable adjustment or accommodation at Selection & Assessments' Examinations	15
Appendix B1: Record of reasonable adjustment or accommodation request(s) for S&A Examinations	19
Appendix C: Details of the process for requesting a reasonable adjustment or accommodation at Selection & Assessments' Senior Selection Processes	20
Appendix D: Additional information for candidates with a neurodiverse condition	24
Appendix E: Types of assessments and examinations conducted by College of Policing's Selection & Assessment team	28

1 Introduction

- 1.1 The College of Policing's Selection & Assessment (S&A) team 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. In these instances S&A will proactively work with candidates to identify what would be an appropriate accommodation or adjustment and where suitable implement this.
- 1.2 Specific learning difficulties (SpLDs) is a term which is becoming frequently less used in the workplace when referring to dyslexia and related conditions, as it is considered to be a term focused more on education than the workplace. The Division of Occupational Psychology working group in this area are called the 'Neurodiversity in Employment Working Group', and the Department for Work and Pensions and some other public sector bodies have adopted the term 'neurodiversity' in place of SpLDs. Therefore from this point onwards this policy will use the terms "neurodiversity" and "neurodiverse conditions" to refer to those neurodevelopmental conditions termed SpLDs in previous S&A policies.

2 Background

- 2.1 The Equality Act 2010 prohibits unlawful discrimination against people within protected characteristic groups that are specified in the Act. These include age, disability, sex, gender reassignment, religion or belief, race, sexual orientation, marriage and civil partnership, and pregnancy and maternity.
- 2.2 The Equality Act 2010 requires the College of Policing to take steps to ensure that there is no unlawful discrimination against individuals within a protected characteristic group in a range of circumstances, covering the provision of goods, facilities and services, the exercise of public functions, disposal and management of premises, work, education and associations. This includes the provision of testing and assessment processes.
- 2.3 The aim of this document is to outline to both forces and candidates the process by which candidates who feel they may require an accommodation or a reasonable adjustment can apply for this for a S&A product. This includes candidates who are requesting a reasonable adjustment because of a neurodiversity related condition. This document also aims to provide guidance for specialists producing reports and recommendations for the purpose of S&A products.

3 Reasonable Adjustments and Accommodations

- 3.1** As previously stated, the Equality Act 2010 prohibits discrimination against people within protected characteristic groups that are specified in the Act. There are a number of circumstances under which candidates may require an accommodation or adjustment to their assessment. The most common of these is when a candidate has a disability and requests a 'reasonable adjustment'. Under the Equality Act 2010 the College has a duty to make reasonable adjustments to practices, premises and services to support a disabled person at a 'substantial disadvantage' in comparison with persons who are not disabled because of their disability. Failure to carry out this duty can constitute discrimination.
- 3.2** There are also instances when a candidate may request an accommodation because of a physical or mental condition which is not considered a disability or on grounds of being at risk of unlawful discrimination because they are a member of a protected characteristic group (other than based on disability).
- 3.3** An important distinction is made between a reasonable adjustment and an accommodation. 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. For example, allowing a candidate with a bad back (which did not meet the definition of a disability) to bring a customised chair to an examination. The sections below provide more guidance on the circumstances in which a reasonable adjustment or accommodation might apply.
- 3.4** Please note that the Equality Act 2010 does not cover reasonable adjustments made purely on the basis of English not being a candidate's first language.

4 Reasonable Adjustments (Disability related requests)

- 4.1** A disabled person as defined by the Equality Act 2010 is:

'someone who has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'

- 4.2** Only an individual who has a disability that complies with the above legal definition is entitled to a reasonable adjustment. Therefore, individuals whose impairment does not meet the criteria of a disability would not be entitled to a reasonable adjustment. However, they may be eligible to receive an accommodation and should refer to Section 5. Temporary sickness or injuries rarely meet the definition of disability.
- 4.3** Within the Equality Act 2010 there are specific inclusions and exclusions on what is, and is not, a disability. Similarly, there is clarification at Schedule 1 of the Act on terms such as 'long-term' and 'ability to carry out normal day-to-day activities'. If in doubt the candidate should seek clarification from a specialist about whether their impairment meets the definition of a disability. The above factors should then be considered to identify whether the individual's impairment constitutes a disability as defined by the Equality Act 2010.
- 4.4** The Equality Act 2010 definition of a disability includes physical impairments (eg, hearing impairments, mobility impairments) and mental impairments or differences in functioning (eg, mental health conditions and neurodiverse conditions). Both physical and mental impairments are subject to the requirement that they meet the requisite criteria under the Act of having a substantial and long-term adverse effect on the individual. The term neurodiversity includes Dyslexia, Dyspraxia, Dyscalculia, Attention Deficit Disorder, Specific Language Impairment (SLI) and Asperger's Syndrome amongst other differences.

5 Accommodations (Non-Disability related requests)

- 5.1** S&A aims to provide all candidates with a fair assessment and will aim to support requests for accommodations where these are appropriate. 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.
- 5.2** It will be unlikely that an accommodation would lead to a candidate being awarded additional time in an assessment as this could potentially provide the candidate with an unfair advantage. It will also be necessary to consider the cost and logistical impact of supporting any accommodations and whether this is reasonable in the circumstances. For this reason all requests will be considered on an individual basis.

6 Process for applying for a Reasonable Adjustment or Accommodation

6.1 There are six stages in the process of requesting a reasonable adjustment or an accommodation. This represents the process that will be followed in relation to all reasonable adjustment requests although it is recognised that some requests for an accommodation could be organised directly with the relevant force personnel. These six stages are outlined below and are intended to ensure candidates are treated fairly and on an individual basis.

6.2 More specific guidance on the process of applying for a reasonable adjustment or accommodation for the products developed by S&A is provided in the appendices:

Appendix A: Candidates applying for Recruit Assessment Processes, ie, Police SEARCH[®] Recruit Assessment Centre, PCSO Recruit Assessment Centre and the Specials Assessment Process

Appendix B: Candidates applying for S&A Examinations, ie, NPPF Step 2 Legal Examinations, National Investigators' Examination (NIE), National Crime Agency Specific Powers Examination (NCA SPE), Superintendents Knowledge Examination, Immigration Enforcement Investigators' Examination (IEIE)

Appendix C: Candidates applying for Senior Selection Processes, ie, Fast Track for Serving Constables National Assessment Centre, Direct Entry Assessment Centre (Inspectors and Superintendents), Assessment Processes for the Strategic Command Course (including Senior PNAC and Senior Police Staff Assessment Process) (AP for the SCC)

Please note: this policy only applies to processes developed or owned by the College of Policing's S&A team. Candidates sitting processes designed and delivered by forces or taking part in pre-selection stages should review the force's internal policy for reasonable adjustments and accommodations.

Stage 1 – Notification

1.1 The purpose of this stage is to ensure that a candidate who may be eligible to receive a reasonable adjustment or accommodation provides initial notification of this. In relation to a reasonable adjustment this should include notification that they believe they have a disability (as defined by the Equality Act 2010).

1.2 It is the candidate's decision whether or not they wish to make an application for a reasonable adjustment or accommodation. Internal candidates are not required to notify their line management of their application for reasonable adjustments. In most instances there will be a deadline in advance of which candidates must provide this notification.

- 1.3** Candidates are encouraged to discuss any questions or issues surrounding a request well in advance of the deadline to ensure they have sufficient time to undertake any necessary assessments or request relevant information.

Stage 2 – Report or Supporting Information

- 2.1** The purpose of this stage is to obtain further information in support of the candidate's request. In some instances where a candidate has requested an accommodation (eg, to sit at the front of an examination hall for easier access to the bathroom when pregnant) no further information might be required. However, in all instances where a candidate is requesting a reasonable adjustment the candidate will be required to provide a report/statement which has been conducted by an appropriate specialist in the area of the candidate's disability.
- 2.2** Firstly the purpose of the report is to establish whether or not the candidate has a disability as defined by the Equality Act 2010. Secondly where a candidate does have a disability, the purpose of the report is to obtain initial recommendations about what may constitute reasonable adjustment for the candidate given the nature of their impairment.
- 2.3** It is the candidate's responsibility to contact a specialist (eg, practising professional such as a medical doctor or psychologist) who has expertise in the area of the candidate's impairment. It will not usually be sufficient for a report to have been completed by a General Practitioner (GP) or a member of Occupational Health staff, unless they have a clear and demonstrable expertise in the area about which they are to provide a diagnosis.
- 2.4** It is the candidate's responsibility to take reasonable steps to ensure that they have obtained a clear agreement from the specialist that they have appropriate expertise to reach a diagnosis regarding their impairment/disability. The College of Policing S&A team will be able to provide guidance to the candidate (via the force where appropriate) regarding what constitutes a suitable specialist (for neurodiversity related reports, including those for Dyslexia, please see Appendix D). It is the candidate's responsibility to ensure that the specialist produces a report containing the results of procedures and tests conducted to reach a diagnosis, the diagnosis itself, a statement as to whether or not this diagnosis constitutes a disability as defined in the Equality Act 2010 and that the report contains recommended reasonable adjustments for their condition within assessment or examination conditions. These recommendations should be made by the report's author, on the basis of an understanding of the candidate's disability, and also an understanding of the assessment to which the candidate is applying (See Appendix E).
- 2.5** The College of Policing **will not** be responsible for meeting the cost of any assessments or reports.

- 2.6** Medical information and reports will be handled in accordance with the Data Protection Act 1998. It will only be accessed by those individuals who need to be involved with establishing the correct provisions for the candidate. Medical information and reports will be deleted one year after the assessment/examination date and during this time will be held securely and confidentially. Where a medical report is required the candidate must give consent to the processing of the data.
- 2.7** Whilst it is appreciated that obtaining appropriate reports can be difficult, reports are required in order to ensure the adjustments available are applied appropriately by being provided only to those who legitimately require them. Any abuse of the adjustments would ultimately lead to a lack of credibility in the assessment process. Self-reporting, unqualified reporting or the opportunity to misrepresent a disability must therefore be avoided. Reports also ensure that the provisions for adjustment are tailored to the specific needs of the candidate.

Stage Three – Determining Reasonable Adjustment or Accommodation

- 3.1** The purpose of this stage is to determine if a reasonable adjustment or accommodation is appropriate. In instances where this is appropriate, we will consider what adjustments or accommodations would be applicable based on the diagnosis of the individual's specific needs relative to their disability.
- 3.2** A psychologist dealing with the request on behalf of the College of Policing will, after undertaking any consultation with the candidate, the report's author and/or the force, recommend the type of adjustment or accommodation appropriate for the assessment process.
- 3.3** With regard to reasonable adjustment requests, where there is an absence of information in the report, it will be assumed to indicate no difficulty in that area. Where the specialist is unclear on whether the impairment constitutes a disability, the psychologist will work through the definition of a disability with the specialist to help determine whether or not this criterion is met.
- 3.4** Accommodations and reasonable adjustments are offered based on a candidate's individual needs and upon consideration of how they will affect the integrity of the assessment process or examination. For example, a candidate who has a disability as defined under the Equality Act 2010, such as a neurodiverse condition, may be offered the following reasonable adjustments, which reflect the adjustments provided in the role:

- Additional time in one or more parts of the Assessment Centre
- Different fonts or coloured paper/overlays
- Use of a word processor to include spelling and grammar check.

3.5 If a diagnostic report has been produced previously for another purpose and insufficient information is available to identify an appropriate adjustment or accommodation, the psychologist will contact the report's author, explain the assessment process and ascertain the author's recommendations for adjustment or accommodation. The candidate will be required to provide their permission for the psychologist to contact the report author.

3.6 Where appropriate, the psychologist will ask the force to consult with the candidate, to discuss their requirements prior to reaching recommendations for reasonable adjustment.

3.7 Every application for reasonable adjustments or accommodations is considered individually to reflect the understanding that every individual with a disability has unique requirements. However, in determining any reasonable adjustment it is the responsibility of the psychologist on behalf of the College of Policing to ensure that the adjustment is 'reasonable'. The 'reasonableness' of any adjustment is determined by the following principles:

- Whether or not the adjustment would impact on the competency being assessed. Adjustments which impact what is being assessed could invalidate the measure of the candidate's suitability against role requirements. This would **not** be a reasonable adjustment.
- Whether the adjustment can reasonably be replicated in the working environment. Where an adjustment is applied within the context of the assessment but cannot be applied in an analogous way within the role this would render the assessment invalid as it cannot measure a candidate's suitability against role requirements. This would **not** be a reasonable adjustment.
- The adjustment should be sufficient to provide the candidate with an equal opportunity to meet the requirements of the assessment had they not had their disability. However, the extent of the reasonable adjustment should conversely **not** place the candidate at an advantage as this would be unfair to other candidates.

3.8 No reasonable adjustments or accommodations will be made to the standards required at the assessment process, which have been established as indicators of successful performance in the role.

- 3.9** It will also be necessary to consider the cost and logistical impact of supporting any accommodations and whether they are reasonable in the circumstances. For this reason all requests will be considered on an individual basis.
- 3.10** It is also unlikely that an accommodation would lead to changes to the structure of the assessment (eg, additional time) as this would not be supported by the relevant legislation (the Equality Act 2010) and could place the candidate at an unfair advantage.

Stage Four – Offering a Reasonable Adjustment or Accommodation

- 4.1** The purpose of this stage is to communicate the outcomes of the reasonable adjustment or accommodation request to the candidate, via the force where appropriate. In instances where this is offered, the purpose of this stage is to communicate the nature of what is being offered. Where no adjustments or accommodations are being offered, the purpose of this stage is to communicate this decision and the reasons for the decision to the candidate.

Stage Five – Agreeing a Reasonable Adjustment or Accommodation

- 5.1** The purpose of this stage is to obtain prior agreement about the acceptability of the reasonable adjustment or accommodation offered relative to the candidate's needs. This stage also provides formal agreement prior to the assessment taking place; this in turn provides reassurances and protection to both the candidate and the College as the assessment provider.
- 5.2** Upon receipt of the communication containing the recommended reasonable adjustment or accommodation, the candidate is responsible for the following:
- deciding whether or not they believe that the adjustment recommended is appropriate and reasonable to meet their needs
 - raising any comments or questions regarding the reasonable adjustment offered.
- 5.3** Where a candidate disagrees with the adjustment or accommodation offered they will be responsible for raising this immediately and providing further evidence to support their request for further or different adjustments. However, it should be noted that the psychologists acting on behalf of the College of Policing will need to ensure that the suggested adjustments are reasonable as outlined in 3.7 and any accommodations meet the criteria set out at 3.8, 3.9 and 3.10.

- 5.4** Where a candidate disagrees with the adjustment being offered and no agreement can be gained through discussion, the psychologist should escalate the request to the College of Policing Reasonable Adjustment product lead within S&A. Where necessary the College of Policing Reasonable Adjustment product lead will consider further action (eg, advice from an independent specialist who is an expert in Reasonable Adjustment requests for occupational assessments).

Stage Six – Providing Reasonable Adjustment or Accommodation

- 6.1** The purpose of this stage is to ensure that the reasonable adjustment or accommodation agreed is provided for the candidate when they arrive to undertake their assessment or examination.
- 6.2** Once adjustments or accommodations have been agreed there should be no further changes to these unless discussed and agreed with the psychologist acting on behalf of the College of Policing. Where a candidate requests further or different adjustments or accommodations it may be necessary to delay their assessment.

7 Candidates Re-sitting

- 7.1** A candidate who was granted an accommodation or reasonable adjustment and failed to reach the standard at a previous S&A assessment process or examination and wishes to re-apply for the same process will need to request this again when applying for future assessments. Candidates may need to resubmit their report again, even if they have submitted it previously.
- 7.2** The candidate or their force should contact the relevant S&A team to advise that they are seeking an accommodation or reasonable adjustment provision and when they previously applied for this. The relevant S&A team will then review the situation in which it was previously granted in order to determine what adjustments or accommodations would now be suitable.
- 7.3** If a candidate resubmits a diagnostic report for a College S&A product they have previously sat and the report reviewed was previously identified as meeting College criteria, S&A will offer the candidate the same adjustments that were granted on the previous occasion.

7.4 Please note that the provision of accommodations and reasonable adjustments is based on an individual's needs at that specific time as well as the context and format of the assessment/examination. It therefore follows that the accommodation or adjustment will reflect the current situation for which is applied for and may not necessarily be consistent with previous provisions.

Appendix A

Details of the process for requesting a reasonable adjustment or accommodation at Selection & Assessments' Recruit Assessment Processes

The section below provides specific guidance on the process for applying for a reasonable adjustment or accommodation for a College of Policing Selection and Assessment (S&A) Recruit Assessment Process.

Police Recruit Assessment Processes include:

- Police SEARCH® Recruit Assessment Centre
- PCSO Recruit Assessment Centre
- Specials Assessment Process

Please Note: It is likely that in many instances where a candidate has requested an **accommodation** that it will not be necessary to complete all of the steps outlined below as these will not always be relevant (eg, when requesting a different assessment time to meet childcare responsibilities). This should be discussed with the psychologist, or force, following 'Stage 1 – Notification' below. However, both candidates and forces should familiarise themselves with the details provided below.

Recruit Assessment Processes: Stage One – Notification

1. Candidates who believe they have a disability are able to declare this on their application form to signal to the Force Recruitment Officer to take action.



2. It is the responsibility of the force to identify applications from any candidates who are declaring a disability.



3. The Force Recruitment Officer should contact the candidate to check if they wish to make an application for a reasonable adjustment or accommodation.

Please Note: Late notification of a disability may cause a delay in the candidate's assessment, this is to ensure that their needs are properly met and they are not disadvantaged.

Please Note: Candidates have another opportunity to disclose any reasonable adjustment needs prior to assessment via the 'Pre-Application Notice' which is sent to all candidates with the 'Westshire Centre Welcome Pack' and 'Information for Candidates' documents.

Recruit Assessment Processes: Stage Two – Report or Supporting Information

1. The Force Recruitment Officer is responsible for inviting candidates who pass the initial sift to submit a report.



2. The candidate is asked to submit the report as quickly as possible to the force to which they have applied.



3. The force should forward the report immediately to: recruit@college.pnn.police.uk

Or by post to: College Recruit, Selection and Assessment,
College of Policing,
Central House, Beckwith Knowle,
Otley Road,
Harrogate, North Yorkshire,
HG3 1UF.

Please Note: The closing date for the submission of reports by the force to the College of Policing is five weeks prior to the first date of the assessment process (if force-run) or eight weeks (if College-run). Please note this is not necessarily five/eight weeks prior to the date the candidates will undertake the assessment; it applies to the first date of the assessment process itself.

It is the candidate's responsibility to provide the report to the force by the required date.

Recruit Assessment Processes: Stage Three – Determining Reasonable Adjustment or Accommodation.

A psychologist dealing with the request on behalf of the College of Policing will, after undertaking any consultation with the candidate, the report's author and/or the force, recommend the type of adjustment or accommodation appropriate for the assessment process.

Please Note: Stage Three is the same for all S&A Assessment Processes and Examinations. For further information please refer to pages 6-8 of this policy.

Recruit Assessment Processes: Stage Four – Offering a Reasonable Adjustment or Accommodation

1. The College of Policing psychologist will reply to the Force Recruitment Officer within 10 working days of receipt of a specialist's report, either:
 - outlining the recommended adjustments for the candidate
 - advising that the information in the report does not warrant adjustment
 - advising that the report contains insufficient information on which to base a recommendation.



2. The force should contact the candidate in order to discuss the adjustments or accommodations that have been offered. Where the candidate is agreeable to the adjustments/accommodations offered, the force is responsible for then forwarding the email containing the recommended reasonable adjustment(s) or accommodations, as provided by the psychologist working on behalf of the College of Policing, to the candidate. Forces should ask the candidate whether they prefer to receive this information by hard copy or email.



3. Information explaining how any reasonable adjustment or accommodation will be managed during the assessment should be sent by the force to the candidate with the assessment process joining instructions. This will allow the candidate sufficient time to prepare.

Please Note: Where a candidate is advised that the information provided in the report does not warrant an adjustment or accommodation, or where a candidate disagrees with the adjustments or accommodations offered, and they wish to appeal this, they should contact the Force Recruitment Officer in the first instance. Where the report has provided insufficient information, the College of Policing Recruit Assessment Team will provide guidance via the force as to what additional evidence is required.

Recruit Assessment Processes: Stage Five – Agreeing a Reasonable Adjustment or Accommodation

1. Once the candidate has received their offer of adjustment and undertaken the appropriate considerations they are required to sign and return the 'Reasonable Adjustment Agreement Form' to the force. This form indicates that the candidate is in agreement that the reasonable adjustment offered is appropriate to their needs. This must be signed and returned at least one week prior to the commencement of the assessment process (please note this is not necessarily one week prior to the candidate's assessment date; it relates to the assessment process overall). This is necessary in order to provide sufficient time for the appropriate adjustments to be arranged and put in place.



2. If a candidate who has requested a reasonable adjustment arrives to attend a Recruit Assessment Process without having submitted a completed 'Reasonable Adjustment Agreement Form' they will be offered a choice: to sign a disclaimer before continuing with that assessment process without any adjustments, or to defer to an assessment process running on a later date with the agreed adjustments.

Please Note: If a candidate, who has signed to say they are in agreement with a reasonable adjustment and proceeds to sit a Recruit Assessment Process and fails to reach the standard, then this provision would not be considered grounds for appeal against that decision.

Recruit Assessment Processes: Stage Six – Providing a Reasonable Adjustment or Accommodation

It is for the Assessment Centre / Process Co-ordinator responsible for the running of the assessment to ensure that the reasonable adjustment or accommodation is implemented.

Appendix B

Details of the process for requesting a reasonable adjustment or accommodation at Selection & Assessments' Examinations

The section below provides specific guidance on the process for applying for a reasonable adjustment or accommodation for College of Policing Selection and Assessment (S&A) Examinations.

S&A Examinations include:

- National Police Promotion Framework (NPPF) Step 2 Legal Examinations
- National Investigators' Examination (NIE)
- National Crime Agency Specific Powers Examination (NCA SPE)
- Superintendents' Knowledge Examination
- Immigration Enforcement Investigators' Examination (IEIE)

Please Note: It is likely that in many instances where a candidate has requested an **accommodation** that it will not be necessary to complete all of the steps outlined below as these will not always be relevant. This should be discussed with the psychologist, or force, following 'Stage 1 – Notification' below. However, both candidates and forces should familiarise themselves with the details provided below.

Examination Processes: Stage One – Notification

1. Candidates who believe they have a disability are able to declare this on their application form to signal to the force/agency to take action.



2. It is the responsibility of the force/agency to identify applications from any candidates who are declaring a disability.



3. The force or agency exams representative should contact the candidates to check if they wish to make an application for a reasonable adjustment or accommodation.

Please Note: Late notification of a disability (after the published closing date) may mean that the adjustments required by a candidate cannot be fully met and in order to receive all the reasonable adjustments required, the candidate may need to defer to the next examination in order to ensure their needs are properly met and they are not disadvantaged.

Examination Processes: Stage Two – Report or Supporting Information

1. The force/agency is responsible for inviting candidates to submit a report.



2. The candidate is asked to submit the report as quickly as possible to the force/agency.



3. The force/agency should forward the report immediately to:

NPPF Step 2 Legal Examinations (Sergeants' and Inspectors') and Superintendent Knowledge Examination: NPPF.Enquiries@college.pnn.police.uk

NIE, NCA SPE and IEIE Examinations: ExamsInvestigator@college.pnn.police.uk

Or by post to: College Examinations-Administrators, Selection and Assessment
College of Policing
Central House, Beckwith Knowle,
Otley Road,
Harrogate, North Yorkshire,
HG3 1UF.

Please Note: Form 'Record of Reasonable Adjustment or Accommodation Request' (**Appendix B1**) should be completed for all S&A examinations by the force or agency's exams representative and submitted with the relevant supporting documentation and candidates' registration form. Forms should be returned to the examinations team administrators at the College of Policing by the deadline for candidate registration.

It is the candidate's responsibility to provide the report to the force/agency by the required date which is provided to the force/agency as part of their initial administration information.

Examination Processes: Stage Three – Determining Reasonable Adjustment or Accommodation.

A psychologist dealing with the request on behalf of the College of Policing will, after undertaking any consultation with the candidate, the report's author and/or the force/agency, recommend the type of adjustment or accommodation appropriate for the assessment process.

Please Note: Stage Three is the same for all S&A Assessment Processes and Examinations. For further information please refer to pages 6-8 of this policy.

Examination Processes: Stage Four – Offering a Reasonable Adjustment or Accommodation

1. The College of Policing administrator will reply to the force/agency with the psychologist's decision either:
 - outlining the recommended adjustments for the candidate
 - advising that the information in the report does not warrant adjustment
 - advising that the report contains insufficient information on which to base a recommendation.



2. The force/agency should contact the candidate in order to discuss the adjustments or accommodations that have been offered. Where the candidate is agreeable to the adjustments/accommodations offered, the force/agency is responsible for then forwarding the email containing the recommended reasonable adjustment(s) or accommodations to the candidate. Candidates should be contacted by the force/agency to see whether they prefer to receive this information by hard copy or email.



3. Information explaining how any reasonable adjustment or accommodation will be managed during the examination will be provided by the College of Policing and should be sent by the force/agency to the candidate with the examination joining instructions. This will allow the candidate sufficient time to prepare.

Please Note: Where a candidate is advised that the information provided in the report does not warrant an adjustment or accommodation, or where a candidate disagrees with the adjustments or accommodations offered, and they wish to appeal this, they should contact the force/agency exams representative in the first instance. Where the report has provided insufficient information, the College of Policing Examinations Team will provide guidance via the force as to what additional evidence is required.

Examination Processes: Stage Five – Agreeing a Reasonable Adjustment or Accommodation

1. Once the candidate has received their offer of adjustment and undertaken the appropriate considerations they are required to sign and return the 'Reasonable Adjustment Agreement Form' to the force/agency. This form indicates that the candidate is in agreement that the reasonable adjustment offered is appropriate to their needs. This must be signed and returned at least three weeks prior to the examination date. This is necessary in order to provide sufficient time for the appropriate adjustments to be arranged and put in place.



2. If a candidate who has requested a reasonable adjustment arrives to attend a College of Policing S&A examination without having submitted a completed 'Reasonable Adjustment Agreement Form' they will be offered a choice: to sign a disclaimer before continuing with that examination without any adjustments, or to defer to the next scheduled examination.

Please Note: If a candidate, who has signed to say they are in agreement with a reasonable adjustment and proceeds to sit the examination and fails to reach the standard, then this provision would not be considered grounds for appeal against that decision.

Examination Processes: Stage Six – Providing a Reasonable Adjustment or Accommodation

It is for the Senior Invigilator responsible for the running of the College of Policing S&A examination to ensure that the reasonable adjustment or accommodation is implemented.

Appendix B1

Record of reasonable adjustment or accommodation request(s) for S&A Examinations

Form to be completed by the force examination representative(s) only

Candidate name:	
Force:	
Examination:	
Date of examination:	
Adjustment/ Accommodation Requested:	
Has the candidate undertaken any of these examinations:	<input type="checkbox"/> NPPF Step 2 <input type="checkbox"/> NIE <input type="checkbox"/> NCA Specific Powers Examination <input type="checkbox"/> IEIE <input type="checkbox"/> Superintendent Knowledge <input type="checkbox"/> Other, please specify:
Request submitted on:	
Request submitted by:	
Role/Position:	

I confirm that the attached assessment report has been undertaken on the above named candidate.

Signed:

Date:

This form, together with the relevant supporting documentation and candidates' registration form, should be returned to the Examinations team at the College of Policing by the deadline for candidate registration.

Appendix C

Details of the process for requesting a reasonable adjustment or accommodation at Selection & Assessments' Senior Selection Processes

The section below provides specific guidance on the process for applying for a reasonable adjustment or accommodation for a College of Policing Selection and Assessment (S&A) Senior Selection Assessment Process:

S&A Senior Selection Processes may include but are not limited to:

- Fast Track for Serving Constables National Assessment Centre
- Direct Entry (Inspectors) Assessment Centre
- Direct Entry (Superintendents) Assessment Centre
- Assessment Processes for the Strategic Command Course (including Senior PNAC and Senior Police Staff Assessment Process) (AP for the SCC).

Please Note: It is likely that in many instances where a candidate has requested an **accommodation** that it will not be necessary to complete all of the steps outlined below as these will not always be relevant (eg, when requesting a different assessment time to meet childcare responsibilities). This should be discussed with the psychologist, or force, following 'Stage 1 – Notification' below. However, both candidates and forces should familiarise themselves with the details provided below.

Senior Selection Processes: Stage One – Notification

1. Candidates who believe they have a disability are able to declare this on their:
 - Application Form for Direct Entry and Fast Track Processes
 - Biographical Form for the AP for SCC



2. It is the responsibility of the College of Policing Senior Selection Team to identify applications for any candidates who have indicated they have a disability.



3. The College of Policing Senior Selection team should contact the candidate to check if they wish to make an application for a reasonable adjustment or accommodation.

Please Note: Late notification of a disability may mean that the adjustments required by a candidate cannot be fully met and in order to receive all the reasonable adjustments required the candidate may need to defer to a later assessment process in order to ensure their needs are properly met and they are not disadvantaged.

Senior Selection Processes: Stage Two – Report or Supporting Information

1. The College of Policing Senior Selection team is responsible for inviting candidates who attain a place at an assessment process to submit a report.



2. The candidate is asked to submit the report as quickly as possible to the College of Policing, Senior Selection team: SeniorSelection@college.pnn.police.uk

Or by post to: Senior Selection, Selection and Assessment

College of Policing
 Central House, Beckwith Knowle,
 Otley Road,
 Harrogate, North Yorkshire,
 HG3 1UF.

It is the candidate's responsibility to provide the report to the College of Policing's Senior Selection team as soon as possible.

Senior Selection Processes: Stage Three – Determining Reasonable Adjustment or Accommodation.

A psychologist dealing with the request on behalf of the College of Policing will, after undertaking any consultation with the candidate and/ or the report's author if necessary, recommend the type of adjustment or accommodation appropriate for the assessment process.

Please Note: Stage Three is the same for all S&A Assessment Processes and Examinations. For further information please refer to pages 6-8 of this policy.

Senior Selection Processes: Stage Four – Offering a Reasonable Adjustment or Accommodation

1. The College of Policing psychologist will reply to the candidate acknowledging receipt of a specialist's report, either:
 - outlining the recommended adjustments for the candidate
 - advising that the information in the report does not warrant adjustment
 - advising that the report contains insufficient information on which to base a recommendation.



2. Where the candidate is happy with the adjustments/accommodations offered, the College of Policing psychologist is responsible for then forwarding the email containing the recommended reasonable adjustment(s) or accommodations to the candidate.

Please Note: Where a candidate is advised that the information provided in the report does not warrant an adjustment or accommodation, or where a candidate disagrees with the adjustments or accommodations offered, and they wish to appeal this, they should contact the College of Policing psychologist in the first instance. Where the report has provided insufficient information the College of Policing psychologist will provide guidance via as to what additional evidence is required.

Senior Selection Processes: Stage Five – Agreeing a Reasonable Adjustment or Accommodation

1. Once the candidate has received their offer of adjustment and undertaken the appropriate considerations they are required to sign and return the 'Reasonable Adjustment Agreement Form' to the College of Policing psychologist. This form indicates that the candidate is in agreement that the reasonable adjustment offered is appropriate to their needs. This must be signed and returned at least two weeks prior to the commencement of the assessment process (please note this is not necessarily two weeks prior to the candidate's assessment date; it relates to the assessment process overall). This is necessary in order to provide sufficient time for the appropriate adjustments to be arranged and put in place.



2. If a candidate who has requested a reasonable adjustment arrives to attend the Selection Process without having submitted a completed 'Reasonable Adjustment Agreement Form' they will be offered a choice: to either log their agreement to sitting the assessment process without any adjustments, or to defer to an assessment process running on a later date, if this is applicable and it is possible to accommodate the candidate with the agreed adjustments.

Please Note: If a candidate, who has signed to say they are in agreement with a reasonable adjustment and proceeds to sit a Senior Selection Process and then fails to reach the standard, then this provision would not be considered grounds for appeal against that decision.

Senior Selection Processes: Stage Six – Providing a Reasonable Adjustment or Accommodation

It is for the Quality Assurance Co-ordinator (QACO) and the lead exercise co-ordinator responsible for the running of the selection process to ensure that the reasonable adjustment or accommodation is implemented.

Appendix D

Additional information for candidates with a neurodiverse condition

1. Neurodiversity is an overarching term that applies, but not exclusively, to conditions such as Dyslexia, Dyspraxia, Dyscalculia, Attention Deficit Disorder, Specific Language Impairment (SLI) and Asperger's Syndrome amongst other neurodevelopmental differences and hidden disabilities.
2. The first step in determining reasonable adjustments is to ensure that the individual concerned has undergone a formal assessment of their neurodiverse condition.
3. The aim of an assessment and the resultant report is to:
 - Determine if someone has a condition under the term neurodiversity.
 - Identify the nature of the condition/s (eg, Dyslexia, Dyspraxia, Dyscalculia, or Attention Deficit Disorder).
 - Diagnose the specific cognitive processing abilities affected.
 - Determine the extent of any impairment/difference.
 - Provide practical advice and guidance associated with the diagnosis.
 - Provide recommendations for reasonable adjustments that support the candidate and the specific impairments diagnosed.
4. A good quality diagnostic assessment also ensures the candidate receives the most appropriate advice, guidance and reasonable adjustment(s) to meet the needs of their impairment. A good quality diagnostic assessment ensures there is clarity about what their impairment is and avoids the need to generalise about what their needs might be. This can be helpful in ensuring the candidate receives the appropriate adjustment for their needs.

5. Obtaining a Diagnostic Report

- 5.1 Currently the most common neurodiverse condition which candidates request reasonable adjustment for is dyslexia; for further information on obtaining a diagnostic assessment, please refer to the British Dyslexia Association (www.bda-dyslexia.org.uk) or Dyslexia Action (www.dyslexiaaction.org.uk).

6. Report Requirements

- 6.1** In addition to the requirements for reports set out in the main body of this policy there are specific additional requirements for reports on neurodiverse conditions. This is to help ensure that candidates receive a quality assessment of their impairment. This in turn will underpin the extent to which reasonable adjustment relative to the candidate's needs can be identified. This section explains the requirements associated with reports on neurodiverse conditions.
- 6.2** The diagnostic assessment should have been completed since the candidate reached the age of 16 years. Provided that the assessment has been conducted since the age of 16 years, and meets the other criteria outlined within this policy, there is no 'expiry date' for the assessment report for the purposes of a reasonable adjustment application. However, there may be some benefits in obtaining a current assessment and report, as these may be based on more recent tests and provide a current understanding of the candidate's disability and appropriate recommendations that may help the candidate in their chosen occupational path.
- 6.3** The diagnostic assessment should be conducted by a specialist with appropriate qualifications and experience in assessing adult neurodiversity in an occupational context. Normally, the specialist would be a Chartered Occupational Psychologist, a Chartered Educational Psychologist, a Chartered Clinical Psychologist, a Psychiatrist, or a specialist teacher or nurse with a Practising Certificate in SpLD Assessment. On the basis of the individual's diagnostic assessment, the specialist must also be able to make specific recommendations in relation to the reasonable adjustment required for specified forms of occupational assessment and testing.
- 6.4** The report must use appropriate adult tests that have statistical norms based on an adult population. For diagnosis purposes it is not appropriate to use tests developed for use with children on adults as these can result in misleading outcomes. Reports where diagnosis is based upon tests which are not appropriate for use with adults will not be accepted. However, on occasion it is appropriate for specialists to include tests which had been normed using child (or limited age range) populations as **additional** information over and above the required range of adult-normed tests.

- 6.5** The report should firstly contain a detailed summary of the diagnostic assessment which has been conducted. Specifically the report should contain details of tests¹ used to determine the following factors:

Underlying Cognitive Ability

- To include at least measures of Verbal and Non Verbal ability (eg, WAIS-IV^{UK}, WRIT, WASI)

Cognitive Processing

- Working Memory (eg, WAIS-IV^{UK}, WRAML2, WMS-IV^{UK}, The Digit Memory Test)
- Phonological Processing (eg, CTOPP)
- Speed of Processing (eg, WAIS-IV^{UK}, Symbol Digit Modalities Test (SDMT))

Attainment in Literacy

- Reading – Should include single word reading, continuous reading / reading comprehension and non-word reading, (eg, WRAT-4, WIAT-II, Woodcock Reading Mastery Tests (WRMT-R), Adult Reading Test (ART), Advanced Reading Comprehension Test (ARC), TOWRE and GORT-4 if used qualitatively)
- Spelling – Should include single word spelling (eg, WRAT-4, WIAT-II)
- Writing – Should include free writing or a speed of handwriting assessment (eg, DASH 17+)

Other Relevant Information

- Medical, developmental, family, educational and language background
- (If Applicable) Attainment in numeracy (eg, WRAT-4, WIAT-II^{UK}) and/or motor control and visual perception skills (eg, Beery-Buktenica Developmental Test of Visual-Motor Integration)

¹ This test list is based on the guidance given in the 'Suitable Tests for the Assessment of SpLDs in Higher Education' document produced by SpLD Assessment Standards Committee. For more information please see '<http://www.sasc.org.uk>'.

- 6.6** In order to make the appropriate adjustment the author of the assessment report must include all assessment test scores (preferably both raw scores and standardised scores) in addition to a discussion regarding any significant findings or discrepancies. This will enable the psychologists working on behalf of the College of Policing to discuss the candidate's specific needs with the assessment author and candidate if appropriate.
- 6.7** College of Policing Selection & Assessment **will not be** responsible for meeting the costs of any assessment or report.

7. Candidates with a neurodiverse condition whose first language is not English

- 7.1** Candidates who have a neurodiverse condition ie, dyslexia in a first language other than English are likely also to have it in English. The same procedures should apply for candidates whose first language is not English.

Appendix E

Types of assessments and examinations conducted by College of Policing's Selection & Assessment team

1 Introduction

- 1.1 Police officers are likely to undergo a variety of assessments during their career, both in terms of their recruitment into the Police Service and through various promotional and career development systems.
- 1.2 The following provides information regarding the types of assessment conducted by College of Policing Selection & Assessment (S&A) at each assessment product for police officers up to the rank of Assistant Chief Constable.
- 1.3 This information and the directions to the webpages provided should allow specialists to make more informed recommendations when providing a report for the purpose of police selection and assessment.

2 Recruit Assessment Processes

2.1 Police SEARCH[®] Recruit Assessment Centre

The assessment exercises include:

- A competency based structured interview with four questions, lasting 20 minutes in total
- A numerical ability test lasting 23 minutes
- A verbal ability test lasting 30 minutes
- Four interactive exercises lasting 10 minutes each

All candidates will also need to demonstrate competence in written communication. Forces can choose from a number of ways to assess written communication this may include requiring candidates to sit two written exercises lasting approximately 30 minutes either in advance or as part of their assessment centre.

For further information on the exercises included in the Police SEARCH[®] Recruit Assessment Centre please refer to this webpage:

<http://recruit.college.police.uk/Officer/after-I-apply/Pages/Constables-Assessment-Centre.aspx>

2.2 PCSO Recruit Assessment Centre

The assessment exercises include:

- A competency based structured interview with four questions, lasting 20 minutes in total
- Two interactive exercises lasting 10 minutes each

All candidates will also need to demonstrate competence in written communication. Forces can choose from a number of ways to assess written communication this may include requiring candidates to sit two written exercises lasting approximately 30 minutes either in advance or as part of their assessment centre.

For further information on the exercises included in the PCSO Recruit Assessment Centre please refer to this webpage: <http://recruit.college.police.uk/pcso/after-I-apply/Pages/default.aspx>

2.3 Specials Assessment Processes

The assessment exercises include:

- A competency based structured interview with four questions lasting 20 minutes in total
- A situational judgement test lasting 50 minutes
- A written exercise lasting 20 minutes

For further information on the exercises included in the Special Assessment Process please refer to this webpage: <http://recruit.college.police.uk/Special/after/Pages/special-assess.aspx>

3 S&A Examinations

Questions for all S&A examinations are multiple choice and require knowledge and application of the law which has been identified as being crucial for the rank or role. Each multiple choice question involves four possible answers, from which the candidate will be required to select one correct response. Candidates are required to mark their answer on a separate answer sheet. The length of questions can vary and are solely text-based (they do not contain any graphs, diagrams etc).

3.1 NPPF Step 2 Legal Examination (Sergeants and Inspectors)

- Three hour examination consisting of 150 multiple choice questions.
- Testing the knowledge and understanding of law and procedure relevant to the rank of a sergeant or inspector.

For further information on the format of the examinations please refer to this webpage: <http://www.college.police.uk/What-we-do/Development/Promotion/Pages/NPPFStep2.aspx>

3.2 National Investigators' Examination (NIE)

- Two hour examination consisting of 80 multiple choice questions.
- Testing the knowledge and understanding of law and procedure relevant to the role of a trainee investigator.

For further information on the format of the examination please refer to this webpage: <http://www.college.police.uk/What-we-do/Learning/Professional-Training/Investigation/Pages/NI-Examination.aspx>

3.3 National Crime Agency Specific Powers Examination (NCA SPE)

- 45 minute examination consisting of 30 multiple choice questions.
- Testing the knowledge and understanding of law and procedure relevant to the role of NCA investigators.

3.4 Superintendent Knowledge Examination

- Two hour examination consisting of 80 multiple choice questions.
- Testing the knowledge of law and procedure relevant to the rank of Superintendent.

3.5 Immigration Enforcement Investigators' Examination (IEIE)

- Two hour examination consisting of 80 multiple choice questions.

- Testing the knowledge and application of law and procedure relevant to the role of a trainee investigator in the Home Office Immigration Enforcement.

4 Senior Selection Processes

4.1 Fast Track for Serving Constables National Assessment Centre

- The Fast Track Programme is a process to identify serving police constables with the potential to accelerate to the senior ranks of the police service.

For further information on the exercises included in the current year's assessment centre please visit this webpage: <http://recruit.college.police.uk/Officer/leadership-programmes/Fast-Track-Programme/Fast-Track-Internal/Pages/Fast-Track-for-Serving-Constables-National-Assessment-Centre.aspx>

4.2 Direct Entry (Inspector) Assessment Centre

- The Direct Entry (Inspector) Programme is a process to identify exceptional individuals from other sectors with proven leadership and management skills.

For further information on the exercises included in the current year's assessment centre please visit this webpage: <http://recruit.college.police.uk/Officer/leadership-programmes/Direct-Entry-Programme/direct-entry-at-inspector/Pages/Direct-Entry-at-Inspector.aspx>

4.3 Direct Entry (Superintendent) Assessment Centre

- The Direct Entry (Superintendent) Programme is a process to identify senior managers or individuals who are at executive level with experience in setting strategy, standards and policy across a department or organisation.

For further information on the exercises included in the current year's assessment centre please visit this webpage: <http://recruit.college.police.uk/Officer/leadership-programmes/Direct-Entry-Programme/Direct-Entry-Superintendent/Pages/Direct-Entry-Superintendent.aspx>

4.4 Assessment Processes for the Strategic Command Course- Senior PNAC

- Senior PNAC is a process to identify those officers who are capable of being an effective chief officer. Officers who are successful at Senior PNAC will be eligible to attend the Strategic Command Course (SCC).

For further information on the exercises included in the current year's assessment centre please visit this webpage: <http://www.college.police.uk/What-we-do/Learning/Curriculum/Leadership/Strategic-Command-Course/Pages/Senior-PNAC.aspx>

4.5 Assessment Processes for the Strategic Command Course- Senior Police Staff Assessment Process

- A process to identify individuals who would derive substantial benefit from attending the Strategic Command Course (SCC) with a view to undertaking the most senior police staff positions in the police service.

For further information on the exercises included in the current year's assessment process please visit this webpage: <http://www.college.police.uk/What-we-do/Learning/Curriculum/Leadership/Strategic-Command-Course/Pages/Senior-command.aspx>