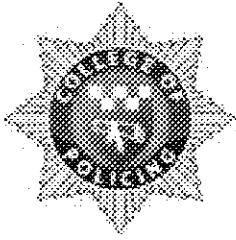
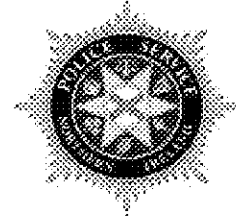


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**Police Service of
Northern Ireland**

**Sergeant
Promotion Processes**

2014

Overview Document

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Overview

The College of Policing, in partnership with the Police Service of Northern Ireland (PSNI), have developed a promotional process for the rank of sergeant. The aim of the promotion process is to identify the best candidates who are ready now to perform effectively at the rank of sergeant.

The purpose of this document is to provide overview information relating to the Sergeant Promotion Process which commence in 2014. Further information relating to the specific stages of the promotion processes will be issued to candidates in due course.

Eligibility for the PSNI Sergeant Promotion Process 2014

The PSNI Sergeant Promotion Process 2014 is open to police constables in the PSNI who satisfy the eligibility criteria. Further information relating to these can be found in the PSNI Sergeant Promotion Process 2014 Guidance for Applications document.

There are three elements that candidates will be required to complete successfully to be considered for promotion from constable to sergeant.

Stage 1: Registration

The first stage is an application form **and** line manager endorsement form which candidates must complete in order to register for the promotion process and provides candidates the opportunity to confirm they meet the eligibility criteria for promotion to sergeant. Candidates will not be required to provide evidence of their competence and suitability for the role as this is encouraged through discussion with their line manager.

The line management endorsement form itself is not assessed but it must be signed off by the candidate's line manager to confirm that they have held a professional development conversation with the candidate; the candidate is ready for promotion and is supported in their application for the next rank. The line manager will also confirm the candidate is eligible for promotion to the rank of sergeant. The application will be countersigned by the candidate's inspector or police staff equivalent to confirm the candidate's application for promotion to the next rank is supported.

Candidates who already hold a pass from the PSNI Sergeants' OSPRE® Part I examination will not be required to sit the Stage 2 Legal Examination. However, they will be required to register for the promotion process during the registration period for the Sergeants' Promotion Process. Candidates will not be permitted to enter the promotion process if they do not register within the prescribed time frames.

Stage 2: Legal Examination

The Stage 2 Legal Examination is a single 150 Multiple Choice Question (MCQ) examination of three hours duration. The examination will test candidate's knowledge and application of law, evidence and procedure relevant to the role of sergeant in the

PSNI. The syllabus content examinable is cross referenced to and contained within the 2014 PSNI Study Guide. Candidates will be examined on the law and procedure as it appears in the study guide.

Candidates who already hold a pass from the PSNI Sergeants' OSPRE® Part I examination will not be required to sit the Stage 2 Legal Examination. However, they will be required to register for the promotion process during the registration period for the Sergeants' Promotion Process. Candidates will not be permitted to enter the promotion process if they do not register within the prescribed time frames.

The Stage 2 Legal Examination will be held on Saturday the 20th September 2014 at numerous locations in Northern Ireland.

Other useful documents:

- PSNI Sergeant and Inspector Promotion Process Stage 2 Legal Examination Rules and Syllabus 2014
- PSNI Inspector and Sergeant Promotion Process Stage 2 Legal Examination Candidate Information Booklet

Stage 3: Assessment Centre

Candidates who achieve a score equal to or above 55% will be awarded a pass in the Stage 2 Legal Examination. Only those candidates who reach the required standard in the Stage 2 Legal Examination will progress to the Stage 3 Assessment Centre.

The Stage 3 Assessment Centre will contain a range of work related interactive exercises and a situational judgement test. The exercises will be set in a policing context and will reflect the requirements of the role of sergeant in the PSNI. The aim of the Stage 3 Assessment Centre is to capture performance across the personal qualities of the Policing Professional Framework (PPF) that are relevant to the role of a Supervisory Manager (Appendix A). The exercises will primarily be designed around the priority areas generated from the Stakeholder Consultation (Appendix B) and consultation with current sergeants.

The Stage 3 Assessment Centre will be held over a two week period, the week commencing the 2nd March 2015. Further information relating to the Stage 2 Assessment Centre will be issued to candidates from November 2014.

Results

Following the completion of the Stage 3 Assessment, results are ratified at a meeting by the Debrief Panel, after which the results are issued to candidates by email. Results will be released by **12.00pm on Friday the 27th March 2015.**

Feedback

All candidates, whether successful or unsuccessful, receive a personalised written report on their performance at the stages of the PSNI Sergeant Promotion Process they attend.

Appendix A – PPF PERSONAL QUALITIES

Supervisory Manager (Sergeant and Police Staff Supervisors)

Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Develops partnerships with other agencies to deliver the best possible overall service to the public.

Leading change

Positive about change, adapting rapidly to different ways of working. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others. Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas. Takes an innovative and creative approach to solving problems.

Leading people

Inspires team members to meet challenging goals, providing direction and stating expectations clearly. Acknowledges the achievements of individuals and teams by recognising and rewarding good work. Recognises when people are becoming demotivated and provides encouragement and support. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Coaches and guides team members, identifying and addressing areas for development.

Managing Performance

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively to maintain and improve performance. Sets clear objectives and outcomes. Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadlines. Knows the strengths of team members, delegating appropriately and balancing workloads across the team. Monitors delivery to ensure tasks have been completed to the right standard, and tackles poor performance effectively.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

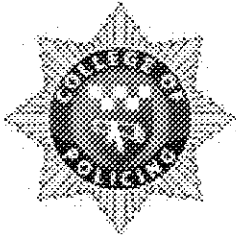
Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships and a good team spirit. Explains things well, ensuring instructions are understood and talks to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

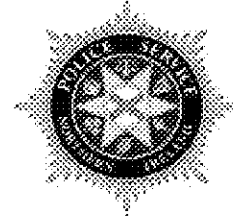
Appendix B – STAKEHOLDER CONSULTATION - SUMMARY RESULTS OF PSNI PRIORITY AREAS

- 1= Service delivery and satisfaction levels
- 1= Countering terrorism
- 3 Managing change and cultural change (including understanding and communicating change)
- 4 Community and neighbourhood policing
- 5 Workforce engagement and motivation
- 6 Embedding efficiency or value for money initiatives (e.g. continuous improvement)
- 7 Managing professional standards and integrity
- 8 Responding to changes in budgets/funding
- 9 Handling of major and critical incidents
- 10 Promoting diversity and equality

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**Police Service of
Northern Ireland**

**Inspector and Sergeant
Promotion Processes**

2014

Stage 2 Legal Examination
Candidate Information Booklet

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Overview

The College of Policing, in partnership with the Police Service of Northern Ireland (PSNI), have developed a promotional process for the ranks of Inspector and Sergeant. The aim of the promotion process is to identify the best candidates who are ready now to perform effectively at the ranks of Inspector and Sergeant.

The purpose of this document is to provide information relating to the Inspector and Sergeant Promotion Process Stage 2 Legal Examination. Further information relating to Stage 3 of the promotion processes will be issued to candidates in due course.

Stage 2 Legal Examination Format

The Sergeants' and Inspectors' Stage 2 Legal Examinations for the PSNI will consist of a single, 150 multiple choice question paper lasting three hours. All of the questions presented to candidates are in multiple choice format and will test a candidate's knowledge and application of law, evidence and procedure that has been identified as being crucial for effective performance at the next rank. To support the development of an examination which effectively tests these areas of law and procedure, it is important to identify the most important areas which are regularly used by officers at that particular rank. This is achieved by conducting an examination blueprint survey.

Examination Blueprint

The multiple choice questions (MCQs) that make up the examination are designed around an examination blueprint. The blueprint is derived from a survey which identifies the areas of legislation that are considered most important and frequently encountered by post holders in PSNI. The blueprint will help to inform the number of questions that are used to represent each of the subject areas within the syllabus, ensuring that the content of the examination reflects the knowledge and understanding that is currently required of officers performing the role. The question items used in the examination are drawn from a growing bank of pre-validated items which the College of Policing has developed in recent years.

MCQ Writers

In order to write questions for the College of Policing, all question writers must attend an intensive four day College of Policing Multiple Choice Question Writing training course. The writers are required to have in-depth knowledge and experience of the work of a police officer and must demonstrate a good understanding of the law and procedural requirements needed to perform the role. All of the current College of Policing promotion examination question writers are qualified to the rank of Inspector or above.

The College of Policing Multiple Choice Question Writing course provides training in the practical skills of writing MCQ's. Such training is extremely important - an individual may have excellent knowledge of the syllabus material but if they are not well versed in the skills required to write MCQ's, the end product may well be flawed.

Over the past five years, the College of Policing has regularly delivered the Multiple Choice Question Writing course. To date, we have trained over 500 question writers, many of whom write examination questions on a contractual basis. More experienced writers, who have demonstrated sufficient levels of competence in question development, are offered the additional role of item quality assessor's whose role it is to ensure that the quality of the newly written question is of a suitable examination question standard.

Question Structure

Different types of questions are suitable for different purposes. For the PSNI Inspector and Sergeant Stage 2 Legal Examinations, scenario-based multiple choice questions are used which adhere to the following structure.

A MCQ is composed of three parts:

- **Stem:** a statement which contains the problem or scenario. All the information necessary to answer the question should be included in the stem.
- **Lead-in:** states the questions which candidates are required to answer
- **Options:** a list of four possible answers, one of which is correct

Where possible, the questions will use simple language that avoids jargon or technical terms, unless it is fundamental to the question. The stem and lead-in will not contain any information which deliberately intends to mislead the candidate.

Quality Assurance of Questions

While all of College of Policing question writers have extensive experience and training, it cannot be assumed that the questions are perfect once they have been submitted. The College of Policing have developed a set of standards which each question is required to meet before it can be used in a 'live' examination. Due to the potential for human error and the importance of the promotion examinations, all of the questions are extensively quality assured before they are selected for an examination. These additional quality assurance procedures provide independent confirmation that the questions are legally accurate, that the correct answer is indeed correct and the incorrect answers are indeed wrong. In addition, these checks will ensure that all questions are answerable from a specific reference within the 'PSNI Sergeant and Inspector Promotion Process Rules and Syllabus 2014' documentation and from the 2014 edition of the PSNI Study Guide. Any changes to legislation or common law following the publication of the study guide will not be included in the examination paper for that year, unless suitable prior notification is given. Candidates will be informed of any changes and a notification will also be placed on PoliceNet informing candidates of any changes.

Each question is submitted to a series of robust legal checks to establish its legal accuracy. College of Policing Examinations and Assessment staff will carry out an initial quality assurance of draft questions once they have been submitted by the writers. This is followed by an independent review by a Legal Evaluator who will critically evaluate the question for legal accuracy. Should any issues be identified with a question during these review stages, the question is removed from the bank of available questions.

In addition to these processes, an Independent Equality Advisor will check each of the examination questions to ensure that they are free from stereotypical or exclusionary language that would disadvantage or offend any particular group within the candidate population.

'Validation' Questions

A validation question is a new, untested question, which is included within the examination that will not contribute to a candidate's total examination score. Candidates have to answer 150 questions within the Stage 2 Legal Examination, 140 of these are scored examination questions and the additional 10 are included for validation purposes.

Essentially, the candidate is required to answer a number of questions within the paper which will not count towards their final result.

Candidates have raised concerns about this practice and some feel that it is unfair that they are required to answer additional, unmarked questions in an examination considering it is an important promotional test. While this view is understandable, the validation process is necessary to produce a fair and accurate examination for all candidates. This ensures that we are continually updating the examination question bank with new and relevant questions to effectively test candidate's knowledge of law and procedure. In addition, as candidates themselves 'quality assure' these new questions by answering them in an examination, it can provide evidence that the questions really are a fair test of the syllabus.

All of the Stage 2 Legal Examination questions are evaluated against standard criteria (which are used worldwide) to show whether questions are of an acceptable standard. The two statistical criteria which the College of Policing Examinations and Assessment use highlight how many candidates are answering the question correctly and also which candidates are answering the question correctly. An ideal question should be able to differentiate between higher and lower ability candidates.

An ideal question would be answered correctly by some, but not all candidates and those who answered the question correctly, tend to be those who demonstrated that they had a better overall understanding of the syllabus contents.

Only questions which meet the necessary criteria are included in the 'live' examination question bank. It is worth highlighting that, on average, only half of the questions that are validated actually ever make it into the bank of 'live' examination questions. Certain questions are rejected, either because they do not sufficiently discriminate between differing ability candidates or because the statistics produced indicate that there was some element of the question which the candidate has found confusing.

Therefore, the process of question validation provides the chance to see if new examination questions really do test what they are supposed to measure. Based on candidate responses, if the objective statistical evaluation shows that the question is indeed a good measure, it provides good justification for including it in a future exam as a 'live' question.

If a question fails to achieve the necessary statistical criteria then it shows that the question cannot be relied upon to provide a fair test of a candidate's knowledge and understanding. If it is not an effective test of law and procedure, it would not be fair to use that question to test candidate's knowledge. Therefore, if a question does not have the necessary statistical criteria it will not be used as a future scored 'live' question. All of the 140 'live' questions within the examination have undergone the validation process in previous examinations.

The Live Examination

Once the formatting and final proof reading stages are complete; the examination is printed and distributed to Senior Invigilators in preparation for delivering the examination on the day.

The examinations are held in various centres across Northern Ireland. The Sergeants' Stage 2 Legal Examination will be held on Saturday the 20th September 2014 while the Inspectors' Stage 2 Legal Examination will be held on Saturday the 6th September 2014.

Examination Administration

On the day of the examination, candidates are advised to leave sufficient time to travel to the examination site. Candidates should also be aware that some examination sites have limited parking facilities and should factor this into their travel arrangements.

Candidates are NOT required to wear their uniforms to the examination. While all examination halls are required to be within a set temperature range (16 -22° C), candidates have previously raised concerns about the temperature during the examination. Candidates are therefore advised to wear layers of clothing to take into account the temperature of the examination facilities.

Candidates are asked to be seated at their desk 15 minutes before the start of the examination and will not be allowed to leave until 30 minutes after the examination has begun. This is to ensure candidates are comfortable and ready for the examination briefing which is delivered by the Senior Invigilator before the examination begins. All candidates MUST be seated by 9.45 a.m. otherwise they will not be allowed to sit the examination.

Following the briefing, candidates will be required to sit in silence until 10.00 a.m. when they can begin the examination. Candidates will NOT be allowed to start the examination until 10.00 a.m., even if everyone is ready. This is to ensure the fair and standardised delivery of the examination throughout Northern Ireland, with every candidate taking the examination at exactly the same time.

When the examination is over, candidates are required to remain in their seats until all examination papers and answer sheets are collected, which may take some time particularly at larger examination sites. It is understandable that candidates want to leave straight after the examination has finished but candidates are kindly asked to be patient with this process as it is essential that the Senior Invigilator establishes that all examination papers and answer sheets are accounted for in order to maintain the confidentiality and integrity of the examination.

Sickness

If a candidate is unable to attend the examination on the scheduled examination day due to illness or injury, they are required to notify PSNI in writing as soon as possible. It is the candidate's responsibility to provide all of the supporting evidence at the time of writing, including any medical reports if relevant.

If a candidate becomes unwell during the examination, they should inform one of the invigilation staff at the examination centre as soon as possible. Candidates should be directed to the information contained in the Rules and Syllabus documentation for further guidance and clarification.

Disabilities and Dyslexia

If a candidate has a form of disability or dyslexia, they will be required to provide an assessment report detailing the nature and extent of their dyslexia or disability. This assessment report should have been completed after the candidate reached 16 years old. The report should be completed by a specialist with the appropriate qualifications and experience to assess the disability or dyslexia in an occupational setting. This report should detail the nature and degree of the disability along with any recommended reasonable adjustments that the candidate would like to be considered for during the examination.

The assessment report must be submitted to the College of Policing, via PSNI, no later than the closing date for entries for the Stage 2 Legal Examination. Consideration will then be given to what, if any, reasonable adjustments should be made for the examination. Candidates should be directed to the information contained in the Rules and Syllabus documentation for further guidance and clarification.

Marking of the Examination

Once candidates have left the examination site on the day of the Stage 2 Legal Examination, all of the question booklets and answer sheets are collected, checked and scanned by the staff at the Candidate Administration Team at the College of Policing in Harrogate. An Optical Mark Reader is used to mark the answer sheets. This is a very sensitive machine which will stop the marking process if a mark is too faint or more than one answer is marked for each question. Subsequently, the answers sheet is checked by hand to ensure that the correct information is inputted. Therefore, the total examination score is true and accurate.

The scoring of the examination follows a standardised procedure for each examination and is carried out by occupational psychologists from the College of Policing Examinations and Assessment.

For the Stage 2 Legal Examination, there is no negative marking (i.e. subtracting points for incorrect answers) and there is no weighting of scores (i.e. no scores for particular questions being deemed 'more important' than others).

The first stage of the marking procedure is to check that all of the required information is present for all candidates and that all the questions included in the exam have acted as a fair test of candidates' knowledge and understanding. As outlined previously, all of the questions which contribute to a candidate's score have been previously validated (i.e. trialled and evaluated). This gives the exam development team confidence that the questions are fair and will reward candidates who have a good knowledge of the subject area.

However, to provide an additional level of security, the response patterns (i.e. proportion of candidates choosing option A, B, C or D) for all of the questions within the examination

are reviewed before the marking procedure begins. This process can determine whether the candidates who took the exam have answered each question in the manner that would be expected.

At this stage, it is uncommon for any questions to demonstrate unusual answer patterns (e.g. a very high percentage of candidates choosing one of the 'incorrect' options). However, if any question demonstrates response patterns which are considered in any way unusual, these will be referred back to the exam development team for review before the marking process begins. Once the marking team are satisfied that all of the examination questions have contributed fairly to the test, the responses to each of the questions in the examination are then scored. This process is very simple - the candidate will receive a score of '1' if the question is answered correctly and a score of '0' if the question is answered incorrectly. For each question, only one of the four available options is correct.

After the marking process, a full analysis of the psychometric properties of the examination is produced.

The results of the examination are also broken down by candidates' demographic details, such as sex, ethnic origin, area of work, etc. This process is used to explore any trends in terms of differences in scores and pass rates between different groups to highlight any possible test bias which may be present. Statistical tests are available to explore whether individual test questions are contributing any bias to the examination. The demographic analysis is used, wherever possible, to evaluate the examination to ensure that the examination does not unfairly discriminate against any particular group.

Following the examination marking process, the examination Debrief Panel will consider any issues which may have arisen through the administration of the examination. Once the Debrief Panel has endorsed the examination, the College of Policing Examinations and Assessments will distribute the results.

Standard Setting

The pass requirements of the PSNI Sergeants' and Inspectors' Stage 2 Legal Examinations are an absolute standard. This means that the pass mark is set at 55% for the Sergeants' Examination and 65% for the Inspectors' Examination. Candidates will be awarded a grade of exceptional, pass, fail or low band fail.

A candidate will be awarded 'exceptional' if they demonstrate an extremely thorough knowledge of the law and procedure relevant to the rank of Sergeant or Inspector. Candidates are required to achieve a pass mark of 75% in the Sergeants examination and 85% in the Inspectors examination. Those candidates who achieve a score equal to or above the set pass mark will be awarded a 'pass'. Candidates who achieve a score lower than the pass mark will receive a 'fail'.

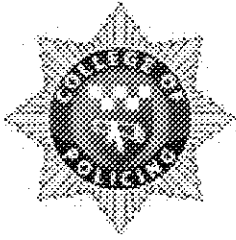
Force Feedback

The PSNI will receive feedback, including detailed information about the overall profile and performance of their candidates. The report outlines the average score obtained by candidates in each of the four key subject areas. This information is designed to assist the organisation in identifying overall areas of strengths and development needs in their officers' knowledge and understanding. This can be used to inform future in-service training programmes and can help raise awareness of specific gaps in the knowledge of staff.

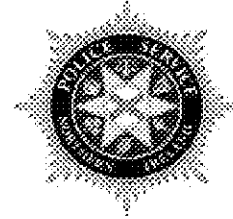
Feedback from Candidates

Part of the ongoing development of the PSNI promotion system involves gathering candidates' views of their experience. In order to have a structured means of collecting this information, candidates are encouraged to complete an on-line feedback questionnaire after sitting the Stage 2 Legal Examination. This gives candidates the opportunity to comment on the perceived relevance of the examination, the administration of the examination, the clarity of the questions, etc. After the examination, all of the findings from the questionnaires will be collated and compiled in a report. This gives the examination development team another way of evaluating the success of the Stage 2 Legal Examination. The feedback provided by candidates is used, wherever possible and appropriate, to inform the design of future examinations. We would encourage all candidates who attend the Stage 2 Legal Examination to complete a questionnaire to ensure that they are contributing to the overall evaluation process for the examination.

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**Police Service of
Northern Ireland**

**Sergeant and Inspector
Promotion Process**

**Stage 2 Legal
Examination Rules and
Syllabus**

2014

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INTRODUCTION

This booklet contains the rules and syllabus for candidates attending the PSNI Sergeant and Inspector Promotion Processes Stage 2 Legal Examinations to be held in September 2014.

It supersedes all rules and syllabus documents previously published.

Candidates should read all of the information within this document prior to undertaking the Promotion Process and should use this to build on information provided within the candidate application materials.

Candidates should use the contact information below; to refer any queries relating to the Promotion Process, to notify the PSNI of a certified sickness, GP certificates or letters regarding suspension, or submit extenuating circumstances or procedural flaw report:

Email: zPolicePromotions@psni.pnn.police.uk

Police Promotions
Room 12a
Human Resources
Lisnasharragh
42 Montgomery Road
Belfast
BT6 9LD

The PSNI Strategic Promotions and Examinations Board (SPEB) reserves to itself the interpretation of its rules.

1. ADMISSION

Admission to the promotion process for the rank of sergeant is currently restricted to regular constables in the PSNI (those appointed to office of regular constable) who, by the date specified for the Stage 2 Legal Examination, have:

- completed their probationary period in the rank of constable
- been confirmed in their appointment
- other eligibility criteria as per PSNI policy and outlined in the guidance for applications

Admission to the promotion process for the rank of inspector is currently restricted to sergeants in the PSNI who, by the date specified for the Stage 2 Legal Examination, have:

- completed their probationary period in the rank of sergeant
- other eligibility criteria as per PSNI policy and outlined in the guidance for applications

High Potential Development Scheme

A constable on probation who is participating in the High Potential Development Scheme (HPDS) is eligible to enter the promotion process for the rank of sergeant.

A sergeant on probation who is participating in the High Potential Development Scheme (HPDS) is eligible to enter the promotion process for the rank of inspector.

2. STRUCTURE

The Stage 2 Legal Examinations will consist of a single multiple choice question examination paper. Further details of the structure and format of the

examination will be communicated to candidates in the Stage 2 Legal Examination Candidate Information Booklet. Additional information can also be found within the syllabus areas of this document.

The Inspectors' Stage 2 Legal Examination will be held on the 6th September 2014.

The Sergeants' Stage 2 Legal Examination will be held on the 20th September 2014.

3. APPLICATIONS

Applications must be made on the prescribed entry form **and** accompanying line manager endorsement form obtainable from the PSNI, and must be received not later than:

- 1st May 2014 for the Inspectors' Promotion Process
- 15th May 2014 for the Sergeants' Promotion Process

The entry form will require candidates to provide biographical details that will later be used to evaluate the fairness of the promotion process. This information is collated for analysis purposes only and is not used in any way to determine the examination results.

Candidates must keep a copy of their entry form and line manager endorsement form and a record of both the date they sent it to the PSNI and to whom it was addressed. It is the responsibility of each candidate to ensure that their completed forms has been submitted to and received by the PSNI by the closing date for applications. Late entry forms will not be accepted under any circumstances.

Candidates who already hold a pass from the PSNI OSPRE[®] Part I examination will not be required to sit the Stage 2 Legal Examination. However, they will be required to register for the promotion process during the registration period for the relevant promotion process as described above. Candidates will not be

permitted to enter the promotion process if they do not register within the proscribed time frames

Candidates will be issued with their Stage 2 Legal Examination Notice approximately 6-7 weeks prior to the Stage 2 Legal Examination.

Candidates who are successful in the Stage 2 Legal Examination will progress to the Stage 3 Assessment Centre. Candidates will be issued with the Assessment Centre Notice 5 – 6 weeks prior to the Stage 3 Assessment Centre

4. PASS/FAIL CRITERIA

The pass requirement in the Sergeants' and Inspectors' Stage 2 Legal Examination is an absolute standard (set pass mark). Those candidates who achieve a score equal to or above the set pass mark will be awarded a pass.

Further details in relation to the pass mark will be communicated in the Stage 2 Legal Examination Instructions to Candidates document, which candidates receive prior to the examination.

A pass in the Stage 2 Legal Examination will only be valid for the 2014 promotion process.

5. RULES

Candidates must ensure that they are at the examination room at the designated time of 09.30 hours, and must be seated at their desk in the examination room no later than 09.45 hours. The examination room doors will close at 09.45 hours in readiness for the briefing and distribution of question booklets. The doors to the examination room will close at 09.45 hours and candidates who arrive after 09:45 hours will not be admitted to the examination under any circumstances.

Any candidate who enters the examination room after being refused permission to do so will not receive a question booklet and will be reported to the PSNI Professional Standards Unit.

There is no provision for appeal against being disallowed entry due to lateness caused by extenuating circumstances. Candidates should make sufficient provision to arrive at the examination room by 09.30 hours.

On entering the examination room candidates will be seated alphabetically by surname. Candidates must occupy the desk assigned to them by the invigilator.

Candidates must not leave the examination room during the examination, unless accompanied by an invigilator.

Candidates must not permanently leave the examination room during the first 30 minutes or the last 30 minutes of the examination.

Strict silence must be maintained throughout the examination. Candidates must not communicate with others during the examination.

If candidates wish to seek the attention of an invigilator they should do so by raising their hand.

Candidates must not remove the question booklet (or any part thereof), the answer sheet or the examination notice from the examination room. These items must be left in the examination room upon leaving.

Candidates must not gain or attempt to gain any unfair advantage during the examination. Candidates must not obtain or attempt to obtain assistance from another candidate, or introduce into the examination any unauthorised book, manuscript or other material, or use any electronic copying or audio/recording equipment during the examination.

To avoid any misunderstanding, candidates are required to leave all books, notes, and other relevant material in a designated area of the examination room before the start of the examination.

All alarmed wristwatches, mobile telephones and any other electronic devices must be switched off.

Candidates may not use iPods or MP3 players during the examination. Any candidate seen to be wearing earphones will be asked to remove them by an invigilator.

Candidates who are absent from the Stage 2 Legal Examination will be reported to the PSNI on the day of the examination. This is to ensure that absentees are identified to PSNI on the day of the examination, thus fulfilling a duty of care to candidates.

Candidates found to be in breach of the examination rules will be reported to the PSNI SPEB and PSNI Professional Standards Unit. Their result may also be nullified by the SPEB Reports and Disqualifications Panel.

Warrant Cards

Candidates must bring their examination notice and their warrant card to the Stage 2 Legal Examination. If the examination stationery bears a different name to the candidate's warrant card then written proof of the name change must be brought to the attention of the Senior Invigilator before the start of the briefing. Candidates must ensure that their warrant card photograph and personal details are correct and legible.

Any candidate who is unable to produce their warrant card, for whatever reason, without written explanation from their Chief Officer and without prior notification to the College of Policing, will not have their examination answer sheet marked. If the examination has commenced before the missing warrant card is brought to the attention of the Senior Invigilator, this ruling will still apply.

6. DECLARATION NOTICE

The decision to take the Stage 2 Legal Examination is that of the candidate, and all candidates must sign the Declaration Notice before being permitted to take the Stage 2 Legal Examination.

Candidates should note that prior to the start of the Stage 2 Legal Examination, they will be asked to sign a declaration as follows:

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

- I will abide by all of the rules of the PSNI Strategic Promotions and Examinations Board (SPEB)
- I am fit to take the examination
- I am suitably prepared in relation to my knowledge, understanding and application of the law.

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 examination process or the assessment of my performance."

Any candidate who declines to sign the declaration at the Stage 2 Legal Examination will not be eligible to take part.

7. WITHDRAWALS

Candidates must inform the PSNI in writing if they wish to withdraw. The PSNI will notify the College of Policing.

Once a candidate has withdrawn from the examination, he/she cannot be re-entered. Candidates who receive their examination notice and then withdraw, or, request to withdraw but still receive an examination notice because the two have crossed in transit, are not eligible to attend the examination. If they do so, their answer sheet will not be marked.

8. ABSENCE

Candidates who do not attend the Stage 2 Legal Examination will be marked as absent and will not be eligible to progress to Stage 3 of the promotion process.

Candidates who are absent from the Stage 2 Legal Examination will be reported to the PSNI on the day of the examination. Absent candidates will also be reported to the Chief Officer during the results process.

9. SICKNESS

A candidate who is either medically or self-certificated unfit for work or is on 'restricted duties', through illness or injury, must provide a certificate from their GP confirming their fitness to attend. Candidates must notify the College of Policing, via the PSNI, before the Stage 2 Legal Examination of their circumstances and must hand in the GP's certificate at the time of registration.

A candidate who is either medically or self-certificated unfit for work or on 'restricted duties', and is not in possession of a GP certificate of fitness, should not attend the Sergeant' or Inspectors' Stage 2 Legal Examination.

Failure to disclose that they are medically or self-certificated unfit for work or on 'restricted duties' through illness or injury, will render candidates ineligible to submit their medical condition as extenuating circumstances.

Attendance and participation with the approval of the GP will mean that the medical condition cannot be submitted as extenuating circumstances.

If a candidate has an illness/injury, which has only become apparent to them on the day of the scheduled attendance at the Stage 2 Legal Examination, then they should refer to section 6 of this document, under 'Declaration Notice'. It will then be their decision as to whether they attempt the examination or report sick and not attend.

If a candidate becomes unwell during the Stage 2 Legal Examination they should inform one of the invigilation staff.

10. SUSPENSION

Candidates who are suspended from duty will be required to provide written authority from their Chief Officer allowing them to attend the Stage 2 Legal Examination. This written authority must be handed in at the time of registration at the examination site; prior notification must be given to the College of Policing. Such candidates will have to be escorted to and from the site by officers from the PSNI. The escorting officers should be at least the rank of Sergeant (if escorting constables to the Sergeants' Promotion Process) or Inspector (if escorting sergeants to the Inspectors' Promotion Process).

11. CAREER BREAKS

There is provision for officers to take the Stage 2 Legal Examination whilst on a career break, providing that the terms and conditions of the career break agreed by their Chief Officer allows for this. The PSNI must inform the College of Policing of any such requests by the closing date for entry to the promotion process in question, together with a letter from the Chief Officer confirming their approval. Candidates must attend an established examination/assessment site within Northern Ireland.

Candidates must be in possession of their warrant card in order to attend.

12. OVERSEAS DUTIES

An officer who is seconded on overseas duties, may, in certain circumstances, be allowed to take the Stage 2 Legal Examination at a suitable venue outside England and Wales. The PSNI must inform the College of Policing of the candidate's intention and location of secondment, by the closing date for entry to the promotion process in question.

13. DISABILITIES

Candidates who can demonstrate that they have any form of disability as defined by the Equality Act 2010 may apply for reasonable adjustments. This includes candidates with a Specific Learning Difficulty (SpLD) such as dyslexia. The stages in the process of requesting reasonable adjustments are as follows:

Candidates are advised to notify the PSNI in the first instance of the disability and their intention to request reasonable adjustments. The PSNI should ensure that the candidate obtains a report containing a diagnosis of their disability and recommendations for reasonable adjustments from an appropriate specialist in the area of their disability. The candidate may wish to discuss options with their Occupational Health department prior to sourcing a specialist. In making their recommendations, the specialist should have a clear understanding of the format of assessment the candidate will be undertaking.

It should be noted that the assessment should have been completed since the candidate reached the age of 16 years. For SpLD Reports, the specialist completing the report would normally be a Chartered Occupational Psychologist, a Chartered Educational Psychologist or a specialist teacher with a Practising Certificate in SpLD Assessment.

Further details on the requirements of reasonable adjustment reports can be found in the relevant Reasonable Adjustments Policy, available on the College of Policing website and PoliceNet. Candidates should refer to this document before obtaining a report.

The report must be submitted to the College of Policing no later than the closing date for reasonable adjustments, which is the closing date for entries:

- 1st May 2014 for the Inspectors' Promotion Process
- 15th May 2014 for the Sergeants' Promotion Process

Applications for reasonable adjustments received after the notified closing date will not be accepted unless extenuating circumstances can be proved in writing.

A College of Policing Psychologist will then consider the diagnosis and recommendations within the report. Where a candidate has a disability and this is evidenced by their report, the Psychologist will confirm what would constitute reasonable adjustment for the specified assessment process. Candidates will be

advised in good time, prior to their attendance, of any adjustment which is being offered.

Any adjustments offered will be applicable to the examination applied for only and may not be transferable to other examinations or assessments, which a candidate may go on to take in the future. It is recognised that to fully and effectively meet the needs of candidates with disabilities it is necessary to consider their disability in the context of the examination they are due to undertake. Therefore, to ensure the appropriate reasonable adjustment is provided according to the specific requirements of different examinations and assessments it would not be appropriate to assume adjustments previously agreed for another purpose automatically apply. For this reason candidates are required to apply for reasonable adjustment for each individual examination or assessment undertaken.

The candidate is required to provide written confirmation to the College of Policing of their acceptance of the reasonable adjustment offered prior to undertaking the examination process. The reasonable adjustment will then be arranged and provided during the candidate's examination.

Candidates who require further information about applying for reasonable adjustments (including candidates with impairments that fall outside of the Equality Act 2010 definition of disability such as certain injuries or conditions from which the candidate is expected to recover within 12 months should consult the relevant Reasonable Adjustments Policy.

Candidates who believe they may be eligible for adjustments in the examination are encouraged to act early to ensure the above requirements and deadlines are met. Obtaining an appropriate specialist report can take some time, and it is the candidate's responsibility to plan ahead to ensure that the closing date for reasonable adjustment applications is met.

Please Note: Section 13 above does not preclude a candidate, whose service is not aware of their disability and who wishes to maintain

confidentiality of it, from approaching the College of Policing directly. Candidates should however be aware that confidential requests for reasonable adjustments may diminish the extent to which reasonable adjustments can be made.

14. MATERNITY LEAVE

An officer may, if they so wish, attend the Stage 2 Legal Examination if it falls within a period of maternity leave. It may be possible to provide 'reasonable facilities' to assist with an officer's attendance at the examination whilst on maternity leave. Reasonable facilities may include provisions such as candidates requesting to sit in a specific area of the examination hall, or provisions with regards to individual personal requirements of officers.

Any application for reasonable facilities should be made no later than the closing date for entries for the promotion process.

15. PATERNITY LEAVE

An officer may, if they so wish, attend the Stage 2 Legal Examination if it falls within a period of paternity leave. It may be possible to provide 'reasonable facilities' to assist with an officer's attendance at the examination whilst on paternity leave. Reasonable facilities may include provisions such as candidates requesting to sit in a specific area of the examination hall, or provisions with regards to individual personal requirements of officers.

Any application for reasonable facilities should be made no later than the closing date for entries for the promotion process.

16. PREGNANT OFFICERS

An officer may, if they so wish, attend the Stage 2 Legal Examination if it falls within a period of pregnancy. It may be possible to provide 'reasonable facilities' to assist with an officer's attendance at the examination whilst pregnant, however, any application for reasonable facilities should be made no later than the closing date for entries for the promotion process. Reasonable facilities may

include provisions such as candidates requesting to sit in a specific area of the examination hall, or provisions with regards to individual personal requirements of officers.

A copy of the most recent pregnancy related force risk assessment may be submitted to the College of Policing prior to the candidate sitting the Stage 2 Legal Examination, to allow any appropriate provision of 'reasonable facilities' to be made for pregnant officers. Every effort will then be made to ensure that 'reasonable facilities' are provided and that any hazards identified within the risk assessment are minimised or reduced by adequate control measures.

17. RESULTS

The SPEB Debrief Panel will consider the administration of each promotion process following each delivery and prior to the results being issued. The panel comprises the Chief Moderator, Strategic Promotions and Examinations Board Strategic Lead, College of Policing Senior Occupational Psychologist and an Independent Equality Advisor.

Before issuing results, the SPEB Debrief Panel will:

- consider the impact of any unscheduled events which occurred during the administration of the Stage 2 Legal Examination,
- inform any candidate who is suspected of irregular behaviour that their result will be withheld until the SPEB Reports and Disqualification Panel has considered the circumstances,
- ratify the results prior to their release

The SPEB Debrief Panel will NOT consider any reports for special consideration or of extenuating circumstances.

A list of results will be sent to the Chief Officer. Individual result notifications will be sent to candidates by e-mail.

18. EXTENUATING CIRCUMSTANCES AND UNSCHEDULED INCIDENTS PROCEDURE

Extenuating Circumstances

Extenuating circumstances are likely to be a serious event or series of events.

Lack of preparation and/or a heavy workload prior to attendance are not considered to be extenuating circumstances, and will therefore, not be considered.

Sickness through illness and injury cannot be rendered as extenuating circumstances as there is a separate policy for dealing with this.

Unscheduled Incidents

Unscheduled incidents such as fire alarm activation are reported as a matter of course to the SPEB Debrief Panel. Where there is supporting evidence, candidate performance will be checked pre and post the event.

Procedure

Any candidate who wishes to report any unscheduled incidents that they believe may have adversely affected their performance in the Stage 2 Legal Examination must do so in the form of a written report. It is the responsibility of the candidate to provide all of the supporting evidence at the time of writing.

The report must be countersigned by the candidate's line manager or above. The countersigned report must then be submitted by the candidate, and received by the College of Policing, within seven days of their scheduled attendance date.

This will be the only opportunity for candidates to submit reports. Reports which are not countersigned or are not received within the specified time scale will not be forwarded to the SPEB Reports and Disqualifications Panel. Reports sent to the College of Policing after results are notified will not be considered.

A copy of the endorsed report should also be sent to the PSNI. This is the responsibility of the candidate. The College of Policing will acknowledge registered reports, to candidates, via the PSNI.

Reports from candidates who are successful will not be considered further. Only unsuccessful candidates will have their reports considered.

The Panel cannot change a fail result into a pass. Once the scoring has taken place and has been signed off by the marking team the results will stand. Any adjustments made to the scoring will render the results invalid and the marking team will not endorse an adjusted result.

Unsuccessful candidates who have previously submitted reports have claimed that an event or series of events has contributed to their result because they were unable to perform to their best. However in behavioural terms it is not possible to make assumptions about what candidates would and would not have done had those circumstances not arisen. Different circumstances have different effects on people and it is not appropriate to attempt to predict what that effect may or may not have been.

Other examining bodies such as universities are usually willing to consider both 'marginal fail' results and the possibility of converting such results to a pass. However, they have the benefit of other evidence (course work and portfolios) to consider that may support a conversion to a pass for a candidate that has achieved a lower than expected result. Due to other evidence not being available it is not possible to reconsider the marks awarded at the Stage 2 Legal Examination against any other information, therefore results will not be reassessed or awarded a pass mark. Rigorous marking procedures are used following the examination.

19. DISQUALIFICATION PROCEDURE

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 examination OR assessment scores, their result may be nullified by the marker notwithstanding any disqualification decision.

Any disqualification issues will be referred to the SPEB Debrief Panel in the first instance. The SPEB Debrief Panel may then escalate the issue to the SPEB Reports and Disqualifications Panel.

20. SPEB REPORTS AND DISQUALIFICATIONS PANEL

The SPEB Reports and Disqualifications Panel, comprising a Chief Officer, Staff Association Representative, Member of the PSNI Moderating team and PSNI Equality Advisor, will formally consider the reports based on extenuating circumstances and unscheduled incidents and reported cases of irregularity or breaches of the rules. The SPEB Reports and Disqualifications Panel members are different from those who attend the SPEB Debrief Panel.

The SPEB Reports and Disqualifications Panel will consider any reports after the results have been notified. Once a decision has been reached, the College of Policing, on behalf of the Chair of the Panel will notify the candidate within seven days.

The Panel cannot change a fail result into a pass. Once the scoring has taken place and has been signed off by the marking team the results will stand. Any adjustments made to the scoring will render the results invalid and the marking team will not endorse an adjusted result.

Unsuccessful candidates who have previously submitted reports have claimed that an event or series of events has contributed to their result because they were unable to perform to their best. However in behavioural terms it is not possible to make assumptions about what candidates would and would not have done had those circumstances not arisen. Different circumstances have different effects on people and it is not appropriate to attempt to predict what that effect may or may not have been.

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In cases of irregularity and misbehaviour the Panel can:

- fail the candidate.
- disqualify the candidate from the current attempt
- refer the candidate to their Chief Officer

21. RIGHT OF APPEAL

Candidates have the right of appeal to the Chair of the SPEB, against the decision of the SPEB Reports and Disqualification 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 Chair of the SPEB, care of the College of Policing. Appeals must be countersigned by the candidate's line manager or above. The countersigned appeal must then be submitted by the candidate, and received by the College of Policing, within 21 days of the date of the letter in which the candidate is notified of the decision of the SPEB Reports and Disqualification Panel.

The College of Policing will forward the appeal to the Chair of the SPEB. The Chair of the SPEB will consider whether there are adequate grounds for appeal

and will notify the College of Policing. The candidate and PSNI on behalf of the Chief Officer will be advised by the College of Policing in writing of the Chair of the SPEB's decision within ten working days. The Chair of the SPEB cannot convert a fail into a pass but can vary or confirm the decision of the SPEB Reports and Disqualification Panel.

STAGE 2 LEGAL EXAMINATION SYLLABUS

Notes

The Sergeants' and Inspectors' Stage 2 Legal Examination consists of a single, 150 question multiple choice paper of three hours duration.

Questions will test candidates' knowledge and understanding of four areas. The four areas are Crime; Evidence and Procedure; Road Policing; and General Police Duties.

The syllabus content being examined is cross-referenced to, and contained within, the **2014 edition** of the PSNI Study Guide. Candidates will be examined on the law and procedure only as it appears in the latest edition of the Study Guide. Candidates are advised not to rely on previous editions which may contain out of date material.

Syllabus Updates

Usually, no further updates or supplements to the Stage 2 Legal Examination Syllabus will be issued during its lifespan for the promotion process. However, in exceptional circumstances, the SPEB reserves the right to issue an amended syllabus. Any changes to legislation or common law (i.e. decided cases) following publication of the latest edition will not be included in the examination paper, unless suitable prior notification is given.

For example, if a major change to a key area of legislation or procedure during the lifespan of the current Rules and Syllabus document would render a significant part of the current syllabus content obsolete. In such circumstances, it may be necessary for an update or supplement to the syllabus to be issued, to guide candidates on any additional material which would be examinable.

In such circumstances, an update or supplement to the Syllabus document would be made available through PoliceNet and would be distributed to all

candidates. The PSNI will ensure that any syllabus updates or supplements are distributed well in advance of the examination date, to ensure that candidates have sufficient preparation time to familiarise themselves with any additional examinable material.

Please note that syllabus updates will only be made in exceptional circumstances, and will not be made for every change to legislation included within the syllabus. Unless notification is provided by the PSNI through the channels outlined above, all of the syllabus will remain examinable regardless of any changes within the law. For further guidance on this issue, candidates should regularly check PoliceNet or consult PSNI, during their preparation period. Candidates should not contact the College of Policing directly with queries.

Examination Development

All multiple choice questions contained within the examination paper are written by trained question writers who have attended the College of Policing Multiple Choice Question Writing course.

All new questions are linked into the syllabus to ensure that all of the examination questions are relevant to the role of Sergeant or Inspector.

The questions are quality assured by the College of Policing's Legal Services Unit, and PSNI legal experts, who check the legal accuracy of all of the questions. All questions go through this quality assurance process to ensure that the examination is legally accurate and up to date.

The questions are also reviewed by a College of Policing Equality, Diversity and Human Rights Advisor, to ensure that there are no elements of the examination which may disadvantage or offend any candidates on grounds of race, gender, religion or belief, sexual orientation or regional background.

The examination design process will help to ensure that those candidates who have made sufficient preparation will be identified as being suitable for progression to the rank of sergeant or inspector.

Validation Questions

Each question paper will contain 10 questions that are being validated, meaning that candidates will be scored on 140 questions.

The use of validation questions within examinations is accepted as good practice among major testing organisations. Validation questions are included in the examination for trial purposes only.

The questions do not contribute to the candidate's final score, and candidates are not informed of the location of the validation questions within the paper.

However, to ensure the questions are a fair test of the syllabus, the questions are validated before being used as an actual examination question. All of the examination questions are evaluated against standard criteria which are used to show whether questions are of an acceptable standard. Only questions that meet the necessary psychometric criteria are included in future exams because only these questions have been shown to be a reliable and fair test of the syllabus.

Validation questions are included within the examination so that candidates answer them in the same way that they would answer the live questions, therefore providing more realistic statistics by which to decide whether or not the questions can be used in future examinations. This does not mean that all questions covering new areas of the syllabus are validation questions. Questions may have been validated in another way and candidates are advised to treat all questions equally.

By continuing this cycle of pre-testing within the examinations, the College of Policing can continue to provide examinations which test a representative range of the syllabus, whilst also ensuring that all of the questions that are included in the scored examination will be rewarding those candidates who have prepared sufficiently for the test.

Subject Content

The subject content for the examinations has been identified using a survey of operational sergeants and inspectors, together with a strategic input from the PSNI.

This survey has produced an up to date template or blueprint of those areas within the syllabus that are considered to be both important and frequently encountered by officers holding that rank.

The established blueprint is reflected in the balance of questions included in each paper. This means that potential sergeants and inspectors are more likely to be tested on those areas of legislation that have been identified as the most relevant and frequently encountered by the officers already serving at the target rank. However, it should be noted that candidates may be asked questions which relate to any part of the syllabus, detailed on the following pages.

The following pages set out the general areas to be tested within the syllabus and are intended primarily as an aid to help candidates in planning their study for the respective ranks. The definitive reference source for examinable material is the PSNI Study Guide.

The subject areas that are included within the syllabus for each rank are indicated in the following sections. Where a subject area is marked with a tick, this denotes that the area is included in the syllabus for the rank in question. Where a subject area is marked with a cross, this denotes that the area is excluded in the syllabus for the rank in question.

Human Rights

Although Human Rights legislation appears within General Police Duties it is not a discrete subject area and affects all areas of the syllabus. While the provisions of the Human Rights Act 1998 and the European Convention on Human Rights are particularly relevant to police powers, candidates may be examined on their knowledge, understanding and application of Human Rights law in any context within this syllabus.

Further Guidance

Further guidance and information about the Stage 2 Legal Examination can be found on PoliceNet

Any queries about the examination should be directed to the PSNI and not to the College of Policing directly.

Crime

Subject **PSNI Study Guide Crime 2014**

	Sgt	Ins
Principals and Degree of Criminal Liability	✓	✓
Parties to Crime	✓	✓
Offences Against the Person	✓	✓
Homicide and Related Offences	✓	✓
Sexual Offences (NI) Order 2008	✓	✓
Indecency	✓	✓
Miscellaneous Sexual Offences	✓	✓
Children and Young Persons	✓	✓
Theft and Kindred Offences	✓	✓
Burglary and Kindred Offences	✓	✓
Fraud and Related Offences	✓	✓
Criminal Damage Offences	✓	✓
Coinage and Forgery	✓	✓
Firearms	✓	✓
Terrorism Related Offences	✓	✓
The Justice and Security (NI) Act 2007 (including Aide Memoir)	✓	✓
Explosives	✓	✓
Drugs	✓	✓
Offences Against Administration of Justice and the Public Interest	✓	✓

Evidence and Procedure

Subject **PSNI Study Guide Evidence and Procedure 2014**

	Sgt	Ins
Relevancy and Inadmissible Evidence	✓	✓
Search Warrants	✓	✓
Disclosure of Evidence	✓	✓
Courts	✓	✓
Time Limits for Institution of Proceedings for Summary and Indictable Offences	✓	✓
Provisions of PACE with regard to Prisoners	✓	✓
Role and Duties of Custody Officers	✓	✓
Powers with regard to taking of Fingerprints and Samples	✓	✓
Identification Evidence	✓	✓
Cautioning of Suspects	✓	✓
Interviewing of Suspects	✓	✓

Road Policing

Subject **PSNI Study Guide Road Policing 2014**

		Sgt	Ins
General Definitions		✓	✓
General Police Powers		✓	✓
Road Traffic Collisions		✓	✓
Public Service Vehicles		✓	✓
Vehicle Excise and Registration		✓	✓
Motorcycles and Licensing		✓	✓
Drink/Driving Offences		✓	✓
Obstruction and Related Offences		✓	✓
Removal and Disposal of Vehicles and Unroadworthy Vehicles		✓	✓
Driving Licenses		✓	✓
Motor Vehicles (Construction and Use) Regulations		✓	✓
Offences involving Standards of Driving		✓	✓
Offences involving Drivers, Passengers and Pedestrians		✓	✓

General Police Duties

Subject **PSNI Study Guide General Police Duties 2014**

		Sgt	Ins
Power of Stop and Search prior to Arrest		✓	✓
Police Powers of Arrest		✓	✓
Domestic Abuse		✓	✓
Public Processions and Meetings		✓	✓
Public Order Offences		✓	✓
Sudden Deaths and Inquests		✓	✓
Welfare of Animals		✓	✓
Equal Opportunities		✓	✓
Health and Safety at Work		✓	✓
Complaints Against Police		✓	✓
Regulation of Investigatory Powers Act 2000		✓	✓
Human Rights		✓	✓

The College of Policing, in partnership with the Police Service of Northern Ireland (PSNI), have developed a promotional process for the ranks of sergeant and inspector. These promotion processes are bespoke to the PSNI and are in the process of being designed. They will differ from the promotion processes previously held for sergeants and inspectors in the PSNI. Information relating to the specific stages of the promotion process will be issued to candidates in due course.

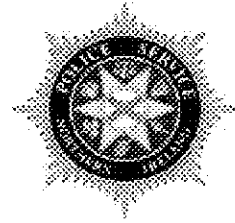
It has been brought to the attention of the PSNI and the College of Policing that commercial training providers may be approaching potential candidates for these processes offering training and preparation services.

The PSNI and the College of Policing do not endorse any commercial training providers. Commercial training advertised is often offered at a cost to the candidate. The PSNI and the College of Policing do not have any information regarding the quality or type of training offered other than anecdotal evidence and we cannot say whether or not individual candidates would benefit from such training. Before paying for any services or material, candidates should be advised to collate as much information as possible about what the company claims to offer, and clarify any claims the training provider makes about high success rates. It remains the responsibility of the individual to decide whether or not to pay for and undertake commercially provided training.

In partnership with



College of
Policing



Police Service of Northern Ireland

Inspector & Sergeant Promotion Process

Guidance Notes for
Registration 2014

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1. REGISTRATION OVERVIEW

Everyone wishing to apply for promotion to Inspector or Sergeant must complete the required application documentation, i.e. the Registration Form **and** Line Manager Endorsement Form.

The Registration Form must be completed by the applicant.

Your Line Manager/Police Staff equivalent must complete the Line Manager Endorsement Form for your application to be verified. Your Line Manager will ensure you meet the relevant eligibility criteria before deciding whether to support your application or not. The Line Manager Endorsement Form must be countersigned by the next rank or police staff equivalent to confirm your application for promotion to the next rank is supported. All supported applicants will progress to the next stage of the promotion process.

The Registration Form and Line Management Endorsement Form have been designed to be completed by hand.

PLEASE NOTE: The registration documentation must be submitted by all candidates wishing to apply for promotion to either Inspector or Sergeant by the relevant deadline, whether or not they have successfully taken the PSNI OSPRE® Part I Examination previously and are entering the process at Stage 3, as you will be unable to register for the process at a later date.

2. ELIGIBILITY FOR PROMOTION

A key principle within this promotion process is that the Police Service has a responsibility to ensure that all officers have the clear support of their Service. The Police Service has sole responsibility in determining which applicants will be verified as suitable candidates and therefore proceed to subsequent stages of the promotion process.

In order to be eligible for promotion, the applicant's Line Manager/Police Staff equivalent are required to complete the Line Manager Endorsement Form to confirm they have held a professional development conversation with the applicant, the applicant is ready for promotion and they are supporting the applicant's application for the next rank in order to verify their application.

The Line Manager Endorsement Form must be countersigned by the next rank or police staff equivalent to confirm the applicant's application for promotion to the next rank is supported.

If a candidate does not meet all of the five eligibility factors this does not automatically mean they are excluded from the process. Please refer to the guidelines below indicating how each of the eligibility factors are assessed in relation to the promotion process:

1. All candidates **must** have completed their probationary period in the rank of constable or sergeant and be confirmed in post by the date of the Legal Examination (6th September 2014 for Inspector's process and 20th September 2014 for Sergeant's process).
2. If a candidate is presently absent from duty through sickness this will not necessarily preclude a candidate from progressing to the next stage if endorsed by their Line Manager but they **must** produce documentation from their GP confirming they are medically fit to participate in the assessment.
3. As per PSNI Attendance Management Guidance an individual in receipt of an "Informal Note of Concern" in relation to their sickness absence is not eligible to be considered for promotion/selection for 6 months from the date of the warning. In the case of a "Formal Note of Concern" having

been issued the individual is excluded for two years from being considered for promotion/selection.

4. If a candidate is being investigated for alleged misconduct or complaints this does not automatically preclude them from progressing to the next stage if endorsed by their Line Manager but the outcome will be considered if the candidate is successful and before possible appointment to a new role.
5. Candidates **must not be** the subject of disciplinary punishment, resulting in a caution or higher during the past two years. (01/05/12 – 01/05/14 for Inspectors' process and 15/05/12 – 15/05/14 for Sergeants' process)

3. GUIDANCE NOTES FOR APPLICANTS

There is no requirement for your completed Candidate Registration Form to be forwarded to your Line Manager.

It is your responsibility to ensure that the Line Management Endorsement Form is received by your Line Manager and Countersigning Officer within the timescales set. Please be aware that your Line Manager and Countersigning Officer will need to have your application in reasonable time.

You must send the Candidate Registration Form and a hard copy of the Line Management Endorsement Form with the required signatures before the deadline date (1st May 2014 for the Inspectors' Process and 15th May 2014 for the Sergeants' Process) to

**The Police Service of Northern Ireland
Police Promotions
Room 12a
Human Resources
Lisnasharragh
42 Montgomery Road
Belfast
BT6 9LD**

Candidates must keep a copy of their Candidate Registration Form and Line Manager Endorsement Form and a record of both the date they sent it to the PSNI and to whom it was addressed. It is the responsibility of each candidate to ensure that their completed forms has been submitted to and received by the PSNI by the closing date for applications. Late entry forms will not be accepted under any circumstances.

Candidates who already hold a pass in the PSNI OSPRE[®] Part I Inspector or Sergeant Examination will not be required to sit the Stage 2 Legal Examination. However, they will be required to register for the promotion process during the registration period for the relevant promotion process as described in this document. Candidates will not be permitted to enter the promotion process if they do not register within the prescribed time frames

CANDIDATE REGISTRATION FORM

This form can be obtained by emailing zPolicePromotions@psni.pnn.police.uk

You are encouraged to consider the following guidance carefully prior to completing your candidate registration form. Care should be taken to provide clear and accurate information for Boxes 1, 2 and 3 on the Candidate Registration Form.

BOX 1 – PROMOTIONAL RANK

You should indicate which rank you are applying for promotion as either Inspector or Sergeant.

BOX 2 - PERSONAL ID

You should provide the relevant information as required. Please Note:

- The PNC Station Code for the Police Service of Northern Ireland is 98
- If you have previously undertaken OSPRE® Part I in any Police Service/Force but are not aware of your candidate number please leave this blank – there is no need to try to obtain this from your force exam officer
- Provide your previous surname only if you have undertaken OSPRE® Part I within any Police Service/Force previously
- If you have changed Police Service/Force since you last registered for OSPRE® Part I please provide details the Police Service/Force you last registered with for this examination.

Please read the Candidate Declaration section carefully before signing in the box.

Reasonable Adjustment and Accommodation

The Examinations and Assessment Policy on Accommodations and Reasonable Adjustments for Candidates is available on PoliceNet, and candidates should read this before applying.

Accommodations may also be considered for candidates who may have personal needs or other reasons not covered by the Equality Act. In these instances candidates should still follow the procedure outlined in the policy.

The required documents as outlined in the policy should be sent to the address below **by 1st May 2014 for Inspector's process and 15th May 2014 for Sergeant's process** in order to be processed and recommendations applied.

**College of Policing
PSNI Promotions Team
Examinations and Assessment
Yew Tree Lane
Pannal Ash
Harrogate
HG2 9JZ**

Forms will be reviewed by psychologists at the College of Policing who will then make recommendations for reasonable adjustments or accommodations where required.

BOX 3 – BIOGRAPHICAL DETAILS

You should indicate the relevant biographical information which relates to you. This allows the Police Service of Northern Ireland to monitor and report on the trends relating to the biographical profile of candidates applying for promotion. It will not be used to look at the success of individuals. This information will be kept in strictest confidence and will only be used by the College of Policing, Police Service of Northern Ireland Human Resources and Equality, Diversity and Human Rights staff for this purpose.

BOX 4 – ELIGIBILITY

Please leave this box blank. This section will be completed by the PSNI to verify they have received your Line Management Endorsement Form.

4. GUIDANCE NOTES FOR LINE MANAGERS

A key principle within this promotion process is that the Police Service has a responsibility to ensure that all officers have the clear support of their Service. The Police Service has sole responsibility in determining which applicants will be verified as suitable candidates and therefore proceed to subsequent stages of the promotion process.

Line Managers are required to complete the Line Manager Endorsement Form to confirm they have held a professional development conversation with the applicant, the applicant is ready for promotion and they are supporting the applicant's application for the next rank in order to verify their application.

The Line Manager Endorsement Form must be countersigned by the next rank or police staff equivalent to confirm the applicant's application for promotion to the next rank is supported.

Please ensure you circle 'Yes' or 'No' for each of the five questions asked.

If a candidate does not meet all of the five eligibility factors this does not automatically mean they are excluded from the process. Please refer to the guidelines below indicating how each of the eligibility factors are assessed in relation to the promotion process:

1. All candidates **must** have completed their probationary period in the rank of constable or sergeant and be confirmed in post by the date of the Legal Examination (6th September 2014 for Inspector's process and 20th September 2014 for Sergeant's process).
2. If a candidate is presently absent from duty through sickness this will not necessarily preclude a candidate from progressing to the next stage if endorsed by their Line Manager but they **must** produce documentation from their GP confirming they are medically fit to participate in the assessment.
3. As per PSNI Attendance Management Guidance an individual in receipt of an "Informal Note of Concern" in relation to their sickness absence is not eligible to be considered for promotion/selection for 6 months from the date of the warning. In the case of a "Formal Note of Concern" having

been issued the individual is excluded for two years from being considered for promotion/selection.

4. If a candidate is being investigated for alleged misconduct or complaints this does not automatically preclude them from progressing to the next stage if endorsed by their Line Manager but the outcome will be considered if the candidate is successful and before possible appointment to a new role.
5. Candidates **must not be** the subject of disciplinary punishment, resulting in a caution or higher during the past two years. (01/05/12 – 01/05/14 for Inspector's process and 15/05/12 – 15/05/14 for Sergeant's process).

Please also indicate whether the applicant has successfully taken the PSNI Sergeants' or Inspectors' OSPRE® Part I Examination previously and is applying to enter the 2014 PSNI Constable to Sergeant Promotion Process or Sergeant to Inspector Promotion Process at Stage 3?

5. SUBMISSION OF APPLICATION DOCUMENTATION

The applicant is responsible for submitting the completed application documentation, both the Candidate Registration Form and the Line Manager Endorsement Form. It is therefore your responsibility to ensure that your completed applicant documentation is received by Police Promotions, Human Resources within the timescales set for registration. Please be aware that your Line Manager and Countersigning Officer will need to have the Line Manager Endorsement Form in reasonable time to complete prior to the close of registration. You must send a hard copy of the completed registration and endorsement forms with the required signatures before the deadline date to:

**The Police Service of Northern Ireland
Police Promotions
Room 12a
Human Resources
Lisnasharragh
42 Montgomery Road
Belfast
BT6 9LD**

All supported candidates will progress to the next stage of the promotion process. They will be provided with all other information needed before attending each stage.

Deadline for Applications

Please ensure that all application documents arrive no later than **5pm on:**

- **1st May 2014 for Inspector's process OR**
- **15th May 2014 for Sergeant's process.**

If you have any queries regarding completion and submission of the application documentation, please email zPolicePromotions@psni.pnn.police.uk

Candidates who already hold a pass in the PSNI OSPRE[®] Part I Inspector or Sergeant Examination will not be required to sit the Stage 2 Legal Examination. However, they will be required to register for the promotion process during the registration period for the relevant promotion process as described in this

document. Candidates will not be permitted to enter the promotion process if they do not register within the prescribed time frames



EXAMINATIONS & ASSESSMENT POLICY ON ACCOMMODATIONS AND REASONABLE ADJUSTMENTS FOR CANDIDATES

This policy applies to all candidates wishing to apply for an accommodation or reasonable adjustment for the Police Service of Northern Ireland Superintendent Promotion Process.

1. Introduction

- 1.1 The College of Policing Examinations & Assessment Unit 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.
- 1.2 In these instances the College of Policing Examinations & Assessment Unit will proactively work with candidates to identify what would be an appropriate accommodation or adjustment and, where suitable, implement this. Since 2004, Examinations & Assessment have provided over two thousand accommodations and adjustments to candidates in examinations and assessments ranging from adjustments for Specific Learning Difficulties (SpLDs) to accommodations for new mothers.

2. Background

- 2.1 From 1 October 2010 most of the provisions of the Equality Act 2010 were brought into effect, replacing existing equality legislation in Great Britain, including the Disability Discrimination Act (DDA) 1995 and Race Relations Act 1976. The Equality Act 2010 prohibits 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.

NOT PROTECTIVELY MARKED

- 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 forces and candidates the process by which candidates who feel they may require an accommodation or a reasonable adjustment can apply for this. This includes candidates who are requesting a reasonable adjustment with a Specific Learning Difficulty (SpLD). This document also aims to provide guidance for specialists producing reports and recommendations for the purpose of the College of Policing Examinations & Assessment products.

3. Reasonable Adjustments and Accommodations

- 3.1 As stated previously, 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 employers have a duty to make reasonable adjustments to practices, premises and services to accommodate a disabled person at a 'substantial disadvantage' 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 legal definition will be 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 overleaf. 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 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 (e.g. hearing impairments, mobility impairments) and mental impairments (e.g. mental health conditions and Specific Learning Difficulties (SpLDs)). The term SpLD includes Dyslexia, Dyspraxia, Dyscalculia, Attention Deficit Disorder, Specific Language Impairment (SLI) and Asperger's Syndrome amongst other impairments.

5. Accommodations (Non-Disability related requests)

5.1 The College of Policing Examinations & Assessment Unit 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 would potentially provide the candidate with an unfair advantage. It will also be necessary to consider the cost and logistical impact of supporting any accommodations.

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 (e.g. change of assessment date) 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 Superintendent Promotion Processes is provided in Appendix A.

Stage 1 – Notification

The candidate notifies the Police Service of Northern Ireland (PSNI) directly of their intention to request reasonable adjustment or an accommodation through the application form.

Stage 2 – Report or Supporting Information

In some instances the candidate will be asked to provide supporting information in relation to their request. Where a candidate is requesting a **reasonable adjustment**, they will always be asked to obtain a report / statement containing a diagnosis of their disability and recommendations for the reasonable adjustment from an appropriate specialist in the area of their disability.

Stage 3 – Determining a Reasonable Adjustment or Accommodation

A College of Policing psychologist will consider the request and where necessary will discuss this with the candidate and/or the PSNI (including the occupational health department) and/or where appropriate with the report author.

With regard to a request for a **reasonable adjustment**, the psychologist has to decide, where necessary in consultation with the specialist, whether or not the contents of the report demonstrate that a candidate has a disability. Where a candidate has a disability and this is evidenced by their report the psychologist, where appropriate in conjunction with the specialist, is required to recommend what would constitute reasonable adjustment for the specified assessment process.

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.

Stage 4 – Offering a Reasonable Adjustment or Accommodation

The College of Policing psychologist communicates either directly with the candidate or via the PSNI regarding the reasonable adjustment or accommodation which is being offered to the candidate. Where this communication has been with the PSNI, the PSNI will share this with the candidate.

Stage 5 – Agreeing a Reasonable Adjustment or Accommodation

The candidate is required to provide written confirmation to the PSNI of their acceptance of the reasonable adjustment or accommodation offered prior to their assessment.

Stage 6 – Providing a Reasonable Adjustment or Accommodation

The reasonable adjustment or accommodation is arranged and provided during the candidate's assessment.

APPENDIX A

Details of the process for requesting a Reasonable Adjustment or Accommodation

The section below provides specific guidance on the process for applying for a reasonable adjustment or accommodation for the Police Service of Northern Ireland Superintendent Promotion Process. If candidates are applying for a different assessment process they should check the specific guidance in the relevant policy.

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

1 Stage One – 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). Applicants who believe they have a disability are required to declare this on their application form.
- 1.2 It is the candidate's decision whether or not they wish to make an application for a reasonable adjustment or accommodation.
- 1.3 It is the responsibility of the PSNI to identify applications from any candidates who are declaring a disability.
- 1.4 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.

2 Stage Two – 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 (e.g. 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 The purpose of the report is firstly to establish whether or not the candidate has a disability as defined by the Equality Act 2010. 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 (e.g. practicing 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 clear and demonstrable expertise in the area they are to provide a diagnosis about.
 - 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 Examinations and Assessment Unit will be able to provide guidance to the candidate regarding what constitutes a suitable specialist (For SpLD related reports, including those for Dyslexia, please see Appendix B, section 6.1). 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.
 - 2.5 The report should give a clear diagnosis and whether or not this constitutes a disability as defined within the Equality Act 2010. It should contain specific recommendations about the reasonable adjustment the candidate requires for the assessment process they will be taking. 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.
 - 2.6 The College of Policing Examinations and Assessment Unit **will not be** responsible for meeting the cost of any assessments or reports.
 - 2.7 Medical information will be handled in accordance with the Data Protection Act 1998. It will be held securely and confidentially and only accessed by those individuals who need to be involved with establishing the correct provisions for the candidate. Where a medical report is required the candidate must give consent to the processing of the data.
 - 2.8 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.

- 2.9 The candidate is asked to submit the report by 5pm on 18th October 2013 to:

**The Police Service of Northern Ireland
Police Promotions
Room 12a
Human Resources
Lisnasharragh
42 Montgomery Road
Belfast
BT6 9LD**

- 2.10 It is the candidate's responsibility to provide the report to the above address by the required date specified in the application documentation. The documentation will then be forwarded to the Examinations and Assessment Unit, College of Policing for review and recommendations.
- 2.11 In instances where the disability is a Specific Learning Difficulty (SpLD) there is further guidance on the requirements of the report that should be produced in Appendix B. Candidates requesting reasonable adjustment for a SpLD, including dyslexia, should read this Appendix prior to obtaining a report.

3 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, the purpose of this stage is to then decide what adjustments or accommodations would be applicable based on the diagnosis of the individual's specific needs relative to their disability.
- 3.2 The College of Policing psychologist dealing with the request will, after undertaking any consultation with the candidate and the report's author, 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. For example, a candidate who has a disability as defined under the Equality Act 2010, such as a SpLD, may be offered the following reasonable adjustments, which reflect the adjustments provided in the role:
- Additional time in one or more parts of the promotion process
 - Different fonts or coloured paper/overlays
- 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 College of Policing psychologist should contact the report's author, explain the assessment process and ascertain the author's recommendations for adjustment or accommodation.
- 3.6 Every application for reasonable adjustment or accommodation 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 College of Policing psychologist 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 as a job related requirement. Adjustments which contaminate 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.

- 3.7 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.
- 3.8 It will also be necessary to consider the cost and logistical impact of supporting any accommodations. For this reason all requests will be considered on an individual basis.
- 3.9 It is also unlikely that an accommodation would lead to changes to the structure of the assessment (e.g. 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.

4 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. 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.
- 4.2 The College of Policing psychologist will reply to the candidate acknowledging receipt of the specialist's report, and 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.
- 4.3 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.
- 4.4 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 discuss 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 as to what additional evidence is required.

5 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 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 It is likely that in most instances where a candidate has requested an accommodation that it will not be necessary to formally agree this and sign an agreement form. Where this is appropriate this will be communicated to the candidate.
- 5.4 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 PSNI. 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 one week prior to the commencement of the assessment process. This is necessary in order to provide sufficient time for the appropriate adjustments to be arranged and put in place.
- 5.5 If a candidate, who has signed to say they are in agreement with a reasonable adjustment, then fails to reach the standard at the Promotion Process, then this provision would not be considered grounds for appeal against that decision.
- 5.6 If a candidate who has requested reasonable adjustment arrives to attend the Promotion Process without having submitted a completed 'Reasonable Adjustment Agreement Form' it will be the candidate's decision as to whether they continue with that assessment process without any adjustments. If the candidate then fails to reach the standard at the Promotion Process, then this would not be considered grounds for appeal against that decision.
- 5.7 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 College of Policing psychologists will need to ensure that the suggested adjustments are reasonable as outlined in 3.6 and any accommodations meet the criteria set out at 3.7, 3.8 and 3.9.

- 5.8 Where a candidate disagrees with the adjustment being offered and no agreement can be gained through discussion, the College of Policing psychologist should escalate the request to the College of Policing Reasonable Adjustment portfolio holder within Examinations and Assessment. Where necessary the College of Policing Reasonable Adjustment portfolio holder will consider further action (e.g. advice from an independent specialist who is an expert in Reasonable Adjustment requests for occupational assessments).

6 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.
- 6.2 It is for the Co-ordinator responsible for the running of the assessment to ensure that the reasonable adjustment or accommodation is implemented.
- 6.3 Once adjustments or accommodations have been agreed there should be no further changes to these unless discussed and agreed with the College of Policing psychologist.

APPENDIX B**Additional Information for Candidates with a Specific Learning Difficulty (SpLD)**

1. Specific Learning Difficulty (SpLD) 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 SpLDs amongst other impairments.
2. The first step in making reasonable adjustment is to ensure that the individual concerned has undergone a formal assessment of their SpLD.
3. The aim of a SpLD assessment and the resultant report is to:
 - Determine if someone has a condition under the term SpLD.
 - Identify the nature of the SpLD (e.g. Dyslexia, Dyspraxia, Dyscalculia, or Attention Deficit Disorder).
 - Diagnose the specific mental processing abilities affected.
 - Determine the extent of any impairment.
 - Provide practical advice and guidance associated with the diagnosis.
 - Provide recommendations for reasonable adjustments that accommodate the specific impairments diagnosed.
4. A good quality diagnostic assessment also ensures the candidate receives the most appropriate advice, guidance and reasonable adjustment 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 SpLD Report**
 - 5.1 Currently the most common SpLD which candidates request reasonable adjustment for is dyslexia; for further information on obtaining a SpLD assessment, please refer to the British Dyslexia Association (www.bda-dyslexia.org.uk) or Dyslexia Action (www.dyslexiaaction.org.uk).

6. SpLD 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 SpLDs. 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 into SpLDs.
- 6.2 The SpLD 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 more up to date 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 SpLD assessment should be conducted by a specialist with appropriate qualifications and experience in assessing adult SpLDs in an occupational context. Normally, the specialist would be a Chartered Occupational Psychologist, a Chartered Educational Psychologist or a specialist teacher with a Practising Certificate in SpLD Assessment. On the basis of the individual's SpLD 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 SpLD assessment which has been conducted. Specifically the report should contain details of tests¹ used to determine the following factors:

¹ This test list is based on the guidance given in the 'Suitable Tests for the Assessment of SpLDs in Higher Education (revised November 2012)' document produced by SpLD Assessment Standards Committee. For more information please see <http://www.sasc.org.uk>.

Underlying Cognitive Ability

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

Cognitive Processing

- Working Memory (e.g. WAIS-IV^{UK}, WRAML2, WMS-IV^{UK}, The Digit Memory Test)
- Phonological Processing (e.g. CTOPP)
- Speed of Processing (e.g. 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, (e.g. 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 (e.g. WRAT-4, WIAT-II, HAST)
- Writing – Should include free writing or a speed of handwriting assessment (e.g. DASH 17+)

Other Relevant Information

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

- 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 College of Policing psychologists to discuss the candidate's specific needs with the assessment author and candidate if appropriate.
- 6.7 The College of Policing Examinations & Assessment Unit **will not be** responsible for meeting the costs of any assessment or report.

7. Candidates with a SpLD whose first language is not English

- 7.1 Candidates who have a SpLD in a first language other than English are likely also to have a SpLD in English. The same procedures should apply for SpLD candidates whose first language is not English.



In partnership with



**Police Service of Northern Ireland
Sergeant Promotion Process 2014
Line Manager Endorsement Form**

The content of this form should be kept confidential when completed and must be sent in a secure manner with confirmation of delivery.

Applicant Name:

Applicant Service Number:

Please complete the following questions by circling the appropriate answer.

- | | | |
|--|-----|----|
| 1. Will the applicant have completed their probationary period in the rank of constable and be confirmed in post by the date of the Stage 2 Legal Examination (20 th September 2014)? | Yes | No |
| 2. Is the candidate presently absent from duty through sickness? If yes, the applicant must attach documentation from their GP confirming they are medically fit to participate in this assessment | Yes | No |
| 3. Is the applicant subject to a 'live' Informal/Formal Note of Concern in relation to sickness? (Guidance can be sought from your HR Manager) | Yes | No |
| 4. Is the applicant currently being investigated for alleged misconduct/complaints by the Police Ombudsman Officer for Northern Ireland? | Yes | No |
| 5. Has the applicant been the subject of disciplinary punishment, resulting in a caution or higher, during the past two years? (15/05/12 - 15/05/14) | Yes | No |
| 6. Has the applicant successfully taken the PSNI Sergeants' OSPRE® Part I Examination previously and is applying to enter the 2014 PSNI Constable to Sergeant Promotion process at Stage 3? | Yes | No |

Line Manager/Police Staff equivalent
 Name

Job Title

Signature

Date

Inspector/Police Staff equivalent
 Name

Job Title

Signature

Date