

## Situational Judgement Test – Further Guidance

### Overview

The Situational Judgement Test (SJT) is designed to help us understand how you might behave in certain situations at work. It will also help make sure the role you've selected is a good fit for you.

At the start of the test, you will be provided with some background information about the role you've applied for.

You'll then be presented with a range of different scenarios you might experience in the role.

For each scenario, you will have 4 different options for how you could respond.

You must select which ONE option you think is the BEST and which ONE option you think is the WORST response to the scenario.

### Example Question

An example question is shown below to demonstrate the type of question you might be asked, and to provide guidance on how to indicate your responses.

**QUESTION 1**

You have a new line manager, who you are keen to meet with. They seem really busy, however, and haven't made much of an effort to get to know you. What do you do?

WORST	Ask a colleague for advice on the best way to proceed.	BEST
CLEAR	Remind your manager that you're keen to spend some time with them and ask when a suitable time would be.	BEST
WORST	Send your manager an email meeting invite.	BEST
WORST	Do nothing. Your manager will arrange to meet you when they are less busy.	CLEAR

Click on the left tab to select your chosen WORST option

Click on the right tab to select your chosen BEST option

- click on the tab on the right-hand side of your chosen 'BEST' option to indicate your response.

In the example shown, the candidate has selected option 2, *'Remind your manager that you're keen to spend some time with them and ask when a suitable time would be'*, as the 'BEST' option.

- click on the tab on the left-hand side of your chosen 'WORST' option to indicate your response.

In the example shown, the candidate has selected option 4, *'Do nothing. Your manager will arrange to meet you when they are less busy'*, as the 'WORST' option.

- if you change your mind, you can undo your choice by clicking on the 'CLEAR' tab and then selecting an alternative option.
- you must leave the two remaining options unmarked.

In some cases, you may feel there is more than one best or worst response, or that you would do something completely different, however you must complete all of the questions, selecting a best and worst answer from the options provided.

The test is not timed but should take approximately 20 minutes to complete.

You will not require any previous knowledge or experience in order to complete the SJT.

Separate SJTs have been developed for each of the roles being recruited for Census 2021; this is to ensure that the tests are relevant for each role. This means that if you have applied for more than one role, you will be required to complete a separate SJT for each.

## **Taking the SJT**

The SJT is taken online.

Your test answers should be your own; you must not ask for input from anyone.

The test is written in English only.

The SJT works on most modern browsers and operating systems, and while they should work on smartphones or tablets, we recommend using a device with a larger screen. If your browser is not supported, the test will alert you to try an alternative.

Try not to close the browser while taking the test. If you do, you will be able to re-open it where you left off. If you lose internet connection, once you are back online you can continue the test where you left off. You should, ideally, complete the test in one sitting, however.

## **Preparation**

When you are invited to take the test, you should try to do so as early as possible, so that if you experience any technical or access issues before the deadline, you will have time to resolve these. All queries or help requests should be submitted at least two working days before the test deadline, to ensure a response can be provided.

Before you start:

- find a quiet place with no distractions.
- make sure you read all test instructions carefully.
- answer every question.
- you will need a stable internet connection throughout the test.
- try and take the test when you feel calm, although it is natural to feel a little nervous.
- while the test is not timed, we recommend allowing around 20 minutes to complete it.

## **SJT Results and Feedback**

Your score on the SJT is compared to a representative group of applicants who have also taken the test. You will be required to achieve a minimum score in order to pass the test. This pass mark is set to ensure that you meet the required standard for the role you have applied for.

After taking the SJT, you will receive feedback on whether you have been successful or not. For security reasons, we cannot provide feedback on specific questions or your overall score.

You should typically receive feedback on the SJT within 2 weeks of completing the test

## **Questions and Reasonable Adjustments**

Please let us know if you need us to consider certain changes (known as 'reasonable adjustments') so that you can take the test. We're committed to making sure the process is fair for all so please contact us by email to [onshelpdesk@adecco.co.uk](mailto:onshelpdesk@adecco.co.uk) or by telephone (02039735972) as soon as possible.

Further guidance around reasonable adjustments is provided below.

## **Reasonable Adjustments**

Most people who have a disability are able to complete online tests without needing any help. This is not the case for everyone, though.

ONS is committed to increase the recruitment of under-represented groups at all levels and to make sure our selection methods are fair.

In this section we show you how to ask for help and give examples of the types of adjustments that are available.

### **A disability**

To be considered for a reasonable adjustment, you must be disabled according to the definitions of the Equality Act 2010. The Act considers you disabled if you have a physical or mental impairment with a substantial, long term negative effect on your ability to do normal daily activities.

There are a wide range of conditions where adjustments may be necessary regarding access to our recruitment process. Adjustments will be offered based on your needs and considered on a case-by-case basis.

We have a legal duty to provide reasonable adjustments, so please don't be afraid to ask for help if you think you need it.

### **Requesting an online test adjustment**

If you request a reasonable adjustment, you should provide:

- the reason you need an adjustment (in order to understand any effects it may have on completing the SJT),
- possible adjustments which could help, and
- previous adjustments you have had (if any).

After you have applied, please contact us as soon as possible by telephone (020 3973 5972) or by email: [onshelpdesk@adecco.co.uk](mailto:onshelpdesk@adecco.co.uk) to speak to a member of our Helpdesk Team to confirm the type of adjustment you need.

If your adjustment is not obvious from discussions with you, you may be asked to provide supporting documentation. This could include diagnostic reports, medical certificates or similar, and will enable us to identify the most suitable adjustment. A scanned image or screen shot of the documentation is fine. We know not everyone can provide such documentation, so please don't let this deter you from requesting help.

You may realise later in the selection process that you should have requested an adjustment when submitting your initial application. If this happens, please contact

us as soon as possible by telephone (020 3973 5972) or by email: onshelpdesk@adecco.co.uk.

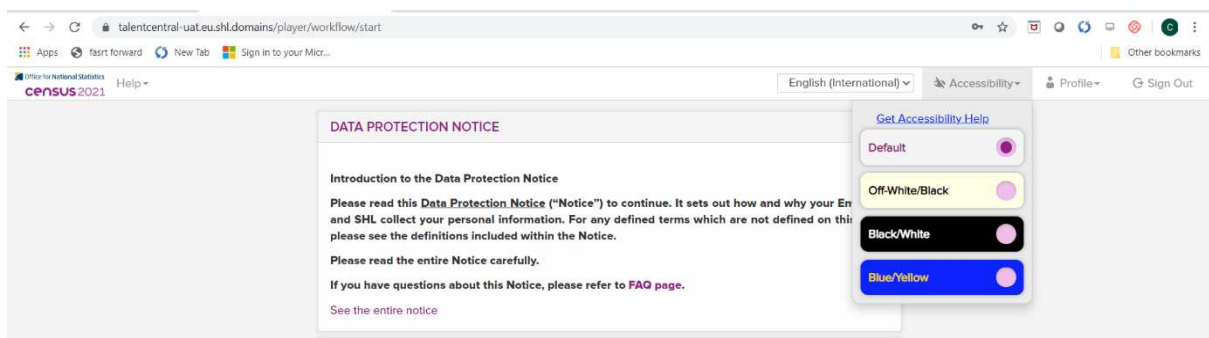
If you are successful and offered a job, you can discuss ongoing adjustments before starting work, again by contacting us on the above telephone or email address.

## Accessible by design

We have worked hard to make the SJTs fully accessible to as many people as possible.

### Examples of possible test adjustments include the following:

- support for screen readers on online tests for candidates with visual impairments. For example, ChromeVox, which is the built-in screen reader in Chromebooks.
- adding additional time to timed tests for candidates with dyslexia or motor impairments (this will not be applicable here, as the test is untimed).
- adjustment to test presentation for candidates with dyslexia or visual impairments. You can alter the appearance of the screen colour by selecting the 'Accessibility' tab at the top of your screen, as shown below. This can be applied and changed at any point during the test.



- large print format tests on screen for candidates with visual impairments.

This is by no means an exhaustive list, however, and adjustments will be considered on a case by case basis - there is no single adjustment that suits everyone.