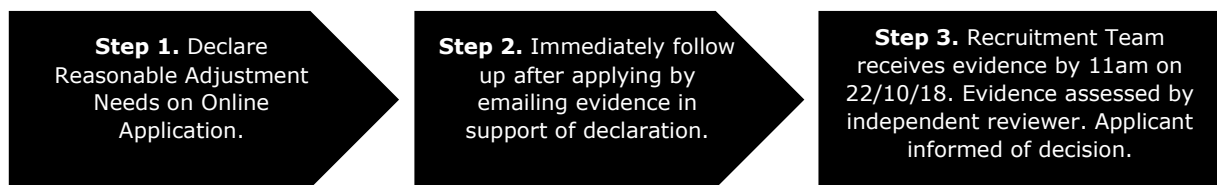


Guidance on requesting reasonable adjustment needs

PSNI welcomes applications from all and will consider any reasonable adjustment needs requests from applicants.

For the effective operation of the recruitment process, we need you to tell us if you have any adjustment needs that may require us to make reasonable adjustments so that you can attend and participate. For example, you should make us aware of any communication or access needs that relate to a disability you may have. Please note that you are not required to tell us of any disability that you may have if you do not wish to do so. Any information declared will be used only to facilitate the scheduling and testing of applicants.

Reasonable Adjustment Needs – Declaration and Consideration Process



1. While completing the online application form you will be given the opportunity to declare any reasonable adjustment needs, which would allow you to participate fully in the recruitment process (including the Initial Selection Test and the Assessment Centre).
2. In addition to declaring your reasonable adjustment needs in the online application form you must follow up by supplying supporting diagnostic evidence, addressing exam adjustment needs, by email to info@joinpsni.co.uk as soon as possible after applying. The final deadline for receipt of complete evidence is 11am on 22nd October 2018. It is your responsibility to take action on this.
3. If you applied to the 2017 constable recruitment campaign and provided evidence which was approved for reasonable adjustments, you will be given the opportunity to declare this within the application form. You will not have to resubmit your evidence for approval once again (however evidence may be requested from you for follow up so please be prepared to send this when requested). Please note that all declarations regarding previous approval in 2017 will be verified.
4. All requests and evidence will be reviewed by an independent professional and, if appropriate, reasonable adjustments to testing will be applied and you will be informed as such. In the case that your request for an adjustment is deemed inappropriate, you would be offered an opportunity to participate in non-adjusted testing (see Appendix 1 for further details).

Discussion into or appeal against the independent reviewer's decision will not be considered.

Failure to declare reasonable adjustment needs requests (if applicable) on your online application form, or failure to provide full supporting evidence by the deadline set will mean that we will not be in a position to consider any adjustment needs requests submitted later in the recruitment process (unless you can prove it would have been impossible to have known about the matter at the time of application stage*).

**Not applicable to dyslexia or SpLDs, as related adjustment needs requests must be declared and evidenced at application stage.*

Declaring reasonable adjustment needs on the online application form Applicants wishing to declare reasonable adjustment needs must do so within the 'Test and Assessment Arrangements' section of the online application form. This section is divided into two sections:

- Needs relating to dyslexia or other specific learning difficulties (SpLDs)
- Needs relating to other conditions or disabilities

Depending on your needs, please choose the appropriate section. (If you wish to declare needs relating to *both* dyslexia / specific learning difficulties (SpLDs) and needs relating to other conditions or disabilities, please use *both* sections.

Please note that the text boxes within the online application form intended for declaring adjustment needs associated with disabilities, are intended for that sole purpose only. Should you have any other reason to contact us to discuss general test and assessment arrangements please email info@joinpsni.co.uk and we will consider.

Instructions on how to provide evidence relating to your reasonable adjustment needs

Applicants wishing to request reasonable adjustment needs, having declared these needs on the online application form must follow up by email to info@joinpsni.co.uk as soon as possible and by no later than 11am on 22nd October 2018, **attaching complete, valid, supporting diagnostic evidence, addressing exam adjustment needs**. Specific instructions and details of the format in which evidence should be supplied must be followed in full or evidence may not be accepted.

Evidence should be scanned as one single document and emailed to info@joinpsni.co.uk. When providing evidence by email you must include:

- Your name
- Your date of birth
- Details of the time and date you made your online application.

Mobile phone photos of documentation will be accepted as an alternative to scans, providing they are clear and the order of pages included is obvious.

All requests for adjustments and evidence will be reviewed by an independent professional and, if appropriate, reasonable adjustments to testing will be applied and you will be informed as such. In the case that a request for adjustment is deemed inappropriate you would be offered an opportunity to participate in non-adjusted testing.

Providing evidence relating to Dyslexia or SpLD Adjustment Needs

Details of acceptable evidence relating to Dyslexia or SpLD Adjustment Needs are provided below.

If you have dyslexia or other SpLD and would like adjustments to be considered you must submit your most recent diagnostic report, addressing exam adjustment needs, prepared by a qualified educational psychologist or other suitably qualified professional (e.g. certain chartered psychologists or in some circumstances specialist teachers with a current Practising Certificate in SpLD Assessment).

The following requirements must be met in full (by the final deadline of 11am on 22nd October 2018) in order for the report to be considered:

- An individual dyslexia diagnostic report and not a dyslexia screen or profile is required.
- The report must be complete with no pages missing.
- The report itself must be submitted and not a commentary on the report by a third party.
- If a follow-up report or reports are available, both the follow-up and the original report should be provided.

Providing evidence relating to Disabilities or Other Conditions Adjustment Needs (i.e. not related to dyslexia or other SpLDs)

Details of acceptable evidence relating to Disabilities or Other Conditions Adjustment Needs are provided overleaf.

If you have a disability or other condition and would like a reasonable adjustment, so that we can fully consider your request, we require further detail on the needs that you are declaring. You must submit your most recent evidence relating to your condition prepared by your doctor or other appropriate professional.

The evidence must include a written statement outlining the details of your condition and setting out the professional recommendation for appropriate adjustments to examination conditions.

The following requirements must be met in full (by the final deadline of 11am on 22nd October 2018) in order for evidence to be considered:

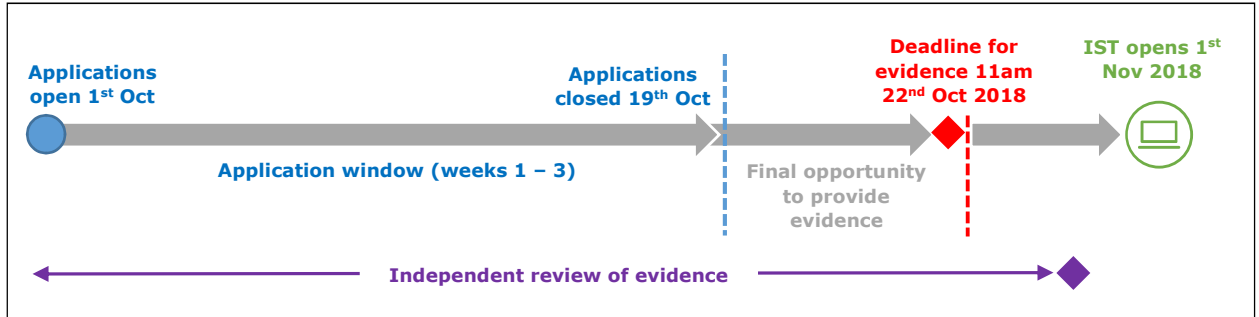
- The evidence must be complete with no pages missing.
- The original evidence itself must be submitted and not a commentary on the report by a third party.
- If a follow-up report or reports are available, both the follow-up and the original report should be provided.

Checklist for declaring Reasonable Adjustment Needs

- Declare your reasonable adjustment needs on your online application form
- Submit evidence by email, relating to your declaration, immediately after applying
- Deadline for receipt of complete evidence is 11am on 22nd October 2018

Appendix 1 – Illustration of Reasonable Adjustment Needs – Declaration and Consideration Process

Application phase and opportunity to submit evidence of disability related adjustment needs:



Process on close of application window:

