**Candidate/Applicant Guide/Information – online assessments**

Once you have successfully registered and are eligible to proceed, the next stage of the selection process is to complete two online assessments and three ability tests which will help determine your suitability for the role of Firefighter. This online assessment process is used to help us manage the high volumes of applications we receive for this role, fairly and efficiently.

Due to the high volume of applicants, the process will be managed online and supported **by email only.** You will be given clear instructions and how to access support if needed in the emails you receive. Detailed information explaining how the process works and the dates of each stage are included below. ***You must read this guide carefully before starting the online process*,** it will help you understand and complete the process successfully without the need to contact us directly. Should we need to contact you we will do so directly by email or telephone when necessary.

Please check your e-mail inbox on the day the online assessment stage is launched, including trash/spam folders for emails inviting you to the various assessments and tests. Instructions as to how to access each separate assessment/test will be in each email. We need to adhere to a strict timetable and if you miss an e-mail this is your responsibility as **we will not extend deadlines under any circumstances**.

**The Online Assessment Process**

This is a timetable showing the timing of the online sifting process. For this process, all online assessments are starting and closing at the same time.

Please make a note of these to avoid missing your opportunity to complete them in time.

|  |  |
| --- | --- |
| **Activity Required** | **Start and closing dates and times** |
| Behavioural Questionnaire | Start – Midday, Tuesday 2nd January 2024  End – Midday, Monday 29th January 2024 |
| Situational Judgement Test | Start – Midday, Tuesday 2nd January 2024  End – Midday, Monday 29th January 2024 |
| FRS Ability Tests | Start – Midday, Tuesday 2nd January 2024  End – Midday, Monday 29th January 2024 |

On **Tuesday 2nd January 2024** you will receive 3 separate emails:

Two from the **Apollo** system - [apollo**@adc.uk.com**](mailto:apollo@adc.uk.com) with the title ‘Assessment invitation’ inviting you to complete 2 online assessments. Each will contain instructions and a link to access an online assessment, which are; an online Behavioural Styles Questionnaire and a Situational Judgement Test.

One from the **Test Partnership** system - [no-reply@testpartnership.com](mailto:no-reply@testpartnership.com) with the title ‘Your online assessment login details’ inviting you to complete the three Fire Assessment Ability Tests which are; Verbal, Numerical and Mechanical Reasoning.

You will be required to create a password for each assessment and the fire Assessment Ability Tests. Please record them incase you need to re-access them.

Each email will give a support email address should you have any technical difficulties in accessing the assessments or test systems. Do not use this for any general enquiries regarding the recruitment process as they will not be answered. For this contact the fire and rescue service directly.

The deadline to complete both assessments is **Monday 29th January 2024**. If you do not complete the assessments before this time, you will not be progressed further in the recruitment process and your application will be closed.

We strongly advise that you complete each stage as soon as possible and do not leave it until the actual deadline. **No extensions to any of the deadlines will be given.**

**General Guidance and Information**

All the online stages should be completed by *yourself alone and unassisted* on a computer, laptop or tablet. They are not compatible with a smartphone. You should ensure that you have a *stable internet connection* when accessing and completing all the online stages. **Checks may be undertaken at a later stage in the selection process to verify that you have completed these tests without assistance.**

Should you experience any IT issues accessing the online system during any of the online stages, please email the support email address at the bottom of your invitation email for assistance. This support is available within *0900 and 1800, Monday to Friday only*. Any emails received outside these hours will be responded to by 1200 on the next working day. Support is only available via email so please do not attempt to contact us by telephone.

As we receive many hundreds of applications, we will not be able to provide you with individual feedback on your results.

Should you require any information during the online sifting process described above, you should refer to this guide as it will have all the information you need.

You will be informed whether you have passed or failed this stage by email on **Monday 5th February 2024**. If you have passed, please wait to be contacted by the Cumbria Fire & Rescue Service resourcing team. If you have failed your application will not be considered further and will be closed.