

Online Tests – an introduction

The NICS recruitment process includes various stages and activities - for example, application forms, online tests and interviews. These assess whether you meet the requirements of a job or job level. When you apply for a job in the NICS, we may want to assess you using a psychometric test. The tests we use for each grade are as follows:

Grade	Tests
Administrative Officer (AO)	<ul style="list-style-type: none">• Verbal• Checking & Accuracy• Following Rules & Procedures• Situational Judgement
Executive Officer 2 (EO2)	<ul style="list-style-type: none">• Critical Reasoning• Data Analysis and Decision-Making• Management Decisions
Executive Officer 1 (EO1)	<ul style="list-style-type: none">• Critical Reasoning• Data Analysis and Decision-Making• Management Decisions
Staff Officer (SO)	<ul style="list-style-type: none">• Management Decisions• Critical Thinking• Analysing Information
Deputy Principal (DP)	<ul style="list-style-type: none">• Management Decisions• Critical Thinking• Analysing Information
Grade 7 & 6	<ul style="list-style-type: none">• Management Decisions• Critical Thinking• Analysing Information

The Candidate Information Booklet (CIB) for each competition will detail the tests to be used and you will be given access to familiarisation materials including example questions which you can access prior to completing the test. No specialist knowledge or experience is needed for our tests.

Why we use online recruitment tests

Tests are an effective way of assessing people fairly, consistently and transparently. Assessment tools and techniques which are relevant, appropriate and used effectively in recruitment competitions help to ensure the identification, assessment and selection of applicants who best meet the requirements of the job. Decisions on the selection and use of tests are made by professional experts who provide assurance that the tests meet the professional standards and are fit for purpose.

What our tests measure

Our tests have been designed to assess candidates' suitability for the grade being recruited in line with the [NICS Competency Framework](#).

Taking a Test

Tests are taken online. If you apply for a job and need to complete a test, you will be sent an email invitation, with full instructions on how to proceed. Test answers should be your own; you must not ask for help from anyone.

Proctoring

NICS tests use proctoring to allow us to conduct invigilated sessions online. Proctoring seeks to verify a candidate's identity and act as a deterrent for cheating. A candidate's identity is verified pre-test, at test and again at interview. You will be informed that photos will be taken of you during the test session that can be used to establish that you are alone and that it is the same person throughout the session. A streamed video image of you will be shown on the test screen. The video is not recorded but still images from it are recorded.

Reasonable adjustments and test accessibility

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

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

To be considered for a reasonable adjustment, you must be disabled according to the definitions of the Disability Discrimination Act 1995. The Act considers you disabled if you have a physical or mental impairment which has a substantial, long term adverse effect on your ability to carry out normal day to day 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.

You will be asked to identify on the application form to HRConnect if you require any reasonable adjustments, due to disability, to enable you to participate in any part of the assessment process. You will be asked to supply evidence such as a report or statement from a GP or appropriate specialist. Professional experts will then consider this information and any recommendations outlined and discuss these with you to determine the appropriate reasonable adjustment to be made. You will then be invited to take the test with the reasonable adjustment offered. Full details can be found in our [recruiting and appointing people with disabilities](#) document. Further [information for disabled applicants](#) is also available.

Your score and results

Your test score is calculated from your responses, which we compare with the results of a peer group who took the same test - this creates a percentile. For example, if you score at the 40th percentile, it means you scored better than 40% of the comparison group. Meeting the minimum required percentile is no guarantee of an invitation to continue the selection process.

Once tests are scored you will receive feedback however you won't be given answers to specific test questions, to avoid compromising the security of the test. If we shared test answers, this would give an unfair advantage to anyone who has them.

Banked Scores

If you reach the minimum required standard to pass the tests, your score will be banked for a period of time and you will not retake the test if you apply for future jobs at the same grade (or grade grouping – see table above). This is because your score will be re-used.

When you apply for a job requiring you to take a test, we will check if you have an applicable banked test score.

- If you do - you won't be invited to take the test because we will use the test score we already hold for you.
- If you don't - this means we do not hold an up to date test score for and you will be invited to take the test, and must take it.

A banked score will expire when any one of the following conditions is met:

- Twelve months has passed since the banked score was obtained.
- A new score benchmark is applied to the test.
- Technical work on the test platform takes place which affects banked scores. In these instances, you will need to take the test again.

At what date are the scores banked?

If you are asked to complete the tests as part of your application and pass all of them, then we will hold your test scores for one year from the test closing date as set out in the CIB.

What if I fail?

If you are asked to complete the tests as part of a competition selection process and fail any of them, your scores will not be retained for use in any future competitions you apply for.

If the same tests are part of a future competition at the same grade which you apply for then you will be invited to take the test, and must take it, as part of that competition.

Examples

Roisin applies for an EO1 job and takes three tests:

1. EO1 Management Decisions
2. EO1 Data Analysis and Decision-Making
3. EO1 Critical Reasoning

The test closing date is 23rd January and she passes all three tests. These three test scores will be used for any other EO1 competitions that require the same tests and that have a closing date for applications before the 23rd January the following year.

John applies for a SO job with a closing date for applications of 14th June. He is required to take three tests:

1. SO Management Decisions
2. SO Analysing Information
3. SO Critical Thinking

He passes SO Management Decisions and SO Analysing Information but fails SO Critical Thinking. Unfortunately this means John cannot progress any further in this competition and we do not bank any of his test scores for future use.

John applies for another SO competition that requires candidates to undertake the tests. The test closing date is 4th October. John will be invited to take the test, and must take it. This time John passes all three tests and we bank his test results and will use these for John for any SO competitions he applies for that require the same tests and have a closing date for applications before 4th October the next year.

Questions or concerns

Please contact HRConnect:

Email: recruitment@hrconnect.nigov.net

Telephone: 0800 1 300 330.

How we use your data

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