

# Reasonable adjustments and accommodations for senior national assessments

For candidates attending the national assessment centre for Fast Track programmes and the development centre for the executive leadership programme.

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## Introduction

This guidance applies to candidates requesting [reasonable adjustments](#) or [accommodations](#) relating to the:

- national assessment centre (NAC) for the Fast Track constable to inspector (FTCI) programme
- development centre for the executive leaders programme (ELP)

This guidance should be used alongside our [reasonable adjustments and accommodations policy](#).

For more information about what each programme includes, go to:

- [Fast Track constable to inspector programme](#)
- [Executive leaders programme](#)

## Assessment processes

### FTCI national assessment centre

During the FTCI national assessment centre, candidates will complete five exercises:

- written
- oral briefing
- partnership
- values
- interview

You will receive a pack of written information for each exercise to prepare from in the preparation stage, ahead of the activity stage. Further information on what each exercise includes can be found in the 'What to expect' document or discussed with the assessment specialist.

Any interview questions that are provided during the preparation stage are printed on paper and will be verbally asked during the activity stage.

## ELP development centre

During the ELP development centre, candidates will complete four exercises:

- executive meeting
- multi-agency meeting
- organisational leadership
- accountability

You will receive a pack of written information for each exercise to prepare from in the preparation stage, ahead of the activity stage. Further information on what each exercise includes will also be discussed during the candidate briefing sessions or with the assessment specialist, before the development centre.

## Equipment provided

To support candidates in completing the assessment exercises, candidates for both centres are provided with:

- rough paper and assorted stationery for making notes in each of the exercises
- a standard pocket calculator
- a laptop installed with Microsoft Word (enabled with spell-check and grammar check), provided for the completion of the written, organisational leadership and accountability exercises
- a keyboard and mouse

## Reasonable adjustments

Reasonable adjustments are changes that employers and assessment providers must make to ensure that disabled people, or those who have physical or mental health conditions, are not

disadvantaged compared to others who are not disabled.

An example of a reasonable adjustment that could be provided is additional time in the preparation stage of the assessment exercise. This supports a candidate to process the assessment materials and prepare their responses.

## Accommodations

Accommodations are for candidates who have a condition that is not defined as a disability, as in the [Equality Act 2010](#), but may still need some help to undertake their assessment. This may include conditions that are short-term and/or do not have a substantial adverse effect on the candidate's day-to-day activities, such as a back injury or pregnancy.

Examples of accommodations that could be provided include:

- separate preparation room from other candidates
- 'stop-the-clock' breaks during the preparation stage
- use of candidate's own coloured overlay or tinted glasses
- use of candidate's own reading ruler
- candidate materials provided on coloured paper
- candidate materials provided in a specific font, size of text or line spacing
- use of a standing desk or seat support
- use of candidate's own noise-cancelling headphones

## Case study examples

The following examples are provided for guidance only. Everyone who applies for a reasonable adjustment or accommodation is treated as an individual.

We will follow the [application process](#), taking time to discuss the candidate needs as appropriate. If you feel that you would benefit from a reasonable adjustment or accommodation, we encourage you to get in touch with our assessment team.

A candidate with dyslexia and visual processing difficulties was:

- offered 25% extra time in the preparation stages for all assessment exercises and for the whole written assessment exercise
- provided with rest breaks
- allowed to use their own visual stress glasses
- provided with materials that were printed using only black text on green paper

A candidate with mobility issues was:

- granted the use of a separate preparation room with a standing desk and stop-the-clock breaks during the preparation stages for all assessment exercises and also for the whole written assessment exercise
- offered the opportunity to stand during the delivery of the activity stages for all exercises

## Requesting a reasonable adjustment or accommodation

As the assessment provider, our assessment team will be responsible for determining the reasonable adjustments or accommodations that should be granted for candidates.

We will follow the [application process](#) for all requests and ensure that you are treated fairly and on an individual basis. This will be guided by the assessment specialist, through a discussion with you to decide the most appropriate support. Discussions can take place using different forms of contact such as through email, Microsoft Teams and phone call at your request.

In many instances, it is likely that it will not be necessary to complete all of the steps outlined, as these will not always be relevant. The assessment specialist will discuss this with you after you have notified them.

You may be asked to provide supporting information as evidence to obtain initial recommendations about what may be suitable as a reasonable adjustment or accommodation for you. The list of acceptable supporting information can be found in our [reasonable adjustments and accommodations policy](#).

## Application process for reasonable adjustments and accommodations

1. Application – You can indicate your requirement for a reasonable adjustment or accommodation within the Fast Track for serving constables or ELP application form. Alternatively, you can email the relevant assessment team directly at:
  - [seniorselection@college.police.uk](mailto:seniorselection@college.police.uk) for the Fast Track programme
  - [executiveleaders@college.police.uk](mailto:executiveleaders@college.police.uk) for the executive leaders programme
2. Initial contact – If supported to the assessment or development centre, an assessment specialist will contact you to ask what reasonable adjustments or accommodations you require. As part of this process, you will be asked to sign a data protection statement. You may also be asked to provide supporting information.
3. Request review and discussion – The assessment specialist will review your request and any supporting information provided. You will be contacted to discuss what reasonable adjustment or accommodation may be suitable for the assessment centre.
4. Offer – After a review of any supporting information and a discussion with you, the assessment specialist will provide a document outlining the recommended reasonable adjustments or accommodations (acceptance form).
5. Agreement – If you agree with the reasonable adjustments or accommodations offered, you must sign and return the acceptance form as soon as possible. This should preferably be at least two weeks before the start of the overall assessment process. Late returns of the acceptance form may have an impact on what adjustments and accommodations can be implemented to support you.

## Approval of reasonable adjustments and accommodations

Decisions about a reasonable adjustment or accommodation request are informed by an ongoing collaborative dialogue with candidates, rather than a one-off final decision.

Where requests for reasonable adjustments or accommodations are not initially approved, this is usually because we need more supporting information. If we are unable to progress your request based on the information available, we will tell you why. The assessment specialist will also advise you about appropriate or additional sources of supporting information that would help us reconsider your request. Where a requested reasonable adjustment cannot be approved because of limited supporting evidence, we will still work with you to explore and identify any suitable accommodations

that may be appropriate and can be put in place.

If you believe we have not applied our policy correctly when managing your request, you may request a review by contacting the relevant inbox:

- [seniorselection@college.police.uk](mailto:seniorselection@college.police.uk) for the Fast Track programme
- [executiveleaders@college.police.uk](mailto:executiveleaders@college.police.uk) for the executive leaders programme

The review process focuses on whether the correct procedures were followed and whether the decision was made using the policy criteria and the evidence you provided. The request will be escalated to our reasonable adjustment product lead, who will consider further action. The review does not involve a fresh evaluation of the request or a reassessment of the evidence you provided. If you wish to request a review, you must do so before your assessment, so we have sufficient time to complete the review.

## Tags

Assessment   Diversity and inclusion