Candidate guidance sheet

As part of your application to the Bank of England scheme, you will be required to complete an on-line assessment. This guidance sheet is intended to provide information about the assessment. The assessment is a 'blended' assessment which includes a mix of different formats blended into one assessment. It consists of 3 sections which you can either complete in one sitting, or complete individually at separate times. Parts 1 and 3 of the assessment are not timed although the second part is. You should allow up to an hour to complete the assessment.

Prior to completing the assessment, we advise that you take note of the following:

- Find a quiet place where you are unlikely to be disturbed before attempting to complete the assessment

- It is advisable to use a laptop or PC since the Cognitive session is best suited to a larger screen

- You will require paper, pen and a calculator to complete the numerical questions

- Switch off your mobile or put onto silent

You will be sent a link to click which will take you to a registration homepage. Once completed, the next screen will display a dashboard of three tiles which you will need to work through. The first tile covers data protection, the second captures some demographic data and the final tile is the actual assessment. There are practice questions provided before completing each section.

Further information about each section is provided below:

Part 1 - Situational Judgement Test

In the SJT assessment, you will be presented with a number of scenarios similar to those that you might encounter in role. Your task is to go through the assessment outlining which response option, in your opinion, is the best action to take in each scenario presented. The scenarios are designed to assess how well you match the requirements of the role and your 'fit' to the Bank. There is an opportunity to complete one practice test prior to commencing the assessment.

Part 2 - Personality assessment

Dimensions measures your behavioural preferences at work. It explores how you prefer to manage your relationships with others, your approach to tasks and your sources of energy and motivation. Please be as honest as possible when answering the questions.

Part 3 - Cognitive assessments

The cognitive assessment includes a mix of questions which assess your numerical and verbal ability. There are practice questions for the numerical and verbal questions at the

beginning of this section explaining the layout of the screen. You have a total of 21 minutes to complete this section with a timer on-screen at the top right hand displaying the minutes. We recommend that you may wish to set up a separate timer so that you can track the time remaining in seconds.

The numerical questions measure your analytical reasoning skills in relation to using figures, data and statistics. For each question, a table on information is provided on the left hand side with the question and possible answer options provided on the right hand side.

The verbal assessment measures your analytical reasoning skills in relation to interpreting written information and business-related reports. Please ensure you have reading glasses if you need them. For each question, a passage of information is provided on the left hand side with the question and possible answer options provided on the right hand side.

If you have a disability which requires additional time, then please contact Penna who will be able to assist in arranging this for you. The time can be extended from 25% through to 100% depending upon the severity of your condition.

Candidate practice website

We have developed a website specifically for candidates to gain familiarity with assessments prior to completion. The practice website will enable you to trial a test version of the numerical and verbal sections of the assessment. Please search for Elements verbal and numerical at the following website: www.trytalentq.com.

System Requirements

Korn Ferry Assessment Systems (KFAS) is 'web-enabled', secure and has been tested using a variety of browsers through the Internet. KFAS assessments minimum requirement is a 56k modem and the lowest screen resolution is 1024 x 768 (256 colours), and has been fully tested to support the following browsers:

•Microsoft Internet Explorer

•Microsoft Edge

•Google Chrome

•Firefox

•Safari for Mac

•Android browser

Finally, we thank you for completing the Bank of England assessment. We will be reviewing candidate scores and letting you know the outcome in line with the timescales set out for your application. If you have any questions or are unsure of these timescales, please contact bankofengland@penna.com