




# F2 Stand-alone Programmes 2023

## **Situational Judgement Test (SJT) Guidance**



England  
Northern Ireland  
Scotland  
Wales



UK Foundation  
Programme



February 2023

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## Introduction

The Situational Judgement Test (SJT) is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the F2 Stand-alone person specification.

The SJT's purpose is to target key attributes in the F2 Stand-alone person specification including patient focus, commitment to professionalism, coping with pressure, effective communication and team working. The SJT presents applicants with a series of work-related situations and asks them questions about how they would respond to these situations. The national F2 Person Specification requires that applicants demonstrate appropriate professional behaviour (i.e. integrity and honesty).

Practice scenarios are available on the UKFPO website and a practice paper (designed to familiarise applicants with the format of the test) are available on the Pearson VUE website.

## SJT Processes

### 1. Sitting the Situational Judgement Test

Longlisted applicants are required to sit the Situational Judgement Test. There are no exceptions or exemptions to this requirement. Failure to do so will result in your application not progressing further.

### 2. Structure of the Situational Judgement Test

#### **NDA (untimed)**

A non-disclosure agreement which you must accept in order to progress to the actual test.

#### **Tutorial (10 mins)**

An optional tutorial to help you understand the basic functionality of the computer-based test and how to navigate through it and select your responses.

#### **SJT section (45 mins)**

20 scenarios each with several questions to respond to (rating).

#### **Survey (5 mins)**

An optional survey to enable you to give feedback.

The digital platform allows us to create a modern and engaging test. These items may include:

- 1) Evolving dilemmas are comprised of up to 3 scenarios which are linked by a common context. Candidates respond to each scenario independently, as with each scenario new information is presented, but each of the scenarios is related to one another (e.g., may relate to the same patient or same colleague). These scenarios are therefore considered to be more representative of real workplace dilemmas, which tend to be multi-faceted.

- 2) Speech dilemmas: Applicants will select how they would respond in conversation to difficult situations. These items will revolve around how applicants interact with patients, with patients' family members and with other professionals.

### 3. Test Window

The SJT will be available during the following test window, with additional dates set aside for contingency (UKFPO will discuss with relevant applicants if required):

**Monday 27 February 2023 – Friday 3 March 2023**

### 4. Test Centre Locations

The Situational Judgement Test is delivered globally in many Pearson VUE Computer Testing Centres. You can find your nearest Pearson VUE test centre by visiting <https://pearsonvue.com/ukfp>. Capacity at each centre may vary and there may be a requirement to travel to the nearest location with availability if there are no slots at your preferred location.

Applicants who reside in, or are in employment in, the UK (including the Channel Islands and the Isle of Man) during the testing window are expected to sit their SJT in the UK, either via OnVUE or a UK test centre. If you are outside of the UK during the testing window, you can sit the SJT outside of the UK at a test centre nearest to your location, subject to seat availability, or take the test remotely at home or in an office, via the OnVUE delivery method.

### 5. Adjustments under the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995)

The UKFPO is aware of the requirements of the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995) and will make reasonable adjustments to accommodate requests provided these are made known in advance. If you require any reasonable adjustments (for example, wheelchair access, extra time, nursing mothers, having access to certain medical devices or food), you must request these when you apply for F2 Stand-alone Programmes.

**Specifically, reasonable adjustment requests are made as part of the main application form on Oriel between 16 to 30 January 2023 (deadline at 12:00 noon, GMT).** Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the test. In some instances, in order to satisfy requests for adjustments, it may be necessary to schedule your test at a specific time or in a specific location.

## 5.1 - Nursing Mothers Policy

In line with the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995), the UKFPO will consider requests from nursing mothers to make available suitable facilities in the Pearson VUE centres. If this applies to you then you must submit this information with your application form by selecting the “Other” reasonable adjustment option and providing further details. The UKFPO will then liaise with Pearson VUE in order to try to honour your request. Children are not permitted at any of the test centres and therefore it is recommended that nursing mothers check the location of the test centre before booking a test to ensure that nearby facilities meet any requirements you may have.

Address details for each Pearson VUE centre can be found at <https://pearsonvue.com/ukfp>.

## 5.2 - Comfort Aids

Pearson VUE lists several medicines, medical and mobility devices as comfort aids which **do not** require pre-approval as an accommodation by the UKFPO. Comfort aid items are listed on the Pearson VUE website in the [test accommodations section](#).

The items listed will be allowed in the testing room upon visual inspection by test centre staff. Visual inspection will be done by examining the item without directly touching it (or the applicant) and without asking the applicant to remove the item, unless otherwise stated in Pearson VUE’s comfort aid list.

## 6. Reasonable adjustments (RAs)

The following reasonable adjustments are available for the SJT:

Adjustment type	Test centre appointments	OnVUE appointments	Important notes
Extra Time – 25% Exam Time	✓	✓	
Separate Room	✓	✗	There is limited availability for separate rooms, and not all Pearson VUE test centres will be able to accommodate these requests
Separate Room & Reader	✓	✗	
Separate Room & Reader/Recorder	✓	✗	
Separate Room & Recorder	✓	✗	
Separate Room and Snacks	✓	✗	
ZoomText (for adjustable contrast)	✓	✓	
Glucose testing supplies	✓	✗	
Coloured screen overlay	✓	✗	Overlays are not provided by test centres; applicants must bring their own
Other	✓	✓	Further details should be provided

Please be aware that applicants with reasonable adjustments may be asked by the UKFPO to provide evidence to support their request. They will be required to supply the following

supporting evidence (the supporting evidence needs to be clear and explicit as to why the applicant requires reasonable adjustments):

- A report by the current medical specialist treating your condition or Occupational Health physician, in which they will be required to:
  - describe the current medical condition or disability
  - describe the nature of the ongoing treatment and frequency

## 6.1 - Signing into your Pearson VUE account

- Your Pearson VUE ID Number (that is your Exam ID, which usually starts with two or more letters followed by a series of numbers and can be found in Oriel)
- Your full name, as registered on the Pearson VUE account
- Your email address, as registered on the Pearson VUE account
- Your postal address, as registered on the Pearson VUE account

## 7. Booking the Situational Judgement Test

The window will open to all applicants on **Wednesday 15 February 2023, and will close on Wednesday 22 February 2023 (11:59pm, GMT)**. Applicants can book through their Pearson VUE account at <http://www.pearsonvue.com/UKFP>.

Once the booking window opens, you will need to book a test time and location of your preference. If you already have a Pearson VUE online account, or you create your Pearson VUE online account before the booking window opens, your account will state that you do not have any pre-approved exams at this time. This is correct as you will not be able to book an appointment before the booking window opens.

All appointment times will be booked for the local time zone of the test centre, or your local time zone for OnVUE (online proctored) sittings. For OnVUE bookings the system detects the local time zone, but candidates can select a different time zone if needed. It is candidates' responsibility to ensure they book for their intended date and time.

Applicants who are unable to recall their login credentials can retrieve or reset this information by using the *forgot my username / password* links available on the Pearson VUE sign-in page.

Applicants who continue to experience difficulties accessing their account are advised to direct their queries to the Pearson VUE [customer services team](#).

### 7.1 - Booking a Test

You will be required to log into your Pearson VUE account and use the self-service functionality to book a test at a location, date, and time of your choosing, subject to availability. Applicants should book their test during the booking window. Once the initial booking window has closed, applicants will not be prevented from booking an appointment; however, applicants who book their SJT after the booking window has closed will have limited availability and the UKFPO and/or Pearson VUE cannot be held responsible for any applicant not being able to find an appointment of their choice.

## There will be enough appointment slots for all applicants.

Applicants with approved reasonable adjustments (aside from extra time) will be required to telephone Pearson VUE to make their booking. When making a booking via telephone, please notify the Pearson VUE agent that you wish to book an exam for the UK Foundation Programme F2 SJT.

Applicants with approved **extra time only** are able to book their appointment through the self-service functionality. Some approved reasonable adjustments (for example, extra time) can be accommodated at both a test centre and through online remote proctoring. Some approved reasonable adjustments (for example, separate room, reader/recorder) can only be accommodated at a test centre. See table in Section 6 above for details.

When booking your test, it is strongly recommended that you avoid booking from internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported (for example, please do not book using Internet Explorer).

When searching for seat availability at test centres by location, Pearson VUE will return a maximum of 30 test centres per location search. To view more test centres, you will need to alter your search criterion.

**Important notice:** When booking your appointment, you will be asked to select whether you would like to view morning (AM) or afternoon (PM) appointment availability for your local time zone. Please ensure you correctly select your preferred time and date, and you attend your appointment at the correct time (your local time). You will receive a confirmation email when booking your test, and a reminder email one week before which outlines your appointment time and test requirements.

**OnVUE (remote proctoring) appointment timings:** OnVUE appointments are available 24/7. When booking their appointment, applicants are strongly advised to ensure that their appointment is scheduled for the intended date and time – please be reminded that 12:00 AM is midnight (00:00). Check-in for OnVUE appointments will take place 30 minutes prior to the start of your scheduled appointment time – where the scheduled appointment time is 12:00 AM (midnight), check-in will take place 30 minutes beforehand, at 11:30 PM (technically on the previous day).

## 7.2 - Important information on Online Remote Proctoring

If you choose to complete the test by remote proctoring (OnVUE), you must agree to the strict invigilated conditions. You will not be able to take the test in public places such as universities, public libraries or cafés. You must be in a private room and have no interruptions. Any interruptions may result in the test being cancelled (see “Section 19: Reasons for Dismissal” for the consequences of this). There are also restrictions on the environment. For example, you **must** have clear desk and walls and are not permitted to have any writing equipment or other items not pre-approved as part of a reasonable adjustment. Detailed information is available on the Pearson VUE [website](#).

To complete the test by online remote proctoring, it is important to have administrative rights on the computer you will be using, as you will be asked to install software to support the

OnVUE application and close background processes. It is recommended that you use a personal computer to complete the test (versus a public computer).

Should you require further guidance, we would advise that you check both your system requirements and your test environment prior to taking the test. UKFPO or Pearson VUE cannot be held responsible for any issues and are unable to confirm if your system meets the requirements. If you are unsure of anything relating to [remote proctoring](#), we would advise that you seek further advice from Pearson VUE in advance of sitting the test.

### **Sanctioned Countries:**

There are specific countries where OnVUE is excluded. OnVUE Online proctored country restrictions/exclusions include:

- North Korea
- Cuba
- Syria
- Sudan
- Iran
- Sevastopol/Crimea area of Ukraine
- Donetsk & Luhansk area of Ukraine
- Russia
- Belarus

Applicants who are currently living in these countries/localities are advised to find their nearest test centre using the “find a test centre” option to undertake their test.

The F2 SJT allows you to use a built-in [digital whiteboard](#) during your OnVUE test. You can use the [digital whiteboard](#) to do scratch work or take notes. Physical scratch paper or note boards are not permitted when taking an OnVUE exam.

During your exam, you are not allowed to use exam-specific materials and you are **not** permitted to use any physical writing instruments such as a pen, marker, or pencil.

Full information about remote proctoring can be found [here](#). It is recommended you read all of the Pearson VUE guidance and test your system requirements before booking or taking the test. Please also review the [FAQs](#) on the UKFPO website. This provides further information, and it is advised that applicants review information on the Pearson VUE and UKFPO websites prior to booking or taking the test.

## **7.3 - Confirmation of Test Booking**

Once you have booked your test, you will receive an automated confirmation email to your registered email address. If you do not receive this confirmation, log into your Pearson VUE account to confirm if the booking process was completed in its entirety.

## **8. Attending your SJT**

It is the responsibility of the applicant to know the time, location and venue of their SJT, and to ensure they arrive on time. If you arrive more than 30 minutes late or fail to attend, and do not



have approved Extenuating Circumstances, you will not be allowed to sit the SJT, and your application will be withdrawn from the process.

The SJT is taken under invigilated conditions. Failure to comply with standard assessment procedures and invigilators' instructions may result in a formal investigation, and this could mean that your score may be revised to zero and your application may not reach the next stage of the recruitment process.

The test itself will take approximately 60 minutes. If you have approved extra time, the test will take approximately 75 minutes (1 hour and 15 minutes) – only the testing time itself will be 25% longer (that is, 57 minutes). The other elements of your appointment will be the standard length of time.

## 9. Admission Policy

Applicants should arrive at the test centre 15 minutes before the scheduled appointment time. This will give adequate time to complete the necessary sign-in procedures. Applicants may start the OnVUE check in process up to 30 minutes before the scheduled appointment time. It is essential that you arrive on time as applicants who arrive late will **not** be admitted entry. Children are not permitted at any of the test centres.

### 9.1 - Identification (ID) Requirements

In line with the [Pearson VUE ID policy](#), from the list below, you are required to present one form of original (no photocopies or digital IDs), valid (unexpired) government issued ID that includes your name, recent recognisable photograph, and signature (where appropriate):

- International Travel Passport
- Driver's licence (photo card), or UK provisional driver's licence,
- Military ID (including spouse & dependents),
- Identification card (national/state/province identity card),
- Alien registration card (green card, permanent resident, Visa),
- Local language ID (not in Roman characters) – **accepted only if issued from the Country you are testing in.**

All forms of acceptable IDs must be issued by the country in which you are testing. If you do not possess qualifying ID issued from the country you are testing in, an international travel passport in roman characters from your country of citizenship is required. If you are a European Union national testing within the EU zone, you may also provide a valid, unexpired EU identity card as primary ID.

Expired forms of ID are not acceptable, unless accompanied by valid renewal papers. A government issued ID missing a visible signature (where this is required for this form of ID to be valid) or one that has an embedded signature must be supplemented with an original, valid ID that has at least a matching name and recent recognisable photo, or a matching name and signature. The first and last name you used on your Oriel application form and thus your Pearson VUE account **must** match exactly the name on the ID that is presented on the day of your appointment.

Note that it is recognised that names can validly be presented in different sequence according to cultural norms. Please ensure that it is clear between your Pearson VUE account and your ID that you are the same person. If you have any issues with your ID or if your name does not match your ID, you must contact the UKFPO at least 5 days before the appointment in order to change the name on the system or in some cases, grant an exception which will be communicated to the test centre.

Middle names are not part of the ID check and therefore, you do not need to provide ID for any middle names (or have any middle names registered on your Pearson VUE account).

If you are unable to provide suitable ID on the day of the SJT, or the invigilator is in any doubt about the validity of your documentation, you will not be able to sit the test, and this will result in the withdrawal of your application from the process.

## 9.2 - Alternative Identification Documents

If you are unable to present any of the documents listed above or, your first name and last name (middle names are not part of the ID check) on your Pearson VUE profile do not match EXACTLY the ID that you intend to present on the day of your test, you must contact the UKFPO at least 5 days before your test date for further advice and instructions on suitable alternatives. **Failure to notify Pearson VUE of any discrepancies may result in you not being permitted entry to sit the test.**

## 9.3 - Personal Belongings

You will **not** be allowed to take any personal items with you into the testing room. This includes all bags, books, notes, blank note paper, pens, phones, pagers, watches and wallets or other any other materials not authorised for the Situational Judgement Test. Lockable storage will be available at the test centre, but we recommend you do not bring any valuable items or large items that will not fit in a standard locker. UKFPO and Pearson VUE cannot be held liable for lost items.

## 9.4 - Unscheduled Breaks and Refreshments

There is no scheduled break for the F2 SJT; however, candidates may take an unscheduled break at any time.

**Test centre:** you are prohibited from taking food and drink into the test room unless it is part of a pre-approved reasonable adjustment. You may leave the test room for water or a comfort break, but the test timer will continue to run, and no additional time will be granted. If you wish to leave the room, you must ask the invigilator. You will not be permitted to eat whilst in the test centre.

**OnVUE:** Candidates who choose to sit the test by remote proctoring should be aware that, to ensure that test conditions are adhered to, candidates will not be permitted to leave the room or move away from their screen at any time during the test. Candidates who move out of the view of the webcam for any reason for duration of time will have their test ended by the proctor.

## 10. Reschedule Policy

If you wish to change the location, date, and/or time of your test (noting you must make your initial booking within the test booking window), you can reschedule your appointment via the [Pearson VUE website](#) or by [contacting Pearson VUE customer service](#), up to 48 hours before the scheduled start time of your existing booking, subject to availability.

It is not possible to reschedule your test if it is less than 48 hours before your test is due to take place. Please check to see if the Extenuating Circumstances Policy applies. Please be aware that alternative test centre slots are subject to availability; and, once the designated booking window has ended, availability in test centres may be very limited.

If you plan on using the same delivery method (a test centre or OnVUE) you will be able to view and browse other available appointments before you amend your current booking.

If you decide to change delivery method (e.g., change from a test centre appointment to a remote delivery via OnVUE) you will first have to cancel your existing booking and then book a new appointment choosing the preferred delivery method.

**Instructions for rescheduling:** To make changes to your appointment, sign in at [www.pearsonvue.com/ukfp](http://www.pearsonvue.com/ukfp), select your upcoming appointment and choose **Reschedule**. If you have had Reasonable Adjustments applied to your booking (for anything other than a time extension), you will **not** be able to make changes to your appointment via the website, and must instead call Pearson VUE Customer Services within the published operating hours: <https://home.pearsonvue.com/ukfp/contact>.

For further information or support, contact [Pearson VUE Customer Services](#) in the first instance.

**All initial bookings should be completed by 22 February 2023.**

## 11. Cancellation Policy

If you wish to cancel your test, you can do this in your Pearson VUE account. If you are an applicant with a pre-approved reasonable adjustment (aside from extra time only) and wish to cancel your test, please telephone Pearson VUE. **You must cancel/reschedule test appointments at least 48 hours before the appointment.**

## 12. Missed Appointments

If you miss your test and wish to schedule another appointment (and the testing window has not yet come to an end), please contact the UKFPO immediately and supply the information requested in the Extenuating Circumstances claim form. You will not be able to re-book online via self-service without first being re-authorised by the UKFPO.

**Test centre availability is likely to be extremely limited during the testing window itself and candidates may be required to travel beyond their preferred locality.**

**The UKFPO will be unable to accommodate candidates who miss their appointment on the final day of the SJT testing window.**

## 13. Extenuating Circumstances

Extenuating Circumstances are severe/exceptional/unforeseen/unavoidable events occurring close to the date of the SJT and which seriously affect your ability to undertake the test on the date for which you are booked. Please refer to the separate SJT Extenuating Circumstances Policy, which is available on the UKFPO website.

## 14. Situational Judgement Test Outcomes

SJT scores will be used to shortlist applicants. Recruitment for F2 Stand-alone Programmes is an extremely competitive process, meaning that only the applicants who have achieved the top SJT scores will be invited to attend an interview.

Interviews will be offered on a 3:1 ratio of candidates to posts available.

**The UKFPO will regrettably be unable to respond to any queries regarding SJT scores.**

SJT scores will not be used to calculate applicants' overall rank following the interviews. All applicants who attend an interview will be given a unique rank based on their interview score.

Please refer to the [How to Apply guidance](#) for information about the offers process and the clearing process which take place between May and June.

Dates for these can be found in the [national recruitment timeline](#).

### 14.1 - Appealing the Outcome

The outcome is final and cannot be reviewed, re-marked or disputed. There is no appeals process.

## 15. Applicant Expenses

**There is no fee to take the SJT.**

Expenses incurred by applicants attending the Situational Judgement Test will not be reimbursed by the UKFPO. The Situational Judgement Test is delivered on several consecutive days in many Pearson VUE test centres worldwide and candidates are also able to complete the test by online remote proctoring.

In the unlikely event of a technical error or other issue that prevents the successful delivery of a test, neither Pearson VUE nor the UKFPO may be held responsible for any out-of-pocket expenses candidates may incur.

## 16. Revision Materials

The UKFPO understands that applicants may wish to revise and prepare for the Situational Judgement Test with each other in small groups. However, sharing information about the actual test is unacceptable and is viewed as unprofessional behaviour.

The Situational Judgement Test uses many different equated test forms and therefore knowledge of questions in one paper will not necessarily benefit others. We would also remind all applicants that entry to Foundation training is a competitive process. As part of the test, you will be asked to sign a non-disclosure form.

A set of practice scenarios will be available via the [UKFPO website](#) and a practice paper (to familiarise you with how the test works) is available on the [Pearson VUE website](#).

## 17. Reasons for Dismissal from the SJT (and subsequent withdrawal from the process)

Invigilated conditions apply at all times during the SJT. If you fail to comply with standard testing procedures you will, after receiving a warning from the invigilator, be reported to the UKFPO. Your circumstances will be reviewed by the national Recruitment Delivery Group (RDG) for a decision to be made, which could result in you being given a score of zero, or your application being withdrawn.

Reasons for referral to the UKFPO may include any of the following:

- Giving or receiving help from another applicant during the test
- Using notes, books, any unauthorised notations, or other aids
- Possession or use of photographic, recording or transmission devices (including smart watches, Google Glass, and similar devices)
- Writing on any material other than that provided
- Removal of assessment materials or notations of any kind from the assessment room or making copies of any part of such materials
- Refusal to comply with time allotments or testing administration procedures
- Disruption of the test for other applicants
- Reproduction or disclosure of test content in any manner (including unauthorised notations, engaging in discussion of test content with anyone other than test personnel during or after a test)
- Providing and/or disseminating information about the test content with a view to assisting current or prospective applicants, whether before or after the test
- Failure to follow an invigilator's instruction
- Failure to adequately prepare own equipment or internet connection (if sitting through OnVUE) to be able to complete the test