CHAPTER 8

TESTING PROCESS

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CHAPTER 8

TESTING PROCESSES

0801. Initial Careers Presentation

This is no longer conducted. Potential candidates who wish to register their interest now do so via the RN website or call the Contact Centre.

0802. RN Website

Candidates who have completed the Role Finder and the online Expression of Interest (EOI) form are presented with two options:

a. **"I am ready to apply".** EOI sent to the Contact Centre for basic eligibility checking.

b. **"I am not ready to apply".** EOI sent to the Contact Centre and an outbound call placed to the Candidate.

0803. Contact Centre

The RN Contact Centre operates on a 3-tier support system:

a. **Level 1.** Basic eligibility check. If Candidate is ready to proceed an ICARAS application URL is sent out via email. If not ready to proceed, the Candidate is passed on to Level 2 support.

b. **Level 2.** The Candidate is called from the Contact Centre to discuss their needs and direct the Candidate to specific information, preferably online, to see to those needs. If Candidate is ready to proceed, an ICARAS application URL is sent out via email. If not ready to proceed, the Candidate is passed on to Level 3 support.

c. **Level 3.** The Candidate is handed over to the AFCO. The Contact Centre emails the Candidate's 'Lead Sheet' to the AFCO and emails the Candidate informing them that the AFCO will be in touch. The AFCO will make contact with the Candidate as requested, with ACLO assistance for Officer Candidates as required. If ready to proceed, the AFCO is to complete the 'Lead Sheet' with the following conclusions:

(1) Eligible - Ready to Proceed.

(2) Failed to Attend.

(3) Not Committed to Proceed.

(4) Ineligible – Age.

(5) Ineligible – Residency.

(6) Ineligible – Nationality.

(7) Ineligible – Other.

This 'Lead Sheet' is then returned to the Contact Centre. Candidates who are assessed as being 'Eligible - Ready to Proceed', will be sent an ICARAS application URL via email. If, however the Candidate is not ready to proceed, face to face contact with a CA may be offered, if expedient to the Candidate's needs. If the Candidate does not wish to proceed, CAs are to remind them of the RN Website should they reconsider in the future. The Contact Centre will follow up with an outbound call 3 months after the decision not to proceed.

0804. Face to Face Contact with a Recruiter

a. Meeting a Candidate face to face at the AFCO is an important stage in effective recruiting, Outreach or any other recruiting activity.

b. The process is as follows:

(1) If at an AFCO, complete the EOI form.

(2) If at Outreach, complete the Find Out More (FOM) form.

(3) If 'Eligible - Ready to Proceed', attempt to provide the Candidate with internet access to apply online, or provide access to a telephone to call the Contact Centre on 0345 607 5555.

(4) If secondary contact is made via the website or Contact Centre, the EOI/FOM form is to be destroyed locally.

c. If the Candidate is not ready to apply, the EOI/FOM forms are to be forwarded to the following address for processing:

Naval Service Recruitment Team
Teleperformance
St James House
Moon Street
BRISTOL
BS2 8QY

d. An application should not normally be initiated on TAFMIS by the AFCO.

0805. ICARAS Form

a. Once registered on ICARAS the candidate will receive the following treatment:

(1) An email with an ICARAS password.

(2) A reminder email after 21 days of inactivity on ICARAS and a warning that their account will be deleted in 7 days.

(3) No further warning before their account is deleted 7 days after the reminder email was sent.

b. If a Candidate does not respond to the ICARAS URL email:

(1) Within 15 days, a follow up email will be sent by the Contact Centre.

(2) After 25 days, a second reminder email will be sent.

(3) After 35 days, the Contact Centre will make a maximum of 3 outbound call attempts to the Candidate.

(4) After 90 days, the Candidate will be sent an email closing the record.

c. Upon receipt of a completed application form the Contact Centre will, within 15 days:

(1) Check all the fields are complete.

(2) Check the Candidate satisfies the basic eligibility criteria.

(3) Email the Candidate acknowledging receipt of the Form and nominating an AFCO.

(4) Transfer 'Ready' ICARAS Forms into TAFMIS and allocate them to the nominated AFCO. The application will either create a new record or marry up with an existing TAFMIS record.

d. For 'Unready' forms the Contact Centre will either request further information from the Candidate or reply with an email explaining why the Candidate is ineligible.

e. Once transferred to TAFMIS, the AFCO has 72 hours to contact the Candidate and initiate CRM Procedure which requires:

(1) Discussing BOP.

(2) Confirming eligibility for Naval Service and BOP.

(3) Discussing application including process, fitness concerns and any questions etc.

(4) Arraning RT.

(5) Confirming awareness of Practice Test Booklet and recommending completion.

(6) Emailing the appropriate Call In Letter.

f. All overseas Candidates, apart from the Republic of Ireland, are to be processed by AFCO London.

g. All Republic of Ireland Candidates are to be processed by AFCO Belfast.

h. **Re-Entrants.** Candidates are to complete the standard route until they come into contact with the AFCO. When in contact, the AFCO is to:

(1) Request a meeting with the potential re-entrant to view their documents.

(2) For Ratings: forward those documents onto CNR OPS RP CA1 to initiate the Approval to Process.

(3) For Officers: forward those documents to AIB.

0806. Recruit Test

The Recruit Test (RT) is an objective psychometric test used to assess the academic suitability of a candidate to join the Naval Service or RFA. This written test is to be conducted in accordance with **ROM Ch 4 - RT**. It is made up of 4 sections: reasoning, literacy, numeracy and mechanical comprehension. Each section contains 30 questions with varied time constraints.

0807. RT - Careers Advisers' Discretion

Careers Advisers are to continue to process all Ratings (RN and RNR) and Other Ranks (RM and RMR) candidates whose RT score falls within the discretionary range. Candidates are to be taken as far as the Selection Interview stage where the CA is to establish if the candidate has compensating qualities which will mitigate the RT score shortfall. The discretionary range is defined as a candidate who:

a. Scores up to 5 marks below the recommended minimum RT Total score and who possesses other compensating qualities or,

b. Scores up to 2 marks below a recommended minimum RT Part score and who possesses other compensating qualities. However, the requirement for minimum RT Part 2 (Literacy) and Part 3 (Numeracy) of 10 points is mandatory and discretion cannot be used for these Part scores. A combination of total and part scores can not be used.

c. When discretion has been used in the interpretation of RT scores, the CA is to ensure that the justification is clearly stated in the MIS. The statement "*Despite a shortfall in RT1/RT2/RT3/RT4/Total RT, the following compensating factors apply……" is to be used in the journal.*

d. The discretion is not to be 'hidden' in the recorded RT score but the true score recorded on the MIS. CAs who, after the Interview, decide that there are no/not enough compensating qualities and decide not to use their discretion are to reject the candidate NSI.

0808. RT - ACLOs' Discretion

a. ACLOs are to continue to process Officer Candidates whose RT score falls into the discretionary range, providing evidence is gained from the Officer's Application Questionnaire (OAQ) and the Initial Officer Career Interview (IOCI) to convince the ACLO the Candidate has sufficient compensating qualities.

b. The discretionary range is a candidate who:

(1) Either scores 1 mark below the required standard in 3 areas.

(2) Or scores 2 marks below the required standard in one area and 1 mark below in another area.

(3) Overall does not score more than 3 marks below the recommended minimum RT score.

c. If discretion has been used, the ACLO is to make sure the justification is recorded via a journal entry on TAFMIS. The original RT score is to be entered.

0809. RT - Practice Test Material

Every eligible candidate is to be emailed the link to the online Procedures and Practice Test Booklet (PTB). The aim of the PTB is to provide candidates with a structured and fairly detailed introduction to the Selection Test before they sit it and define more clearly its role in the selection process. Additional information on the role, structure, general content and function of the selection interview is also provided in the PTB. Candidates must have the opportunity and time to be able to read, study and complete the PTB before test taking commences. The minimum time between candidates receiving the PTB and taking RT is 48 hours.

0810. RT - Versions, Administration and Marking

a. Three versions of the RT are in use: RT11, RT12 and RT14. Each version of the RT is to be rotated every 3 months as directed by CNR.

b. The RT is only to be administered by qualified careers staff who have undergone the requisite training and been licensed to conduct the test by RNCR.

c. RT may be marked by qualified CA, ACA or member of staff who has undergone the requisite training and been licensed at RNCR.

d. The RT is in 4 Parts:

(1) Part 1 - Reasoning.

(2) Part 2 - Literacy.

(3) Part 3 - Numeracy.

(4) Part 4 - Mechanical Comprehension.

e. All 4 parts of the RT are timed separately. If used according to detailed instructions, the RT will indicate likelihood of success in training. All 4 parts must be taken consecutively at the same sitting.

f. It is vital that the RT is administered exactly in accordance with the Test instructions as detailed in **ROM Chapter 4 - RT**. Even minor unauthorised differences in the conduct of the Test could lead to a legal challenge by an unsuccessful candidate. The written instructions must be followed and read out to all candidates. Familiarity with the conduct of the Test may tempt invigilators to take shortcuts or rely on memory. This is a dangerous and unprofessional practice. Invigilation demands full attention; Careers Staff are not to read or mark other answer sheets etc. whilst invigilating the RT test.

g. The minimum RT scores and, where applicable, academic qualifications for every BOP, including officers, are shown in Eligibility Matrix in Chapter 7. All Rating branches require a minimum RT Part 2 (Literacy) and Part 3 (Numeracy) of 10 points in addition to branch specific part score requirements.

h. Candidates for a BOP which requires minimum academic qualifications e.g. CT etc. can only be tested if they are:

(1) In possession of the required qualifications or;

(2) Within the final 6 months of a course of study leading to these qualifications.

0811. RT - Disclosure of RT Test

Test scores are never to be disclosed to the candidate, or the candidate's representative e.g. family, school teacher etc.

0812. RT - Failed Candidates

a. **ACTION: CAREERS STAFF.** Candidates who do not reach the minimum score for entry into any BOP and those who fail to reach the minimum mandatory Part 2 or Part 3 scores are to be rejected.

b. Candidates who achieve a RT score above the minimum required for entry into any Branch but do not reach the minimum RT requirement for their stated BOP are to be advised on other branches available to them which require a lesser score. Candidates who do not wish to consider an alternative BOP are to be rejected.

c. Candidates who are rejected for either of the reasons above are to be advised that they may, if applicable, make a further attempt. They can also be advised how to prepare themselves for a future attempt.

d. The RT results are to be recorded on the MIS.

0813. RT - Retaking

a. RT scores will remain valid for a period of 3 years from the last attempt. However, candidates must meet the current BOP RT requirement at the time of re-application. The Candidate must therefore enter service within a 3-year period from passing RT for their Branch. In a small minority of cases this will require re-taking of RT after an entry date has been allocated. Where relevant, applicants should be made aware of this requirement as soon as this possibility is recognised.

b. A second attempt of the RT may be authorised by the CA/ACLO after a minimum 2-month period from the date the first RT attempt was taken.

c. A third attempt can only be made in exceptional circumstances at the discretion of the ARO. A minimum of at least 12 months must have elapsed between the first and third attempts.

d. All re-tests must be conducted using a different version of the RT Test from that previously used.

0814. RT - Pre-Enquiry Recruiting Testing (PRT)

a. Prospective candidates for the Naval Service may sit the Recruiting Test (RT), prior to becoming an 'Applicant', provided the criteria listed below are strictly adhered to. Such action is aimed at students on BTEC Uniformed Public Service Courses (PSCs) held in Colleges of Further Education. In addition, the testing regime may be made available to other groups eg. Personal Development Courses.

b. Candidates must be briefed on the full implications of success or failure in the test, including re-test Rules. The RT is to be timed, marked and administered in exactly the same conditions as for other candidates and must only be administered by licensed testers.

c. On completion of the PRT, test results are to be recorded by the conducting AFCO. Certificates will be issued by the conducting AFCO and awarded to successful candidates. Certificates will show which branches of the Service they can enter without having to re-sit the RT. The exemption(s) will remain extant for 3 years from the date of test, provided RT Entry Standards remain unchanged. PRT candidates are not to be entered onto the MIS.

d. Successful PRT candidates who subsequently produce their PRT certificate at the AFCO are to be processed and their RT scores, version and date obtained from the conducting AFCO. The RT requirement may be waived provided the candidate meets the eligibility requirements and the extant PRT score meets the current BOP requirement. Candidates who do not meet the current BOP RT requirement, or if the PRT certificate is over 3 years old, are to retake the RT. Careers Staff are to contact the conducting AFCO to obtain details of any previous test, and RT version, for candidates who claim to have completed the PRT but cannot produce a certificate.

0815. RT - Preparing the Test Room

a. The designated test room that is to be used for the completion of the forms and the testing of candidates is to be prepared prior to candidates arriving at the AFCO.

b. **Reference.** ROM Chapter 4 – RT provides further guidance on preparing the test room for the RT.

0816. RT - Basic Administration Instructions

a. Question Books must be inspected before re-use to ensure previous applicants have not marked them. Any mark must be removed by rubber. Should a permanent stain remain, the book must not be re-used but should be scheduled for destruction.

b. The 4 test parts 1, 2, 3 and 4 are separately timed. Accurate timing is essential, and a stopwatch must be used. Candidates are not permitted to use calculators or any other performance aid.

c. To achieve uniformity throughout the Naval Careers Service, personnel administering the Recruit Tests are to follow the instructions contained within ROM Ch 4 - RT.

0817. RT Scoring Instructions

See **Reference.** ROM Ch 4 – RT.

0818. RT Materials

a. **Secure Storage.** AROs are responsible for the safe custody of the test materials in their AFCOs and satellites. They are to issue written orders to their staff for the care, custody and general usage of CNR Test materials. On initial issue and on change of custodian, AFCO test material is to be recorded using the Review Form and a return made to CNR.

b. **Reference.** ROM Ch 4 – RT contains the following documents:

(1) **CNR Return Proforma.** This return is to be completed on change of custodian of the test material or as required by CNR.

(2) **Movement Log: Bulk Stowage to Ready-Use-Log.** This movement is to be conducted every 3 months for test material rotation in accordance with an annual Recruiting General Message.

(3) **Bulk Stowage Log.** This is used to muster all RT materials.

0819. Initiating BPSS at RT

a. **ACTION: CA.** CA is to conduct initial searches to provide verification and documentary evidence for the BPSS for all candidates.

b. **ACTION: CA.** CA carries out BPSS at the AFCO and, when completed, signs the Baseline Standard Verification Record (BSVR). The BSVR must be retained in the Form S1605 for possible future reference. Security Clearance applications for Ratings should be initiated online after the Selection Interview.

c. **ACTION: CA.** CA will confirm the identity of the potential officer candidates. This must be annotated on the BSVR. The BSVR must be retained in the Form S1605 for possible future reference. CNR OES will initiate the Security Clearance application for all officer candidates.

d. For more information on BPSS refer to Chapter 7 Para 0723 and ROM 1404.

0820. RT - Processing Successful Candidates

ACTION: AFCO. RT scores are to be recorded on the MIS. Candidates may be held at this stage if their BOP is subject to 'waiting times'. Candidates whose BOP is not subject to waiting times are to be processed as normal. Overseas candidates and UK Nationals resident abroad irrespective of Branch of Preference are to be treated as normal business and processed accordingly. Once all elements of the selection process are complete they will be held at allocation to await entry based on application date and requirement. Successful candidates are to be cautioned and entry documentation completed, Educational qualifications are to be entered into the MIS, if appropriate for their BOP, and once seen noted as 'Verified'. AFCOs are to consider a standard recruiting process to conduct the RT during the forenoon, marking and de-briefing these before 1200, allowing candidates a break for lunch and calling for selection interviews during the afternoon. This routine may be adapted subject to local variations as appropriate to the AFCO resources and preference of the candidate. Completing other elements of the recruiting process during the same AFCO visit may also be considered, where the candidate has practical difficulty attending the AFCO or to speed up the overall process. On successful completion of the selection interview candidates are to be issued with the following forms:

a. Medical Health Questionnaire.

b. Optician’s Form.

0821. Eyesight Test – Booking

The CA is to issue the candidate with a letter authorising the candidate to have an optician's test at the contracted optician (currently Boots). When complete, the candidate is to return the report to the AFCO. The completed report must be inserted into the FMed 691 and forwarded to the AFCO ME for the medical appointment. See ROM Chapter 5 - Medical and Eyesight for further information.

0822. Initial Aviation Eye Examinations (IAEES) For Aircrew Candidates

a. Aircrew Candidate eye tests are to be conducted by Boots Opticians prior to the IAME.

b. See Reference: ROM Chapter 1.

0823. Medical Examinations

a. All candidates must be medically fit on joining to undergo Phase 1 training, and to be able to perform their assigned duties in the Naval Service, world-wide, ashore or afloat. Candidates incapable of fulfilling those duties due to a pre-existing condition will be rejected in accordance with JSP 950 Ch 7 (JSP 346).

b. Medical appeals against the current standards iaw JSP 950 Ch 7 (JSP346) are to be forwarded to CNR Service Entry Medical Cell (SEMC). The appeal will be reviewed by CNR medical staff in respect of the standards, with a final decision on fitness to enter being determined by CNR Senior Medical Officer (Service Entry) (SMO(SE)).

0824. AFCO Medical Examiners (AFCO ME) Contracts

a. AFCO MEs will carry out initial pre-entry medical examinations for all Naval Service entries including RN, RM and Maritime Reserve; Officers and Ratings/Other Ranks, QARNNS and URNU candidates with the exception of Diver Branch candidates.

b. Diver Branch candidate initial pre-entry medical examinations are conducted under a separate contract for Diving Medical Examiners.

0825. Medical Eligibility

a. **ACTION: AFCO.** Careers Advisers may offer advice to candidates of medical 'conditions' that may bar them from entry and explain the entry standards using the CNR SEMC as a point of reference and, if necessary, to provide advice to candidates. Candidates declaring a barring condition should strongly be advised that they may be ineligible to apply. It is important that the medical requirement is explained and conveyed as sympathetically as possible. A qualified CA or the ACLO must give this advice. CNR SEMC is the point of contact for additional information regarding the current standards for Service entry.

b. **ACTION: CAREERS STAFF.** Careers Staff must not offer medical advice or be drawn into conversation relating to specific medical conditions. Candidates who request advice on medical conditions should be advised to reference the entry standards, their details passed to the SEMC for call back or contact their GP.

0826. Medical Requirements - Reserves/Re-Entrants

a. All candidates with former service and who fulfil the criteria below must be medically scrutinised by SEMC before approval for re-entry processing is issued from CNR;

(1) Candidates who left the service due to medical reasons or in a reduced medical category regardless of length of service.

(2) For Regular Service, candidates who have left the service over 24 months of applying to re-join, regardless of the reason for discharge.

(3) For Reserve Service, candidates who have left the service over 24 months of applying to re-join, regardless of the reason for discharge.

b. Serving RNR candidates may be accepted without a further medical examination provided that they have had a medical within the last 24 months and they have had no medical problems; see BR 1750A Chapter 2.

c. Previous Service medical records must be obtained from the relevant discharging authority, if required. SEMC will consult DMICP to make an assessment and determine whether hard copy medical documents are required for the AFCO ME. Service medical records will not be released by the discharging authority without the written consent of the candidate. The MIS produced proforma must be used for medical document requests.

d. On receipt of the Medical records the inner sealed envelope is not to be opened by Careers Staff. Medical documents for eligible candidates must be forwarded to the AFCO ME for the medical examination, if required.

0827. Medical - Documentation of Eligible Candidates

a. Careers Staff are under no circumstances to take part in, or assist with, any part of the medical examination of candidates.

b. The FMed 1 is PROTECT - MEDICAL and when completed the information thereon is restricted to Medical Officers and their staff.

c. Medical documents are, without exception, to be treated as 'PROTECT - MEDICAL' and are always to be dispatched in accordance with ROM Chapter 5 - Medical and Eyesight.

d. **ACTION: CANDIDATES.** All candidates must complete a Medical Health Questionnaire - available in MIS - prior to commencing recruiting medical assessment.

0828. Medical - AFCO ME Appointments

a. **ACTION: AFCO.** Medical appointments are to be booked iaw the current AFCO ME Contract.

b. **ACTION: AROs.** AROs are to ensure that unacceptable medical delays are avoided. OPS MM SO3 must be informed at the earliest opportunity of any problems relating to the availability of appointment and will make additional appointments available.

0829. Medical Examination

a. AFCO MEs will carry out the physical medical examination for entry and re-entry to determine fitness to enter. The AFCO ME will award a category of Fit to Enter, Permanently Medically Unfit (PMU) or Temporarily Medically Unfit (TMU) on completion of the medical iaw JSP 950, Part 6, Chapter 7 (JSP 346, Chapter 3).

b. If the medical contractor or AFCO ME has any doubt regarding their findings and is unable to resolve the uncertainty, or they consider a Service Specialist opinion is warranted, the case can be referred to SMO(SE) for definitive opinion.

0830. Medical - Candidates Who Meet Medical Standards

a. **ACTION: CAREERS STAFF.** Careers Staff must check the FMed 691 front cover on completion of the medical examination to ensure that it has been correctly completed and signed by the AFCO ME and that the candidate meets the BOP entry standards. On no account is this envelope, when sealed, to be opened other than by Medical Officers or their staff. Careers staff are to record the medical results iaw ROM Chapter 5 - Medical and Eyesight.

b. **Branch of Preference.** Candidates who are medically unfit for their chosen Branch of Preference, but do meet the medical entry criteria for an alternative branch or Service, may be counselled towards another branch or Service without further referral to the AFCO ME.

c. **Medical Examination - Period of Validity.** Whilst in the recruitment process, the medical examination will only remain valid for 1 year from the date of being declared Fit to Enter, after which point candidates are to be re-examined by an AFCO(ME). Specialist Medicals for Aircrew and Diving are only valid for 12 months. All diver candidates must have an in date "fitness to dive" certificate when attending Pre-Entry Diving Assessment (PDA). All candidates must be 'in date' for medical on the day of entry. Welbeck/DTUS candidates will require re-examination at least six months prior to entry to BRNC/CTCRM. CNR OES will advise candidates of this requirement as part of the allocation process.

0831. Medical – Entry

a. **ACTION: CANDIDATE.** On allocation of an entry date, candidates must complete the Acknowledgement/Medical Certificate (and, for those under the age of 18 years, their parent/guardian must sign the MOD Form 486). Candidates who declare illness or injury since their medical examination are to be referred to CNR SEMC for further consideration. The completed MOD Form 486 and FMed 691 and enclosures must be forwarded to the NETE with Part Entry Papers.

b. All candidates entering the Naval Service will be medically examined by a Medical Officer and their medical documents examined to determine whether any medical condition has arisen since the AFCO ME’s examination.

0832. Medical - Candidates Temporarily Medically Unfit (TMU)

ACTION: MEDICAL CONTRACTOR. Candidates will receive an explanation why they cannot be passed medically fit at that time. They will be advised what needs to occur before their medical fitness can be re-considered using referral for third party information or Service Specialist/SMO SE opinion. The AFCO will not be advised of the TMU reason, only the fact the candidate is TMU and, in general terms, the management of candidates to reach a medical decision on fitness to serve will be conducted by the medical contractor.

0833. Medical - Candidates Below Medical Standards

a. **ACTION: MEDICAL CONTRACTOR.** The Medical Contractor will reject candidates as Unfit for Service and annotate the FMed 1 and the rear of the FMed 691 accordingly. The relevant reject code is to be entered onto MIS. FMed 691 and enclosures are to be retained inside the candidate's Form S1605 for 12 months and then destroyed. The medical records of those former Regular Service candidates who are medically unfit are to be returned to the relevant discharging authority.

b. **Warfare and Aircrew Officer Candidates Colour Perception Testing.** All potential Warfare and Aircrew Officers must be assessed as CP1 before OES will allocate an entry date. Aircrew officers will be required to attend a further Aircrew medical as part of the normal assessment process. Those candidates who do not meet CP1 standards are PMU (P8) for their BoP and alternative branches may be offered.

c. The medical reject letter must be sent to all candidates who are declared medically unfit. The medical contractor will comment to the candidate on any prognosis of the defining condition leading to a PMU decision. Candidates who are dissatisfied with the AFCO ME/Specialist decision are to be advised to consult their own general practitioner and/or submit a written medical appeal to the AFCO for the attention of CNR SEMC.

d. Candidates who are dissatisfied with the AFCO ME's final decision on fitness to enter do not have the automatic right to appeal. An appeal from a candidate must be submitted on writing and presented to the AFCO for the attention of CNR SEMC. Candidates should be informed that they cannot appeal against the medical standard. An appeal can only be against the assessment of the candidate's condition of the conduct or that assessment.

0834. PJFT

a. All Naval Service applicants with the exception of RMR OR candidates, are required to pass the Pre-Joining Fitness Test (PJFT) relevant to their BOP after being declared medically fit for service at the Medical examination and prior to an entry date being allocated.

b. The following exceptions when re-entering the Service apply:

(1) If it can be ascertained that a Re-Entrant will still be in date for RNFT/BFT on re-entry then the PJFT requirement can be waived, with an explanatory journal entry, otherwise the procedure is as below.

(2) **Trained RN**. The PJFT is to be completed as soon as practicable post medical as per the instruction above. Candidates re-entering the Naval Service who are aged 40 or over are allowed to undertake the PJFT but have the option and are warned that the RNFT rules will apply from their date of re-entry (ie. mandatory Rockport Walk) and will be rejected if they fail this.

(3) **Untrained RN**. The normal PJFT process applies to all re-entrants who are required to undertake any part of initial training (i.e. Phase 1 or 2) on re-entry.

(4) **Trained RM.** The PJFT does not apply to trained RM re-entrants but they are to be warned that the normal RM BFT rules will apply to them from the date of re-entry.

(5) **Untrained RM.** The normal PJFT (RM)/PRMC process applies to all untrained re-entrants.

0835. PJFT - Pass Criteria

a. **Naval Service Candidates**

AGE	MALE	FEMALE
RN, RMBS & RNR PJFT Standards		
15-	12 min 16 secs	14 min 29 secs
25-	12 min 42 secs	14 min 58 secs
30-	13 min 09 secs	15 min 29 secs
35-	13 min 37 secs	16 min 00 secs
40-	12 min 51 secs	15 min 04 secs
45-	13 min 18 secs	15 min 35 secs
50-	13 min 47 secs	16 min 06 secs
55-	14 min 16 secs	16 min 39 secs
RN Diver PJFT Standards		
All	10 min 30 secs	
RM PJFT Standards		
All	12 min 30 first run 1 Minute recovery/rest, 10 min 30 secs second run (maximum effort/fastest possible time to be recorded)	

b. Candidates applying to join the Royal Navy are to receive the appropriate fitness guides as early as possible in the recruiting process. CAs are to ensure that copies of the relevant fitness booklet (CP L4) are handed to all candidates during their first AFCO visit.

0836. PJFT - Booking

a. **ACTION: AFCO.** Candidates are to be given/sent the appropriate PJFT Instruction letter, results proforma and list of Fitness Centres giving them the authority to book a PJFT directly with the Fitness Centre. Candidates have 7 days to book the test and 14 days to complete it. The procedure thereafter is determined by the result of the test.

b. Failure to complete the PJFT in the allocated time will result in the candidate's application being terminated. The candidate will be notified using the appropriate letter. The candidate is to be rejected on the MIS.

c. On receipt of the Results email, the CA is to enter the results into MIS.

d. **Duration of Pass**

(1) **Ratings and Other Ranks Candidates**. All PJFT passes will remain valid for a period of 6 months from the date of successful completion[1] . Candidates who are still in the recruiting process after this 6-month period from taking and passing their initial PJFT are to re-take the test as '1st attempt candidates'. Candidates must be within the 6-month period prior to attending PRNC/PRMC and when commencing New Entry Training.

(2) **Officer Candidates**. All PJFT passes will remain valid for a period of 12 months from the date of successful completion[2]. Candidates who are still in the recruiting process after this 12-month period from taking and passing their initial PJFT are to re-take the test as '1st attempt candidates'. Candidates must be within the 12-month period prior to attending PRNC/PRMC and when commencing New Entry Training.

e. The nominated representative of the Fitness Centre will conduct the PJFT and sign the Results Form. The Fitness Centre will email the Results Certificate to the AFCO within 24 hours of the appointment.

f. If a candidate cancels a test within 24 hours or Fails to Attend, the AFCO will be informed by the Fitness Centre and the RN will be charged for that appointment. Cancellation and re-booking by a candidate outside of 24 hours notice will not be notified to the AFCO.

g. AFCO is to contact the candidate as soon as possible and establish the reason for non-attendance. If deemed appropriate, the CA may authorise the candidate to book another date. If a candidate fails to attend a second appointment the CA is to update the MIS. The candidate is to be sent a MIS letter, which informs them that their application is being withdrawn.

0837. PJFT – Conduct

Reference. ROM Chapter 6 – PJFT. The PJFT is conducted by an external contractor in accordance with the instruction found at ROM Ch 6 - PJFT.

0838. PJFT - Testing Procedures

a. **ACTION: AFCO.** AFCO is to brief RN and RNR candidates on the PJFT during their CRM or first AFCO visit, covering the following points:

(1) The implication of failing:

(a) They will not be allocated a specialist board or audition, if required for their BOP, but will be given more time to get fit and re-take the PJFT.

1. Successful completion can be achieved at PRNC/PRMC or Fitness Centre
2. Successful completion can be achieved at PRNC/PRMC or Fitness Centre

(b) The candidate will not be allocated a date to join but will be given more time to get fit and re-take the PJFT.

(2) They should also be advised that to cope better with the physical demands of Phase 1 training, they should aim to achieve the RNFT fitness level before joining. Furthermore, failing Week 1 fitness test of new entry training may result in discharge.

(3) RN/RNR candidates aged 40 or over must complete the Rockport walk. For RNR, this must be within 3 months of joining the RNR; failure to pass within this time will result in discharge.

b. **ACTION: AFCO.** AFCO is to brief RM candidates on the PJFT(RM) during their CRM or first AFCO visit, covering the following points:

(1) The implication of failing (i.e. RM candidates will not be allocated a PRMC or an RMBS audition date and may be given more time to get fit and retake the PJFT).

(2) RM candidates should also be advised that the PRMC is much more physically demanding than the PJFT(RM) and that they are not to assume that passing the PJFT(RM) indicates a likelihood of passing PRMC.

c. **Travel Costs.** In exceptional circumstances, travelling expenses for candidates to attend PJFT can be paid from the Contingency Account iaw the instructions in CNR Standing Orders. This is to be determined by individual CAs on a case by case basis.

d. **Contract/Booking Difficulties.** Any problems with Fitness Centres are to be reported to CNR SO1 Ops as soon as they become evident. CAs are not to enter into dialogue with Fitness Centres directly, other than on purely administrative issues.

0839. PJFT - Overseas Candidates

a. **ACTION: Overseas Desk.** Overseas Recruiting Desk is to advise all overseas candidates, before travelling to UK, about the requirement to undertake the PJFT when visiting the UK for the selection process.

b. The timing of the PJFT is to be carefully programmed to allow for candidates who have travelled for extended periods and any other considerations. The procedure is as per the PJFT with the exception that, if they fail, they may undertake attempts 2 and 3, at the CA's discretion, provided the candidate's previous attempt(s) indicate a reasonable expectation of passing.

0840. PJFT Failure - Procedures

a. **Failure Routine after 1st Attempt.** Candidates should be warned that they have only a total of 3[3] attempts at the PJFT. Failures will fall into one of the following 2 categories:

3. A 4th attempt may be permitted, ARO discretion only.

(1) **Fail - Time Within 30 Seconds of Required Standard.** Candidates in this category may attempt the PJFT again after one week. Second Attempt Instructions Letter (RN/RM as appropriate) can be sent/given at a time agreed with the candidate. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

(2) **Fail - Time Not Within 30 Seconds of Required Standard.** Candidates must allow 14 days to complete the fitness programme before attempting the PJFT again. Second Attempt Instructions Letter (RN/RM as appropriate) can only be sent/given 14 days after first attempt. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

b. **Failure Routine after 2nd Attempt.** Candidates must allow 4 weeks to undertake the fitness programme, irrespective of time taken, before attempting the PJFT again. Third Attempt Instructions Letter (RN/RM as appropriate) can only be sent/given 4 weeks after second attempt. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

c. **Failure Routine after 3rd Attempt.** Candidates will only be permitted to retake the PJFT a fourth time by the ARO. Candidates must allow 3 months to undertake the fitness programme, irrespective of time taken, before attempting the PJFT again. Fourth and Final Attempt Instruction Letter (RN/RM as appropriate) can only be sent/given 3 months after third attempt. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

d. **Failure Routine after Fourth Attempt.** Should a candidate fail PJFT on the fourth attempt their application is to be withdrawn, appropriately end-dated. Candidates may not re-apply for one year from the date of their final PJFT failure. Before accepting a new application, CAs are to discuss what steps have been taken by the candidate to rectify their physical fitness issues and be convinced that they are now viable to proceed.

e. **PRNC(R)/PRMC PJFT Failures.** Any candidate who fails to pass the PJFT whilst on the PRNC(R) or PRMC is to re-take the test as a 1st attempt candidate prior to re-attending either of the aforementioned courses.