



IMPORTANT INFORMATION – HELP AND TIPS FOR ONLINE ASSESSMENTS

We recommend that you read this document before starting the online assessments

How long will I have to complete all five of the Assessments?

Please complete all five assessments provided to you within **10 days** of receipt of your invitation to participate in the "Online Assessments" email. We recommend that you complete the assessments as soon as possible.

I am unable to complete all five Assessments within the 10 days given, what should I do?

All candidates are allowed 10 days from the invitation email. In very rare circumstances, we may extend this time frame, however this will depend on the circumstances. If you would like us to consider your specific circumstances, please contact EarlyCareer.Applications@Rolls-Royce.com as soon as possible.

I have a disability or special requirements, what should I do?

Participation in Online Assessment can be very challenging for people with disabilities. For people who have visual or movement disorders, or any other disability, special arrangements are made to ensure an accurate, fair assessment of all candidates. In some cases, disadvantages can be overcome with technical aids or the right settings. For example, people with visual disabilities can use a screen magnifier. When activated, this device enlarges the area upon which the mouse is directed.

If you are uncertain whether you can participate in an Online Assessment, the best approach is to contact Rolls-Royce@Cut-e.com and they will be able to discuss your individual requirements. When contacting Cut-e please ensure that your email contains the following details:

- Your full name
- The email address you used to apply for the position
- The name of the role you applied for
- The location in which you currently reside
- Times over the next 24 hours which would suit for us to phone you (please quote times to London GMT time as this is the time-zone which our office operates in)
- An outline of your special requirements or query
- An Educational Psychologist report detailing your special requirements

Whilst you are waiting for Cut-e to contact you do not start the online assessments until instructed to.

Paper and pencil versions of the Assessments are also used at our Assessment Centre. If you are invited to attend one of our Assessment Centres it is important that you inform our team of any support you may need when you confirm your attendance. As different adjustments can sometimes be required for paper and pencil Assessments we will not make assumptions. It is best that you speak to us to make sure your needs are properly considered. Please speak with your Recruitment Consultant when confirming your attendance.

Forgotten Usernames/Password/Locked accounts – on Rolls-Royce Careers website?

In order for someone to assist you please contact one of our HR Shared Service Centres:

UK	YourResourcing@Rolls-Royce.com
Germany	HRSSCSouthCentralEurope@Rolls-Royce.com
Norway	HRSSCNorthEurope@Rolls-Royce.com
Asia	HRSSCAsiaPacific@Rolls-Royce.com
USA/Canada	HRSSCNorthAmerica@Rolls-Royce.com

If your deadline is approaching and this issue has not been resolved then please also contact Earlycareer.Applications@Rolls-Royce.com to inform us that you are having difficulties completing the tests.

One or more of my Assessments are blocked?

In rare cases technical problems can lead to the assessment suddenly being blocked, indicated by a padlock symbol, for example if the browser crashes while you are working on the assessment. Simply contact Rolls-Royce@cut-e.com so that they can unblock the assessment for you.

I have not received an email inviting me to take the Assessments?

This may be because you have previously applied for one of our programmes and already taken the assessments during the last 12 months; Or if you have not received this email in your inbox, please check your spam/junk items as the email may have moved; Or if you are still unable to track this please go to "My Jobpage" of the Rolls-Royce plc Careers Site. From here you can see your application and copies of any e-mails that we have sent you.

If you still are unable to see the email please contact Earlycareer.Applications@Rolls-Royce.com

I have tried to take my Online Assessments but they are showing as completed.

This maybe because you have previously applied for one of our programmes and have already completed the assessments during the last 12 months. Unfortunately we only allow 1 application per person per recruitment cycle. Please try again next year.

I have received an email that rejects my application due to Assessments not completed?

All candidates have 10 days from the invitation to participate in the Online Assessments email. If you believe that you have completed all the assessments and still receive this email it may be that you have closed your browser incorrectly during an assessment. Please contact EarlyCareer.Applications@Rolls-Royce.com as soon as possible.



How do I exit the Assessments correctly?

For timed assessments, you will have a set time limit. Once the time is up, the assessment automatically ends. Situational Judgment and Work-Style Questionnaires are not subject to a time limit and will automatically end when you have completed all the questions.

Please ensure that you have received the confirmation that "You have now completed the instrument" and that "Your data has been transmitted and stored successfully". Please ensure that you follow all instructions to close your window and browsers correctly. **Do not close your browser by clicking on the cross in the top right hand corner of the screen at any time during your assessments as your results will NOT be correctly transmitted and stored.** Incorrect closure of your browser will mean that your results will not reach us and your application will be rejected.

What happens after the Online Assessment?

Once you have completed all of the Online Assessments which is indicated by 5 green ticks, your results will be reviewed. We will be in touch shortly to inform you about next steps. If everything went well, your application will be reviewed and you may be invited to an Assessment Centre Event.

Tasks

Status	Instruments	Language	Start	End	
✓	Rolls-Royce – Engineering - Situational Judgement Questionnaire	English	22.03.2015 13:14:02	22.03.2015 13:36:05	
✓	verbal (industry) - measurement of verbal reasoning	English	22.03.2015 13:36:24	22.03.2015 13:56:14	
✓	numerical (industry) - measurement of numerical reasoning	English	23.03.2015 21:59:03	23.03.2015 22:14:05	
✓	scales cls - discover rules and interrelations	English	23.03.2015 22:14:23	23.03.2015 22:34:02	
✓	shapes (management) - measurement of competencies	English	24.03.2015 07:36:39	24.03.2015 07:36:45	

1 Please select action for record set ticked:

Do I get feedback?

Unfortunately due to the number of applications we receive, we are unable to give individual feedback from the Online Assessments. If you are invited and attend an Assessment Centre event we will be happy to provide you with full feedback of your performance for the day.

How is the Online Assessment evaluated?

In the case of Ability Assessments, we usually allocate points for each correct answer and deduct points for every incorrect answer. At the end of the assessment, the points are calculated to give the final result. In the case of Situational Judgment and Work-Style Questionnaires, your own descriptions of yourself, with regard to specific dimensions of your personality, are captured – there are no right or wrong answers to these questionnaires- It's more a matter of determining whether your personality is suited to the position and the company as a whole.

How often can I take the Online Assessment?

Each candidate is only allowed 1 attempt at the Online Assessments per recruitment cycle and you will be unable to apply for another of our Early Career programmes for 12 months. If you apply for more than one role the assessment results will be automatically applied from your previously scored assessment attempt.

How can you determine that I really do the Online Assessment myself?

First of all, you should be aware that it is illegal to allow somebody else to do the assessments for you. If this should come to light, you would be excluded from the selection process. If you are invited to an interview after the Online Assessment, you will be expected to complete a repeat module from the Online Assessment to validate your scores. If you cheated in the Online Assessment, it will come to light during the reassessment, at the very latest. To summarise: it really isn't worth cheating!

What Assessments will I be completing?

Graduates / Interns / Higher Apprentices:

- Situational Judgement Questionnaire – assesses your decision-making
- Measurement of Competencies (management) – assesses the way you like to work
- Verbal Reasoning Assessment – assesses your ability to understand complex written information
- Discover Rules and Interrelations – assesses your ability to solve problems
- Numerical Reasoning Assessment – assesses your ability to understand complex numerical data

Apprentices (UK Only):

- Situational Judgement Questionnaire – assesses your decision-making
- Measurement of Competencies (management)– assesses the way you like to work
- Simple Understanding of Instructions – assesses your ability to quickly and accurately understand instructions
- Discovering Rules – assesses your ability to solve problems
- Mechanical-Technical Reasoning – assesses your understanding of how things work



How long do the Online Assessments take?

Graduates / Interns / Higher Apprentices:

- Situational Judgment Questionnaire (SJQ) - untimed
- Measurement of Competencies (Shapes/Behavioral Assessment) - untimed
- Verbal Reasoning – 12 minutes
- Discover Rules and Interrelations – 12 minutes
- Numerical Reasoning – 12 minutes

Apprentices (UK Only):

- Situational Judgment Questionnaire (SJQ) – untimed
- Measurement of Competencies (Shapes/Behavioral Assessment) – untimed
- Simple Understanding of Instructions – 8 minutes
- Discovering Rules – 5 minutes
- Mechanical-Technical Reasoning – 15 minutes

There is no standard answer to this question because some elements are untimed. There are five assessments for you to complete in total. Our timed assessments last for no more than 15 minutes, some take even less than this. For the non-timed assessments you may take as long as you require, but on average we do not expect that it will take you longer than 60 minutes to complete all of the actual assessments. This does not include time taken to do the Practice Assessments.

Can I take breaks?

Once you have started an individual assessment, you cannot interrupt it. In most cases, the assessments last no more than fifteen minutes. Please ensure that you are not disturbed during this time. It is not necessary to complete all of the assessments in one sitting; you can take breaks between if necessary. The amount of time you need to complete all the assessments is not monitored and has no effect on the results.

What type of computer do I need?

Basically, any computer can be used. You simply need Internet access and a browser (e.g. Internet Explorer or Mozilla Firefox). It is best to use one of the newer browser versions because the very old versions are no longer supported. You need Flash Player for doing the actual assessments – this software is often required for gaming sites. Smartphones or tablets (e.g. iPad or iPhone), however, cannot be used. For optimal presentation of the Online Assessments, we recommend that you set your screen to a resolution of at least 1024 x 768 Pixel.

What languages are available for the Assessments?

For the Ability Assessments you are able to choose from a large selection of languages – please choose the language that you are most comfortable with. Please note that once you have considered your preferred choice of language you will be unable to change this once the assessment has started. For the Situational Judgment Questionnaire and Work-Style Questionnaire these will be available in English or Canadian French only.

Please note that any re-assessment at Rolls-Royce Early Career Assessment Events will be in English language only.

How can I practice the Online Assessments?

You can practice on Cut-e's main website <http://getstarted.cut-e.com> or Rolls-Royce's practice site <http://Rolls-Royce.cut-e.com> where you have the opportunity to complete typical Online Assessments and familiarise yourself with the use of the functions.