



Automated Decision Making

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1. Introduction

This document sets out the automated decision making process including the right of appeal that is used as part of the SCTS external recruitment process. Candidates applying for jobs at Administrative Officer (AO) and below complete an online assessment which determines if they meet the SCTS minimum entry level standard. Candidates who successfully pass this assessment move onto the next stage of the process, where they complete and submit the job application form. Candidates who do not pass the assessment are unable to progress any further in the process.

Candidates should refer to the [SCTS Recruitment Privacy Notice](#) for further information on the data we hold as part of the recruitment process, what we do with that data, who we share the data with and individual rights under GDPR.

2. External Recruitment

Where high volume recruitment situations are expected, SCTS will utilise online assessments to assess eligibility of candidates. This is the first stage in the recruitment process for posts at AO grade and below and means that decisions in relation to suitability for employment are based solely on automated decision-making. Depending on the role, the assessment is made up of three out of the following four tests:-

Situational Judgement Test (SJT)	The candidate is presented with a set of work scenarios they can expect to face in these jobs. They are required to choose their most likely and least likely response from the options available.
Verbal reasoning	This multiple-choice test measures ability to understand, process and work with written information.
Numerical reasoning	This multiple-choice test measures ability to understand, process and work with numerical information.
Checking test	This test measures ability to use a high and sustained level of detail.

More information can be found in our [Guidance for candidates taking our online suitability tests](#).

3. Assessment Platform

The assessments are provided by a third party. The data entered onto the SCTS recruitment system is shared on the third party platform for assessment purposes. Consent to opt into the process before assessments commence will be required, and the assessment provider will ask for consent from candidates to store the information following completion of the assessments.

4. Retention of Information

Personal details and standardised assessment scores are kept on the provider's platform for 6 months, from the date of submission. Retaining this information allows SCTS to access the individual assessment and overall scores, and how this compares to the pre-set pass mark.

After the 6 month period, scores are anonymised and archived. Profiles that have been inactive for 12 months will be removed from the third party platform.

5. Right to Appeal

Candidates have the right to appeal the result, and this should be done by [emailing the SCTS Recruitment team](#) within 3 working days of the result. The third party platform will manually review the candidate's scores in relation to the pre-set pass mark and confirm whether the original automated assessment should be upheld.