

## Changes to the Part 3 and Standards Check during COVID-19



### The background

Understandably the DVSA have decided to make changes to the above ADI qualifying tests during COVID-19 so they can alleviate the risks that are created when these take place. The DVSA have consulted with NASP of which NJC are included as Tier 1 stakeholders and held online meetings with a sample of ORDIT trainers to ask their views before deciding on the final Standard Operating Procedures for the examiners. Without changes to the tests it would not have been possible for these to continue to take place which would have meant PDIs being held up even more and possibly into 2021 before being able to take any of the above. Despite some initial concerns DVSA have assured us that the integrity of the test will not be changed and our understanding is that the Part 2 and 3 exams will take priority and then the Standards Checks with priority being to ADIs who have a second or third attempt to complete. The Standard Operating Procedures for these tests can be viewed on the NASP website at [www.n-a-s-p.co.uk](http://www.n-a-s-p.co.uk) they have also been sent out to all ORDIT trainers, NJC recommends that you read them as it can be valuable to understand the test from the examiners point of view.

### What is different during COVID-19 with the Part 3 and SC?

- The time the test lasts will change from one hour to 45 minutes total
- The time within the assessment where the “wheels are moving” (the practical on road section) being reduced to 40 minutes.
- Examiners, candidates and pupils will be required to wear a face covering during the test and follow good hand and vehicle hygiene practices to mitigate the risks for everyone concerned. Try hard to avoid touching your face and mask once it is in place.
- Windows will need to be open to allow for good ventilation, try to avoid air conditioning but if it is used do not use on the recirculating setting.
- A phone call with the examiner will be arranged before the test takes place, usually around 2-3 days before. This will ensure you understand the new timings and can arrange the meeting place and who your pupil will be and the stage of their learning. It confirms for the examiner that you are ready to take the test unless someone becomes ill or has COVID-19 symptoms. You can ask any questions that you want to.
- If you are taking a Standards Check you will also get a call 2-3 weeks before which will be slightly more detailed and a form will be filled in. More details of this “engagement call” will follow.
- A meeting point will be agreed before the day of the test to start from and end the test. In this current situation to reduce too many people at one time at the test centre and examiners having to rely on using a physical test centre on some occasions the examiner and PDI/ADI may agree to meet at a mutually agreed location but it must be within 5 minutes of the test centre. This could be a benefit to you if your test centre is busy or difficult to park at or you feel the “test centre nerves” kick

in due to it starting at that location. On the other hand it's a good experience for the pupil you are taking to attend and visit the test centre. The choice is yours and if you decide to meet away from the test centre the examiner will come and meet you at the chosen meeting place but it must be suitable for their car to be left there for the test duration.

- PDIs and ADIs should spend time discussing the recap, goals for the lesson and the risk management when they pick their pupil up for the lesson rather than waiting to do all of that at the start of the test. When the test starts there will then be a quicker 2-3 minute recap because it will already have been discussed.
- The recap, goal setting and any talking to the pupil will usually be carried out by the PDI/ADI at the start of the lesson will be done outside the vehicle. Where this is done exactly will depend on the weather and the layout and space at the test centre or the place chosen to start the test. If it is not possible it will take place in the car with the windows open for good ventilation.
- The briefing at the end of the test and final feedback will be done outside the vehicle as well or if time is running short very briefly in the car.
- PDIs and ADIs should spend time discussing the goals for the lesson and the risk management when they pick their pupil up for the lesson rather than waiting to do all of that at the start of the test. When the test starts there will then be a quicker recap because it will already have been discussed.
- These changes are designed to reduce the period of exposure and time spent in an enclosed vehicle with 3 people so every effort must be made to keep the main section of the assessment with the vehicle on the move. The vehicle must be well ventilated with the windows open.
- Therefore a lesson for a beginner or static lesson will not be acceptable, the examiner won't conduct the test and your fee will be lost if you attend with a beginner.
- It is also not acceptable currently to teach or recap a manoeuvre.
- The examiner won't want a 10 minute static briefing during this minimum 40 minutes 'wheels moving' test. If the PDI/ADI persists with a static brief, and the examiner cannot make a satisfactory assessment, they will try and manage this situation with a discreet prompt. In this scenario, on the return the examiner should terminate the test with no result. If this happens on a Part 3 test, the fee will be forfeited. On a standards check, the lesson will be void and the ADI will have to attend again.
- You can briefly use visual aids and pictures to help explain situations and scenarios however remember not to share paper and pens with the pupil or allow them to hold and share the visual aids, you will need to hold them and sanitise after the test. You won't have as much time for this in the 45 minutes so you might want to do this section before you arrive for the test and just refer back to it as having taken place already. Remember that often there is a "picture" out of the front of the windscreen that can help you explain items clearly.

## **What stays the same?**

- The examiner will meet you on your own outside the vehicle to go over the paperwork, ask if you have a folder of work, look at your licence etc. just as before. Your pupil will stay in the car whilst this takes place.
- If you have a folder of work you will be asked to show it to them and turn pages they can't take it off you.
- When the examiner gets in the car he will introduce himself to your pupil and put them at ease.
- There's no change to what the examiner will want to observe once the lesson begins
- You will then have 2-3 minutes to summarise what the goals are for the lesson and they must be very clear. You will also need to discuss briefly in that time how the pupil will want you to help and share the risks together.
- The structure of the lesson is no different from before
- You will be marked on all 3 competencies, even though the time has been reduced: you will still be assessed on all elements. (Lesson Planning, Teaching and Learning Strategies and Risk Management).
- The mark sheet and the way it is marked will remain exactly the same as will the pass/fail marks.
- Because the wheels are moving it does not mean the PDI/ADI cannot stop or change the lesson plan. If something happens that is a serious risk and needs discussing then pull over to discuss it but if possible exit the vehicle to discuss and take a limited time to do that. Be mindful of being clear and concise and be effective with the time you have.
- As always the DVSA expect the lesson to benefit the pupil and to have helped them start to achieve their goals and understand how they can improve. Learning must have taken place and the lesson must be safe with the risks managed and shared appropriately. Safety is still paramount in the lesson.
- If you need to show a diagram or use visual material that is still acceptable. However remember not to share paper and pens with the pupil or allow them to hold and share the visual aids, you will need to hold them and sanitise after the test.
- The final feedback at the end of the lesson is around 2 minutes and is a time to reflect on what happened and what went well and what could improve. This is a discussion, you are unlikely to have time to write the reflections down during this time. You can let the pupil know you will send them on later if you want to. If time allows to set some goals for the next session.

## **The Phone Call with the Examiner: Part 3 Candidates**

Part of the measures introduced in response to COVID-19 and something new is that a member of the ADI Enforcement Team (the examiners) will call the PDI/ADI on the week before the assessment. The purpose of this call is to confirm arrangements for the test.

- When they call you, they will want to confirm that your pupil is either partly trained,

trained or a full licence holder so you will need to have your pupil arranged at this point as far as possible

- A location will be agreed for the examiner and candidate to meet
- In this call the examiner will make sure you are clear on the new format and changes of the test
- They will give you the opportunity to ask any questions about any aspect of the test that you are unsure of.
- The examiner will not be coaching or giving any individual guidance to you on the call but will encourage you to fully prepare for the test and seek additional guidance or training from an ORDIT trainer if needed. Examiners are not allowed to train us!
- The call should put your mind at rest about how the test will be conducted during COVID-19.

### **The Phone Call with the Examiner: Standards Check Candidates**

- Candidates for a Standards Check will get this above call in the same way a few days before their check
- The call should put your mind at rest about how the test will be conducted during COVID
- However they will also receive a call from the examiner about 8 weeks before as well to discuss any issues they may have and to have a conversation about the pupils they have presented for test over the past year. If you don't keep these records yourself then they can be obtained from the DVSA, it's known as the crystal report. Strengths and weaknesses can be identified and the potential for development with an ORDIT trainer can be highlighted if appropriate.
- This call is completely voluntary but is meant to be a positive call to further support ADIs.
- It will be known as **"The Engagement Call"**

PDIs will not get this engagement call as there is likely to be little data to discuss and there is more of a risk of the discussion slipping into training areas which DVSA are keen to avoid.

**More news will be released by DVSA and any updates to the above will be placed on the ADINJC website.**

NASP is also working on some resources with DVSA but these are not currently available [www.adinjc.org.uk](http://www.adinjc.org.uk)

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