

Team Owner: Standards & Regulation Directorate Subject: DT 1 Team Issuing SOP No: 1 DSA SOP No: TSB/Practical Test Delivery/1/2
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**An executive agency of the Department for Transport**

# **DT1 Annex 7**

**STANDARD OPERATING PROCEDURE**

**For the guidance of all examiners carrying out  
Car/Motorcycle/Taxi/LGV/PCV/CPC & Extended tests**

**These notes are supplemental to training courses and the  
guidance given in DT2 and DT3**

Driving Tests (DT 1)  
(Ref: TSB/Practical Test Delivery/1/2)

## **1. Aim**

- 1.1 To explain the procedures that should be followed to ensure the uniformity and consistency of standards in the conduct of the following practical driving tests:
- Car
  - Motorcycle
  - LGV/PCV (B+E)
  - Taxi
  - Extended
  - Driver CPC Module 4 Practical Safety Demonstration Test

These instructions are designed primarily to provide help and guidance for examiners of all grades in carrying out their work.

- 1.2 These procedures support the Agency's core Road Safety and Efficiency objectives.

## **2. Audience**

- 2.1 To be read by all operational staff conducting practical driving tests, and administrative staff directly involved with operational matters. All changes/amendments to procedures should be brought to the attention of operational staff.

## **3. Objective**

- 3.1 To ensure uniformity and consistency of practical driving test standards by all operational staff.

## **4. Ownership of procedures**

- 4.1 The Standards and Regulation Directorate will be responsible for maintaining and updating these procedures.

## **5. Operators of Procedures**

- 5.1 These procedures apply to all staff carrying out operational duties on practical driving tests. Operational staff responsible for supervision **must** ensure that procedures are applied correctly and consistently.

## **6. Frequency**

6.1 These procedures must be followed at all times.

## **7. PROCEDURAL INFORMATION**

### **Chapters**

Chapter 1	The practical driving test & extended test for cars
Chapter 2	The motorcycle test
Chapter 3	The B+E (car & trailer), medium and large goods vehicle & passenger carrying vehicle test
Chapter 4	The taxi test
Chapter 5	Physical disabilities
Chapter 6	Particular types of vehicle and adaptations
Chapter 7	General operational matters
Chapter 8	Accident and legal procedures, and other non-operational matters
Chapter 9	The Data Protection Act
Chapter 10	Driver CPC Module 4 practical safety demonstration test
ANNEX 1	Safety Check Questions (Category B)
ANNEX 2	Safety Check Questions (Category A)
ANNEX 3	Safety Check Questions (Category B+E)
ANNEX 4	Safety Check Questions (Categories C and D)
ANNEX 5	Taxi test Cabology Questions + taxi specifications
ANNEX 6	Guide to assessment/marking
ANNEX 7	Test Wordings – all categories
ANNEX 8	Safety Check Questions (Categories C1+E, C+E, D1+E, D+E)

### **8. Outputs/ Deliverables arising from the procedures**

8.1 The DT1 should ensure that correct procedures are followed, in order to allow the delivery of practical driving tests, of all types, to be conducted and assessed to a uniform standard.

### **9. Validation of Outputs**

9.1 All operational supervisory staff will monitor the procedures and standard of assessment applied to practical tests.

### **10. Interpretation of Outputs**

10.1 Reports on outputs will be submitted to OPG (Operational Performance Group) on a quarterly basis.

### **11. Risk**

- DT1 not updated on a regular basis

- DT1 not read by operational staff on a regular basis

Both factors could impact on the quality, assessment and conduct of practical tests.

## **12. Training**

12.1 Formal training initially for each type of test. Training & development needs to be identified and reviewed on a regular basis.

## **13. Related Topics**

13.1 DT2, DT3, & ADI 1.

13.2 Annexes 1 – 8

13.3 Notes for Guidance on the completion of the DL25

**SOP SECTION 7**

**ANNEX 7 - TEST WORDINGS**

- 1.1 TEST WORDINGS - CATEGORY B TEST**
- 1.2 TEST WORDINGS - CATEGORY A TEST**
- 1.3 TEST WORDINGS - CATEGORIES C AND D TESTS (INCL '+E')**
- 1.4 TEST WORDINGS - DRIVER CPC MODULE 4 PRACTICAL SAFETY  
DEMONSTRATION TEST**
- 1.5 TEST WORDINGS FOR WHEELCHAIR EXERCISE ON TAXI TEST**

## **1.1 TEST WORDING – CARS (all vehicles up to 3.5 tonnes)**

All spoken words are shown in **BOLD** print

### PRELIMINARIES

**Good morning/afternoon Mr/Mrs/Miss/Ms .....May I see your driving licence and your photo ID please (and if required: also your TT pass certificate please).**

**Mr/.....would you read and sign this insurance and residency declaration please?**

**Is your name and address still the same as on your driving licence?  
If not ... Could you please enter your new address on the counterpart (or in the appropriate place on the old style paper licences) of your licence.**

**Thank you, will you lead the way to your car please.**

In an effort to create a more relaxed and informal atmosphere during the test, examiners are encouraged to introduce themselves and use the candidate's first name, provided there is no objection.

As self-introduction works best when it is spontaneous the examiner should decide whether to do it on the way to the car, or wait until seated inside it. Examiners are encouraged to use a form of words that suits their own style and personality. The following examples are for guidance only:

**I'm....., I see your first name is.....May I call you.....?**

**My name is.....would you object to me calling you.....?**

**I'd like to introduce myself, my name is.....do you mind if I call you.....?**

**My name is.....what would you prefer me to call you?**

A pre-test brief should be offered. This can be given during the walk to the car, or, if the distance is short, in the car. This should outline what will happen during the drive, for example:

**The test will last about 38-40 minutes and it will take in various roads and traffic conditions and I will ask you to complete two manoeuvres and we may carry out an emergency stop. The sort of things you have been practising with your instructor/accompanying driver.**

**Which car are you using?**

**Will you read the number of .....car.....**

**Now I should like to ask you a few questions about your vehicle and other matters relating to vehicle safety.** (Give candidate a few moments to put on gloves)

**If you would like to make yourself comfortable in your car now please, I will join you in a moment.**

#### GENERAL DIRECTIONS

**Throughout the drive continue ahead, unless traffic signs direct you otherwise, and when I want you to turn left or right I will tell you in plenty of time. Move off when you are ready, please.**

**Would you pull up on the left at a convenient place, please.**

**or**

**Pull up along here, just before.....please.**

**Drive on when you are ready, please.**

**Take the next road on the left/right, please.**

**Will you take the second road on the left/right, please.** (If necessary add this is the first.)

**At the end of the road turn left/right, please.**

**At the roundabout..**

**turn left please (it is the first exit)**

**follow the road ahead (it is the second exit)**

**turn right please (it is the third exit).**

(Additional information should be given if necessary to assist the driver to plan their route through the hazard. Examples are in brackets above).

## EMERGENCY STOP

**Pull up on the left at a convenient place, please.**

**Shortly I shall ask you to carry out an emergency stop. When I give this signal, (simultaneously demonstrate, and say) 'Stop', I'd like you to stop as quickly and as safely as possible. Before giving the signal I shall look round to make sure it is safe, but please wait for my signal before doing the exercise.**

**Do you understand the instructions?**

**Thank you. I will not ask you to do that exercise again. Drive on when you are read**

## BODY OF THE TEST

Left-hand reverse

**Pull up along here just before you reach the next road on the left, please.**

**I should like you to reverse into this road on the left. Drive past it and stop, then back in keeping reasonably close to the kerb.**

Right-hand reverse

**Pull up on the left before you reach the next road on the right, please.**

**I should like you to reverse into that road on the right. Continue driving on the left until you are past it then pull up on the right just past the junction, back in and continue well down the side road, keeping reasonably close to the right-hand kerb.**

Reverse parking

**Would you pull up on the left well before you get to the next parked car, please.**

**This is the reverse parking exercise. Would you drive forward and stop alongside the car ahead. Then reverse in and park reasonably close to and parallel with the kerb. Try to complete the exercise within about two car lengths.**

Reverse Parking - car park (This can be carried out at the beginning or the end of the test).

Beginning of the test

**Would you pull forward either to the left or the right so that your wheels are straight, then reverse into a convenient parking bay. Finish within one of the bays.**

End of the test

**I should like you to reverse park in the car park. Drive forward into the car park, then reverse into a convenient parking bay. Finish within one of the bays.**

Turn in the road

**Would you pull up on the left just past the .....please.**

**I'd like you to turn your car around to face the opposite way, try not to touch the kerbs when you're turning.**

Angle start

**Pull up on the left just before you get to the next parked car, please.** (If necessary add: **leave enough room to move away.**)

Hill start – (Use the 'normal stop' wording, or specify the place.)

END OF THE TEST PASS

All wordings are shown in **BOLD** print

**Please switch off the engine and give me a moment to complete my paper work**

(If accompanied on test) **Would you like your (instructor/accompanying driver) to be present for the conclusion of the test?** If the instructor / trainer /accompanying driver is not present the question should not be asked. If at any time the instructor/accompanying driver comes over to the vehicle to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying driver present

**That is the end of the test. You have passed – and you can now drive/ride unaccompanied, whilst you continue to gain experience.**

(Where applicable) **There are some driving faults. For your further development I will explain them to you. Would you like your instructor (accompanying driver) present?** (Debrief relevant driver faults)

**With regard to Eco-safe driving I have noted...** (appropriate Eco-safe debrief)

**This leaflet explains the benefits of Eco-safe driving** (hand out Eco-safe driving leaflet)

**May I see your driving licence, please? Would you like your full licence sent to you automatically. I will need to keep your old licence.**

**Please read the health declaration and sign the bottom of the test report.**

**Here is your pass certificate. You should receive your new licence within three weeks (If you do have any problems, there is a contact phone number on the back).**

(Category B only) **Have you been using this driver's record during your lessons?**

**Here is your copy of the test report**

(Category B only) **POINT OUT INFORMATION LEAFLET (DSA – INF) and say: Remember, this is just the beginning. It is essential you read this leaflet.**

(Category B only) **As a new driver you are at greater risk. One in five new drivers has a crash in the first six months.**

USING THE LEAFLET FOR REFERENCE:

(Category B only - Pass Plus) **To help keep you safe talk to your instructor about the Pass Plus scheme, which includes motorway driving.**

(Category B only - New Driver's Act) **You need to be aware of the New Driver's act. If you get 6 or more points you will lose your licence.**

(Category B only - Licence entitlement) **If you want to tow a large trailer, or drive a mini bus you will need to take another driving test.**

(Category B only) **All the information on this leaflet is given in detail in this magazine.**

(Hand out the leaflet and a copy of "Drive On")

(If applicable hand out a copy of "Ride On")

**11. (Categories A & B only) We want you to enjoy your driving/riding – and to stay safe and legal on the road – so please take some time to read it.**

**Goodbye.**

END OF TEST FAIL

All wordings are shown in **BOLD** print

**Please switch off the engine and give me a moment to complete my paper work**

(If accompanied on test) **Would you like your (instructor/accompanying driver) to be present for the conclusion of the test?** If the instructor / trainer /accompanying driver is not present the question should not be asked. If at any time the instructor/accompanying driver comes over to the vehicle to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying driver present

**That's the end of the test and I'm sorry you haven't passed.**

**Would you like me to explain why?**

**Would you like your (instructor/accompanying driver) to be present for the debrief.**

If requested give debrief and mark debrief box. The debrief should include all serious and dangerous faults and if the candidate fails on an accumulation of more than 15 driving faults then all the faults need explaining.

In all cases an Eco-safe driving debrief should be given as follows:

**With regard to Eco-safe driving I have noted...** (appropriate debrief)

**This leaflet explains the benefits of Eco-safe driving** (hand out Eco-safe driving leaflet)

**Here is the copy of the test report. Are you going to apply for your next test by phone, post or online?**

(Category B only) **Would you like a copy of the Driver's Record?**

**Thank you.....Goodbye.**

As part of the test conclusion, examiners should also ask any survey questions in line with latest instructions and C O B notices

## 1.2 TEST WORDINGS FOR MOTOR CYCLES

All spoken words are shown in **BOLD** print

(After preliminaries)

**I would now like to fit the radio so that you can hear my directions during the test.**

**My directions will be brief and simple, for example - at the end of the road, turn right. If we get separated, such as at traffic lights, it may be necessary for me to ask you to pull up on the left at a convenient place and wait until I rejoin you.**

**Will you lead the way to your bike, please.**

**Which is your bike,?**

**Will you read the number of ... car.**

**Walk towards your bike. To check the radio I will give you a direction and if you hear it, raise your arm, please.**

### GENERAL DIRECTIONS

**Throughout the test continue ahead, unless traffic signs direct you otherwise, and when I want you to turn left or right I will tell you in plenty of time. You may start the engine but please wait for my radio instruction before you move away.**

(A further confirmation that the candidate can hear the instructions correctly should be made shortly after leaving the test centre.)

Normal stops, Angle start, Hill start; as per the car wordings

SLOW RIDE (if applicable)

**I should like you to ride as in slow moving traffic for about 20 to 30 metres.**

### EMERGENCY STOP

**Stop the engine please. Shortly I shall ask you to carry out an emergency stop. When I give this signal, (Demonstrate.) I'd like you to stop as quickly and as safely as possible wherever you are.**

**The signal will not be given in a busy road or when danger to other traffic is likely to arise.**

WALKING U - TURN

**Would you put the machine on its stand, then take the machine off its stand and wheel it to the other side of the road.**

U - TURN

(via the radio) **Start the engine please. I should now like you to ride a U-turn. From there please ride in a U turn and pull up on this side of the road.**

BALANCE QUESTION

**Now I should like to ask you a question on balance when carrying a pillion passenger.**

END OF TEST PASS

All wordings are shown in **BOLD** print

**Please switch off the engine and give me a moment to complete my paper work.**

(If accompanied on test) **Would you like your (instructor/accompanying rider) to be present for the conclusion of the test?** If the instructor / trainer / accompanying rider is not present the question should not be asked. If at any time the instructor/accompanying rider comes over to the machine to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying rider present

**That's the end of the test. You have passed – and you can now drive/ride unaccompanied, whilst you continue to gain experience.**

(Where applicable) **There are some driving faults. For your further development I will explain them to you. Would you like your instructor (accompanying rider) present?** (Debrief relevant rider faults)

**With regard to Eco-safe riding I have noted...** (appropriate Eco-safe debrief)

**This leaflet explains the benefits of Eco-safe riding** (hand out Eco-safe driving leaflet)

**May I see your driving licence, please? Would you like your full licence sent to you automatically. I will need to keep your old licence.**

**Please read the health declaration and sign the bottom of the test report.**

**Here is your pass certificate. You should receive your new licence within three weeks (If you do have any problems, there is a contact phone number on the back).**

(Category B only) **Have you been using this driver's record during your lessons?**

**Here is your copy of the test report.**

(Category B only) **POINT OUT INFORMATION LEAFLET (DSA – INF) and say: Remember, this is just the beginning. It is essential you read this leaflet.**

(Category B only) **As a new driver you are at greater risk. One in five new drivers has a crash in the first six months.**

USING THE LEAFLET FOR REFERENCE:

(Category B only - Pass Plus) **To help keep you safe talk to your instructor about the Pass Plus scheme, which includes motorway driving.**

(Category B only - New Driver's Act) **You need to be aware of the New Driver's act. If you get 6 or more points you will lose your licence.**

(Category B only - Licence entitlement) **If you want to tow a large trailer, or drive a mini bus you will need to take another driving test.**

(Category B only) **All the information on this leaflet is given in detail in this magazine**

(Hand out the leaflet and a copy of "Drive On")

(If applicable hand out a copy of "Ride On")

(Categories A & B only) **We want you to enjoy your driving/riding – and to stay safe and legal on the road – so please take some time to read it.**

**Goodbye.**

END OF TEST FAIL

All wordings are shown in **BOLD** print.

**Stop the engine and make yourself comfortable.**

**Please give me a few moments to complete my report.**

(If accompanied on test) **Would you like your (instructor/accompanying rider) to be present for the conclusion of the test?** If the instructor / trainer / accompanying rider is not present the question should not be asked. If at any time the instructor/accompanying rider comes over to the machine to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying rider present.

**That's the end of the test and I'm sorry you haven't passed.**

**Would you like me to explain why?**

**Would you like your (instructor/accompanying rider) to be present for the debrief.**

If requested give debrief and mark debrief box. The debrief should include all serious and dangerous faults and if the candidate fails on an accumulation of more than 15 driving faults then all the faults need explaining.

In all cases an Eco-safe riding debrief should be given as follows:

**With regard to Eco-safe riding I have noted...** (appropriate debrief)

**This leaflet explains the benefits of Eco-safe riding** (hand out Eco-safe driving leaflet).

**Here is the copy of the test report. Are you going to apply for your next test by phone, post or online?**

(Category B only) **Would you like a copy of the Driver's Record?**

**Thank you.....Goodbye.**

As part of the test conclusion, examiners should also ask any survey questions in line with latest instructions and C O B notice

### 1.3 TEST WORDINGS FOR - LGV / PCV & B + E

#### PRELIMINARIES

As per the car. Spoken words are in **BOLD** type.

**Will you get into your vehicle and meet me on the manoeuvring area please.**  
(If some distance away examiner will get into the vehicle).

(When entering the vehicle for the first time and if the vehicle has a tilt cab:) **Are you satisfied that the tilt cab is locked down?**

#### ON MANOEUVRING AREA

#### ALL VEHICLES

#### VEHICLE SAFETY CHECK QUESTIONS

Category 'C' and 'D'

**I should like to put a few questions relating to the safe operation of this vehicle.**

Or

**Now I should like to ask you a few questions about your vehicle and other matters relating to vehicle safety.**

Trailer tests (except B+E)

**Now I should like to put two questions relating to appropriate safety checks you should routinely make before starting a journey.**

Invite candidate to wear safety equipment.

Reversing exercise for category 'D'

**I'd like you to carry out the reversing exercise. If you will look at this diagram I will explain what is required.**

**At present you are here. When I ask you, drive forward and stop with the extreme front of your vehicle level with and between the two cones shown here as A and A1. They are the ones beyond the one with the pole. Then reverse, as the arrowed line shows, keeping the cone with the pole on your offside. Enter the bay and finish with the extreme rear of your vehicle within the yellow and yellow & black chevron stopping area. If you look to your left**

**you will see the bay and the yellow stopping area. Do not drive further forward than cones A & A1 at any time and try not to touch any of the marker cones or cross the yellow boundary lines.**

**Do you understand that? Please wait for my signal before you start the exercise.**

Reversing exercise for category 'C'

**I'd like you to carry out the reversing exercise. If you will look at this diagram I will explain what is required.**

**At present you are here. When I ask you, drive forward and stop with the extreme front of your vehicle level with and between the two cones shown here as A and A1. They are the ones beyond the one with the pole. Then reverse, as the arrowed line shows, keeping the cone with the pole on your offside. Reverse into the bay and stop with the extreme rear of your vehicle in the yellow and black-hatched area, so that you are parked safely for loading or unloading. If you look to your left you will see the bay and the yellow and black chevron stopping area. Do not drive further forward than cones A & A1 at any time and try not to touch any of the marker cones or cross the yellow boundary lines.**

**Do you understand that? Please wait for my signal before you start the exercise.**

Note: Cones A and A1 should not be removed or re-positioned before the candidate has completed the reverse manoeuvre.

Braking Exercise

(If entering the vehicle for the first time and the vehicle has a tilt cab:) **Are you satisfied that the tilt cab is locked down?**

**I'd like you to carry out the braking exercise; if you look at this diagram I will explain what is required. At present you are here. Drive forward to reach a speed of about 32 kph (20 mph) and when the front of your vehicle reaches the two cones, shown here as A and A1, stop as quickly and as safely as possible.**

**Do you understand that? You may start the exercise when you are ready.**

GENERAL DIRECTIONS

General route and other directions/instructions should be as per the car test.

## VEHICLES DRAWING TRAILERS

**Park in a convenient place** (usually at the end of the area away from the reversing box) **then:-**

**I'd like you to uncouple the trailer, drive the towing vehicle forward, then park it either to the left or the right of the trailer.**

**I'd like you to re-couple the trailer assuming it is a different one to the one you uncoupled and make it safe for the road. When you've finished return to the cab.**

END OF TEST

PASS

All spoken words are shown in **BOLD** print.

**Please switch off the engine and give me a moment to complete my paper work.**

(If accompanied on test) **Would you like your (instructor/accompanying driver) to be present for the conclusion of the test?** If the instructor / trainer /accompanying driver is not present the question should not be asked. If at any time the instructor/accompanying driver comes over to the vehicle to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying driver present.

**That is the end of the test. You have passed – and you can now drive unaccompanied, whilst you continue to gain experience.**

(Where applicable) **There are some driving faults. For your further development I will explain them to you. Would you like your instructor (accompanying driver) present?** (Debrief relevant driver faults)

**With regard to Eco-safe driving I have noted...** (appropriate Eco-safe debrief).

**This leaflet explains the benefits of Eco-safe driving** (hand out Eco-safe driving leaflet).

**May I see your driving licence, please? Would you like your full licence sent to you automatically. I will need to keep your old licence.**

**Please read the health declaration and sign the bottom of the test report.**

**Here is your pass certificate. You should receive your new licence within three weeks (If you do have any problems, there is a contact phone number on the back).**

**Here is your copy of the test report.**

**Goodbye.**

END OF TEST FAIL

All wordings are shown in **BOLD** print

**Stop the engine and make yourself comfortable.**

**Please give me a few moments to complete my report.**

(If accompanied on test) **Would you like your (instructor/accompanying driver) to be present for the conclusion of the test?** If the instructor / trainer / accompanying driver is not present the question should not be asked. If at any time the instructor/accompanying driver comes over to the vehicle to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying driver present.

**That's the end of the test and I'm sorry you haven't passed.**

**Would you like me to explain why?**

**Would you like your (instructor/accompanying driver) to be present for the debrief.**

If requested give debrief and mark debrief box. The debrief should include all serious and dangerous faults and if the candidate fails on an accumulation of more than 15 driving faults then all the faults need explaining.

In all cases an Eco-safe driving debrief should be given as follows:

**With regard to Eco-safe driving I have noted...** (appropriate debrief).

**This leaflet explains the benefits of Eco-safe driving** (hand out Eco-safe driving leaflet).

**Here is the copy of the test report. Are you going to apply for your next test by phone, post or online?**

**Thank you.....Goodbye.**

As part of the test conclusion, examiners should also ask any survey questions in line with latest instructions and C O B notices.

#### **1.4 TEST WORDINGS – DRIVER CPC MODULE 4 PRACTICAL SAFETY DEMONSTRATION TEST**

All wordings are shown in BOLD print.

##### PRELIMINARIES

**Good morning/afternoon Mr/Mrs/Miss/Ms.....May I see your driving licence and your photo ID please.**

**.....would you read and sign this insurance and residency declaration please?**

**Is your name and address still the same as on your driving licence?**  
If not....**could you enter your new address on your counterpart licence and sign and date it please** (or in the appropriate place on the old style paper licences).

**Thank you, will you lead the way to your vehicle please.**

In an effort to create a more relaxed and informal atmosphere during the test, examiners are encouraged to introduce themselves and use the candidate's first name, provided there is no objection.

As self-introduction works best when it is spontaneous the examiner should decide whether to do it on the way to the vehicle, or wait until reaching the vehicle.

Pre-brief

**This is the Practical Safety Demonstration Test; would you like me to give you a brief overview of the test? If the candidate says yes then a 'brief' explanation can be given e.g 'the test will last about 30 minutes and when we get to the vehicle I will ask you 5 questions on set topics. I would like to emphasise that this is a demonstration type test, therefore when I ask you questions I will be looking for you to show your knowledge and understanding.**

At the vehicle

**Now I should like to ask you some questions relating to your vehicle; remember, it is important that you demonstrate your responses, and not just tell me what you would do.**

END OF TEST PASS

**Please give me a few moments to complete my report.** If the instructor / trainer/accompanying driver is present ask: **would you like your (instructor /**

**accompanying driver) to be present for the conclusion of the test?** If the instructor/trainer/accompanying driver is not present the question should not be asked. If at any time the instructor/accompanying driver comes over to the vehicle to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying driver present.

**That's the end of the test and I'm pleased to tell you that you've passed, well done. May I see your driving licence again please?** Complete the DSA11(Copy the driver number from the licence onto the DSA11..) Enter the DSA11. number onto the CPC4. **Here is your pass certificate, when you have passed all Modules of Driver CPC you will be sent your Driver Qualification Card (DQC) automatically. The attached notes (CPC 4C REV) will help to explain the form but if you wish I can explain it to you now.** If requested give debrief and mark the debrief box, just offer a factual overview of the candidates performance. Mark the licence received box and issue candidate copy of CPC4 and notes for guidance.

**Thank you and congratulations.....Goodbye.**

END OF TEST FAIL

**Please give me a few moments to complete my report.** If the instructor /trainer/accompanying driver is present ask: **would you like your (instructor /accompanying driver) to be present for the conclusion of the test?** If the instructor/trainer/accompanying driver is not present the question should not be asked. If at any time the instructor/accompanying driver comes over to the vehicle to listen to the conclusion of the test, the examiner must ask the candidate whether they want their instructor/accompanying driver present. **That's the end of the test and I'm sorry you haven't passed. Would you like me to explain why?** Offer the candidate a brief overview of the topic question(s) that they did not answer correctly. It is most important that you avoid giving the candidate specific details of the KKI's that they did not answer correctly. The candidate is therefore encouraged to go away and study the topic area(s) in depth rather than learning by rote.

**Here is a copy of the test report. Are you going to apply for your next test by phone or online?**  
**Thank you.....Goodbye.**

## **1.5 TEST WORDINGS FOR WHEELCHAIR EXERCISE ON TAXI TEST**

A. I would like you to demonstrate your ability to manoeuvre this wheelchair into your vehicle and secure it for the start of a journey.

B. Are you satisfied that the wheel chair is secured for a journey"? (Prompt if necessary).

C. Thank you ....., would you now demonstrate your ability to remove the wheelchair safely from your vehicle.