

Meeting the Pupil during their driving test

Waiting rooms will remain closed until further notice, pupils will not be able to use the facilities at the driving test centre (DTC).

When leaving the building the door should be locked by the examiner to prevent pupils / members of the public entering the building.

Meeting and greeting will now take place in the car park with the examiner. For DTCs without car parks, the meet and greet will take place at the usual parking area the pupils use. The examiner must politely remind the accompanying driver of the requirement for social distancing.

Face coverings for tests

Pupils must wear a face covering, unless there are exceptional circumstances, which must have been pre-notified and agreed. If the pupil **does not have a face covering the examiner can provide one**, it must be worn for the duration of the test. The face covering must be retained by the pupil and not left on site.

Where a pupil arrives for test wearing a face covering, the examiner may need to ask the pupil to temporarily remove their face covering so their identity can be confirmed.

Should the pupil be wearing a niqab (full face veil worn for religious purposes), the examiner should be sensitive in ensuring the privacy of the pupil when carrying out the identity check. The examiner must consider the pupil's wishes of their face not being seen by others during the identity check. This may mean just asking the pupil to position with their back towards others present before removing their niqab.

In some circumstances, it may be necessary to wait for other pupils to leave the car park before the identity can be checked.

Where pupils present for test wearing glasses and a face covering, the examiner should make them aware of the increased possibility of glasses/eye protection fogging up. Where issues arise with this on test, offer advice and guidance to help resolve the problem. If the issues continue to interfere with the safety of the test, terminate/stop the test on safety grounds. Find out more about [how to wear and make your own cloth face covering](#).

Social distancing measures

The examiner must politely remind the accompanying driver of the requirement for social distancing. The examiner will not shake the pupil's hand. The examiner will not let the pupil touch the iPad, stylus or paper DL25.

The examiner will provide the pupil with an insurance and residency declaration form (Word) and a pen if they don't have their own. The pupil must keep this form.

Ask the pupil to:

- read the insurance and residency declaration form
- tick the boxes if they agree with the statements
- sign it

Without handling the licence, the examiner must compare their signature on the form to the one on the licence.

The examiner will carry out a UV check, also out without physically handling the licence. This will be a part of the usual identity check.

Confirmation

The examiner will mark a cross X in the signature box on either the iPad or the paper DL25 to confirm that the pupil has agreed with the statements and has satisfied the identity checks.

For DES app users the pupil should continue to be asked if their email address is where they wish the result to be sent.

In cases where the pupil wishes the email address to be changed, the examiner should ask for the new email address to be written down on a separate piece of paper the pupil has. Then enter this address onto the iPad.

The examiner will ask the pupil to keep the insurance and residency declaration form (Word), it must not be left on site. This amended process avoids contaminating the examiners gloves before conducting the test.

ADI's / accompanying drivers **will not be** able to accompany the test.

The examiner should explain to the pupil that a drink will be offered at the end of the test. In order to maintain social distancing, the ADI/accompanying driver will not be invited to listen in unless social distancing can be maintained.

Cleaning of cars presented for test

The examiner must be satisfied the vehicle has been recently cleaned.

Before entering the car, the examiner may choose to fit a disposable seat cover to the seat. Use an anti-viral wipe to clean:

- the passenger door handles inside and outside
- the dashboard in the examiner area
- any other touch points

Dispose of the wipe in line with the PPE disposal guidance, detailed below. Any seat covers and wipes used must be taken away and disposed of with PPE waste at the end of the test.

Clear symptoms

If the pupil comes to the test with clear symptoms the test must not go ahead.

If the pupil becomes unwell or starts to cough continuously during the test, the test must be stopped.

The examiner must make sure the test vehicle is well ventilated. This may mean asking the pupil to open their window, as well as the passenger side window being opened at the

start of the test. The examiner will make a judgement to ensure the vehicle is adequately

Exception to conducting a test as normal

Curtailing tests when failed

Where a pupil fails the test either by committing a serious or dangerous fault or by making 16 driving faults, the examiner will direct the pupil back to the test centre taking the most convenient route and will not carry out any additional test requirements.

Any faults identified on the route back to the test centre continue to be assessed and recorded in the usual way. In many cases it's likely this will mean arriving back at the test centre having not fully completed the test. In this case, the test will be terminated in the interest of public safety at the test centre and completed using activity code 4.

Debrief

The examiner will not alert the pupil to the outcome of the test until arriving back at the test centre.

During the debrief explain to the pupil that the test has been curtailed following the point at which the test had been failed, and that continuing the test would have made no difference to the outcome.

At the end of the test

If the pupil has passed, the examiner should read the health declaration to pupil and ask if the statement is true. If the pupil agrees, mark a cross in the signature box on either the iPad or the paper DL25 to confirm that the pupil has agreed with the statement.

When completing the DVSA10 pass certificate, the examiner can take the driver number from the iPad.

The examiner will take the pupil's licence, ensuring it's only handled with gloves on. The iPad and wallet should be closed before handling the driving licence. This avoids the iPad becoming contaminated.

When the examiners return to the office, they must:

- shred the licence, if in receipt of it
- clean the sat nav and mirror if used with anti-viral spray or wipes
- refer to the HSE guidance for the correct removal of single use gloves
- if worn, dispose of your gloves
- wash your hands (and arms if wearing short sleeves)

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Driver Training
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