

# Driving examiner recruitment

This document will help you understand the selection process and questions we often get asked by candidates.

## Criteria

### Q. What are the minimum criteria?

A. You need to have held a UK or EU licence continuously for the last 4 years, and currently have no more than 3 penalty points on your licence to be eligible to apply. Any endorsements will be taken into account on a case by case basis.

A. If you are applying for a car examiner role with a view to becoming a motorcycle examiner there is a requirement for you to hold a **full** Category A licence.

### Q. What assessments must I pass in order to become a driving examiner?

A. You are required to pass all of the following assessments: a situational judgement test, an assessment drive/ride, a behavioural assessment event which may include a short written exercise, and the training course at Cardington which will include the theory test and hazard perception test. Civil Service Candidates who are surplus in their role will not be required to sit the situational judgement test or the behavioural assessment element of the process.

### Q. How long can these assessments take?

A. This can be a lengthy process as they are dependant on a variety of factors so no timescale can be provided. However if successful at the behavioural assessment event you may be held on a reserve list for up to 12 months.

## Situational Judgement Test

### Q. What is the Situational Judgement Test?

A. The Driving Examiner Situational Judgment Test is an objective and job relevant online assessment tool, used to sift applicants applying for the Driving Examiner position, effectively and efficiently. It is designed to:-

i. Measure applicants against the competencies required for effective performance in the role of a Driving Examiner

ii. Assess an applicant's ability to judge the effectiveness of different actions that could be taken in response to work place situations

**Q. What does the Situational Judgement Test consist of?**

A. The Driving Examiner Situational Judgment Test consists of managerial-type work scenarios. For each scenario, you will be presented with a number of possible responses or courses of action. Applicants completing the test are asked to read each scenario and then rate each of the responses for its effectiveness in dealing with the situation. The test does not require any specialist knowledge to complete.

**Q. How do I complete the test?**

A. When submitting your application you will be asked to complete the test as part of the application process.

**Q. I failed the Situational Judgement Test, can I have another attempt?**

A. No. You are only allowed one attempt at the Situational Judgement Test.

**Q. What happens next?**

A. If successful, you will then progress to the next stage of the recruitment process, the assessment drive/ ride and behavioural assessment event.

## **Assessment drive and assessment ride (motorcycle)**

**Q. What is an assessment drive/ride?**

A. To become an examiner, you will have to pass an extended version of the driving test, known as an assessment drive. To go on to be a motorcycle examiner you will also need to undertake and pass an assessment ride.

**Q. What if I cannot make my appointment?**

A. If you are unable to attend your appointment, unfortunately we are unable to offer an alternative.

**Q. Who will conduct my assessment drive?**

A. An examiner who has been trained to assess the driving ability of potential driving examiners.

**Q. What will I be tested on?**

A. You will be expected to demonstrate a high standard of driving competence based on ability, concentration, effective observation, anticipation and planning.

**Q. How long is the assessment drive?**

A. Approximately 1 hour.

**Q. Can I use my own car for the assessment drive?**

A. No, we hire cars for all the applicants who sit the assessment drive. The examiner will give you the opportunity to familiarise yourself with the controls before you are assessed. You will only be able to use your own car if you have a condition that is covered by the Disability Discrimination Act (DDA).

**Q Can I use my own motorcycle for the assessment ride?**

A. No

**Q. Why can't I take the test in my own car/motorcycle?**

A. The reason for the DSA providing the car is so that every applicant will drive an up to date modern car/motorcycle and no one will have any advantage, everyone will have the same opportunity.

**Q. What happens if I have a disability and need some adjustments making to my special drive?**

A. In your invitation letter you will be advised who to contact if adjustments need to be made prior to your special drive. It will be your responsibility to inform the relevant party of any adjustments you may require.

**Q. What will the special drive test consist of?**

A. The test for car and motorcycle will involve a drive/ride over a carefully chosen route of approximately 20-25 miles. It will normally be in both urban and rural areas with varying traffic conditions, and will include driving on a dual carriageway or motorway. You will have to drive at a speed appropriate with the road and traffic conditions without displaying any serious driving faults. You will also be required to carry out one reversing manoeuvre. Throughout the drive, the examiner will also be assessing your overall suitability to be an examiner.

**Q. Where will my drive be held?**

A. You may be taken out of your local area so that the examiner can assess your driving ability in unfamiliar surroundings i.e. rather than knowledge of a particular area.

**Q. How many driver faults am I allowed?**

A. The examiner is not assessing the amount of faults but the nature/seriousness of them and will make his/her judgement accordingly.

**Q. I normally wear glasses to drive should I bring them?**

A. Yes if you normally wear spectacles or contact lenses to drive. There is an eyesight test, and if you can not read a number plate from the required distance of 30.5 metres (100 feet), the assessment will not go ahead.

**Q. Will I be asked safety questions?**

A. No, the examiner is only concerned with your driving ability on this test.

**Q. Will the examiner allow me to drive the car prior to the test?**

A. No, there is no time in the examiner's programme to allow for this and there is normally vehicular activity within the confines of the test centre. However the examiner will give you the keys a few minutes prior to the start of the test so you can familiarise yourself with the car.

**Q. On the arm signal part of the test, can I use indicators as well?**

A. Yes if you so wish.

**Q. If I make a mistake will it be an automatic fail?**

A. No. The overall standard of your driving will be taken into account and very few people can drive perfectly. However you will not be offered further development or another attempt at a drive within this campaign if you demonstrate serious faults during the drive.

**Q. If I fail can I take the test again?**

A. No. You will only have one attempt at this.

**Q. Do I need my own insurance for the assessment drive?**

A. No you will be covered by DSA's insurance.

**Q. Why can't I take the test at my local Driving Test Centre?**

A. The examiner will be looking at your planning and awareness skills throughout the drive, this will need more skill if you drive in an area you are unfamiliar with.

**Q. I declared on my application that I had a disability. If I fail the Assessment Drive will I be entitled to another attempt, under the guaranteed interview scheme?**

A. You are required to successfully complete each part of the selection process. Therefore, you are not guaranteed another attempt under the guaranteed interview scheme.

## **Behavioural assessment event**

### **Q. What does a behavioural assessment involve?**

For the behavioural assessment, you will be required to undertake 2 role plays which will be based on customer service, team working and written skills. Further information will be provided on the day.

## **What happens next**

### **Q. What will happen if I pass this stage of the recruitment process?**

A. If successful, candidates will be issued with a letter which states they will be placed on a merit list for a period of up to 12 months. Successful candidates will be placed in merit order dependant on the result of their behavioural assessment and whether their home address and the location of the driving test centre is within 45 minutes travelling time of where we have vacancies

### **Q. Can I choose where I will be based?**

A. There is an opportunity on the application form to state your preferred location. We refer to this when looking to place successful applicants if there is a vacancy at one of these locations you may be offered a position depending on business needs. Having successfully completed the course at Cardington you would start at that test centre the following Monday. This is to ensure that you consolidate the training which you have received at Cardington.

### **Q. Will there be an opportunity to apply for a transfer to another test centre?**

A. Transfers will not be allowed within the first three years of taking up permanent appointment unless it is in the operational interests of the Agency and/or there are specific welfare, medical and/or equal opportunities considerations which are agreed between yourself and the Agency. Even in the latter cases there may not always be a vacancy at your preferred test centre. Please note transfers can be requested but are not always guaranteed.

## **Pre-employment checks – CRB checks**

### **Q. Will you be checking to see if I have a criminal record?**

A. Yes. With effect from January 2008 we have been using the services of the Criminal Records Bureau to obtain enhanced criminal record disclosures for individuals normally resident in England and Wales. For individuals normally resident in Scotland we will use Disclosure Scotland. For further information please visit [direct.gov.uk/crb](http://direct.gov.uk/crb).

### **Q. I have a criminal record. Will this affect my eligibility?**

A. Before a decision is made you will be able to make representations to the Human Resources Director about this, and this would then be given fair and open consideration. A decision will then be made whether your criminal record would affect your suitability to become a Driving Examiner.

### **Q. How do I apply for a CRB check?**

A. We will arrange for a company called TMG to send you an online application. You will need to complete the form and return it immediately so the process can be carried out.

### **Q. When will DSA ask me to undergo the CRB check?**

A. You will only be asked to complete the CRB application form if successful following the assessment process and only when a suitable vacancy at a Driving Test Centre has been identified for you.

### **Q. How long does the CRB checking process take?**

A. There is not set timescale as we are dependent upon external bodies, such as the police, supplying the relevant information to TMG.

### **Q. I have already have a CRB check, can I use this?**

A. No, DSA need to ensure that we have access to the most up to date information available and TMG need to be involved in the disclosure process. The only exception to this is if you are currently an ADI and have had a CRB check within 6 months of a vacancy being identified for you.

### **Q. Can I dispute the information given in my disclosure?**

A. Yes. You can dispute this with the issuing body (Criminal Records Bureau or Disclosure Scotland;) details of how to do so will be sent along with your disclosure.

## **Pre-employment checks – health management questionnaires**

**Q. Why is it necessary for me to complete a pre-employment health questionnaire?**

A. Driving Examiners need to be fit and healthy to undertake the role since it involves a certain amount of physical challenge e.g. sat in a vehicle for a large part of the day and occasionally subject to the impact of braking. In order to assess your fitness for the role, applicants will be required to complete a Health Questionnaire as a part of the health screening process and further checks will be undertaken on previous attendance records.

**Q. If I declare a medical condition would that prevent me from becoming a driving examiner?**

A. Not necessarily, we may refer you to our Occupational Health Providers who will ask you to complete a more in depth questionnaire. Following this a decision will be made as to whether you are fit for work as a driving examiner. If further information is required, you may be asked to undergo further medical checks.

## **Cardington training course**

**Q. How long will the training last?**

A. This will depend on the result achieved at your assessment drive. The course is a 4 or 5 week residential course from Monday to Friday. It is a pass/fail course and your result will determine whether you can take up a position as a Driving Examiner.

**Q. Do I need to pay for my training?**

A. No, there is no charge for the training course. The training course takes place at our training establishment in Cardington, Bedfordshire. Whilst attending the course you will have a conditional contract and will be paid a full time wage. You will also be accommodated in our fully equipped on site hotel where you are provided with meals.

**Q. How is the course at Cardington set out?**

A. You will receive an information pack before you attend Cardington, and there will be a pre-course meeting on the Sunday evening where you will meet your fellow trainees and you will be given information regarding the course and what to expect on the first day of training.

**Q. Is it possible to complete the Cardington training course at any other location (as I live at the other end of the country)?**

A. No. Unfortunately there is only one training centre based in the United Kingdom with the facilities we require to train all applicants to the required standard.

**Q. If I want a part time contract will my course at Cardington be based on my part time hours?**

A. No. Due to the nature of the training and the need to consolidate learning the training needs to be full time for the whole 4/5 weeks of the course.

**Q. What happens when I complete my training at Cardington?**

A. Once you have successfully completed your training at Cardington you will start working as a driving examiner at your nominated test centre. If you are an external candidate you will be subject to a probationary period of 9 months.

**Q. Do I need Business Insurance to attend the Cardington Training Centre?**

A. Yes, you will need to make your own arrangements with your Insurance Company so that you are covered with Business Insurance for your vehicle. This is because you will be travelling on a Sunday and Friday to and from Cardington for which you will be paid expenses. Candidates located in Scotland are required to attend using the most cost effective method.

## **Theory and hazard perception test**

**Q. Is this test different from any other theory test I have taken?**

A. The theory test is set out the same however you are expected to achieve a much higher score than is currently the pass mark for the L test.

**Q. What does the theory test consist of?**

A. The theory test consists of a multiple choice section and case study which is then followed by a hazard perception test, which features 14 film clips containing 15 developing hazards. Candidates have to identify the hazards as they appear on screen.

**Q What are the scores needed to pass my theory test?**

A. 47 out of 50 for the multiple choice and 57 out of 75 for the hazard perception.

**Q. Where will I take my theory test?**

A. At Cardington during your residential training course.

**Q. I passed this theory test and hazard perception test the last time I applied to become a driving examiner, do I still need to take the test?**



A. Yes. All candidates must sit each stage of the selection process regardless of past experiences or qualifications. Each recruitment exercise is treated uniquely so past scores are not carried over.

## **Job opportunities and career development**

### **Q. What are the benefits of working for the DSA?**

A. The benefits include:

- entitlement to a civil service pension
- 30 days leave per year, plus a further 10 and a half paid public and privilege holidays (based on full time hours)
- family friendly policies (including working hours, child care arrangements etc)
- regular training and development opportunities
- promotion prospects

### **Q. What are the pay and working hours?**

A. When recruiting we are able to offer permanent appointments as Full and Part Time Driving Examiners. For part time workers the minimum requirement would be for 1 day per week if operationally manageable and depending on business need. Please note full time attendance is required during the training period at Cardington and is desirable during the 9 month probation period. For Full Time (5 days a week) we currently pay £21,348 this is increased incrementally to a maximum of £24,687. An additional allowance of £3,675 will also be paid to those who work within the M25.