

# DVSA Standard Operating Procedure Coronavirus (COVID-19): Conducting driving test (Motorcycle Mod 1 & Mod 2)

UPDATED 23 August 2021

This standard operating procedure (SOP) outlines the procedures you should follow in conducting a motorcycle test.

## Waiting rooms

Waiting rooms are open at some test centres.

Waiting rooms are for ADIs, instructors or other accompanying drivers to wait in while the candidate is on test. LDTMs have completed risk assessments for waiting rooms which are open.

If the waiting room is not open at your test centre, lock the door when you leave the building. Where this is not possible, a local arrangement should be agreed to make sure the building is secure.

## Toilet facilities

Any candidates, ADIs and accompanying drivers should be given access to the toilet facilities where they are available, upon request.

People using the toilet facilities should wear a face covering upon entering the building. They must clean the facilities before and after use. A poster will be provided with instructions for cleaning the toilet.

LDTMs should ensure that cleaning materials are available in the toilets.

## Face coverings

Both you and the candidate must wear a face covering when you have face to face contact for example when you meet and greet the candidate, during the test preliminaries and at the

conclusion of the test. Candidates must wear a face covering, unless there are exceptional circumstances, which must have been pre-notified and agreed upon.

The face covering can be a neck tube or scarf, or other face covering, but must cover the mouth and nose.

There will be times when your face – and the candidates face – might not be covered, for example when removing your helmets. At these times, you should ensure you are at least 2 metres apart and avoid directly facing each other.

### **If the candidate does not have a face covering**

You can provide them with one, they must wear it while you are face to face. They must also keep the face covering after the test and not leave it on site.

Where a candidate arrives for test wearing a face covering, you may need to ask them to temporarily remove their face covering to confirm their identity.

### **If the candidate refuses to wear a face covering**

Candidates are asked to inform us if they have a good reason for not wearing a face covering at the point they book their test. We then match them with examiners who have volunteered to conduct tests for candidates who cannot wear face coverings.

If the candidate refuses to wear a face covering and they did not pre-notify us, and a volunteer is not available to take the test, you must terminate the test.

Record the termination using activity code 22 (this code is also used for no L-Plates).

## **Before leaving the office**

When leaving the office you must:

- wash your hands
- put on a face covering before you leave your desk and ensure you cover your mouth and nose, leaving no gaps between your face and the covering
- avoid touching the covering while using it. If you do, either wash your hands with soap and water if at the test centre or use hand sanitiser

- avoid touching your face with your hands

Your face covering may be a neck tube often worn by motorcyclists, so long as it covers the mouth and nose.

### Meeting the candidate

Meet and greet the candidate in the car park or in the foyer where practical. You should carry out all test preliminaries and kitting up outside.

You must politely remind trainers and candidates of the requirement for social distancing in line with government guidelines.

Do not:

- shake the candidate's hand
- let the candidate touch the iPad, stylus or paper contingency test report
- 

### Clear symptoms

If the candidate comes to the test with [clear symptoms](#) the test must not go ahead.

If the candidate becomes unwell and [displays clear symptoms](#) during the test, you must stop the test.

If you terminate a test for either of these reasons you must:

1. record code 22 on the DES app
2. inform the candidate that they will receive a new booking confirmation with a rearranged test date, free of charge
3. call the examiner hotline 0115 6 713 143 to inform the customer service centre

## Preliminary checks

### Insurance and residency declaration

Ask the candidate/instructor if they have a pen. If they do not, provide them with one and an:

- insurance and residency declaration form
- insurance and residency declaration form (Welsh)

Ask the candidate to:

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

Without handling the licence, you must:

1. compare their signature on the form to the one on their licence
2. carry out the UV check without physically handling the licence
3. Mark a cross **X** in the signature box on either the iPad or the paper contingency test report to confirm that the candidate has agreed with the statements and has satisfied the identity checks

Ask the candidate if they'd like their test result emailed to them. Check the candidates email address.

If the candidate wants to change their email address, you should:

1. ask them to write the new email address on the insurance and residency declaration form
2. enter this email address onto the iPad without touching the form
3. confirm it is accurately completed with the candidate.

The candidate must keep the insurance and residency declaration form. If they have borrowed a pen, it must be wiped with an anti-viral wipe after the candidate hands it back to you.

Explain to the candidate that you'll offer a debrief at the end of the test. The trainer will only be invited to listen in if social distancing can be maintained.

## Bluetooth earpiece devices

The candidate must fit their own earpiece which they should provide. If they do not have a compatible earpiece, you can provide them with one.

If you have any Bluetooth issues during the test, talk the candidate through switching it off and back on again to reset it. Once the test has started, do not handle any of the radio equipment.

## Conducting the test

Conduct tests as normal, as per DT1 guidance. For MOD 1 tests, you must follow the government rules for social distancing during all briefs for each individual MMA exercise.

## At the end of the test

### Bluetooth earpiece devices

You must wipe down the earpieces and radios with anti-viral wipes before they are used again. Wash your hands after wiping the equipment.

### If the candidate has passed

If the candidate has passed, you should read the health declaration to the candidate and ask if the statement is true.

If the candidate agrees, you should mark a cross **X** in the signature box on either the iPad or the paper contingency test report to confirm that the candidate has agreed with the statement.

When completing the DVSA10 or DVSA12 pass certificate, you can take the driver number from the iPad. You'll see it at the top of the screen where the pass certificate number is entered.

Candidates do not need to sign the DVSA12 at the end of the test whilst they are with the examiner. Candidates should be asked to take their pass certificate with them and to sign it when they get home.

Take the candidate's licence in the usual way for ADLI issue. The iPad and wallet should be closed before you handle the driving licence. This avoids contaminating the iPad.

When you return to the office

You must:

- wear a face covering when moving around the office if your site specific risk assessment says you should
- shred the licence, if in receipt of it
- wipe the radio and pen with anti-viral wipes or similar
- wash your hands

If you conducted the test on the DES app, use the voice to text function for all write ups or an individually assigned keyboard.

If you do not use an iPad, complete the test using the paper contingency test report. This will need to be rekeyed by an iPad user once completed.

DVSA official do not amend