

# Applying for Approved Driving Instructor (ADI) registration on the basis of existing qualifications

The Road Safety Authority (RSA) has worked to develop and benchmark a standard for the entire ADI qualification process which will lead to a recognised educational award in driving instruction. Representatives of the driving instruction industry working as part of a Standard Development Group have also been involved in developing the ADI standard.

The Road Safety Authority have outlined below the standards in place for the various examinations. The RSA in the first place would expect that any individual who wishes to have their driving instruction qualification assessed will have at a minimum met the standards in relation to each stage. You may seek exemption for all or for individual stages of the examination. The body that conducted the various exams/assessments should be able to help you build your portfolio.

## Stage 1 – Theory Test

- What was the pass/fail standard for the test and how was it determined.
- Did the organisation delivering the test hold ISO 9001;2000 certification for management of the organisation and all the theory test centres are included in the scope. Please provide a copy of most recent version.
- Evidence that your theory test, IT or paper based has best practice aligned to industry standards to address security, reliability, performance and candidate experience.
- The theory test development process met the Education Testing Services (ETS) Standards for Quality and Fairness or equivalent standard. The ETS standards ensures that they meet explicit criteria in areas of basic importance, including quality control for accuracy and timeliness, validity, assessment creation, test administration, reliability, scale definition, equating and score interpretation.
- Evidence that the following tests were gone through to ensure the theory test is of the required standard and that there was ongoing analysis and development of the theory test;

- 0 **Test Definition /Job Analysis**  
 A document that defines the parameters in which the exam is created, presented and delivered. It sets out the rules, format, delivery and administration of the examination.
- 0 ***Item Development Workshop***  
 A forum where subject matter experts are brought together for the purpose of being trained in creating new items and producing items (questions) within specific domains in the question bank.
- 0 ***Psychometric & Language Item Editing***  
 Where each item (question) is checked by Psychometricians for bias in terms of language, gender, culture etc.
- 0 ***Item Review***  
 Where items (questions) are reviewed to check for consistency, style, fairness, grammar and defensibility.

- 0 *Pilot Testing*  
Where the test has been undertaken by a random sample of applicants to analyse the performance of all items before making it live.
- 0 *Item Analyses and Form Assembly*  
Where the questions have been analysed for balance in content and that each form is similar in terms of difficulty, format and domains being tested.

## Theory Test – Content

- What was the total bank of questions in your theory test. There should have been the minimum of 1000 questions.
- Provide evidence that the questions were randomly selected for each candidate.
- Set out the manner in which different licence categories were covered in the theory test.

## Stage 2 – Driving Test

- The qualifications/training of the driving examiner who assessed you in your driving test examination.
- The driving test marking sheet which was part of the test.
- Your specific marking sheet for the examination.
- The marking/scoring format for your driving test.
- The duration and content of the driving test.
- The supervision of the test.
- The test route criteria.

## Stage 3 – Instruction Ability Test

- The qualifications/training of the driving examiner who assessed you in your instruction ability test.
- The marking sheet which was used for of the test.
- Your specific marking sheet for the test.
- The marking/scoring format for the instruction ability test.
- The duration and content of the instruction ability test.
- The supervision of the test.

If you need more information about any aspect of the information needed by the RSA don't hesitate to contact the;

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