

RSA



# Guide to RSA Check Test

FOR APPROVED DRIVING  
INSTRUCTORS (ADI's)

Údarás Um Shábháilteacht Ar Bhóithre  
Road Safety Authority





Approved Driving Instructor

## GUIDE TO RSA 'CHECK TEST' FOR APPROVED DRIVING INSTRUCTORS (ADI's)

January 2020

# Introduction



The Road Traffic (Approved Driving Instructors) Regulations require driving instructors whose names are contained in the register of Approved Driving Instructors (ADI) to pass a test of continuing ability to instruct this test is commonly known as a “Check Test”.

The Road Safety Authority (RSA) will contact you giving you a date and time at which you should attend at a test centre of your choice, with a student of yours who holds a Licence/Learner Permit to drive the vehicle that you have brought along to the appointment. You will receive your appointment via email not less than 28 days in advance to give you enough time to make the necessary arrangements.

If you hold multi-categories on your ‘full’ ADI permit, then you will normally only be required to undergo one check test and our Driver Education Section will advise you which category of vehicle your check test is to be carried out in.

There are different types of Check Test. Usually the first type of Check Test you would attend for is an ‘informational’ Check Test. This informational check test differs from the normal test as it will not generally result in any formal assessment being made of an Instructor’s performance. Your ADI Examiner will offer feedback which is designed to assist you with the continuing quality of instruction being given.

All other Check Tests undertaken by an Instructor will be more formal and will result in an assessment of your performance being made and recorded. Where performance is at or above the requirements of continuing registration under the ADI scheme then your full permit will be renewed upon application when it falls due. If, however, performance is assessed as being less than satisfactory a second Check Test will be arranged for approximately six to eight weeks time. During that period you should take steps to address the issues highlighted in the first Check Test.

Revisiting the study material including the Road Safety Authority Driving Instructor's handbook and/or attending a refresher course with an approved RSA Training Provider for the ADI scheme will assist you in preparing for the next test. You should also feel free to contact your local ADI Examiner if you require any further information on the test.

# The Check Test



On the day of your appointment you should attend at the centre as per your appointment together with your pupil and suitable vehicle in good time. If you are too late or have not fulfilled all of the requirements of the test, your appointment may be cancelled and you will have to attend again usually within ten days at a centre specified by the RSA. Please be aware that cancelling an appointment and or failure to attend your appointment may result in a delay in any future renewal of your ADI registration.

## The Learner

The learner you bring along to the test can be at any standard between complete beginner or someone who is already at 'driving test standard. The learner must have either a Learner Permit or a full licence for the category of vehicle being used for the Check Test. In the event that your learner is unavailable on the day the RSA Examiner reserves the right to 'stand in' as your learner, in such circumstances s/he will set out the scenario to be used for delivery of the lesson.

## The Vehicle

The vehicle must be taxed, insured and have any appropriate road worthiness certificate/disc.

It should be reasonably clean and have seating accommodation for the driver, Instructor and up to two RSA staff in the back of the vehicle. Proper Insurance cover must be in force for the driving of the vehicle by the Learner/Instructor.

An RSA examiner may be accompanied by a more senior official. This practice is quite normal and part of our standard quality assurance measures.

## The Lesson

The lesson should be the normal 'planned' lesson for the student. Remember you are in control in this regard, the Examiner will be checking to see if the planned lesson was appropriate for your learner's needs. S/he will also check to see that you have demonstrated all of the 16 'core' competencies and at least five of the non-core competencies.

## The Standard

It is important to remember that even though we are looking for evidence of the same competencies as we look for on the Stage 3 Teaching Ability Test, this Check Test is structured differently and therefore you may only have one opportunity to show certain competencies where as the Stage 3 Test allows you two opportunities. Therefore it is more important that you prepare well for this test. Given that this check test will be scheduled some time after your Stage 3 Teaching Ability Test you will have had good opportunity to practice using the competencies and will hopefully be very familiar with them by the time your Check Test appointment comes through.

## What will happen?

On the day of the Check Test you should attend at the centre shown on your appointment email at least 10 minutes prior to the time to give you time to find a parking space. You should ask your learner to wait in the vehicle and you should take a seat in the waiting area of the test centre. Take the ignition keys with you.

Your ADI Examiner will come out and introduce him/herself and ask you a few background questions about your learner. The Examiner will accompany you to your vehicle, ensure it is taxed and displaying an insurance disc and L-Plates if appropriate. Your Examiner may also request a number of safety checks be carried out before the test can begin.

Once at the vehicle our Examiner will introduce him/herself to the student and sit in the rear of the vehicle.

You will then be expected to carry on with the lesson as normal. Try not to be distracted by the Examiner's presence. S/he will try to be as unobtrusive as possible and will in no way interfere with the conduct of the lesson. When the lesson is complete (back at the centre) you should 'wrap up' the lesson in the normal way and finish by asking the student to go and wait in the waiting area of the Driving Test Centre(DTC) and that you will be with them in 10 -15 minutes.

Your Examiner may then ask you some questions on the lesson and give you feedback on your performance as well as a written report on the test. The Examiner may also want to discuss some of your previous driving test applicants with you and also advise you on any important issues relating to the driving instruction industry or ADI scheme. There will also be an opportunity to ask questions of the Examiner. Category A or B check tests include a review of log book entries and you are required to produce copies of recent logbook entries to your Examiner on the day of the check test. Please bring along the most recent 10 copies for review.

### If I Pass.

If you have displayed all 16 of the 'core' competencies and at least five of the remainders on your Check Test you will pass. As a result you will be invited to renew your registration when it falls due. Whilst you have passed your test you should still listen carefully to any feedback provided by the Examiner as it will assist you in further developing your Driving Instructor skills. You may also receive written feedback.

### If I do not pass.

If you did not display all of the 16 'core' competencies and at least five others you will be provided with feedback, a written report and will receive a further appointment for Check Test in approximately six to eight weeks time. The new appointment will be recorded as a second Check Test. If you successfully display all of the required competencies that will be considered the end of the matter and you will be invited to renew your registration in the normal way, when it becomes due.

If you do not display the required competencies during the second Check Test you will be invited to a third and final Check Test conducted by a more senior Examiner. If the required competencies are still not evidenced then steps will be taken to remove your name from the register of approved driving instructors.

### Caution

If you cannot attend for any reason you should notify our Driver Education Section as soon as possible. Please be aware that failure to attend for a check test appointment may in itself lead to your name being withdrawn from the Register of Approved Driving Instructors.

## More information



If you require any further information on the check test, please contact:

Driver Education Section

Road safety Authority

Primrose Hill

Ballina

Co. Mayo

Email: [adi@rsa.ie](mailto:adi@rsa.ie)

# Appendix 1



Below is a list of the driving instructor competencies being assessed as part of the Check Test.

## Setting Learning Climate & Rapport

- Introduces & conducts lesson in a courteous & friendly manner
- Asks student if there are any questions or concerns
- Avoids demoralising language & behaviour
- Emphasises importance of asking questions and being pro-active

## Lesson Plan

- States clearly lesson subject & sub skills
- Lesson covered subject sub skills
- Checks with Student to see that all is understood
- Establishes base line for the lesson

## Matches Instruction to Learners Ability

- Level of instruction suitable for each stage of learning
- Range of techniques used as required
- Instruction is given in short progressive steps
- Language/attitude is respectful of student's progress

## Identifies & Analyses Driving Faults

- Faults demonstrated were identified
- Provides safe analysis of faults at appropriate level
- Provides remedial instruction in a timely manner
- Encourages student to self analyse

## Gives Feedback on Performance

- Feedback relates to one piece of changeable behaviour at a time
- Feedback is balanced and appropriate
- Feedback is timely
- Feedback is given in an effective & supportive manner

## Imparts Information in a Clear & Concise Manner

- Information is accurate and up-to-date
- Necessary & relevant information provided
- Level & quality of information is suitable for phase
- Language, especially necessary jargon, is clear and checked for understanding

## Management of Lesson

- Controls lesson appropriately
- Demonstrates a concern for safety & Customer Care
- Effectiveness
- Attitude & Behaviour of Instructor encourages learning
- Establishes Instruction priorities
- Manages time well
- Student is given adequate time to practice

## Overall Impression

- Lesson wrap up, e.g. summary, assessment, next lesson
- Information given is not misleading, incorrect or un-safe
- Confidence inspiring
- Professionalism
- Safety Equipment
- Learning Environment
- Learning supports

## Remember

Unlike the Stage 3 Teaching Ability Test, the Check Test may give only one opportunity to display some of the above competencies. Practice these competencies in your everyday work and they will undoubtedly improve your trainer skills, as well as help you during any Check Test.

## Appendix 2



For your information here are both sides of the Check Test Report / Marking Sheet that will be used by the Examiner on the day of your Check Test.

APPROVED DRIVING INSTRUCTOR (ADI)

## CHECK TEST REPORT FORM

ADI NAME

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STUDENT NAME

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STUDENT CENTRE

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ADI REFERENCE

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NUMBER OF LESSONS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TYPE OF CHECK TEST

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STATED OBJECTIVE OF THIS LESSON

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EXAMINER

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ROLE PLAY

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VEHICLE CATEGORY

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VEHICLE REGISTRATION

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## Competencies

## Section A / 1 Setting Learning Climate &amp; Rapport

a	Introduces & conducts lesson in a courteous & friendly manner
b	Asks Student if there are any questions or concerns
c	Avoids demoralising language & behaviour
d	Emphasises the importance of asking questions and being pro-active

## 2 Lesson Plan

a	States clearly lesson subject & sub-skills
b	Lesson covered subject sub-skills
c	Checks with Student to see that all is understood
d	Establishes base line for lesson

## Section B / 3 Matches instruction to Learners ability

a	Level of instruction suitable for each stage of learning
b	Range of techniques used as required
c	Instruction is given in short progressive steps
d	Language/attitude is respectful of Student's progress

## 4 Identifies &amp; analyses Driving Faults

a	Faults demonstrated were identified
b	Provide safe analysis of faults at appropriate level
c	Provide remedial instruction in a timely manner
d	Encourages Student to self analyse

## 5 Gives Feedback on performance

a	Feedback relates to one piece of changeable behaviour at a time
b	Feedback is balanced & appropriate
c	Feedback is timely
d	Feedback is given in an effective & supportive manner

## 6 Imparts information in a clear &amp; concise manner

a	Information is accurate & up-to-date
b	Necessary & relevant information is provided
c	Level & quality of information is suitable for the phase
d	Language (especially necessary jargon) is clear and checked for understanding

## Section C / 7 Management of lesson

a	Controls lesson appropriately
b	Demonstrates a concern for safety & customer care
c	Effectiveness
d	Attitude & behaviour of Instructor encourages learning
e	Establishes instruction priorities
f	Manages time well
g	Student is given adequate time to practice

## Section D / 8 Overall impression

a	Lesson wrap up, eg summary assessment, next lesson
b	Information given was not misleading, incorrect or un-safe
c	Confidence inspiring
d	Professionalism
e	Safety equipment
f	Learning environment
g	Learning supports

**Note:** In order to pass a check test all 'core' boxes (Pink Boxes) plus at least five (5) other boxes must be ticked

PASS  FAIL  INFORMAL 

SIGNATURE / ADI EXAMINER

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DATE

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# GUIDANCE NOTES ON YOUR CHECK TEST

Details of today's Check Test are given overleaf, the Pass/Fail box inside the competencies section indicates how you have got on today.

If today's Check Test was an 'Informal' check test then the Examiner will have indicated this overleaf. In such cases, no formal assessment is made, however your examiner will generally provide you with some useful feedback and follow that up with a written report normally within 10 working days.

## If you were successful:

Congratulations your ADI permit will be renewed (when due). In the meantime please take the time to reflect on the report overleaf and develop those areas which have not been ticked today. The 'Stage 3 Guide' available from our website indicates how competencies may be displayed.

## If you were unsuccessful:

The ADI Unit will be in touch shortly with a further date for a subsequent Check Test. To help you prepare for a further Check Test you should read through the 'Stage 3 Guide' (available from our web site [www.rsa.ie](http://www.rsa.ie) or by ringing the ADI Unit on 096-25007) as it explains how the competencies can typically be displayed. In addition, further advice and assistance will be available from an RSA Approved Training Provider who offers practical 'train the trainer' type courses for driving instructors.

Other useful information resources for Approved Driving Instructors are:

### Driving Instructors Handbook

Road Safety Authority

### Driving The Essential Skills

Driving Standards Agency (plus the DSA publication relating to differing categories of Vehicle if appropriate)

### Driver Theory test book

Prometric

### The Rules of The Road

Road Safety Authority

### Ricability book on vehicle adaptations

Road Safety Authority

### Standard Procedures for Driving Tests

Road Safety Authority

### Driving Test Marking Guidelines

Road Safety Authority

### Preparing for your Driving Test

Road Safety Authority

### Guide to RSA Check Test

Road Safety Authority



# Working To Save Lives

## Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

An Rannóg Oideachas do Thiománaithe, Páirc Ghnó Ghleann na Muaidhe,  
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