

APPROVED DRIVING INSTRUCTOR (ADI)  
**CHECK TEST REPORT FORM**

ADI NAME

ADI REFERENCE

STUDENT NAME

NUMBER OF LESSONS

STUDENT CENTRE

TYPE OF CHECK TEST

STATED OBJECTIVE OF THIS LESSON

EXAMINER

ROLE PLAY

VEHICLE CATEGORY

VEHICLE REGISTRATION

## Competencies

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

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

## 2 Lesson Plan

a	<input type="checkbox"/>	States clearly lesson subject & sub-skills
b	<input type="checkbox"/>	Lesson covered subject sub-skills
c	<input type="checkbox"/>	Checks with Student to see that all is understood
d	<input type="checkbox"/>	Establishes base line for lesson

## Section B / 3 Matches instruction to Learners ability

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

## 4 Identifies &amp; analyses Driving Faults

a	<input type="checkbox"/>	Faults demonstrated were identified
b	<input type="checkbox"/>	Provide safe analysis of faults at appropriate level
c	<input type="checkbox"/>	Provide remedial instruction in a timely manner
d	<input type="checkbox"/>	Encourages Student to self analyse

## 5 Gives Feedback on performance

a	<input type="checkbox"/>	Feedback relates to one piece of changeable behaviour at a time
b	<input type="checkbox"/>	Feedback is balanced & appropriate
c	<input type="checkbox"/>	Feedback is timely
d	<input type="checkbox"/>	Feedback is given in an effective & supportive manner

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

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

## Section C / 7 Management of lesson

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

## Section D / 8 Overall impression

a	<input type="checkbox"/>	Lesson wrap up, eg summary assessment, next lesson
b	<input type="checkbox"/>	Information given was not misleading, incorrect or un-safe
c	<input type="checkbox"/>	Confidence inspiring
d	<input type="checkbox"/>	Professionalism
e	<input type="checkbox"/>	Safety equipment
f	<input type="checkbox"/>	Learning environment
g	<input type="checkbox"/>	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

DATE

# 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

Margaret Stacey & John Miller

### 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