



Driver & Vehicle  
Standards  
Agency

# Module 3a terms and conditions

Organisation, site and assessor



5 November 2021

Helping you **stay safe** on **Britain's roads**

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# Background

## 1. What is the Module 3a large vehicle reversing exercise (Mod 3a)

Module 3a is a practical demonstration of a reversing exercise and when includes a +E category there will also be an uncouple and recouple exercise.

It's part of one of four modules you have to pass to gain a vocational driving licence and drive professionally. The modules are:

- two separate theory tests (multiple choice and case study),
- the 3a off road large vehicle manoeuvring exercise and on road practical driving test
- the CPC practical demonstration.

More information can be found on GOV.UK under [Become a lorry or bus driver](#).

## 2. Terminology

There are some terms you'll find in this document, and what they mean:

- **Module 3a large vehicle reversing exercises** which is also called Mod 3a or 'test'
- **Test** means a Mod 3a test conducted by an assessor working for an organisation other than DVSA or a delegated authority
- **Assessor organisation** or **organisation** means an organisation which has been approved by DVSA to provide Mod 3a tests
- **Module 3a test assessor** means an external examiner approved by the Secretary of State in accordance with paragraph (1ZA) of regulation 24 to conduct large vehicle off road manoeuvres tests
- **Module 3a test provider** means an organisation approved by the Secretary of State in accordance with sub-paragraph (a) of paragraph (1ZA) of regulation 24
- **Responsible person** means a person in the assessor organisation who's responsible for ensuring compliance with the conditions of approval
- **Assessor approval letter** is the document issued to the assessor when they've completed their training

### What 'fit and proper' means

The law says you must be a 'fit and proper' person but does not define what it means.

The Chief Driving Examiner interprets it as the personal and professional standards, conduct or behaviour that could be unacceptable in the eyes of the public and other stakeholders.

It's not possible to be definitive about what's classed as 'fit and proper'. There has to be some discretion to take into account the circumstances of each case.

The Chief Driving Examiner makes an assessment of the risk you're likely to pose to the public.

### 3. Suitable Organisations

DVSA will consider applications from these types of organisations:

- LGV/PCV training organisations
- Haulage Companies with driver training centre
- Bus / Coach Companies with driver training centre
- LGV/PCV Industry training associations
- Driver CPC periodic training centres

The responsible person in the organisation must be a 'Fit and Proper' person.

### 4. Regulations for Module 3a tests

The regulations that permit external examiners assessing are provided for by **The Motor Vehicles (Driving Licences) Regulations 1999 (as amended)**. Regulation 24 paragraph IZA gives powers to the Secretary of State for Transport to grant authorisation to a person who is employed by one of the organisations listed in paragraph 3 to appoint examiners. Both the approval to appoint and the appointments themselves must be authorised by DVSA on behalf of the Secretary of State.

To ensure this authorised assessor undertake initial online training and examination by DVSA. When authorised they also receive supervisory visits from DVSA's Quality Assurance team.

# Application process

## 5. Initial application

If your organisation wishes to become approved, you will need to complete a forms application. The following information has to be included on the form:

- full name of the organisation
- registered address (or headquarters address if not a registered company)
- full name of the person(s) you intend to become an assessor(s)
- full name and role of the person you intend to become a responsible person including their email address, telephone and/or mobile phone number
- postcodes of the sites from where the assessments will take place
- details of where records relating to tests and the results of such tests will be kept
- estimate of the minimum number of tests to be conducted in the 12 months following the granting of approval

The form should be completed by the responsible person and clearly state that they accept the conditions set out in this document.

## 6. Organisation conditions

The responsible person must make sure the organisation complies with all of the conditions set out in Annex A and Annex D.

DVSA staff will carry out audit inspection visits, there will be information supplied about the audit process in due course. It is your responsibility to comply with the conditions of your approval so, think very carefully about the arrangements, controls, and management checks you'll need to put in place to comply with the conditions of approval. You'll also need to demonstrate to DVSA that the arrangements are robust, effective, and actually in operation.

You must decide what management controls and checks are appropriate to the circumstances of your organisation. As a minimum, the responsible person must make sure that they:

- comply with the terms and conditions of your approval
- promptly alert you to any breach, or likely breach, of the terms and conditions of your approval
- are documented and accessible to both DVSA and internal stakeholders
- are backed up by evidence, DVSA needs to be able to check they're in operation and working effectively

## 7. Failing to comply with organisation and/or assessor conditions

We'll look at the circumstances and consider each case on its merits. For example, we may take no action at that time if you can demonstrate that any failure to comply with the conditions is:

- minor or temporary; and
- you or the assessor have taken effective action to put things right.

## 8. Facilities and equipment

All sites used for conducting 3a assessments must be approved by DVSA, see appendix B, below. You will need to complete a forms application for each site requiring approval. The following information has to be included on the form:

- applicant name
- name of the organisation
- registered address of proposed site
- what three words for centre of proposed manoeuvring area
- proposed size of manoeuvring area
- categories of vehicle to be tested
- details of reversing barrier to be used for category C, C1, C1+E and C+E vehicles

You must provide a safe environment when conducting assessments. This means that candidates have enough space to carry out the reverse exercise and if necessary, couple and recouple the trailer, free from obstructions or moving vehicles.

## 9. Numbers of assessors

Each assessor will be expected to conduct a minimum of 40 assessments per year.

We will also consider allowing your organisation additional assessors if you operate from multiple locations across a broad geographic area. We will make a decision based on the number of Mod 3a assessments your organisation carries out.

## 10. Module 3a fee

You will be able to charge between £30 and £40 per Module 3a test carried out. This fee could be absorbed in your training fees.

## 11. IT System access

You will need to be able to book tests and notify us of the results online. We will tell you how to do this when you receive your letter of approval.

For further information about booking, tests please see Module 3a information pack, this will be issued once your organisation, site and assessors have been approved.

## 12. Changed circumstances

Tell us if:

- you can no longer comply with the terms and conditions of your approval
- the approval is no longer appropriate
- you no longer need to appoint assessors
- your contact details change
- Email to us at: [module3a@dvsa.gov.uk](mailto:module3a@dvsa.gov.uk)
- or call 0115 936 6370

## 13. Quality Assurance Visits

DVSA will visit you to carry out quality audits. An audit will include a check of your records and processes, as well as standards checks of your Mod 3a assessors.

If we find that you need to put some things right, we will give you the opportunity to do this. However, we may withdraw approval for your assessor or organisation if we find repeated or serious non-compliance of the audit requirements. We may also withdraw approval if you do not allow us to audit your assessors.

In very serious cases of non-compliance or where the integrity of the Mod 3a assessment is at risk, we may withdraw your approval immediately.

## 14. Withdrawal of approval

DVSA can withdraw your approval at any time if we find that you cannot provide full and proper Mod 3a tests. We will explain the reason for this withdrawal in an email.

We'll also give you the opportunity to explain why you think you should keep your approval. We'll consider your reasons, make a decision and inform you by email.

## 15. Appeal a decision

There's no legal right of appeal, but you or an assessor can ask DVSA's Chief Driving Examiner to independently review the case.

Send your appeal to: [module3a@dvsa.gov.uk](mailto:module3a@dvsa.gov.uk) clearly marked **Mod 3a assessment appeal**.

Or you can post it to:

Mod 3a Assessor appeals  
Driver and Vehicle Standards Agency  
1 Unity Square  
Queensbridge Road  
Nottingham  
NG2 1AW

# Annex A

## 16. Organisation's Conditions of Approval

1. Any assessor you nominate to conduct Module 3a tests on your behalf must meet the assessor's requirements at Annex C:
2. Tell DVSA promptly in writing where:
  - a) An assessor hasn't conducted any Module 3a tests during the last six months
  - b) An assessor has been convicted of a criminal offence
3. Complete all test documentation promptly and accurately. Unless you have to send it to DVSA, keep it for at least two years.
4. If you have to send paperwork to DVSA, do so promptly.
5. Make any records available to DVSA when we ask to see them.
6. Store all test pass certificates securely. If you have spoiled or void certificates, record them on the DL201, provided in assessor information pack and then shred them
7. Upload candidates' details and their test results to DVSA within 24 hours of the tests being conducted
8. If an assessor provides pre-test training in any form to a candidate, then they must not carry out the test for that candidate.
9. Allow DVSA reasonable access to your premises to carry out audits.
10. Provide DVSA with your assessment schedules when we ask for them. This will help us to plan quality audit visits.
11. If DVSA gives you instructions to correct any failings at your organisation, you must put them right within a reasonable period of time. DVSA will set this time frame.
12. Your organisation and its assessors will need internet access so they can access DVSA's online system
13. Make sure DVSA has your up-to-date contact details. If anything changes, tell us immediately. Supply DVSA with an email address and telephone details to facilitate timely updates and contact from DVSA, informing DVSA immediately if any contact details change.
14. It is a long established principle in the Civil Service that an officer should not put themselves in a position where official duty and personal interest conflict. If an examiner finds that there is a candidate on their test programme who is a friend or relative, they should at once inform [module3a@dvs.gov.uk](mailto:module3a@dvs.gov.uk) who may request the test is supervised by DVSA.

You must provide a safe environment when conducting Module 3a tests. This means that candidates have enough space to carry out the reversing exercise and uncoupling and coupling, if required, free from obstructions or moving vehicles. See Annex B for site requirements.

For Category C, C1, C1+E, C+E tests only, you will need a DVSA approved barrier.

## 17. Minimum Test Vehicle (MTV) Requirements

The test must be conducted using a vehicle which meets minimum test vehicle requirements (MTV). Carrying out driving tests: examiner guidance - Guidance - GOV.UK ([www.gov.uk](http://www.gov.uk))

## 18. Keeping records

14. For each Module 3a test a test record must be completed and keep all of this information for DVSA inspection:

Date and time (start and finish) of each test

- Category of test (e.g. category C or D)
- Name of candidate
- Candidate's driver number
- Result of test
- Number of the test pass certificate(s) issued
- Name of assessor conducting test

15. By law, you have to protect any information about your pupils that you keep and use. Under the Data Protection Act, you must:

- only collect information that you need for a specific purpose
- keep it secure
- ensure it is relevant and up to date
- only keep as much as you need, and only for as long as you need it
- allow the person to see information you have about them

Things like pupils' names, addresses, driving licence numbers and telephone numbers is all classed as personal information. If you keep and use information like this, you're a 'data controller'.

## 19. Organisation application process:

1. Complete the organisation approval form available on GOV.uk
2. You are required to complete all the required answers with honest and factual information
3. When submitting the form, you will be able to tick a box which will enable you to receive a copy of your answers

4. The application will be assessed, and you will receive an email from the DVSA confirming next steps

# Annex B

## 20. Site conditions of approval

This information makes up the requirements that are essential to meet if you wish to deliver the category 3a, large vehicle reversing exercises from your nominated site.

### Rules for the site

Your site must:

- have clearly defined access and exit points, so the safety of other people on site can be managed
- have a suitable barrier to replicate a loading bay (if conducting Category C1, C, C+E tests)
- for those centres where the part 3b will be conducted from, allow for suitable driving test routes by having access to a variety of traffic hazards and road conditions.
- comply with [health and safety legislation](#)
- have suitable insurance cover

It is the authorised organisation's responsibility to ensure that the use of the site for delivering Module 3a tests meets and complies with any local planning constraints or permissions. DVSA will not become involved in any planning or other dispute regarding permission for the use of the site.

DVSA inspects all training sites from time to time to make sure they still meet the required standard. You can be told in advance, or the inspection can be without any notice.

### Off-road manoeuvring area

Your site must have an off-road manoeuvring area that:

- is either at least 66 metres (m) by 11m or if the vehicles being presented for test are 12 metres or less the area would need to be 42m x 11m. All manoeuvring areas are required to have a 1m buffer zone on all four sides to allow for vehicle overhang and the safe conduct of the test
- line marked following DVSA specification
- has a level hardstanding surface, comprising concrete, tarmac or similar
- is free of other vehicles and personnel (other than the assessor/assessor and candidate) while the test is taking place

### LINE MARKING FOR CUSTOMER SITES

Please see below the notes referring to the measurements required for line marking:

1. All markings are to be in yellow paint. (for clarity purposes the black outlines have been used, but are not to be painted)
2. Boundaries of 66 x 11m or 42m x 11m marked by lines 10cm wide. (outside of line to show actual boundary)

3. Continuous longitudinal centre line 10cm wide marked off at 1m intervals with every 3m numbered (opposite line).
4. A solid “box” from 0m to 4.6m and 1m in depth, at the bottom left-hand end of the area.
5. Centre line numbers to be 15cm high.
6. Lateral line across centre line to be 10cm wide and extend 30cm either side of centre line.

A black line 100mm wide must be painted across the full length of the yellow solid box 0.75m from the base with black diagonal stripes starting from the middle and work outwards. Each stripe must be 100mm wide, 300mm apart and be angled at 45 degrees.

**Please note:** The drawing is not to scale; only figured dimensions are to be used.

In addition, the following equipment is necessary for the manoeuvring area:

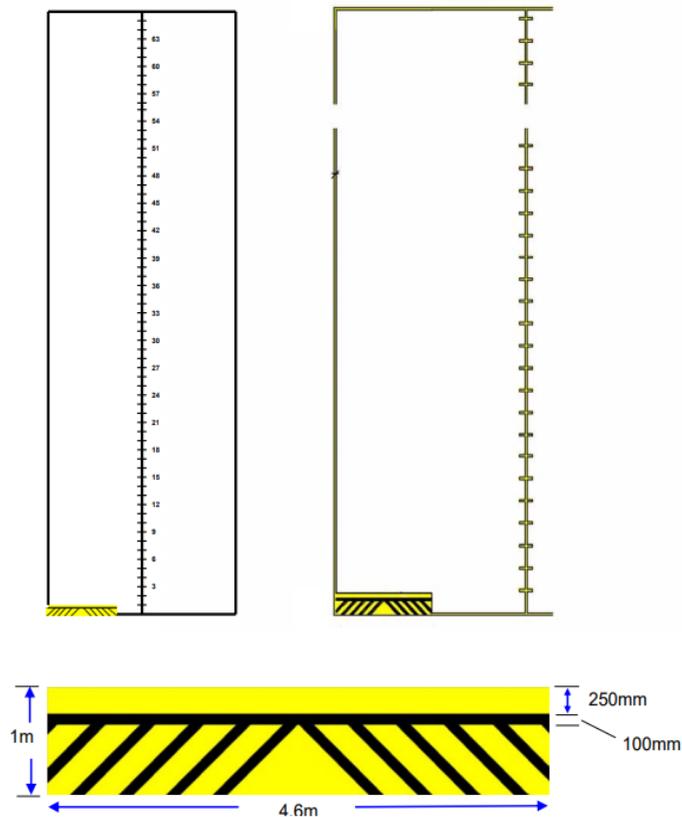
- 7 cones, measuring 50cm in height and 30cm base
- 3 poles measuring 1.5 -1.8m in height; striped red and white.

**Barrier:** A barrier is required for all category C vehicles to represent a loading bay/platform. It should allow for some movement, in colours which make it visible to the driver, needs to be approximately 1.5 metres high and a width of 5 metres, similar to the one in picture below.



[Download the off-road area set up instructions \(PDF, 253KB\)](#)

## 21. Manoeuvring area layout



## 22. Site application process:

1. Complete the site approval form available on GOV.uk
2. You are required to complete all the required answers with honest and factual information – please do not attach any pictures, if these are required, we will request them at the next stage
3. When submitting the form, you will be able to tick a box which will enable you to receive a copy of your answers
4. The application will be assessed, and you will receive an email from the DVSA confirming next steps

When a DVSA employee visits the site, if the site is found to be non-compliant with the terms and conditions stated above, your approval to carry out 3a assessments from that location could be withdrawn. DVSA reserve the right to withdraw the approval to carry out the 3a assessments, at your site at any time, if there is a risk that health and safety may be compromised.

# Appendix C

## 23. Assessor conditions of approval

## 24. Initial approval

You must make sure that any person appointed to conduct Module 3a tests under the terms of your approval:

- Holds a full UK or European Union (EU) /European Economic Area (EEA) unrestricted car driving licence. They must have held this licence for a continuous period of at least three years before becoming an assessor.
- Holds an unrestricted licence for the category/categories of vehicle they'll be testing
- Assessors must have held a full driving licence in the categories they are to be authorised to test in for at least three years.  
Alternatively, assessors must have held the underlying category C or D entitlement for at least three years and the corresponding +E entitlement for at least 12 months
- Has less than 6 penalty points on their licence
- Continues to meet the requirements at above while they're an assessor

DVSA will also take into account:

- Whether the assessor is a "fit and proper" person
- Whether the assessor has been convicted of a criminal offence during the preceding three years, we'll rely on the organisation to tell us of any convictions
- The assessor must pass a mandatory online Module 3a training course
- The assessor is employed by the authorised organisation named in the application form, when conducting Module 3a tests on their behalf
- Agrees to comply with the conditions set out in Annex D

## 25. Keeping your approval

When we consider whether to allow your organisation to keep its approval, we'll take these things into account.

- Whether an assessor has received any criminal conviction since initial approval. We'll rely on the organisation to tell us of any convictions
- You must tell DVSA in writing if an assessor has been convicted of a criminal offence in the three years before they became an assessor, or if they have unspent convictions.
- Whether the module 3a assessor continues to be a "fit and proper" person.
- The assessor's continuing ability to conduct module 3a tests to the appropriate standards. This includes the four core competencies: Control, Assessment, Paperwork and Customer service
- Details of all convictions received by persons

- Within the three years preceding their appointment, and all unspent convictions, are forwarded to DVSA in writing when seeking approval of their appointment
- Tell us promptly by email where:
  - an assessor hasn't conducted any tests during the last six months
  - an appointed person receives a conviction.

## **26. Assessor application process:**

1. Complete the assessor approval form available on GOV.uk
2. You are required to complete all the required answers with honest and factual information
3. When submitting the form, you will be able to tick a box which will enable you to receive a copy of your answers
4. The application will be assessed, and you will receive an email from the DVSA confirming next steps

# Annex D

## 27. Test forms

### **Completing test forms**

The assessor should complete the module 3a test form as the test progresses. You should have checking arrangements in place to make sure that test forms are completed accurately.

### **Returning test information**

At the end of each day, send that day's completed module 3a test results to DVSA following the link provided in the assessor's information pack.

### **Storing test forms**

You must store unused test pass certificates securely in a separate place from your audit records. There must also be a clear audit trail for each certificate, from the time you receive it from DVSA, to the time you issue it to a candidate.

### **Test form errors**

If you make a mistake on a test pass certificate, write "CANCELLED" across the front of it. Make a record of the cancelled certificate and then shred or securely destroy it. A replacement certificate can be issued, if appropriate. Your records must clearly show the reason(s) for the cancellation.

If you accidentally issue a wrong test result, tell us straight away. And, if you find you've issued a pass certificate containing errors, let us know as soon as possible so we can put it right.

### **Lost or stolen test forms**

Inform DVSA of any lost or stolen forms immediately Email [module3a@dvsa.gov.uk](mailto:module3a@dvsa.gov.uk)

Assessors must tell DVSA of any planned tests. DVSA will then provide the assessor with a unique reference number, which should be used on the assessment form for that test. There is no charge for the module 3a test at the time of notification.

### **Test Notifications**

You must upload all of the required test information to DVSA, whether the test was a pass or a fail, or whether the test did or didn't take place. If a candidate is successful, the module 3a assessor will issue them with a DVSA 13 pass certificate.



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