

DGDT Exam Audit

Self-Assessment Checklist

Version Number 0.1

Date: April 2026

1. Introduction

The purpose of an exam audit is to check whether standards are being maintained and to promote continuous improvement in the delivery of Dangerous Goods Driver Training (DGDT).

An exam can be subject to unannounced visits at any time from a DVSA/HSENI representative and a similar form to this document will be completed.

To help you with this process we have devised this self-assessment checklist so that you are aware of the areas we will be looking at. We would recommend that you also refer to the confirmatory statements within your application.

We hope that this self-assessment will assist you with the identification of areas of continuous improvement and ensure that you are ready for any visit by an auditor.

The areas covered include pre-examination preparation, processes, identity checks, protecting the integrity of the exam, and post exam processes etc.

N.B. The responsibility for quality and safety at an approved training provider lies with the responsible contact. i.e., the person operationally responsible for DGDT. By completing this self-assessment, it is not in itself a suitable and sufficient means of ensuring full compliance.

SECTION 2: PRE-EXAMINATION PREPARATION AND PROCESSES

		Evidence to demonstrate requirement met/Action required
2.1	The room and resources are adequately prepared before the start of the exam.	
2.2	Devices and equipment are in good working condition and can only be used for the purposes of the examination. Reminder: Candidates must not be able to access other websites or applications during use of the device.	
2.3	The room was arranged to allow the invigilator unrestricted movement and full visibility of all device screens.	
2.4	Reference material in the room is removed or hidden.	
2.5	Identity checks were completed, on the day, prior to the exam.	

2.6	A full and auditable ID record was completed and countersigned by an appropriate invigilator.	
2.7	Candidates requiring additional support have been identified and reasonable adjustments are in place.	
2.8	A safety briefing including fire evacuation and any other health and safety procedures was provided to candidates by the invigilator.	
2.9	The invigilator delivered the opening briefing script clearly and it was understood by candidates.	

SECTION 3: EXAM DELIVERY

		Evidence to demonstrate requirement met/Action required
3.1	The venue's welfare facilities were adequate.	
3.2	<p>The number of candidates is appropriate for the venue used.</p> <p>Reminder: The minimum size permitted is ten square meters, plus two square meters for each candidate. Classroom delivery should be to no more than 20 candidates.</p>	
3.3	The candidates had the opportunity to complete a mock exam.	
3.4	The invigilator was available to support candidates where required.	
3.5	The invigilator was confident, supportive, and adhered to exam condition protocols.	
3.6	Candidates completed the correct exam type.	

3.7	The invigilator was familiar with troubleshooting and contingency processes in the event of IT issues.	
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SECTION 4: POST EXAM

		Evidence to demonstrate requirement met/Action required
4.1	The result was provided to candidates at the end of the exam.	
4.2	The invigilator provided a closing brief to candidates.	
4.3	Candidates had the opportunity to ask questions and/or speak with the invigilator.	

SECTION 5: NOTES

5.1	Notes