

Vehicle & Operator Services Agency Operations Manual

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29 MOT8 Demonstration Test - Assessment of a new NT

Assessment of a new NT at the sponsoring AE's VTS following on from the successful attendance at a NTTLV or NTTMC part 1 course. The assessment will include theoretical and a practical demonstration and the opportunity for the NT to demonstrate that they are able to use the equipment and VTS Device correctly.

Note: Demonstrations to add class 3 or 5 are covered by the

MOT6 activity.

29.1 MOT8 Trigger

Following an NTT part 1 VOSA TS will send the necessary course paperwork to the appropriate Area Office. Ideally within 1 month of attending the course, the AEDM or SM should contact the Area Office indicating that the NT is ready for their practical demonstration test. The necessary papers must then be passed to the local VE who will make arrangements with the AEDM/SM for the demonstration test to be carried out. The SM at the VTS must be advised that the NT has to be associated with VTS and their Smart Card activated before the VE's visit if this wasn't done on the training course. The SM and NT may need to read VTS Device User Guide sections 10 J1 [Update User Roles](#), 10J4 [Permit a New Role to be Assigned](#) & 10 K1 [Activate Smart Card](#) if they have difficulty in doing this.

29.2 On Site Preparation

The VE should ensure that the NT has had his Smart Card activated and knows the purpose of the check. Care must be taken to put the NT as much at ease as possible to ensure that they conduct the test in a normal manner. The NT should be requested to carry out the Demonstration test on any available vehicle of testable age whether at the garage for test or not.

Note: only a Training test will be permitted by the system.

A class 4 test will cover approval for class 7 vehicles however where an NT is seeking approval to test class 3 or class 5, only vehicles of these classes must be used. (The NT will be questioned on the content of the class 5 Inspection Manual as this is not covered during the NTT training course).

Where a candidate is being assessed at a class 5L VTS he should be given extra specific training of the class 5 requirements prior to conducting the demonstration test and activity code **MOT8L** booked instead of MOT8.

For all classes, the use of very old or unusual vehicles should be avoided.

Class(es) to be switched on	Class used for demonstration
1 or 2	2
4 & 7	4
3, 4 & 7	3
4, 5 & 7	5 or 5L
4A & 5A	5

An MOT8 conducted at a VTS authorised for one person testing (ATL and OPTL) should be carried out using an assistant with

the equipment in manual mode, with additional questioning and or demonstration to ensure the nominated testers can test both with and without an assistant as well as demonstrating competence in equipment operation.

The computer system allows for another system user to input data however for the purpose of this exercise the NT should enter his own results. Specifically the NT should use the VTS Device to:

- Log onto the system successfully, using their Smart Card and Password. *
- Correctly register a vehicle for the appropriate test. *
- Navigate the VSI to select the correct VSI for the vehicle on test.*
- Navigate the component hierarchy and select the appropriate RfR or advisory defect.
- Correctly enter measured test values.
- Produce all types of test documentation. *

Where an NT cannot satisfactorily demonstrate proficiency in all of the above they will not be permitted to test.

29.2.1 NTs with a disability

An exception to the above requirements is when an NT has a disability. Then, providing the NT is able to demonstrate that they can carry out those procedures marked * above, and demonstrate a satisfactory test, they will be permitted to test. In these cases the AE will be responsible for ensuring that the required level of support is provided to the NT during a test.

It is the responsibility of the NT and the AE to agree the person(s) designated to provide support. If the NT is not confident in the level of support then they should not test.

Where a NT, with disabilities, tests at a VTS then the AE will have conditions attached to their authorisations requiring them to provide the appropriate level of support. VEs must annotate the NT Practical Assessment Form with any such qualifications in order that the AO can draft the relevant letter.

29.3 Observation

The VE should instruct the NT to carry out a full test using their practised routine, and not to make any assumptions or omit anything from the test, as per the instructions from the Nominated Tester Practical Assessment Form. The VE must stand out of the way to observe.

During the test the VE should make notes, but must avoid interfering with the test in any way. Consequently, they should make no comments nor get in the way, and should not follow the tester too closely.

After the Demonstration Test results have been input onto the system and all relevant documents printed the VE should ask the NT if they have finished. At this stage, any of the defects found by the NT on their test should be checked by the VE to ensure that the decision was correct.

29.3.1 Documentation

The NT Practical Assessment Form should be completed at the time of the test ensuring all deficiencies are included. The VE should go through it with the NT, pointing out any shortcomings. Where the VE is unsure as to whether the NT fully understood a procedure or standard he may ask questions to probe the NT's knowledge. The NT should then be asked to sign it.

Where necessary, the VE may demonstrate to the NT how any shortcomings in the test should have been examined correctly.

If the VTS is authorised to use one person testing (ATL and OPTL) annotate the appropriate section of the form to show the demonstration was carried out using conventional two person testing methods, with any automated equipment switched to manual mode.

In all cases, a copy of NT Practical Assessment Form should be left for the AEDM or SM and all documentation must be returned to the Area Office as soon as possible.

29.4 MOT8 Assessment

The VE will use the MOT Testing Guide points system in Appendix 8.2 and 8.3 to allocate points for the following:

- Any item missed or incorrectly checked.
- Improper use of test equipment.
- Incorrect assessment of testable items.

Refer to [Paragraph 11 of Appendix 6 of the MOT Testing Guide](#) for action to be taken following points allocation.

Note: VEs should note that they would not do the NT, AE or the MOT Scheme as a whole any service by accepting NTs who do not meet the required standard.

29.4.1 Satisfactory MOT8

If the NT has reached the required standard, they should be congratulated and told that their certificate will be sent to them from the Area Office. They must be informed which classes they can test and that they can start testing immediately after the result has been entered on MOT Computerisation and their name written on the VT26 displayed on the MOT notice board, they do not have to wait for a replacement VT26 to arrive. Where an NT is set to QUALIFIED from DEMO TEST NEEDED for a particular test group, MOT Computerisation will automatically trigger the issue of a replacement VT26.

29.4.1.1 Satisfactory result entered onto VTS Device

Using [Record Result of Demonstration Test](#) (VOSA User Guide CX1) on the VTS Device, the VE selects the following options:

- Test type: Demonstration Test following training (MOT8)
- Test Result: Satisfactory
- Revised NT Status: Qualified

'Set' the appropriate classes within that test group as per paragraph [29.2](#) irrespective of whether the VTS is authorised for all of them or not.

Note: Should the VE select the wrong test classes or miss some of the classes the NT is qualified to test, the VE will be unable to alter any details after confirming the screen without entering another test number.

29.4.1.2 Classes 4A and 5A

Original training for seat belt installation checks was by means of VOSA seminars and the issue of training packs and videos. New class 5 NTs who wish to be approved for class 4A and 5A are expected to train themselves using this material.

In order to conduct Class 4A and Class 5A tests an NT must demonstrate their competence to carry out a seatbelt installation check to a VE. On completion of a satisfactory check the VE must switch 'on' class 4A and/or 5A (as appropriate). Where an existing class 5 NT has previously been approved to test class 4A and 5A, he should be switched on for these classes where these were not copied over to MOTCOMP.

29.4.1.3 NTT Certificate Issue

Candidates who have passed a class 3 or 5 assessment must receive updated [VT78c](#). These can be pre-printed and handed over by the VE or sent to the NT's home address with standard

letter [SL2-027](#). The AE must be notified separately by means of standard letter [SL2-026](#).

Where appropriate, certificates should show Class 4A and 5A as separate classes. As class 5L is not a formal class, certificates must show class 5.

29.4.2 **Unsatisfactory MOT8**

If the NT did not meet the required standard, they should be advised that they have failed, and the reason for failure fully explained to both the NT and AEDM/SM and made clear on the MOT6 NT Practical Assessment Form. The VE must decide the next course of action based on the degree of failure and the number of attempts taken already. The MOT Testing Guide E3.3 allows for four courses of action:

- Offer another MOT8 after practice
- Allow re-attendance of an Initial NTT Course straight away.
- Allow re-attendance of an Initial NTT Course after 2 months for revision.
- Allow re-attendance of an Initial NTT Course after 2 years.

If the VE considers the MOT8 was so poor that the NT should re-attend the Initial Training Course, and the NT is willing, they must return the training papers to the Area Office as soon as possible, annotated accordingly. If the candidate appears aggrieved at the MOT8 decision and wishes to contest having to re-sit the NTT course he must be advised to write to the SVE and a note to this effect must be made on the Practical Assessment Form.

29.4.2.1 **Unsatisfactory Result entered onto VTS Device**

Where the result is unsatisfactory, using [Record Result of Demonstration Test](#) (VOSA User Guide CX1), the VE selects the following options:

- Test type: Demonstration Test following training (MOT8)
- Test Result: Unsatisfactory
- Revised NT Status: Demo Test Needed

The details of any shortcomings and any recommendations must be recorded in the comments box. As with any data, it is important that any 'free text' comments are clear and factual. No record of disciplinary points must be included.

The VE must ensure that the test classes are set at "no change" the NT's status will remain at "DEMO TEST NEEDED".

Where the VE considers that the NT should attend another course he must not set the NT's status to REFRESHER NEEDED

but should make it clear to the AO MOT administrator that the NT should have his status set back to INITIAL TRAINING REQUIRED.

Note:- Should the VE select the wrong test classes or miss some of the classes the NT is qualified to test, the VE will be unable to alter any details after confirming the screen without entering another test number and in such cases the AO should be asked to make the necessary corrections.

29.4.2.2 Receipt of Practical Assessment Form by AO

On receipt of the papers the AO will issue standard letter [SL2-025](#) to notify the candidate of the outcome and the appropriate next stage.

If the candidate is willing to re-attend the Initial Training Course the Area Office must update the Test Group Status from DEMO TEST NEEDED to SUSPENDED to INITIAL TRAINING NEEDED, and return the training papers to VOSA TS with an explanatory note attached securely to the front.

If the candidate is unwilling to undertake the next process (e.g. re-sit the Initial Training Course or perform a second MOT8) they must confirm this in writing and the VE should have commented that this was advised to the candidate. Where such a representation is received, issue standard letter [SL2-032](#), a notice of Intent to Refuse approval to the candidate. This letter details the candidate's right of appeal against the intention and the process by which to do so (refer to Section 1.2 - [Appeal Against the Intent to Refuse to Approve as an NT or DCI](#)).

Do not update the test classes or Test Group Status against the NT's record until the outcome of the NT's appeal is known.

29.5 NTs at VOSA sites

Area Office VEs are responsible for completing practical assessments on new VOSA NTs. The VE must follow the same procedures as for VTS above, including updating the result on the VTS Device. All relevant documentation however must be returned to Area 24 at Swansea. No documentation or files must be retained by local VE's or Area Office's.

Note: Subsequent MOT6s will be conducted by GVTS Standards Officers.

