

Wirral Advanced Motorists

Advice to Observers and Pre-testers

- Current personnel and contact details referred to in this document:
Associate Co-ordinator: Liz Scarff 0151 345 8016 or mobile 07791 902587
Associate Area Organiser/allocator: Guy Lightfoot mobile 07823 479214
Person with access to the DTE: Tony Stopforth 07921 663220

- The Associate Co-ordinator gets notified either of a new Associate member either via the IAM or locally (joined directly via WAM) and passes details of the new Associate to the Associate Area Organiser.

- The Associate Area Organiser allocates an Observer to the New Associate based on address / locality of the Associate and contacts the Observer to confirm they are able to accept the Associate.

- The Observer agrees to observe the new Associate and the name and contact details of the New Associate are given to the Observer, who awaits contact from the Associate.

- The Associate makes contact with the Observer to arrange a first run. The Observer should ensure before the first run that the Associate has received their logbook and IAM number before this commences. Runs must not be arranged without these.

- If the Associate fails to make initial contact with the Observer within a month then the Observer should contact the Associate Co-ordinator.

- The first run should commence on neutral ground in a public place with access to toilet and refreshment facilities, as specified in the IMI Observer competencies. The declaration form (at the back of the Associate's logbook) should be completed at the start of the first observed run, together with an eyesight check.

- Subsequent runs should be arranged at the end of the observed drive at a mutually convenient time.

- At the end of each observed drive, a run sheet must be completed by the Observer. Not all items need to be completed at each run. Focus should be on issues covered in the run and comments and a development plan should be entered. The examiner may want to see the Associate run sheets during the Test.

- If the Associate doesn't make sufficient progress the Observer should discuss this with the Associate Co-ordinator.

- If for any reason the Observed runs are not as regular or if the Associate fails to keep in regular contact with the Observer, then the Observer should let the Associate Co-ordinator know.

- Once the Observer feels that the associate is test ready, the Observer contacts the Associate Co-ordinator who selects a Pre-tester. The Observer relays this information to their Associate. The pre-test is arranged by negotiation between Associate and Pre-tester; the Observer is encouraged to be in attendance if at all possible. It is the

Associate's responsibly to inform their Observer of the arrangements for the pre-test in case they wish to sit in.

- The Associate completes the pre-test and if successful, the Pre-tester should inform the Observer (if not present on the pre-test) and also the Associate Co-ordinator or person with access to DTE. Whilst awaiting test further runs should be encouraged to deal with any residual issues, and the Pre-tester should report to the Observer of any issues on the pre-test by email or by telephone.
If the Associate fails the pre-test, then Pre-tester should let the Observer know of the issues that have come to light by the methods mentioned above. Once the Observer feels that the Associate is test ready after the issues have been rectified a further pre-test should be arranged with the same Pre-tester (unless the Pre-tester feels it unnecessary) and the process in the above bullet point is repeated.
- Once the pre-test is completed successfully the Pre-tester informs the Associate Co-ordinator, who informs the person with access to the DTE who will apply for the test. The Associate will hear directly from the Examiner with a date, time and location to meet up for the test itself. The date and time of the test can be negotiated between Associate and Examiner. The Associate should inform their Observer of the agreed test date/time/venue. Observers are not permitted to sit in on their own Associate's test.
- The Observer should ask their Associate to let them know the result of the test without delay. If the test is successful, then the Associate becomes a full member of the IAM and the Wirral Group.
- The person with access to the DTE will send a copy of the test report to the Associate, the Observer, the Pre-tester and the Associate Area Organiser. The Associate Area Organiser will send an email of congratulations to the Associate, encouraging them to maintain their membership of IAM and Wirral Group. Once read however, for GDPR purposes the test report should be deleted together with all other records (e.g. electronic run sheets) that the Observer /Pre-tester may hold about the Associate (now full member).
- Similarly, if the test is unsuccessful a copy of the report can be requested from the person with access to the DTE.

Other notes

If the associate is 17 years of age, then an appropriate adult must accompany the Associate on the Observed runs. The Observer will be advised if this is the case.

Associate membership runs for a period of 12 months. If after this time, the Associate has not completed their course yet wishes to continue, then they must contact the IAM to renew their Associate membership. The Observer will be advised of this by the Associate Area Organiser.

Guy Lightfoot
March 2026