

Guidelines for Suitability Tests (Reviewed December 2014)

All applicants wishing to apply for a Hackney Carriage and Private Hire Drivers Licence are required to pass a suitability test before they can apply for a full application pack. These notes advise you on what you will need to know to pass the suitability test and how the test is conducted.

The test is computer based and the questions are automatically generated by the computer. The test is time limited and candidates will have a maximum of **24 minutes** to complete it.

The test will consist of:-

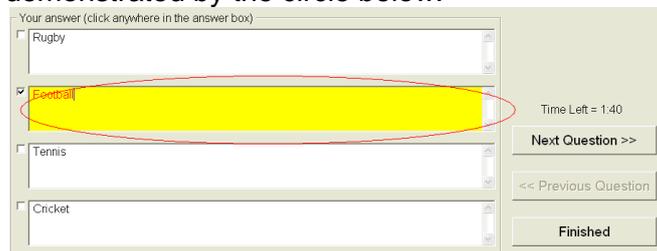
- Money & Finance
- Literacy
- Times & Dates
- A-Z (which will be provided at the test)

You will be asked 5 questions from each of the categories and the pass mark is 4 out of 5 per category. Should you fail any of the sub sections listed above you will have failed the complete test. You will not be able to take another test for a minimum of 30 days where a further £30 would be required.

Using the Suitability Test Software

Step 1.

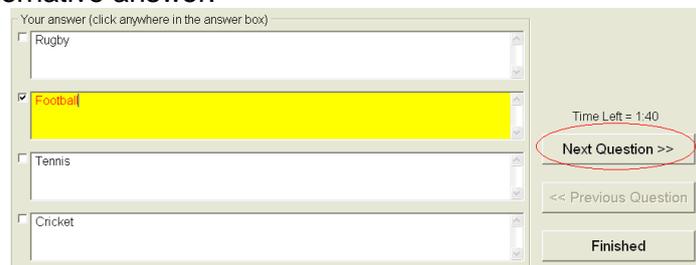
Read the question through **carefully**, and then select your answer from the four options given as demonstrated by the circle below.



The screenshot shows a web-based interface for a suitability test. At the top, it says "Your answer (click anywhere in the answer box)". Below this are four radio button options: Rugby, Football, Tennis, and Cricket. The "Football" option is selected, indicated by a checkmark and a yellow highlight. To the right of the options, there is a "Time Left = 1:40" indicator and three buttons: "Next Question >>", "<< Previous Question", and "Finished". The "Next Question >>" button is circled in red.

Step 2

Once your answer has been selected (it will show a tick in the box next to the answer you have selected, and will be highlighted), press the 'Next Question' button as shown below. Please note that you can change your answer at any time by simply selecting an alternative answer.



This screenshot is identical to the one in Step 1, showing the same question and options. The "Football" option is still selected and highlighted. The "Next Question >>" button is now circled in red, indicating it is the button to be clicked to proceed to the next question.

Step 3

When you have finished the test it will not be possible to select the 'Next Question' button, and you should click on the button marked 'Finished'. The computer will then ask you if you are sure you have finished and will highlight any questions that you have not selected an answer for. You then have the opportunity to go back and enter an answer for these questions if you wish, or the opportunity to double check your answers. Once you are satisfied with your answers, you should end the test and inform the invigilator.