



# SPECIAL NOTICE:

## Annual Assessments 2017/2018

The deadline for Testers to enter their annual assessment results onto MTS is fast approaching.

Testers that have not recorded their pass results on MTS by 31st March 2018 will be suspended; there will be no extension to this deadline.

The process for returning to training if suspended is as follows;

- Complete 2018/2019 Annual Training and Assessment
- Email a copy of your training log and your assessment certificate for 2018/2019 to [mot@dvs.gov.uk](mailto:mot@dvs.gov.uk) with 'Suspension' and your User ID in the subject box
- DVSA will then arrange for you to complete an observed demonstration test – this will incur a significant delay before you can return to testing

**Managers might want to review their forward booking capacity if testers are unavailable to test for an extended period.**

### TESTER'S PROFILE

Testers must ensure that all of their personal details are correct on their profile page; Name, User ID, Date of Birth, Driving licence, Address and Email.

### AUTOMATIC TRANSFER OR ASSESSMENT RESULTS

Automatic collection of annual assessment records is being introduced for testers that complete their annual assessments with IMI or ABC Awards.

**Note**, this transfer will only be collected from testers that have completed their assessment since 8th March 2018.

### FOR THIS TO TAKE PLACE:

- Testers will need to enter their 8 digit User ID and their date of birth when they carry out their assessment and ensure that these match the details on their profile page.

If the date of birth and User ID on MTS do not match those entered on the annual assessment, automatic transfer cannot happen and they will need to be entered manually.

Testers should check their profile after two days to ensure that it has been successfully added.

Testers that completed their Annual Assessments before 8th March 2018 need to ensure that the certificate details are entered in the correct place;

'Your Profile' then 'View or add annual assessment certificates'

In every case ensure that the assessment results are recorded in the correct group;

**Group A is for motorcycles**

**Group B is cars and light commercial vehicles**

Do not enter annual assessment details into 'Initial training and demonstration tests' – this will not record your annual assessment and you will be still be suspended.

If you have any concerns,  
please email: [mot@dvs.gov.uk](mailto:mot@dvs.gov.uk)