



MEMORANDUM

Date:

TO: All Driving School Owners and Operators

FROM: William Kraft, Section Manager, Driver Educational Programs

SUBJECT: Apprentice Testing in MVA Branches

The official implementation date for administering the written test for the Apprentice Permit at MVA Full-Service Branch locations is September 14, 2015. As of that date, this test will no longer be administered on a weekly basis at MVA Headquarters.

The test in the branches will be administered on a walk-in basis. No appointments will be accepted. Since this test is provided in the same law room setting as the written Learner's Permit test, the potential exists that some days will be more crowded than others. It is our belief that this will be the exception, and not the rule, but on those days it is possible that applicants will be confronted with having to wait in line for the test. Again, this is expected to be the exception.

The test to be administered is the newly rewritten Apprentice test. The 50 question test is comprised of randomly selected questions from a large question pool. The computer will select the questions to be presented at the time of the test. Questions are selected from four topic areas consistent with the follow distribution:

- COMAR 15 questions;
- Curriculum Unit Objectives 15 questions;
- Graduated Licensing System 10 questions;
- Vehicle Law 10 questions.

A study guide for this test has been provided and a copy of that guide is attached to the email containing this memo. In addition, the study guide can be found on the MVA website in the Driver Education Owner and Instructor Bulletin section. The sources for the study guide and the test questions are:

- COMAR 11.23.01 & 11.23.02 (emphasis on instructor related topics);
- Driver Education Curriculum Preface;
- The Maryland Driver's Manual
- The Maryland Rookie Driver Manual

The testing examiner's sole function is the administration of the test. The examiner is not responsible for addressing any issues regarding the test process or content. These issues must be directed to the Driver Education office. Specifically, questions regarding the test process or content should be directed to:

- Renee Nadreau, 410-768-7482 or rnadreau@mdot.state.md.us;
- Yohanna Keeling, 410-424-3751 or ykeeling@mdot.state.md.us; or
- William Kraft, 410-424-3750 or wkraft@mdot.state.md.us.

Listed below are the requirements for using the new system:

- Apprentice instructor applicants are assigned a five digit identification number by our electronic records system when their application is processed, which is then communicated to their employing school via email. **This number must be provided by the candidate at the time of the test. If a candidate does not have this number, they will not be permitted to test. The test examiner does not have access to this number.**
- Apprentice written tests will be administered at all full service MVA branch locations in the same room that the written law-test for the learner's permit is administered. Tests will be administered on a walk-in basis only and wait times will be dependent upon test demand.
- Upon entering the testing room, the applicant must present the test examiner with their five digit identification number, accompanied by a valid driver's license for visual identification. The driver's license can be from any state.
- The test examiner will enter the required information into the computer system to set up the test and direct the applicant to a testing station.
- The test is completed on a touch-screen computer terminal and consists of 50 questions as described above.
- The test requires a minimum score of 80% to pass. This test is set up on a fast-pass/fast-fail system. As soon as the applicant answers 40 questions correctly (which equals 80%) the test will end. Likewise, when the applicant

answers 11 questions incorrectly, making 80% impossible, the test will terminate.

- If an applicant fails the test, he/she must wait 7 days before retaking the test.
- If an applicant fails the test 5 times, he/she may not retake the test for one year.
- When the applicant passes the test, he/she need not take any further action. Test scores are reported directly to a database that may be accessed in real time by the Driver Education Program office. Test scores will be entered into the applicant's electronic file. This information will be passed to our Compliance Inspectors who will then make contact to arrange the skills tests.

Again, an exact date for implementation of this process is September 14, 2015. As always, you may feel free to contact us if you have any questions.