

Terms and Conditions Agreement for Participating in the Cooperative Testing Pilot

Driver training schools are required to meet DOL testing standards for the knowledge test for acquiring an intermediate driver license. DOL is not delegating its testing authority but rather recognizes the approved test conducted at the school as meeting DOL standards for the knowledge test for issuance of the Intermediate Driver License. By signing this agreement schools participating in the Cooperative Testing Pilot agree to the terms and conditions of the pilot policy and procedures, which are incorporated by reference and to the following:

1. This agreement will last one year.
2. It is the responsibility of the school owner to keep the tests, the score sheets, and the answer sheets in a locked, secured area.
3. It is the responsibility of the school owner to retain student records including, but not limited to, original copies of all exams, student records and student/parent email address(es) for a period three years which corresponds with the record retention rules in WAC 308.108.120.
4. It is the responsibility of the school owner to provide adequate proctoring of testing facilities to insure the integrity of the test results.
5. No open book testing is permitted.
6. Distribution or sharing of the test or the test answers will result in administrative action.
7. This pilot does not include students who enroll in the course at 18 years or older.
8. The test may only be administered one time per student for the purposes of the cooperative testing pilot for the student to obtain a driver license. If the student fails the test on the first attempt, he/she will be required to pass the knowledge test at a Licensing Service Office to receive credit for licensing.
9. The test must be administered by a DOL licensed instructor.
10. The school owner will provide the Department of Licensing with feedback on the testing process and/or on ways to improve the testing process.
11. All schools will provide each parent and student a copy of the pilot survey.

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12. The Department or driving school owner may terminate participation in this pilot with 30 prior days notice.

13. Failure to follow these terms and conditions may result in the school being removed from the testing pilot project.

School Name and Number: _____

School Address _____

School Phone: _____ School Email: _____

Locations or branches where the testing will be administered:

Signature of School Owner: _____ Date: _____

Signature of DTS Program Manager _____ Date: _____