



## Frequently asked questions (FAQ) for the implementation of the new train driver psychometric assessment process

VERSION	DATE	AUTHOR	CHANGES
V2	03 May 2013	A Pogodzik	Update to questions about the updated RIS and compliance (Q11, Q15), new equipment, tests, suppliers, trainings and accreditation (Q25, Q26, Q29, Q32, Q33, Q37, Q38, Q39, Q41)
V3	15 May 2013	T Flint	Additional questions added regarding failed assessments and part assessments (Q23 and Q24)
V4	24 June 2013	T Flint	Clarification of cost information (Q40) and additional information following meeting of the implementation working group
V5	25 July 2013	K. Bonsall-Clarke and T Flint	Further information added on how to handle part-assessments (Q24), the licence conditions for the RSSB tests (Q34), the MMI certification process (Q48). Additional questions added (Q51, Q52, Q53, Q56, Q58) providing additional information following meeting of the implementation working group.
V6	30 August 2013	T Flint	Q19 – Correction of cross reference to Q20. Q30 – Clarification that administration terminal is optional. Q34 – Added supplier contact details. Q38 and Q39 – Updated information regarding technical support. Q45 – Updated training dates. Q50 – Updated information on timings following the pilot at Southern. Q61 – Further information on test materials for dyslexic candidates.

VERSION	DATE	AUTHOR	CHANGES
V7	16 October 2013	T Flint	New questions added with more details of requirements to release information according to the data protection act and employment tribunals (Q62 – Q65)
V8	December 2013	T Flint	Updated to reflect that the new process is now in use. Q32, Q58, Q66 deleted, no longer relevant now new process is in force.
V9	February 2014	T Flint	Clarification added to questions 19 and 24.
V10	July 2014	T Flint	Clarification added to question 24.

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## 1 General

### 1.1 Background information

#### 1. Why has the driver psychometric assessment process changed?

The previous driver selection process was largely unchanged since psychometric testing was first introduced in the late 1980s. This means that the abilities assessed were based on how train driving used to be, rather than how it will be in the future. The process needed to be updated to give better coverage of the abilities recognised to underpin good performance in modern train driving. The process also needed to be updated to meet the requirements of new legislation including the Train Driver Licence and Certificates Regulations introduced in 2010. Finally, there was an opportunity to improve the process so that it provides a more valid, reliable and fair assessment and conforms more closely to modern good practice.

#### 2. What is the new psychometric assessment process?

The new process comprises updated selection criteria, eight psychometric tests and an interview:

Selection criterion	Assessment method
Attention	Test of Everyday Attention for Occupational assessment (TEA-Occ) Group Bourdon
Vigilance	WAFV
Memory	Trainability for Rules and Procedures 1 (TRP1)
Reasoning	Trainability for Rules and Procedures 2 (TRP2)
Perception	Adaptive Tachistoscopic Traffic Test (ATAVT)
Reaction time	WAFV ATATV
Hand coordination	2HAND
Communication	Multimodal Interview (MMI) Written Communication Test (WCT)
Relevant behavioural/personality attributes	Situational Judgement Exercise (SJE) Multimodal Interview (MMI)

These tests are designed to assess the abilities recognised to underpin good performance in modern train driving. The purpose of the new process is to provide a comprehensive assessment of the key skills against a minimum standard which is set to exclude people who might not have the aptitude to become safe train drivers.

#### 3. What evidence is there to support the new psychometric assessment process?

The new process has been subject to extensive industry trials undertaken between 2008 and 2011. The purpose of these trials was to evaluate the suitability of the new process in terms of:

- Validity - do the tests measure what they claim to measure

- Reliability - how stable are the test results over time
- Fairness - are the tests a fair assessment of the key skills for all candidates regardless of gender, ethnicity, age and disability

Three research projects were undertaken by RSSB on behalf of the industry and the new process was recommended based on the evidence collected. Details of the research is available on the RSSB website (search for T948). The new process will be evaluated periodically to ensure it remains valid, reliable and fair over time.

**4. Does the new psychometric assessment process meet requirements of the driver licensing directive?**

Yes. The Driver Licensing Directive mandates that duty holders must ensure a valid and reliable assessment is used to assess a key set of abilities need to become a safe train driver. It specifies some particular abilities that must be assessed. The new process includes these particular abilities and has been evaluated to demonstrate it is valid and reliable. A representative from the Office of Rail Regulation has been involved in the development of the new process.

**5. Is the new psychometric assessment process fair?**

The new psychometric assessment process provides a valid and reliable assessment of the skills and aptitudes required for safe train driving. The process will be applied consistently to all candidates. Each test has been evaluated as far as possible to check whether there will be a difference in scores and pass rates between groups with different protected characteristics (gender, age and ethnicity). There was only a small proportion of people from minority groups in the research sample so this analysis was limited in scope. However, it did indicate that the new process should perform better in terms of fairness than the old process that is has replaced. When enough people have been assessed using the new process, fairness will be evaluated again.

**6. Does RSSB have the appropriate expertise to introduce these changes?**

Yes. The research was conducted according to best practice guidelines set out by the British Psychological Society. Further, the research team included accredited Chartered Psychologists' and Registered Ergonomists with specialised knowledge in the field of psychometric design and validation. Throughout the life cycle of the project, a Consultant Psychometrician provided technical advice to assure the technical quality of the research. The final report has also been independently reviewed by solicitors to check that the research process was thorough enough from a legal perspective.

**7. What are the roles and responsibilities of different organisations/groups involved in the train driver psychometric assessment process?**

Organisation/group	Roles/responsibilities
RSSB	<p>Manage RIS-3751-TOM according to the normal standards process.</p> <p>Provide facilitation and technical support to the Driver Selection Governance Group.</p> <p>Undertake future evaluations of the new psychometric assessment process on a periodic basis.</p> <p>Test supplier for the SJE, MMI and WCT.</p>

RACF	<p>Adhere to the process defined in RIS-3751-TOM and in the RACF procedures manual.</p> <p>Update and maintain the RACF database.</p> <p>Monitor adherence to good practice and agreed procedures for the psychometric assessment of train drivers.</p> <p>Share good practice.</p>
Assessment centres	<p>Adhere to good practice and agreed procedures for the psychometric assessment of train drivers.</p> <p>Feedback to RACF any issues with the new psychometric assessment process.</p>
Employers of train drivers	<p>Set company policy regarding the new process for train driver candidates who apply to your company.</p>
Test suppliers/publishers	<p>Provide the assessment methods to industry.</p> <p>Provide technical support to industry.</p> <p>Provide any required training to industry.</p> <p>Provide any information required to support the activities of the implementation working group.</p>
Driver selection governance group	<p>Produce and maintain the industry strategy for train driver psychometric assessment.</p> <p>Undertake/support actions that progress the strategy.</p> <p>Consider the findings of future evaluations and define any required actions.</p>
Traffic operations and management standards committee	<p>Review and approve any future changes to RIS-3751-TOM according to the normal standards process.</p>

**8. The McNulty Report said that rail needs to dramatically reduce its costs – will the new psychometric assessment process help?**

The introduction of the new psychometric assessment process is not expected to have a significant impact on industry costs.

## 1.2 Link to other industry initiatives

**9. How does the new process relate to non-technical skills?**

Non-technical skills are generic skills that underpin and enhance technical tasks. The behavioural/personality attributes selection criteria that will form part of the new psychometric assessment process overlap with some of the non-technical skills (NTS) that are being integrated into training and development programmes across the rail industry. The behavioural/personality selection criteria and NTS are both considered to be important indicators of performance. At recruitment, the behavioural/personality criteria are measured using the Situational Judgement Exercise (SJE) and the Multi-Modal Interview (MMI). Once someone is recruited, and job-related performance data is available, NTS can be



comprehensively measured through a process of manager observation and discussion. For more information on RSSB's work on NTS – including the key role of NTS in safety and how to make objective measurements of NTS on the job - please visit this web page:  
<http://www.rssb.co.uk/EXPERTISE/HF/Pages/NON-TECHNICALSKILLS.aspx>.

### 1.3 Future plans

#### 10. When will the effectiveness of the new process be reviewed again?

Further evaluation will be done when the process has been in place for long enough to collect sufficient data on how candidates have performed. The pass rates for the new process will be checked as soon as a good number of candidates have gone through the process. A full evaluation will require on the job performance data for drivers who have been recruited using the new process. If recruitment rates and driver training remain similar then this could be done approximately two years after implementation at the earliest.

### 1.4 Contacts and further information

#### 11. Where can I get the updated Rail Industry Standard (RIS) from?

RIS-3751-TOM issue 2 *Train Driver Selection* is available from the RGS online website:  
<http://www.rgsonline.co.uk/>.

#### 12. If I have feedback on the new process, who can I contact?

Please send all comments and questions to [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

## 2 Information for Assessment Centres/Companies

### 2.1 Policy and compliance

#### 13. Is the psychometric assessment process in the Rail Industry Standard mandatory?

No, Rail Industry Standards are voluntary standards produced by RSSB at the request of industry where there are expected to be benefits from different companies using a common standard.

#### 14. Where can I find out about the policy for implementing the new process?

All policies that have been set in relation to the new process are contained in this document or in the procedures manual. Only members of RACF have access to the procedures manual. Please send any questions that are not answered in this document to [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

#### 15. When did companies need to start complying with the new assessment process?

All assessment conducted from 29<sup>th</sup> October 2013 onwards should comply with the new assessment process.

#### 16. Can companies add additional tests to the process?

Yes. The RIS recommends a core set of selection criteria and psychometric tests that cover the key skills and aptitudes that are important for safe train driving and common to all mainline train driving operations. Employers of train drivers may also include any other selection criteria or tests that they consider to be important to the train driving role within their organisation.

#### 17. Can companies use different tests?

Yes. The standard psychometric assessment process is voluntary and alternative tests may be available. However, the new process has been evaluated as part of an extensive research programme and was judged to be appropriate. There are significant cross-industry benefits to using a consistent process for all train drivers and the industry strategy for train driver

psychometric assessment promotes this approach:

<http://www.rssb.co.uk/RGS/StandardsCommittees/Documents/DSGG%20strategy.pdf>.

**18. Does each company have to use the same cut-offs for all the tests?**

It is strongly recommended that all companies who use the new psychometric assessment process use the minimum cut-offs that are recommended. They have been set based on significant research and set at a level at which a candidate who does not pass might not have the aptitude to be a safe train driver.

**19. What is the policy for previously failed candidates?**

According to the Driver Selection Governance Group, candidates who failed the previous psychometric assessment process should be given the same status as any new applicant and be permitted two attempts at the new selection process. This includes allowing them to attempt the Group Bourdon and TRP again even if they failed on these tests as part of the previous assessment process.

This answer relates to previously failed candidates only. A failed assessment is where any element of the assessment process has been failed, even if only some of the elements were taken. A part assessment is when only some elements of the process have been taken and all elements that have been taken were passed. A passed assessment is where all elements of the assessment process have been taken and passed. Please see the relevant questions for information on policy for part assessments (Q24) and passed assessments (Q20).

**20. What is the policy for previously passed candidates?**

Previously passed candidates should not have to sit the assessment process again provided that their prospective employer judges that their results are still valid.

This answer relates to previously passed candidates only. A passed assessment is where all elements of the assessment process have been taken and passed. A failed assessment is where any element of the assessment process has been failed, even if only some of the elements were taken. A part assessment is when only some elements of the process have been taken and all elements that have been taken were passed. Please see the relevant questions for information on policy for part assessments (Q24) and failed assessments (Q19).

**21. As the Written Communications Test (WCT) is not a pass/fail measure do we need to use it?**

The decision is up to each employer. The WCT is a structured method of assessing written communication skills. It is recommended for use to identify those who have particular strengths or weaknesses in written communication and those who may require further support to develop these skills during training. The WCT was developed in response to concerns that the current process does not offer a structured method of assessing written communication skills. The WCT is a short and simple test that is a more robust, structured and consistent way of measuring written communication than previously used.

**22. Will the audit process change?**

The audit process is specified in ATOCACOP006 *Approved Code of Practice Train Driving - Audit of Selection Processes*. The contents of the audit will change in line with changes to the psychometric assessment process.

**23. Will candidates who have passed the current process but not been offered jobs before 30 September 2013 need to be reassessed using the new process?**

No, a pass from the current process is valid for five years from the date of the first assessment that was completed by the candidate, providing that there have been no major life events that could have affected the candidate's capabilities.

**24. If a part assessment was done using the old process and was not completed before the 29 October 2013, should it be completed using the new process or the old process?**

Valid passes using the old process for the paper Group Bourdon and TRP 1 and 2 (i.e. a pass according to the old scoring for a test conducted on or after 30 September 2009) may be carried over until 30 September 2014. This applies to candidates who were part-assessed for a mainline train driver role or assessed for other roles (e.g. guard, shunter).

In practice this means that between 29th October 2013 and 30 September 2014, if part-assessed mainline driver candidates return to complete their assessment, they should be assessed using the new process but do not need to take the paper Group Bourdon, TRP 1 and/or TRP 2 if they have a valid pass for these tests. Any candidates previously assessed for other roles that have a valid pass for Group Bourdon, TRP1 or TRP2 should be assessed using the new process but do not need to take the paper Group Bourdon, TRP 1 and/or TRP 2 according to their previous results.

After 30 September 2014, no passes for the Group Bourdon, TRP1 or TRP2 obtained prior to September 2013 will be considered valid and all candidates should be assessed or reassessed using the new process according to the normal rules.

For mainline drivers, this answer relates to part assessments only. A part assessment is when only some elements of the process have been taken and all elements that have been taken were passed. A failed assessment is where any element of the assessment process has been failed, even if only some of the elements were taken. A passed assessment is where all elements of the assessment process have been taken and passed. Please see the relevant questions for information on policy for previous failed (Q19) and passed assessments (Q20).

**25. Can the new train driver assessment process be used for assessment for other roles in the GB rail industry?**

The new train driver assessment process may be used as part of the selection process for other railway roles that have tasks or characteristics in common with train driving, for example, shunters. Transport undertakings should review the particular role in question to determine what cognitive, psychomotor and behavioural aptitudes are required for that role and what levels of aptitude or skill are required. Based on this, the transport undertaking can choose which of the selection criteria and assessment methods apply and how they should be applied. RSSB have some guidance available on how the process can be applied to the shunter role.

Note that the SJE, MMI and WCT, the detailed definitions of the selection criteria and the GB train driver scoring rules are only available to members of RACF (Rail Assessment Centre Forum). If you are not a member of RACF and would like to use part of the process for other GB railway roles or if you would like guidance on the shunter role please contact [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk) for advice.

**26. Do the same cut-offs apply for all roles?**

The cut-offs associated with the new process have been specifically set for the mainline train driver role and might not be appropriate for other roles. If using any of the assessment methods for other roles, the cut-offs should be reviewed in light of the requirements of the particular role and adjusted if necessary. RSSB have some guidance available on how the process can be applied to the shunter role. Please contact [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk) to request this information.

**27. Can the new train driver assessment process be used for assessment for train drivers outside of GB?**

In theory this is possible if the train driving tasks are similar to GB train driving. However, currently the SJE, MMI and WCT, the detailed definitions of the selection criteria and the GB train driver scoring rules are only available to members of RACF (Rail Assessment Centre Forum). If you are interested in using the GB train driver assessment process please contact [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk) for advice.

**28. Can the new train driver assessment process be used for assessment for other roles outside of the rail industry?**

In theory this is possible if the other roles have tasks or characteristics in common with train driving. However, currently the SJE, MMI and WCT, the detailed definitions of the selection criteria and the GB train driver scoring rules are only available to members of RACF (Rail Assessment Centre Forum). If you would like to explore the possibility of using part of it outside of the rail industry, please contact RSSB to discuss [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

**29. Are these tests used for driver selection in other countries?**

Some of the tests recommended for use in the new process are already being used for driver selection in some European Member states.

## 2.2 Equipment, materials and technical issues

**30. What equipment is needed to carry out the new assessment process?**

In general, the following computer equipment is required to run the new WAFV, 2HAND, ATAVT and Situational Judgement Exercise (SJE). One computer terminal is needed per candidate who will be assessed simultaneously. In addition to one computer per candidate, a dedicated computer can be used for test administration. This separate administration computer is optional. It can be used to monitor candidates' progress through the tests.

It may not be necessary to purchase new PC equipment providing that the computers meet the technical specification below. Assessment centres are advised to consult with the suppliers of the psychometric tests to ensure they procure equipment that meets the right specification.

Computer technical specification	<ul style="list-style-type: none"> <li>• PC or laptop with Pentium CPU or compatible (e.g. Celeron, Athlon), at least 2,5 Ghz</li> <li>• At least 2 GBytes (MB) of RAM</li> <li>• Display adapter with 24 or 32-bit color depth (16 million colors)</li> <li>• USB headset. Please contact us for advice regarding suitable equipment.</li> <li>• DVD drive, hard disk, mouse, keyboard</li> <li>• USB ports for license dongle and peripheral hardware (in case all USB ports on the PC are used up a USB hub with external power supply is required)</li> <li>• Network connection (e.g. for the installation of a Vienna Test System Network)</li> <li>• Windows XP (Service Pack 3 necessary), Windows 7 (32 or 64 bit)</li> <li>• Please ensure that no programs which can interfere with the test execution (e.g. by heavy CPU usage or on-screen presentations) are installed on the computer</li> </ul>
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Monitor	<ul style="list-style-type: none"> <li>At least 19" CRT or LCD colour monitor with a resolution with at least 1280 x 720 pixels.</li> <li>A refresh frequency of at least 75 Hz has to be set for CRT monitors.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Laser or inkjet printer, black and white or colour</li> <li>Broadband internet access (the following browsers are supported: Microsoft Internet Explorer 7 or higher and Mozilla Firefox 3.5 or higher )</li> <li>Vienna Test System USB response panel – with two joysticks (available from Schuhfried)</li> <li>Stereo USB Headset for adults (available from Schuhfried)</li> <li>Test System Dongle (Available from Schuhfried)</li> </ul>
WAFV and ATAVT additional requirements	<ul style="list-style-type: none"> <li>The screen used has to be calibrated by means of an optical sensor which requires a USB response panel.</li> <li>For an accurate and comparable test result for test forms or subtests which output acoustic signals only USB audio equipment approved by SCHUHFRIED must be used. Please contact us for advice regarding suitable devices.</li> </ul>

**31. What size of desks do I need to accommodate the new equipment?**

The desks need to accommodate the paper tests and/or the computer (VTS and SJE) equipment. Each assessment centre needs to decide whether to use the same desks for both or separate desks for the paper and computer tests.

For paper tests, the size of desk is constrained by the TEA-Occ. The TEA-Occ takes up the most space of all the paper tests.

Each candidate needs to have an A3 telephone directory, an A4 answer sheet and an A5 symbol book plus pens in front of them. We recommend that the smallest possible desk that could be used is 100cm wide x 70cm deep.

For the computerised tests, the desk needs to accommodate a monitor, VTS response panel, a keyboard and a mouse. The keyboard and the VTS response panel are not needed at the same time. All responses on the VTS are made using the response panel and the mouse. The SJE requires candidates to log in using the keyboard but after this all responses are made using the mouse. The size of the VTS response panel is 49cm x 22cm. All other equipment is variable depending what you have at the assessment centre. We suggest that desks need to be at least 90cm wide to accommodate the VTS panel and mouse. Depth depends on the amount of space that the monitor and keyboard will take up on the desk. Please see the pictures in Appendix 1 as examples of what the set up looks like using laptop computers.

**32. Where can the new equipment be obtained from?**

Computer hardware, i.e. computers, monitors and printers can be purchased from any hardware supplier. Specialist equipment that is required to run the Vienna Test System tests (WAFV, 2HAND and ATAVT) can be purchased directly from the test supplier (Schuhfried - <http://www.schuhfried.com/>). When acquiring new computer hardware it is recommended to contact the Schuhfried help desk for advice (tel.: +43 2236 42315-60; e-mail: [support@schuhfried.at](mailto:support@schuhfried.at)) before the purchase.

**33. Where do I get the new assessment methods from?**

Each company should purchase tests directly from the following suppliers:

Test	Test code	Test form/subtests	Supplier
Adaptive Tachistoscopic Traffic Perception Test	ATAVT	S2	Schuhfried <a href="mailto:info@schuhfried.at">info@schuhfried.at</a> Tel.: +43 2236 42 315
Vigilance visual test	WAFV	S2	
Two hand coordination	2HAND	S1	
Situational Judgement Exercise	SJE	Version C	RSSB For supply: <a href="mailto:assessment@rssb.co.uk">assessment@rssb.co.uk</a>
Multi-Modal Interview	MMI	n/a	
Written Communication Test	WCT	Version 1 and Version 2	For technical support: <a href="mailto:helpdesk@rssb.co.uk">helpdesk@rssb.co.uk</a>
The Test of Everyday Attention for Occupational groups	TEA-Occ	Lift counting with distraction Telephone search Telephone search while counting	Pearson Assessments Ltd Phone - 0845 630 8888 Email - <a href="mailto:info@talentlens.co.uk">info@talentlens.co.uk</a>
Trainability Test	TRP	TRP 1 and TRP 2	OPC <a href="http://www.theopc.co.uk/contactus/">http://www.theopc.co.uk/contactus/</a> Tel: +44 (0)1923 234 646
Paper Group Bourdon		n/a	Southeastern Trains

**34. Who provides new tests and supports them?**

Each test is provided and supported by its supplier (see question 33).

**35. Where can I get the updated assessment procedures manual from?**

The updated procedures manual is only available to members of RACF. For access to it contact [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

**36. What are the licensing arrangements for the new tests?**

The licensing arrangements for the TRP and Paper Group Bourdon remain unchanged.



The SJE, MMI and WCT are available from RSSB to assessors who have passed the RSSB training and work for assessment centres who are members of the RACF. In addition a licence fee and per candidate fees apply for companies who are not members of RSSB.

The suppliers of the VTS and the TEA-Occ can provide information about the licensing arrangements on request.

**37. Who do I contact if I have technical problems with tests?**

Test	Contact details
Situational Judgement Exercise	<p>For technical enquiries only: <a href="mailto:helpdesk@rssb.co.uk">helpdesk@rssb.co.uk</a> or 0203 142 5555</p> <p>For any other enquiries: <a href="mailto:enquirydesk@rssb.co.uk">enquirydesk@rssb.co.uk</a></p>
Vienna Test System (WAFV, 2HAND, ATAVT)	<p>E-Mail: <a href="mailto:support@schuhfried.at">support@schuhfried.at</a></p> <p>Telephone: ++44 20 328 67 126</p>

**38. How quickly can we get technical support?**

For technical queries on VTS tests you can contact the Schuhfried help desk who will provide immediate support if you need assistance during the following operating hours:

Monday – Thursday: 8:30 a.m. – 4:30 p.m.  
Friday: 8:30 a.m. – 1:30 p.m.  
E-Mail: [support@schuhfried.at](mailto:support@schuhfried.at)  
Telephone: ++44 20 328 67 126

For technical queries regarding the SJE tool you can contact RSSB helpdesk: Tel: 020 3142 5555 or email: [helpdesk@rssb.co.uk](mailto:helpdesk@rssb.co.uk). The support is available during RSSB enquiry desk operating hours, i.e. Monday to Friday 8:15 a.m. to 5.00 p.m. The helpdesk will assess how urgent the enquiry is and endeavour to provide a response in an appropriate timescale.

Non-technical enquiries and questions about the SJE or any other RSSB product (SJE, WCT, MMI) should be sent to [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

**39. How much will the new tests cost?**

All costs presented below are estimates of the cost to the assessment centre to run the assessment. RSSB do not have any information about how much external assessment centres will charge their customers for the new assessment process.

All costs presented below are based on the information from test suppliers (current on 13/5/13). The cost of tests from Schuhfried is based on conversion from Euros. If you are considering purchasing the new tests then you should contact the test suppliers for a customised quotation.

**Tests from Schuhfried – WAFV, 2HAND and ATAVT**

The Vienna test system tests supplied by Schuhfried require hardware and software. The overall price will depend on the number of terminals used for candidate testing and the duration of the software licences chosen.



The standard set-up is for one computer to be used only by the test administrator and for one computer to be used per candidate to administer the VTS. However, it is possible to use all of the computers for administration to candidates (i.e. not to have a separate administration computer). The advantage of having the separate administration terminal is that the administrator can monitor the candidates' progress using the software.

**Hardware required per terminal that candidates will sit tests on:**

Product	Price (£) converted at a rate of 0.85 to nearest £	Price (€)
WTS-D Test System Dongle (stickers in colors yellow, red, green, black)*	79.00	93.00
Ue - Response Panel Universal	1318.00	1550.50
H-Set-E Stereo USB Headset for adults	48.00	56.00
Postage and packaging	128.00	150.00
Total per test terminal	1572.00	1849.00

\*If a separate administration computer is used to register, monitor and score candidates but not to test them it will require the WTS-D Test system dongle but not the response panel or USB headset.

**Software required per test VTS terminal that will be used to administer tests to candidate AND the separate administration computer (if used):**

Product	Price (£) converted at a rate of 0.85 to nearest £	Price (€)
WINWTS - Vienna Test System for windows, basic software	796.00	937.00

**Software required per test VTS terminal that will be used to administer tests to candidates:**

The tests can be paid for on either a price per administration or an unlimited use basis for a defined period of time. The various options are shown below.



Product		ATAVT - Adaptive Tachistoscopic Traffic Perception Test	WAFV - Perception and Attention Functions: Vigilance	2HAND - Two-Hand Coordination	Total cost for all three tests
Per one administration	£*	3.26	1.53	2.72	7.51
	€	3.84	1.80	3.20	8.84
1 year unlimited use	£*	244.80	114.75	204.00	563.55
	€	288.00	135.00	240.00	663.00
2 years unlimited use	£*	489.60	229.50	408.00	1127.10
	€	576.00	270.00	480.00	1326.00
7 years unlimited use	£*	979.20	459.00	816.00	2254.20
	€	1152.00	540.00	960.00	1692.00
Lifetime unlimited use	£*	2448.00	1147.50	2040.00	5635.50
	€	2880.00	1350.00	2400.00	6630.00

\*Converted at a rate of 0.85 to nearest penny

#### Tests from RSSB – SJE, MMI and WCT

##### **Five year licence to use SJE and MMI:**

Members of RSSB – Free of charge

Non-members of RSSB - £2000

##### **Additional per-assessment fee for SJE and MMI:**

Assessments of candidates referred by RSSB member companies: Free of charge

Assessments of candidates not referred by RSSB member companies: £3 per assessment

##### **Per-assessment fee for WCT:**

The WCT will be free of charge and is supplied as an electronic file. Therefore, the assessment centre is responsible for the cost of printing.



## Tests from Pearson – TEA-Occ

Type of kit	Cost (excl. VAT)
<b>Reusable items</b>	
Examiner kit – Manual, CD, Examinee Stimulus Sheets (x10), Scoring Acetates, Blue Pen (x10) – This will provide enough materials to administer to 10 candidates simultaneously. If more than 10 candidates need to be assessed at the same time then additional stimulus sheets and pens will be required	£345.00
Examinee Stimulus Sheets (x10)	£20.00
Blue Pen (x10) – Note than any dark coloured heavy pen (e.g. a felt tip) would be suitable as long as it is bold enough to see the candidates' marks through the acetate.	5.00
<b>Non-reusable items required 1 per candidate</b>	
Examinee Answer Sheets (pack of 10)	£20.00
Telephone Directory 1 (pack of 10)	£20.00
Telephone Directory 2 (pack of 10)	£20.00

### 2.3 Training and qualifications

#### 40. What qualifications or training do I need to administer the new tests?

Assessors need to hold an EFPA (European Federation of Psychological Associations) Test User: Occupational, Ability qualification (formerly BPS Level A). This qualification is required to register with test publishers and gain access to Occupational Ability Tests. Assessors will also need to receive training from test providers as follows:

Assessment method	Training required	Training provider
WAFV, 2HAND and ATAVT	None for administration but Schuhfried provide training in the use of the equipment and software as part of the installation package.	Schuhfried
TEA-Occ	A half-day training course designed for those with the Level A qualification to aid in their administration of the TEA-Occ. This training is mandatory for at least one assessor per assessment centre.	Pearson
SJE/MMI and WCT	Four day course and assessment by RSSB. This training is mandatory for all assessors who will administer the SJE and MMI.	RSSB

**41. Can I try the new tests?**

Any prospective train driver candidates will not be permitted to try any of the tests. For existing staff with an interest there may be an opportunity to try the tests. You should contact your assessment provider to see if this is a possibility.

**42. Do I need re-training on the old methods that are retained in the new process?**

Existing assessors who are qualified to administer the Group Bourdon and TRP will not require re-training.

**43. Where do I get my training from?**

For the SJE/MMI and WCT, training will be provided by RSSB. For all other tests, any required training should be arranged with the relevant test suppliers.

**44. What are the training dates?**

If you are interested in having training on the SJE and MMI please contact [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

Contact Pearson Assessments to enquire about TEA-Occ training. Phone - 0845 630 8888, Email - [info@talentlens.co.uk](mailto:info@talentlens.co.uk)

**45. How long is the training?**

The training for the SJE/MMI and WCT takes four days. This consists of a three day course and a 1 day follow up practice and assessment workshop. The TEA-Occ training takes 0.5 days. Test suppliers will be able to confirm the training duration for the other tests, if applicable.

**46. How much does the training cost?**

Cost of training for SJE/MMI and WCT is £1,300 per person.

Cost of training for WAFV, 2HAND and ATAVT – Included in test licence as part of the installation service.

Test suppliers will be able to confirm the training cost for the other tests, if applicable.

**47. What is the MMI certification process?**

Assessors attending the SJE/MMI and WCT training will be assessed by the trainer on a follow-up workshop day that is part of the overall four day training course. Assessors passing this process will be given a certificate to document their competence.

**48. Is there a re-accreditation process for the interview and what will this involve?**

All assessors trained in the administration and scoring of the MMI are required to attend refresher workshops every two years. The aim of these workshops is to refresh assessors' skills, and ensure that no bad habits have crept in since the original training. In order to maintain their competence in-between these workshops, and avoid skill-fade, the assessors are also required to conduct and formally log at least one MMI every quarter. Assessors are encouraged to reflect on these interviews using logbooks. Any issues that arise in-between refresher workshops should be discussed as part of a standing agenda item at RACF meetings.

## 2.4 Other practical considerations

**49. How long does the new assessment process take?**

The new process can be conducted in one day. This is an example timetable:

Activity	Start	Finish
Welcome briefing	09:25	09:45
Group Bourdon	09:45	09:55
TEA-Occ	09:55	10:16
TRP1	10:16	10:39
TRP2	10:39	11:00
Break and scoring paper tests	11:00	11:45
VTS tests run back-to-back	11:45	12:40
Lunch	12:40	13:20
SJE	13:20	13:45
WCT	13:45	14:00
PIF	14:00	14:16
Break	14:16	14:40
MMI	14:42	15:25

**50. What's the longest time someone has ever taken on the SJE? Can we set a time deadline?**

45 minutes. We appreciate setting a deadline will help with assessment day scheduling. We would not suggest anything shorter than 45 minutes as this is not a timed test.

**51. If I am sure that someone has failed the interview before it is finished, do I need to continue with the rest of the interview?**

Yes – this is part of ensuring each candidate is treated consistently, fairly and has the same opportunities as the others.

**52. How should we store our assessment centre data?**

The results of train driver assessments must be stored on the Rail Assessment Centre Forum (RACF) database and in accordance with the Data Protection Act. The completed Results and Interview Notes documents should be stored securely for two years so that the data can be accessed for validation and auditing purposes. Storage of any other assessment records should be according to your company policy and in accordance with any relevant legal requirements.

**53. What feedback should we give to candidates?**

It is up to each assessment centre/employer to decide what feedback to give candidates and how to deliver it. It is good practice to offer feedback to all candidates. The outputs of the new assessment process will provide enough information to give meaningful feedback to each candidate.

**54. How secure are the online tests?**

The only online test is the SJE.

The SJE is secured using accounts with permissions associated with different roles: candidate, test administrator, system administrator. The functions available once logged in are dependent on the permissions the account has.

The SJE is hosted on an RSSB server which performs data back-ups on a regular basis.

To access the online SJE, assessors will need to enter a username and password provided to them when they qualify to administer it. Assessors will only be able to access the SJE results of candidates who sat the SJE within their own test centre.

For candidates to access the test, they will require a test session to have been set up and activated in advance by the assessor, and they will need to enter a specific password. The SJE candidates will only be able to sit the test once using the password given for the test session. Once the session has been deactivated the candidate will not be able to get into the system again.

**55. Can we administer the PIF when we like ie send out before, or just do on the day? If it is sent out beforehand doesn't this compromise test security?**

The PIF should be administered on the assessment day. This is to help maintain test security. As a guide, candidates should take no longer than 30 minutes to complete the form. It is not essential that the PIF is completed under test conditions, so the opportunity to complete the form can be scheduled into the assessment day as the individual assessment centres see fit.

**56. Can we send people home throughout the day?**

Yes, each assessment centre can decide at what points during the assessment they want to filter out failed candidates. The assessment centre procedures and the scoring are set up so that assessors can check how candidates are performing throughout the process.

**57. If someone fails the MMI, if they come back to re-sit would they need to sit the SJE again as well?**

Yes.

**58. Who is responsible for RACF database update?**

The Rail Assessment Centre Forum is responsible for the database update.

**59. Which tests should be given extra time for candidates with dyslexia?**

For assessment centres who wish to make reasonable adjustments for candidates with dyslexia, it is recommended that an additional 25% time should be given for the written communication test and each timed element of the trainability and rules procedure test (TRP parts one and two).

The Written Communication Test was designed to conform to Dyslexia Accessible Style Guidelines in terms of text size and layout. However, it might be beneficial for it to be printed onto pale yellow or pink paper if a dyslexic candidate requests this adjustment.

The recommended adjustments are outlined in the table below:

<b>Assessment method</b>	<b>Timed element of test</b>	<b>Normal Admin Time</b>	<b>25% Extra</b>	<b>Admin Time for Dyslexic Candidate</b>
TRP part 1	Reading and note taking	5 minutes	1 minute 15 seconds	6 minutes 15 seconds
	Answer questions	7 minutes	1 minute 45 seconds	8 minutes 45 seconds
TRP part 2	Answer questions	8 minutes	2 minutes	10 minutes
WCT	Study the story board	2 minutes	30 seconds	2 minutes, 30 seconds
	Complete report	10 minutes	2 minutes 30 seconds	12 minutes 30 seconds

**60. What feedback should Railway Assessment Centres give to candidates who have sat the SJE and MMI and/or WCT?**

Guidance on the feedback to be given to candidates following the SJE and MMI and/or WCT is given in the test manual. This should always be followed and in particular you should not:

- Share the SJE questions and response options with the candidate.
- Share the SJE report and results with the candidate.
- Share the selection criteria, sub-criteria and behavioural markers with the candidate.
- Share the WCT scoring sheet with the candidate.
- Share the WCT ‘acceptable and unacceptable evidence’ information from this manual with the candidate.

Releasing this information would be damaging to the integrity of the WCT, SJE and MMI because it would provide a ‘marking scheme’ and hints for future candidates.

**61. Will Railway Assessment Centres and employers be prejudiced by following the manual guidance and refusing to release specific WCT, SJE and MMI data to candidates during feedback?**

No. Railway Assessment Centres and employers should not be prejudicing their positions by refusing to release WCT, SJE and MMI scores and details other than in response to a formal subject access request, providing that this policy is adopted consistent across the board for all candidates.

**62. Are the WCT, SJE and MMI data subject to the [Data Protection Act 1998](#)?**

Yes. Information about a particular candidate’s performance in the WCT, SJE and MMI is the personal data of that candidate. Candidates have the right to make a ‘subject access request’ in writing. If they do this, all the personal data held about the candidate should be provided to them. This should include the candidates’ scores/ratings on all assessments. Interviewers’ comments, such as the contents of the ‘Notes’ section on the MMI score sheets will also need



to be released. The WCT scoring sheet and SJE RIN should not be released to the candidate, all of their personal data should be extracted and presented to them in a different format. The logic of the automated scoring of the SJE does not need to be released, because it does not form the 'sole basis' for a decision affecting the candidate.

Other personal data, not related to the WCT, SJE or MMI would also need to be released according to the Data Protection Act.

**63. Can Railway Assessment Centres be forced to disclose the contents and results of the WCT, SJE and MMI, for example in discrimination proceedings at the Employment Tribunal (ET) under the [Equality Act 2010](#)?**

Yes. Railway Assessment Centres, employers and RSSB are all subject to the requirement to disclose documents under normal ET rules. This means that all documents must be disclosed if they are relevant to the ET proceedings and are not legally privileged. Assessment centres and employers should be aware that this can happen but should seek their own advice in relation to any individual cases. In this situation, if required, RSSB would also seek legal advice but would release any information that it is obliged to release according to the ET rules.

## 2.5 Further information

**64. Where can I get more information on the new driver assessment process and new recommended assessment methods?**

Further information is provided in the report of the research that supports the proposal to change the assessment process:

<http://www.rssb.co.uk/sitecollectiondocuments/pdf/reports/research/T948-summ-final.pdf>.

**65. Who can I contact if I have more questions about the new train driver assessment process?**

Contact RSSB at [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

## 3 Information for candidates

**66. Are there any practice materials for the new psychometric assessment process?**

Yes, if you are invited to an assessment then you will be issued with the appropriate practice materials shortly before your assessment date.

**67. What do I do if I failed a test before?**

If you would like to be considered for re-assessment you should contact your prospective employer.

**68. I have feedback to give on the process, who should I speak to?**

You should speak to your prospective employer in the first instance.

## Appendix 1: Desk set up – example photos

