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| **Member Assessments v Tests** | | |
| **Issue Date :-**  April 2016 | **Issued To :-**  All Committee Members  All National, Local, Qualified and Trainee Observers | **Issued By :-**  David Stringer |

1. **The Issue**

A recent misunderstanding concerning assessments resulted in personal information being passed to third parties. It is important that care is taken by all observers and committee members to ensure the requisite confidentiality of personal information is maintained at all times.

In order to avoid any repeat of this incident, please take the time to read and understand below the explanation of the different types of assessment available within the IAM and the groups and the extent that information may be shared.

1. **Points to Note**

Assessments divide into two distinct types, Group assessments conducted by observers and IAM assessments conducted by IAM staff and examiners.

* 1. **Group Assessments**
* All groups offer driver assessments to the full members of the IAM within their own group. Most are conducted by senior and experienced observers. In these cases the result of the assessment should be communicated to the member alone and to no other person.
* It is common practice to conduct periodic associate assessments, again by experienced observers, to monitor associate progress (Mid-Term Assessment) and readiness for test (Pre-Test Assessment). Information should be privy to the associate assessing observer and the allocated observer, in order that any necessary further training is correctly delivered and any weaknesses in the training regime can be identified.
* Potential new associates may be given an assessment prior to joining the group (Public Assessment). This can be done by any qualified observer, the outcome being privy to the candidate and the observer. However, upon joining as an associate, the candidate agrees to the details of observed runs and their final advanced driving test being shared within the group training team and that includes the findings of the Public Assessment being shared with the allocated observer who will conduct the associate course. The details should not be shared any wider than necessary for that purpose.
  1. **IAM Assessments**

The IAM offers several types of assessments for different purposes, for example the Mature Driver Assessment and the Members Voluntary Assessment. All IAM assessments booked through the IAM website or the office in Chiswick are conducted by either IAM staff or IAM examiners.

In all cases the results of the IAM assessments are confidential between the candidate and the IAM. They are of no concern to groups at all and any information relating to such assessments will not normally be communicated to groups. In the event that the details of any such assessment accidentally become known to a group observer or committee member the confidentiality of the information must be preserved and it should never be shared any further.

* 1. **The Advanced Driving Test**

It is noted above that all new associates agree to their ADT result being shared with their group training team in order to develop observer training and identify any weaknesses in the subject matter that is being provided. This is the only point at which personal candidate information is passed from the IAM to the groups. The group has access to test results only to check outcomes and monitor training standards. However, the information should be used solely for those purposes and confidentiality should be maintained, limiting any communications to the essential minimum. Apart from the test results being available, IAM examiners may also discuss individual tests and general trends or shortcomings they see in candidates for tests with the group training team for the purpose of training improvement.

It is also vital to note that an existing IAM member cannot normally take the advanced driving test. That option is only available to associates, or to members in a different discipline from that of their original test. A person who gained membership through a car test could take the ADT on a motorcycle or in a commercial vehicle, but not for a second time in a car.

An existing member may only undertake the Member Voluntary Assessment, which is not communicated to any group in advance at the time of booking, and the outcome of which remains confidential between the member and the IAM. It therefore follows that examiners need to be aware and are specifically advised that the candidate is an IAM member. The examiner manual makes it clear that details of such assessments must not be communicated to third parties.