



This form should only be completed to **apply to become a DNXCT Test Manager**. Do not use this form for requesting NXCT discs – this form can only be used for registering for the new digital DNXCT test.

- If you are currently a NXCT (the disc based test) Test Manager you must still complete this form.
- If you are facilitating and invigilating DNXCTs for an entity with a large number of test managers, a bulk registration form is also available – please contact your training team or the CAA Training Team.
- **For guidance on completing this form, please see page 2 – please ensure you read this before signing.**

## Section 1 - Details of the Test Manager

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Employer/Training Provider:** \_\_\_\_\_

If you also hold a **CIN**, please enter this here:

If you are currently approved as a **NXCT test manager** please tick here:

Which **entity/ies** do you expect to be invigilating tests for?

## Section 2 - Recruitment and Vetting

Please indicate whether you hold a current **background check**: Yes      No

If yes, **when** was the background check **completed**?

If you hold and current valid **Counter Terrorist Check (CTC)**, please tick here:

Please enter the **expiry date** of your CTC:

## Section 3 - Confirmation of responsibilities

As a Test Manager, you will be responsible for delivering the DNXCT and protect the integrity of the assessment. Within the system, your login will be linked to all candidates you are invigilating and therefore

By applying to become an approved test manager you agree to:

- Ensure that the location and equipment used for the assessment is suitable for the purpose of sitting the assessment, including but not limited to being physically present in the same room as the candidates;
- Ensure that the correct candidate instructor is sitting the assessment;
- Ensure that candidates do not have access to any resources during the assessment which may be used to undertake malpractice, including but not limited to mobile devices, reference material or another person providing guidance on answers;
- Ensure that the devices used to sit the test is only used for this purpose, and not to review or consult electronic reference material;
- Ensure that you do not inadvertently commit malpractice through assisting the candidates with guidance that leads them to not assessing all images by themselves;
- Ensure that during any DNXCT you are at all times located and acting in such a manner which allows you directly supervise all candidates;
- Ensure that no images of the DNXCT bank are compromised by being made available outside a specific test session, unless this is as part of a report to DfT/CAA or Quadratica.
- You must report any unusual activities encountered, including but not limited to malpractice and/or attempted malpractice to the CAA AvSec Training Team;
- If requested you must cooperate with enquiries from the CAA and/or DfT with regards to any DNXCT you have invigilated or are due to invigilate.

## Section 4 - Declaration

I confirm that the information provided above is correct and I agree to the CAA holding and processing this information for the purpose of acting as a DNXCT Test Manager.

I confirm that I agree to the conditions set out in section 3 – Confirmation of responsibilities.

Name and signature:

Date:

Once completed please send this form to [avsec.training@avsec.caa.co.uk](mailto:avsec.training@avsec.caa.co.uk)

### **Guidance for completing form DNXCT03**

Please either complete this form as a word document or save it as a PDF.  
A bulk form for entities with multiple test managers is available from the CAA.

#### Section 1

**Name and Email:** Please enter your name and your business email.

**Employer/Training Provider:** Please indicate your current employer or linked Training Provider (whichever is more relevant). Note that we will only register DNXCT Test Managers who have an operational need to invigilate DNXCT tests.

**CIN:** It is not a requirement to also be a Certificated Instructor but if you do hold a Certificated Instructor Number (CIN), please enter it here.

**Current Test Manager:** If you are currently a NXCT Test Manager, please indicate this here. Please still complete this form even if you are currently registered.

**Entity/ies:** Please provide the entity or entities that you are invigilating tests for. If not known, please provide a brief explanation.

#### Section 2

DNXCT Test Managers are required to hold a current and valid Background Check and Counter Terrorist Clearance.

The **Background Check (BC)** is carried out by your employer – please indicate if you hold a current and valid BC and when this was carried out.

The **Counter Terrorist Check (CTC)** Clearance is undertaken by the CAA. If you hold a current and valid CTC, please provide the expiry date here to allow us to match this against our records. If you do not hold a current CTC, please speak with your employer or email [vetting@avsec.caa.co.uk](mailto:vetting@avsec.caa.co.uk) for assistance.

The requirement for the BC and CTC only comes into force when the DNXCT is used, and therefore if you do not currently hold either, you may continue to act as a NXCT Test Manager.

#### Section 3

With the move to the DNXCT the role of the Test Managers is changing to one of acting primarily as an Invigilator to protect the integrity of the test. This section sets out your responsibilities as a DNXCT Test Manager, which you agree to by completing this form.

#### Section 4

In this section you are asked to confirm that you are agree for your data to be processed and held and that you agree to the statement of responsibilities. Please remember to complete the date box.