DNXCT03a - Screener Certification - DNXCT Test Manager Application – Bulk form for entities

This form should only be completed by entities to allow existing NXCT Test Managers to **apply become a DNXCT Test Manager i**n bulk. Once completed please send this form to avsec.training@avsec.caa.co.uk

- This form should only be used where an entity wishes to register multiple test managers in bulk – for individual applications please use form DNXCT03.
- Each test manager must still complete the information and sign in Section 4 – having read and accepted the declaration at Section 3.
- If all your tests managers are currently registered for the NXCT, they must still complete this form.

Section 1 - Details of the entity

Entity Name: **Contact Name**:
Training Provider number (if applicable):

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

Section 2 - Recruitment and Vetting guidance

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 the employer – please indicate if a a current and valid BC and when this was carried out.

The **Counter Terrorist Check (CTC)** Clearance is undertaken by the CAA. If the Test manager is also a Certificated Instructor (e.g. holds a CIN) they will already have a CTC. If a current CTC is not held, please speak with your employer or email vetting@avsec.caa.co.uk for assistance.

The requirement for the BC and CTC only comes into force when the DNXCT is used.

Section 3 - Confirmation of responsibilities – to be read by all Test Managers

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.

Entity/Training Provider name:

I confirm that the information provided below 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.

A	B	C	D (*only required where no CIN is held*)	E (*only required where no CIN is held*)	F	G
Name and Email	Current Test Manager?	CIN	Current BC (if held enter date completed)	Do you hold a CTC? (If held, enter expiry date)	Signature – to accept declaration at section 3	Date
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					
	Yes No					

A	B		C	D (*only required where no CIN is held*)	E (*only required where no CIN is held*)	F	G
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					