

Guidance notes for Test Site Coordinators

The current scheme for accredited dry stone walling qualifications at Level 1, Level 2 and Level 3 has been in operation for several years. The DSWA Craft Skills Group has produced the following guidance notes to help when planning and arranging tests to ensure that candidates are assessed on an equal footing and test days are run in a structured and safe way. Please ensure the nominated Test Site Coordinators and Instructors are aware of these guidelines. Please contact the Craftsman Certification Scheme Manager if you have any queries or need clarification on any items.

Prior to testing

- At the beginning of the year contact DSWA office to request/book a test day. Further dates can be booked subject to two months notice. The more notice you can give the better. The numbers and test level of candidates should be given as soon as possible.
- Ensure candidates have up to date copies of the Craftsman Certification Scheme booklet, including an application form. The booklet contains useful information on what is required at each level of test. Copies can be downloaded from the website, www.dswa.org.uk, under the Training section. Application forms can be completed on the DSWA website under the certification section. Hard copies can be photocopied but they should be signed by the candidate.
- As part of test preparations, candidates should be familiar with the setting up and use of walling frames and/or pins and the correct use of lines and strings. Candidates will be expected to use these on the test day.
- Application forms and payment should be submitted to DSWA office prior to test date. Please contact the office if you wish to discuss central payment for candidates, e.g. college accounts, invoices, etc.
- The Instructor and/or Site Coordinator should liaise with all candidates to ensure they know what is expected from them on the test day, the exact location and time of the test. It is a requirement of the DSWA that protective footwear should be worn throughout the test. Failure to arrive with safety footwear will prevent the candidate from taking part. Gloves and safety glasses should be worn where appropriate.

It is the responsibility of the nominated Test Site Coordinator to ensure that:

- **A suitable risk assessment has been carried out for the test day and submitted to DSWA office to send to Assessors with the test day paperwork, prior to the test day.**
- **A qualified First Aider and an up to date First Aid Kit are available.**
- **Accident and emergency procedures have been considered.**
- **Spare protective gloves and safety glasses are available**
- **Candidates are aware of the need for safety footwear**
- **Candidates are aware of the need to produce photo ID. (If candidates do not possess photo ID then a letter from HMRC/Local Council or employer must be presented.)**

Test Site Preparation

- Where a section of wall is/has been used for several test sessions or for training, additional stone should be provided for the test day. This is especially important at Level 2 as the cheekend stones can become so well worked as not to provide a true test of skill. Assessors are instructed to randomise stone at cheekends if the stone has been taken down and laid out so as to be rebuilt as an exact replica of the existing cheekend. In addition, they may swap stones if they feel that the existing stone will not constitute a true test of skill by the candidate.
- The test stints should be within close proximity to each other and certainly within easy walking distance.

- The test organisers are responsible for ensuring there are sufficient tools for use by the candidates. This is not the responsibility of the Assessors.
- There is concern that the height of walls on some sites may get lower if additional stone is not brought in from time to time. There is a requirement in the scheme that the minimum height for a free-standing wall is one metre, measured to below the copes. Copes should be in proportion to the wall and not used to make the wall below look higher than it is.
- If using a site other than your own, please liaise with the relevant Test Site Coordinator beforehand and ensure the site is left in a tidy, acceptable state afterwards.

Test Day Requirements

- If Assessors have concerns about the site or stone before tests begin, they are instructed to take account of these in their marking and detail their concerns on the test session report form. They are instructed not to cancel the test day except under exceptional circumstances, or where there are major health and safety issues present.
- Ideally, candidates should be ready to commence the actual walling test by 9am at the very latest. The work to be completed within a single 7-hour period, allowing for refreshment/lunch breaks, and not spread over multiple days.
- A risk assessment should have been sent to the Assessor beforehand but any additional items noted on the day should be added to the document. Candidates should sign the Risk Assessment Acceptance Form to confirm they are aware of and understand its content. Type of photo ID produced should also be entered on this form. Safety Footwear should be worn throughout the test along with gloves and safety glasses where appropriate.
- The Test Site Coordinator should be on site all day. After the initial induction and during the assessment any queries from the candidates should be referred to the Assessor.
- Should there be concern about the conduct of a test session then the Test Site Coordinator should contact the DSWA office in writing as soon as possible afterwards, giving a full explanation (see CCS booklet for further information).
- Assessors should return the risk assessment with the mark sheets to the DSWA office once the test day is completed.

General

- Tests can be arranged for mid-week or weekends as appropriate.
- DSWA and/or Lantra Awards may carry out spot checks on test days to ensure procedures are being followed correctly and the site is suitable for the tests being undertaken.

We hope you find the above useful. Please contact the DSWA office if there are additional items you think would help other test centres or which should be included in any update of this information. Included with these notes is a suggested checklist for use when preparing for test days, which we hope you find of assistance.

Suggested checklist of actions for Test Site Coordinators

<u>Date</u>	<u>Activity</u>	<u>Yes</u>	<u>No</u>
ASAP in new year	<ul style="list-style-type: none"> • Book test date with DSWA office • Further dates can be added subject to two months' notice • Provide candidates with up to date CCS information once training commences 		
Four weeks prior to test	<ul style="list-style-type: none"> • Submit test application forms and payment to DSWA office • Provide DSWA office with directions to test site if available (for sending on to Assessors) • Arrange portable toilet facilities where practical • Ensure sufficient stone available, particularly for Level 2 tests • Remind candidates of the need for protective footwear, gloves and safety glasses 		
1 week prior to test	<ul style="list-style-type: none"> • Ensure candidates understand what is required and, where possible, have had a pre-test assessment • Test Site Coordinator to liaise with Assessors about timings and exact location of test site • Ensure all candidates have the location and start time for test day • Remind candidates of the need for protective footwear gloves and safety glasses. 		
2 days/day before	<ul style="list-style-type: none"> • Liaise with Assessors if possibility of cancellation due to bad weather • Ensure a qualified First Aider and up to date first aid kit are available • Ensure correct amount of wall marked out for each candidate • Put out directional signs if required 		
Test day itself	<ul style="list-style-type: none"> • Liaise with Assessor for any additional items to be added to risk assessment • Ensure candidates and staff are on site ready for a prompt start, usually by 9am at the latest • Ensure all candidates have acknowledged sight and understanding of the risk assessment • Ensure that the candidates have suitable ID (Driving licence/passport, other documents) • Check candidates have safety footwear, gloves and safety glasses • Ensure Test Site Coordinator is on site all day and that test day requirements are followed • In the event of any issues arising, the first named Assessor must be notified and where these are significant, a written report made back to the DSWA office within two weeks of the test day • Have telephone on site in case of emergency • Ensure an up to date First Aid kit is accessible and everyone on site knows who the qualified first aider is. 		