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Information for candidates attempting the examination in English

Information for candidates attempting the examination in German

IMPORTANT INFORMATION FOR DRIVING COURSE BEGINNERS:

1. Before starting the course the following documents are to be submitted to the District Authority Office (*Starostwo*) or the City President Office (Department of Transport):

- application for the issuance of a driving license;
- doctor's certificate on the lack of medical contraindications to drive a motor vehicle and a psychologist's certificate on the lack of psychological contraindications to drive a motor vehicle, if such is required;
- current, clear, colour photo of the size: 35 (mm) x 45 (mm);
- parents' consent if such is required;
- photocopy of the driving license, if issued earlier.

2. On the basis of the supplied documents the authority competent for issuing the driving license will generate the Driver Candidate Profile (PKK) from the computer system and will assign the candidate with an individual identification number within two working days.

3. Upon the completion of the course with the Driver Training Center (OSK) and the payment of the test fee, the Provincial Road Traffic Centre (WORD) will schedule the examination date on the basis of the candidate's individual identification number and his PESEL number.

4. Before starting the driving course with OSK the candidate may take the theoretical part of the national examination with WORD. In such a situation, if the result of the theoretical test is positive, the candidate will take only a driving part of the course with OSK.

5. To take the national examination the candidate must submit the required documents to the Customer Service Department (DOK). The person scheduling for the examination will receive a printed-out certificate stating his/her personal data, the date and hour of the test, and the attempted driving license class.

6. A candidate whose command of Polish is not sufficient to attempt a test, either its theoretical or a practical part, must arrange for the presence of a sworn translator at the examination at the candidate's own cost.

- **During the theoretical test, a sworn translator arranged by the candidate can be present in the examination room no longer than until the test has begun.**

- **During the practical test at the maneuver yard and in the examination vehicle during the second part of the practical a sworn translator arranged by the candidate may be present.**

- **A candidate whose command of Polish is not sufficient to communicate with DOK employee when scheduling for the examination must arrange for the presence of an interpreter or another person with a good command of Polish.**

The date and hour of the examination are scheduled by the candidate when submitting the required documents at DOC. The agreed examination can be cancelled in writing, no later than two days before the examination without any additional costs. In exceptional cases, the director of the test center may decide to shorten the cancellation time. A candidate requesting the cancellation of the examination due to a random cause must submit a supporting document justifying the request with the application. A scan of the application and the supporting documents can be submitted electronically to the e-mail address: sekretariat@word.wroc.pl. If applying for the reimbursement of the examination fee, the reimbursed amount will be reduced by manipulation costs which cannot exceed 10% of the original amount (legal grounds: The Regulation of the Minister proper for Transport MT, BiGM dated 9 April 2013 item 476, amending the regulation on the fee due for national examination and rates for obtaining the entitlements by examiners.

ORGANIZATION OF A THEORETICAL TEST

A candidate attempting the national examination must carry a valid identity document (ID card, passport or permanent residence card).

After entering the examination room the examiner will ask the candidate to produce an identification document and to set his/her signature on the list of persons allowed for the examination and will be indicated which seat to occupy. The seats are assigned to candidates by way of a drawing.

After all candidates have taken their seats, the examiner will start a computer examination program. With the start of the program a candidate checks his/her identity on the monitor and reads the examination rules which show on the monitor one by one. Use the "NEXT" button to move to another message. Next the "trial test" will be run, including 5 knowledge questions and 2 specialist questions.

After the trial test has been completed, the national examination starts. During the examination no further explanations regarding the examination will be given.

At the examination questions shown on the monitor, randomly selected by the examination program must be answered in real time. This is a multiple choice test, therefore only one answer is correct. The first 20 questions are answered by pressing the “Yes” or “No”. To answer a question marked 21 to 32 one of three possible answers - A,B, or C must be selected.

You move on to the next question either automatically after the elapse of the time for answering or by pressing the "NEXT QUESTION" button. After moving to the next question you can no longer return to previous questions.

In total, answers to 32 questions must be given. For each of the first 20 questions you are given 20 seconds to read the question and 15 seconds to answer it. For questions marked 21 to 32 you are given in total 50 seconds to read and answer the question.

The level of question difficulty is marked 1 to 3 on the difficulty scale. In total 74 points can be scored for giving correct answers to the examination questions. The minimum score necessary to pass the test is 68.

If several driving classes are attempted at one time, the examination time is extended by 25 minutes for each driving license class.

After answering the final question the result of the examination will show on the monitor. After the examination has been completed you cannot review the questions and see correct answers.

If both parts of the examination (theoretical and practical) are attempted in one day, after the theoretical part you move to the waiting room located on the ground floor where, with other candidates, you will be waiting for the practical test. To get to the waiting room follow the “red” corridor along the building on the ground floor level.

Candidate who take only a theoretical test can schedule for the second part of the examination (a practical test) after the last person in the room has completed the test, at the customer service center.

A candidate who scored negative in the theoretical part of the examination may request an insight into the examination questions after all candidates have completed the test. The positive result of the test is valid for indefinite time.

ORGANIZATION OF A PRACTICAL TEST

National driving license examinations organized by WORD Wrocław are based on the rules specified in the Regulation of the Minister proper for transport on testing

candidates applying for a driving license, training, testing, and obtaining entitlements by examiners and patterns of documents used in the same.

A candidate for a driver schedules the examination date when submitting the Driver Candidate Profile (PKK) identification number which can be obtained at the fixes the test date when submitting with the Customer Service Center (DOK) the number identifying the candidate's profile for a driver received in the District Authority Office proper for his/her address.

A candidate for a driver when scheduling the date of the practical test at the Customer Service Center (DOK) receives a certificate confirming the scheduling of the national examination” which states:

- scope of the examination (driving license class)
- date and hour of the examination;
- The location where the theoretical or practical test will be held;
- a reminder on the necessity of carrying a valid ID (identity card, passport or permanent residence card).

Makes of vehicles used by the Test Center are listed on the website under the Examination → Examination Vehicles tab. At the candidate’s request and expense the practical test of the national examination may be carried out with an OSK vehicle. The procedure of booking the examination has been detailed under the “Practical test in an OSK vehicle” tab.

A practical test consists of two parts: at the maneuver yard and on the road. The first part takes place at the WORD maneuver yard. Immediately after the examination at the maneuver yard the second part – the road test will start. The road examination starts with entering the public road through the exit to ulica Łagiewnicka.

On the scheduled day and hour of the practical test candidates await the test in the waiting room located in section "B" of the Center, at the end of the "red" glazed corridor. If late, report to the examination coordinator. Candidates who take both tests (theoretical and practical) on the same day shall be informed of the hour and location of the practical examination by the examiner conducting the theoretical test.

At every full hour the coordinator gives information on starting the examination.

Examiners are allotted to candidates in a random system. The allotment is carried out by the examination coordinator using the WORD computer program. After the allotment, a candidate is called by name by examiner and they proceed to the designated place at maneuver yard.

Before the test starts, the examiner checks the identity of the candidate on the basis of the submitted valid ID (a person unable to present a valid ID will not be allowed for the test). Afterwards the examiner informs the candidate about the rules and organization of the test. The examiner informs the candidate of the commands that will be given at the maneuver yard and on the road. Afterwards the candidate will be asked if he/she understands the rules of the test . If there are any issues that are not clear this is the right time to ask for explanation and clear up any doubts.

A candidate should receive information on the rules and the organization of the national driving examination from the Driver Training Center where he/she held the training. After the training has been completed, a candidate takes an internal test.

- The scope of the internal theoretical test and its duration are consistent with those of the national theoretical test .
- The scope of the internal practical test, the evaluation criteria, and its duration are consistent with those of the national practical examination.

VEHICLES USED BY WORD WROCLAW IN PRACTICAL EXAMINATIONS

Personal vehicles:

Class B: Toyota Yaris III FL, Class BE: FORD S-MAX, Class BE: FORD Galaxy

Trucks: Class C: MERCEDES Atego 1828, Class C: MAN 12240, Class CE: MAN 12240

Motorcycles: Class A: YAMAHA XJ6N, Class A: YAMAHA MT-07, Class A1: YAMAHA YBR 125, Class A2: HONDA NC700 S , Class AM: ROMET ZetKa 50

Tractors: Class T: ZETOR 3320

Table 1

| ERRORS AT THE PRACTICAL TEST THAT CONSTITUTE A DIRECT HAZARD TO ROAD TRAFFIC PARTICIPANTS AND WILL RESULT WITH IMMEDIATE TERMINATION OF THE EXAMINATION | |
|--|--|
| 1 | Causing a collision or a road accident |
| 2 | Driving past a vehicle going in the same direction, which stopped to give way to pedestrians |
| 3 | Overtaking at the pedestrian crossing or directly ahead the pedestrian crossing |
| 4 | Failure to yield the right of way to a pedestrian on the pedestrian crossing |
| 5 | Failure to yield the right of way to a pedestrian crossing the road at the cross-roads, entered by the candidate |
| 6 | Failure to stop the vehicle in front of a disabled person using special marks who is crossing the road or a person with visible reduced mobility in order to enable his/her passage. |

| | |
|---|--|
| 7 | Failure to yield the right of way to a pedestrian when reversing or joining the traffic. |
| 8 | Failure to obey: |
| | 8.1. light signals |
| | 8.2. signals and commands given by persons authorized to direct traffic |
| 9 | 8.3. signals and commands given by persons authorized to control traffic |
| | Failure to obey the signs: |
| | 9.1. "stop" |
| | 9.2. "No entry..."*) |
| | 9.3. "No turning left" |
| | 9.4. "No turning right" |
| | 9.5."Direction to be followed" |
| | 9.6. "indicating the permitted driving directions from the lane" |
| 9.7."double line continuous" | |
| 10 | 9.8. "no traffic" |
| | Failure to yield the right of way |
| | 10.1. at the intersection |
| | 10.2. to rail vehicles |
| | 10.3. to cyclists |
| | 10.4 when changing the lanes |
| | 10.5. when traffic directions or tracks of vehicles going on the same road cut beyond the intersection |
| 10.6. when entering the traffic | |
| 10.7. when reversing | |
| 11 | Violating "No U-turn" sign |
| 12 | Exceeding the speed limit by over 20 km/h |
| 13 | Failure to ensure overtaking possibility |
| 14 | Failure to obey the "No overtaking" sign: |
| | 14.1 at bicycle crossing and directly ahead of a bicycle crossing |
| | 14.2 when approaching the top of a hill |
| | 14.3 at turnings marked with warning signs |
| | 14.4 at intersections |
| | 14.5 at a rail crossing and directly ahead of a rail crossings |
| 14.6 at a tram crossing and directly ahead of a tram crossing | |
| 15 | Failure to obey the "No overturning" sign |
| 16 | Overturning from the wrong side |
| 17 | Causing a significant obstacle to road traffic due to losing control over the vehicle |
| *) According to road signs along the examination route | |

During the practical test the examiner pays particular attention to:

- a) The manner of maneuvering on the road
- b) Behaviour towards other road users
- c) The ability to assess potential or real threats of the road
- d) Effectiveness of reaction in case of a hazard

- e) The manner of using vehicle steering means.

The candidate obtains:

- 1) a positive result if the tasks were properly performed
- 2) negative result if:
 - a) the same examination task was performed incorrectly two times;
 - b) the behavior of the candidate poses a direct threat to the life or health of road users, in particular the behaviors set out in **Table 1** or when the examination was terminated at the request of the candidate.

After the practical test has been completed, the examiner:

- 1) discusses in detail with the candidate the result of the practical test, and in the case of a negative result, the reasons for obtaining the same;
- 2) gives the candidate the completed "Practical Part of the National Examination Sheet".

SOME EXAMINATION TIPS

Your driving skills are decisive for passing or failing your driving license examination. Many people find the examination extremely stressing and often the stress leads to the negative result. When preparing for the test do not neglect the psychological aspect. Each of us has own tested methods of coping with stress but when you are well prepared, your confidence grows.

Knowing the evaluation criteria and the rules of the examination will help you to manage stress. Know your rights!

Show a positive attitude. You are taking the examination to pass it, not to fail it. Forget the common belief that nobody passes the examination at the first attempt! And even if you fail, your failure will not mean a defeat! You can always retake the examination!

THEORETICAL TEST

When taking the theoretical test, take your time - 25 minutes is quite a long time to answer 32 questions. Do not be scared of a computer. Read carefully all the information regarding the computer shown on the monitor. The examination program is operated by touching icons on the monitor therefore you do not need to be a computer expert. All Driver Training Centers use computer programs identical with the examination program so you can become familiar with it long before. Read each question carefully and try to understand its meaning.

You have 20 seconds to read each of the first 20 knowledge questions and additional 15 seconds to answer. Each question is answered "Yes" or "No". The questions are based on real road situations as seen by the driver from behind the wheel. Therefore, in this part of the test try to behave as if you were the driver of the car.

To answer each of the next 12 specialist questions you have 50 seconds. Answer by selecting one of three possible answers, marked A, B and C.

In our opinion selecting one answer only may be easier however it requires a deep understanding of the question and suggested answers.

You can shorten the time given for answering by moving to a next question. However, once you have done it, you cannot go back to previous questions. So do not rush, read the questions carefully and give thoughtful answers.

PRACTICAL TEST

Maneuvering yard

Waiting for your turn, do not get nervous especially if several people before you failed. Start thinking that you will fail and it will happen for sure! When your turn comes get into the car, wait a minute and try to calm down. Do not forget about getting ready to drive.

When you get into the car the examiner will ask you to answer two randomly selected questions regarding control activities in a vehicle that are important for safety reasons. Adjust your seat and mirror with confidence, fasten your seat belt. If you feel so, concentrate a moment before starting the engine. Do not worry if it goes off at the start. It happens even to experienced drivers in somebody else's car. When maneuvering stay focused and try to remember everything you have learnt during the training. If the examiner decides you have failed a task he must inform you of it.

Remember! Each task can be repeated. The examination can be terminated only when your driving has caused an immediate danger on the road.

Driving in the city

When driving in the city try to drive with confidence with the permitted speed however avoid driving too slowly. Driving too slow may obstruct the traffic and pose hazard to road safety. Do not worry if the engine goes off. You need to make the same mistake twice to fail the test. Remember that the examiner mustn't give commands that are against road traffic regulations and pose a threat to road safety. If you have not heard a command or failed to understand it, make sure, for example, which direction to turn. If you failed to follow the instructions, for example you failed to get the vehicle to the left lane before turning left drive further on and, once the signs allow so, turn around at the next intersection and do as commanded.

IF YOU FAIL

When you make a serious error or fail to obey the traffic rules when driving, the examiner will tell you of this. Should this happen do not lose confidence, remember the mistake and try not to repeat. You will fail the test only if you repeat the same mistake twice. However, if your mistake poses a direct threat to road safety, the examination will be interrupted immediately.

If you fail, the examiner will inform you why it happened. Do not be discouraged with the failure, it can happen to anyone. When at home, try to analyze the errors you made. Do you perhaps need extra rides to better control the vehicle? Or was stress the main cause? Before taking another attempt try to work on your weaknesses. You already know very well what awaits you, and therefore will be able to prepare even better.

TEST HELD IN OSK VEHICLE

Pursuant to the Law on drivers dated 5 January 2011, at the request and expense of the candidate, a practical part of the national examination may be taken in an indicated vehicle belonging to the Driver Training Center (OSK) where the candidate held his/her training course. To the application (as per the attached "DRAFT") to carry out the practical test attach a declaration of the Driver Training Center (OSK) expressing consent for the use of the Center's vehicle in the practical test of the national examination.

The declaration shall include:

- The name of OSK (stamp header)
- Name of the candidate,
- OSK number,
- Vehicle registration number,
- The make of the vehicle,
- signature of the person authorized to issue the declaration,
- OSK telephone number.

The Driver Training Center which issued the declaration of consent to use its vehicle in the practical test may withdraw its consent in writing, notifying the candidate and the Provincial Road Traffic Center of its refusal not later than 5 days prior to the scheduled date of the practical test.

If the Driver Training Center whose vehicle was to be used in the practical test has not delivered the vehicle in time of the test and failed to notify on its refusal to deliver the vehicle within 5 days from the scheduled examination date, the examiner will enter the symbol "X" on the list of persons qualified for the examination / the Driver Candidate's Profile of this person, meaning that the person has did not take the examination.

In such a case, the candidate cannot request to use a vehicle of WORD on the same day. WORD may schedule an examination for such a person for another day, after the examination fee has been paid.

If the test is to be carried out in a vehicle of the Driver Training Center, and the candidate who scheduled both theoretical and practical tests on the same day, obtains a negative result from the theoretical part, the cost of delivering the vehicle will be covered by the Driver Training Center which delivered the vehicle.

It is recommended to deliver the vehicle for the examination to the WORD maneuvering yard about 5 minutes before the scheduled hour. Practical test are carried out in a random system, therefore a candidate may be summoned by the coordinator to take the examination within 1 hour from the time specified in the certificate stating the start time of the examination.

Vehicles used in the examination for classes other than the "B" class, enter the maneuvering yard through the entry in ulica Ziębickiego.

Vehicles used in the examination for B class, enter the maneuvering yard through the entry from ulica Łagiewnicka, reporting their arrival at the Customer Service Center, in order to unlock the entry to the maneuvering yard.

Vehicles delivered by the Driver Training Center (OSK) should be adjusted to the examination requirements, have a valid technical inspection certificate and be covered with Civil Liability and Accident Insurance.

A device for recording image and sound at the practical test should allow for the transmission of the recording immediately after the test. In order to file the test recording WORD needs to

temporarily secure the vehicle which belongs to the Driver Training Center for the time necessary to complete the recording. In order to carry out this task efficiently the Driver Training Center which delivered the vehicle should supply WORD with the software necessary to complete the filing (drivers, codecs, applications, etc.) in advance.

The examiner will not conduct the examination if he/she finds that the vehicle is defective, lacks the required documents, does not have a valid technical inspection certificate, is not covered with Civil Liability and Accident Insurance, or is not adjusted to the examination requirements. In such a case the examiner will enter the symbol "X" on the list of persons qualified for the examination / the Driver Candidate's Profile of this person, meaning that the person has failed to take the examination.

The person who has delivered the vehicle in which the examination will be held before the examination starts switches on the recording equipment.

The Driver Training Center Driver collects the vehicle immediately after the examination, and in the case of the examination for Class B immediately after the delivery of the recording.

The above rules may change if the applicable regulations pertaining to the organization and course of the examination have been amended with the ministerial regulation.

DRAFT

| |
|---|
| Place and date |
| Given name and surname |
| address |
| telephone |
| APPLICATION |
| To carry out the practical test of the national driving license examination for „...” Class driving license at WORD in Wrocław with the vehicle of the Driver Training Center |
| Name and address of the Driver Training Center |
| Signature of the Applicant |

REPLACEMENT OF THE DRIVING LICENSE ISSUED ABROAD

A person applying for a replacement of a driving license issued abroad submits the following documents to District Authority Office (*Starostwo Powiatowe*) or the City President's Office competent for the residence address of the Applicant:

1. application for the issuance of a driving license;
2. photograph of the size: 35 (mm) x 45 (mm);
3. a photocopy of the possessed driving license complete with its translation into Polish certified by a sworn translator.