

ADR CANDIDATE INFORMATION CIRCULAR

Examining Body

Please note that CILT are the authorised examining body on behalf of HSA.

The Agreement Concerning the International Carriage of Goods By Road

Please note that all courses and training must be completed in accordance with the conditions set out in *The Agreement Concerning the International Carriage of Goods By Road, 2021, Volume II*. CILT may not deviate from the provisions of this agreement and requests to do so will be refused.

In line with the provisions of *The Agreement Concerning the International Carriage of Goods By Road, 2021, Volume II*, CILT cannot extend or change the expiry date of ADR licences. No exceptions can be granted and requests to do so will be refused.

Examinations

There will be a minimum of **four** examinations per calendar month (Cork x 1, Galway x 1, Naas x 2)

Providers should advise students to book their examination in good time, and **no later than two weeks** before their preferred date as places at the examination centres are limited.

Please note that the examinations are computer based. No exceptions to this can be made and should not be requested. Providers and students should familiarise themselves with the use of a PC and mouse in advance of the examination. With advance notice, invigilators may be able to offer some technical assistance to candidates but will not be able to offer one to one support in the course of an examination.

Before booking an examination, students should log in to their profile and update **all** their information including their email address.

CILT will not be held responsible for results and notifications not received if student details are incorrect.

This must be completed **before** booking otherwise notifications and results may be delayed.

Results

Results will only be issued via email to the email verified as correct by the student in their portal. Result may not be issued by telephone and requests to do so will be refused.

Candidates who fail a section of their paper will be issued with a *Fail Notification* indicating their score for each section.

Staff of the CILT have no access to the electronic papers and are not able to review the papers or results with a candidate and requests to do so will be refused

Documentation

ADR Course Certification Forms must be returned to CILT at least 7 days in advance of the examination. Candidates should note forms returned late will result in ADR licences not being issued on time. Timely return of forms is the responsibility of the student.

Queries

In general, candidates should approach Providers for course information.

Candidates should contact the institute by email to adr@cilt.ie for queries that cannot be dealt with by providers or through consulting the CILT website www.cilt.ie.

Cancellations should only be notified to adr@cilt.ie