



2021 E. COLLEGE WAY, STE. 111, MOUNT VERNON, WA 98273

EXAM POLICY

1. The fee for each time you take a Knowledge Exam is \$35. The electronic exam will be one hour; if you're late to the test, your time will be reduced. You must bring your smart phone and your License Express login credentials to the test or you cannot take the test electronically. Paper exams will be held separately on another exam date. You may request headphones to hear the recording.
2. The fee for the Skills Exam (Drive Test) is \$80 for one time. This includes our vehicle. The use of your car is not an option unless you are required by law to have an Ignition Interlock device installed in your car. In that case, you must test in a car equipped with one. (see Para. 12 below)
3. The Knowledge Exam consists of 40 multiple-choice questions about traffic safety laws. Applicants must answer at least 32 questions correctly to pass the exam. It may be electronic or on paper.
4. The Skills Exam will test the applicant's ability to drive legally and safely. You will need to demonstrate arm signals prior to beginning the exam. Applicants must pass the test with a score of at least 80%.
5. At the time of the Knowledge and the Skills Exams, testers must provide PROOF OF IDENTIFICATION as determined by the Department of Licensing (DOL). See <https://www.dol.wa.gov/driver-licenses-and-permits/documents-proof-identity>. If you fail to bring proper ID to the test, you will not be refunded. **If you don't have proper ID & are under age 18, you may use a **certified copy** of your birth certificate along with your parent's drivers license & your parent. NO PHOTOCOPIES OR ELECTRONIC DOCUMENTS.*
6. Exam scores will be reported to the DOL within 24 hours (or immediately if an electronic knowledge exam). You may apply online for a permit or license at www.dol.wa.gov or you may visit a DOL office in person. Passing the knowledge and skills exams does not guarantee that an applicant will be issued a driver's license. The DOL determines if an applicant has met all licensing requirements. Exam scores will be reported to the DOL within 24 hours. You may apply online for a permit or license at www.dol.wa.gov or you may visit a DOL office in person. Passing the knowledge and skills exams does not guarantee that an applicant will be issued a driver's license. The DOL determines if an applicant has met all licensing requirements. If you are under 18, to apply for a license you must be at least 16, have *successfully* completed a traffic safety education course, had a permit for at least 6 months AND have had 50+ hours driving experience—with 10 of those 50 hours being at night.
7. The DOL reserves the right to conduct re-examinations; applicants refusing to take a re-examination may have their license revoked.
8. **CANCELTION/NO SHOW POLICY:** We require a cancellation notice of at least **24 hours** for all Knowledge and Drive tests. If you forget your appointment or the appropriate ID, or your smart phone and License Express login credentials, there will be no refund. To reschedule, you must pay again. Payment is due in advance of all testing appointments. Refunds subject to a 3% processing fee.
9. Grievances or complaints must be submitted IN WRITING within 48 hours of the incident. We do not accept verbal complaints alone. Please include: dates, names of person(s) involved and a detailed description of the issue/grievance. Email to: 1stmunrosdriving@gmail.com. We will try to respond within 48 hours.
10. We reserve the right to refuse service to anyone.
11. If you have an obvious physical or mental impairment which may affect your ability to safely operate a motor vehicle and/or you have received a letter from the DOL directing you to take an examination due to a physical, mental, visual or any medical issue, you **must** test at a DOL office. Failure to disclose this information prior to testing could result in the DOL invalidating your test and you will not receive a refund.
12. Pursuant to RCW 46.20.720 a driver convicted of an alcohol offense may be required to have an Ignition Interlock Device (IID) in order to take the skills exam. The applicant **must** take the skills exam in a vehicle equipped with an IID; fee will be \$80. Interlock Ignition Device (IID) users/applicants who must use their own vehicle for their skills exam are required to provide proof of insurance and current registration (current tabs) on the day of the test. Vehicles must be street legal. This includes, *but is not limited to:* current tabs & license plate, no large cracks in the windshield in the driver's line of sight, working: windows, doors, seatbelts, wipers, defroster, tires, mirrors, all brake/ reverse lights, & turn signals.

By signing this document, I acknowledge that I have been notified of Munros' Driving Instruction policies and procedures regarding testing.

Signature: _____ **Date:** _____ **Rev:** 8/9/24