



Transport Canada Transports Canada
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INDUSTRY INVIGILATION OF **COMPUTER DELIVERED EXAMINATIONS**

AUTHORIZED EXAMINATION INVIGILATOR'S INFORMATION AND GUIDANCE

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Transport Canada (TC) will approve AUTHORIZED EXAMINATION INVIGILATORS (AEI) to administer certain computer delivered examinations at flight training units (FTU) in Canada. These examinations include Recreational Pilot Permit – Aeroplane, Gyroplane Pilot Permit, Ultra-light Aeroplane Pilot Permit, Glider Pilot Licence, Balloon Pilot Licence, and Private Pilot Licences – Aeroplane and Helicopter. Those Authorized Examination Invigilators must be associated with a flight training organization and recommended by that organization to Transport Canada for appointment. Transport Canada will also continue to invigilate all examinations at Transport Canada Centres.

This guidance material is for the appointment of Authorized Examination Invigilators, the requirements for the physical set-up, and the invigilation procedures.

Appointment

Conditions of Appointment

An AEI is an individual in the aviation industry associated with an organization that provides flight training, is recommended for appointment by that organization, and is appointed by the Department of Transport. The general conditions of appointment are:

1. The applicant must be employed by an organization holding a Flight Training Unit Operating Certificate or be a member of a Glider, Balloon, Gyroplane or Ultra-Light Aeroplane Flight Training unit.
2. Not more than two Authorized Examination Invigilators will be appointed at a Flight Training Unit location.
3. The Authorized Examination Invigilator shall not be a candidate for any of the examinations that the AEI has access to.
4. The AEI must pass an Enhanced Reliability (Security) Check in order to be able to access examination material and records.
5. The Department of Transport must be informed immediately of any change of employment, or change of location of an AEI, or conflict of interest such as embarking on a training program that includes any of the examinations that the AEI has access to.
6. Appointments are normally for a two-year period and are not transferable to another person, location or organization.

Appointment Process

The potential AEI will complete the application form included in this package, along with a Application for Security Screening (form 25-0414), a copy of their fingerprints (available at the nearest RCMP detachment or Transport Canada Regional Security Office), an External Subscriber Application for Public Key Infrastructure (PKI) (available on line at <http://www.pwgsc.gc.ca/gtispmi/forms/externform-e.html>). All three applications forms are also available at on the internet at <https://www.tc.gc.ca/aviation/activepages/FTAECde/StepOne.asp>.

Transport Canada, General Aviation will send the necessary applications to the prospective AEI on request. The completed applications will be forwarded to the Regional Manager, General Aviation. The Regional Manager will complete the recommendation portion of the security applications and forward them to the Security and Informatics offices.

Transport Canada will visit the examination site, confirm the physical set-up meets the required conditions, and brief the prospective AEI, including a practice session. If satisfied, the regional office will issue the Letter of Authority in coordination with the headquarters Flight Crew Examination Division. During this visit, the Computer Delivered Examination (CDE) software and the Entrust security software will be installed. User IDs and passwords for the software will be issued separately.

Letter of Authorization

The external delegate's instrument of authority to administer Computer Delivered Examinations is a "Letter of Authority" signed by the Regional Superintendent, Licensing.

The letter:

1. sets forth the privileges authorized;
2. is valid only within the boundaries of the region of appointment;
3. is valid only while employed at the current Flight Training Organization; and
4. is valid for a period not exceeding two years.

The Regional Office will issue the "Letter of Authority". The Authorized Examination Invigilator shall take no action until the letter is received.

Auditing

The Region will monitor the work of the Authorized Examination Invigilators. A file on each invigilator will be opened at the regional office and a list of AEIs will be maintained on the Flight Training and Aviation Education (FTAE) computer system.

A site audit will be performed with the organization's normally scheduled audit. Findings will be kept on the AEI's file. Examination specific inspections may be conducted at the discretion of Transport Canada, a copy of those inspection reports will also be kept on the AEI's file.

Renewal

An AEI is to apply for renewal in writing (facsimile or e-mail is acceptable). The Regional Offices will:

1. review the need for an invigilator; allowing for remote areas;
2. review the file and performance of the invigilator; and
3. issue a new Authorization Letter if warranted.

Every year the AEI must also apply for renewal in writing to remain an Entrust-PKI External Subscriber. The application (on the web site) used for the initial application may be used.

Grounds for Cancellation of Appointment (Letter of Authority)

Grounds for cancellation of an appointment or refusal to renew are:

1. Issue of an examination when requirements are not met;
2. Failure to meet the “Conditions of Appointment”;
3. History of poor performance in carrying out the responsibilities and duties of an Authorized Examination Invigilator;
4. Fraud or cheating;
5. Allowing or assisting cheating;
6. Conflict of interest, such as the AEI embarking on a program to attempt one of the examinations that the AEI has access to.
7. Compromising the integrity of any examination or the Computer Delivered Examinations System;
8. Failure to maintain security of the examination, examination materials including the software passwords.
9. Failure to submit the examination charges in a timely manner.

Discrepancies, and evidence that the invigilator was notified of the errors will be maintained on the AEI’s file.

A registered letter advising of unsatisfactory performance and intent to cancel if there is no improvement found will be sent prior to a formal cancellation letter.

If Entrust software security violation is the cause for cancellation or refusal to renew, the General Aviation branch will advise their Local Registration Authority (LRA) for that software.

Note: A Letter of Authority is now considered a Canadian Aviation Document; therefore, if cancelled, the AEI can appeal the Minister’s decision to the Transportation Appeals Tribunal of Canada (TATC).

Physical Set-Up

The requirements of the on-line examination computer are:

- Pentium or higher series computer running Windows 2000(SP4) or XP(SP2) operating system, 64 MB RAM, 100 MB free disk space, 15” or larger monitor (800 x 600 small fonts). Newer MS operating systems will be evaluated and supported in the future;
- Microsoft Internet Explorer version 5.5 or higher (with 128 bit SSL encryption);
- Connected to a printer (for the results/feedback letter);
- Microsoft Outlook 2000(SP3), 2002(SP2) with hotfix [814134](#), [816477](#), and [829346](#) or 2003 e-mail;
- Internet connection via an ISP that provides SMTP email services. Entrust security services for email will not work with browser-based email services such as Hotmail;
- All computers used for examination invigilation must be dedicated to examinations only and no other programs shall be loaded that could assist the candidate.

The requirements of the testing area are:

- Building must conform to local building, sanitation and health codes (only obvious discrepancies to be noted by the visiting Inspector);
- Proper control of temperature and ventilation;
- Adequate lighting;
- Adequate physical space. Separate cubicles with suitable partitions between terminals are recommended;
- Adequate table space for maps and charts;
- Freedom from noise and distractions. Test rooms shall be free from any other activity during testing sessions;
- Freedom from possible reference material (books, wall charts, etc.); and
- The AEI must be able to view the candidate either directly or through closed circuit video camera equipped with sound.

The invigilating site/facility must have adequate provisions for security. Examination materials are classified as “PROTECTED B” and they include user ID, password, examination materials and candidate results. Unauthorized copies are prohibited. Physical access to “PROTECTED B” material must be restricted. They will be stored in a cabinet secured with a padlock. Padlock combinations or keys will be controlled and given only to AEIs at that organization. Transport Canada’s Security Manual (TP 789) can provide general guidance. Specific models of cabinets and locks listed in the Manual are not mandatory.

Each test center will need to maintain the required charts and appendices for the examinations. The appendices will be provided by Transport Canada, Flight Crew Examinations on CD. The invigilating site will be required to print the appendices and may store them in a binder for re-use. The “Examination Purposes Only” navigation charts must be purchased from the Transport Canada Communications Centre in Ottawa (<http://shop.tc.gc.ca/TChhtml/ibeCCtpSctDspRte.jsp?a=b>) and may be re-used while in acceptable condition.

Software Supplied by Transport Canada

Computer Delivered Examinations (CDE) software is required to run the examinations. That software is available for download from Transport Canada’s web page for Flight Crew Examinations https://www.tc.gc.ca/aviation/activepages/FTAE_cde/StepOne.asp after signing in to “Computer Delivered Examinations”. The Entrust software that provides transmission security is also downloaded from the same location. The User ID and password will be provided once the applicant has passed the initial security check.

Registration for Entrust Security Software

Positive identification is essential before Transport Canada will issue “keys” to the security software used for transmission. The software is licensed to the Government of Canada and is made available to the AEI for the purposes of receiving and transmitting protected examination material through the internet. Transport Canada’s Local Registration Authority (LRA) will confirm the identity of the AEI before assigning the key components, in one of the two Authorization Processes below.

Authorization Processes

Three things happen in the Authorization Process.

1. The AEI and site are evaluated against TC's AEI standards (as specified in this documents)
2. The AEI undergoes a Personal Reliability Check by TC Security, in order to handle "Protected" material (examinations and results).
3. The AEI is positively identified and ensured to be the person creating the Entrust-PKI "key" for encrypted transmissions.

Scenario #1

This scenario is defined as one where the new invigilator is in a location that allows them to meet face to face with the Transport Canada Local Registration Authority (LRA) for the security software. This would include locations within a 2-hour drive of the Regional Office.

Process

1. The prospective AEI obtains this package from Transport Canada, and completes the enclosed application.
2. The regional General Aviation office obtains security application forms from their Security office, and forwards them to the prospective AEI along with the Entrust-PKI External Subscriber application, downloaded from
<http://www.pwgsc.gc.ca/gtispki/forms/externform-e.html>
<http://www.tpsgc.gc.ca/gtispki/forms/externform-f.html>
3. The prospective AEI completes the security application and sends it, with a fingerprint sample to the General Aviation office. Also included is the External Subscriber application. That GA office completes parts B (Regional Superintendent is the Point of Contact) of the security application and forwards it to the Security office. The External Subscriber application is also sponsored by the Regional Superintendent and held for the site visit.
4. When the Security check is complete (2 days or longer), the Security office advises the GA office, and the GA office arranges to visit the site. The GA Inspector returns the sponsored External Subscriber application to the proposed AEI, and the Inspector confirms the physical set-up meets TC requirements. The Inspector uses his/her examination site access to download the FTAE-CDE software and the Entrust software from TC's Flight Crew Examination web site (password is required to access the software download).
5. The proposed AEI takes the completed External Subscriber application form to the TC LRA for a face-to-face meeting, at which time they must produce 2 pieces of identification, one of which must contain a photo ID.
6. Within 2 days, the AEI will receive an email containing their Reference number, at which time they must again visit the TC LRA, prove their identity and obtain their Authorization code.
7. The Reference Number and the Authorization Code are then combined (within 6 days of receiving the Reference Number) using the Entrust software to create the PKI certificate.
8. After the site visit, and during the LRA process, the GA office issues the Letter of Authority for the AEI.

Scenario #2

This scenario is defined as one where the new invigilator is in a location that does not allow them to meet face-to-face with the Transport Canada Local Registration Authority (LRA) for the security software. This would include locations beyond a 2-hour drive of the Regional Office. In this Scenario, the General Aviation Inspector will fulfill the role of the LRA during the site visit.

1. The prospective AEI obtains this package from Transport Canada, and completes the enclosed application.
2. The regional General Aviation office obtains security application forms from their Security office, and forwards them to the prospective AEI along with the Entrust-PKI External Subscriber application, downloaded from
<http://www.pwpsc.gc.ca/gtispki/forms/externform-e.html>
<http://www.tpsgc.gc.ca/gtispki/forms/externform-f.html>
3. The prospective AEI completes the security application and sends it, with a fingerprint sample to the General Aviation office. Also included is the External Subscriber application. That GA office completes the security application as sponsor and forwards it to the Security office. The External Subscriber application is also sponsored and the particulars of the Inspector, as LRA, are also filled in.
4. The External Subscriber application form (3 pages) is faxed to the LRA (Syd or Vi @ 613-991-2048).
5. In a digitally signed (but not encrypted) email from the Inspector to tcncrlra@tc.gc.ca, the Inspector will advise that a fax has been sent and the date on which the site visit is scheduled.
6. The Inspector will receive an encrypted and digitally signed email, from the LRA containing the Authorization Code for the subscriber. This should occur 2-3 days prior to the site visit.
7. The GA Inspector visits the site and confirms the physical set-up meets TC requirements. The Inspector uses his/her examination site access to download the FTAE-CDE software and the Entrust software from TC's Flight Crew Examination web site (password is required to access the software download). The Inspector completes the LRA's Identification and Authentication (I&A) process in a face-to-face meeting and review 2 pieces of identification, one of which must contain a photo ID.
8. The Inspector calls the LRA (Vi 613-998-6451 or Syd 613-991-2903) to confirm that the I&A is complete. The Inspector completes the LRA portion of the External User Application Form.
9. The new subscriber will receive an email, within 1-2 hours, containing their Reference Number
10. The Reference Number and the Authorization Code (from the Inspector's previously received email) are then combined (within 6 days of receiving the Reference Number) using the Entrust software to create the PKI certificate.
11. When advised by Security that the security check is complete, the GA office issues the Letter of Authority for the AEI.

Invigilation Procedures

Computer Delivered Examination Process

All software and examinations are expected to be downloaded to the examination computer(s) via the internet. Downloads are encrypted with Transport Canada's encryption software. The AEIs are included in Transport Canada's corporate licence.

The software to run Transport Canada's computer delivered examinations must be downloaded once. It remains resident on the examination computer.

A practice examination is available on the Transport Canada Flight Crew Examinations web page should the candidate want to become familiar with the examination format.

Each examination must be requested by e-mail from the regional Transport Canada examination office. The candidate's name, file number, and requested examination will be required. The Transport Canada office will generate electronic examination and candidate information files, and send those files via encrypted e-mail to the AEI. Please note, Transport Canada only receives and responds to examination requests during normal business hours, Monday to Friday. Please allow 2 business days for Transport Canada to process the request before expecting to receive the two files. When the candidate arrives to write the examination, the AEI will place the files (from the e-mail) in the CDE software's folder and run the CDE program. Future software improvements will allow examination downloads by the AEI without the involvement of the regional examination office.

Questions are presented one at a time, "radio buttons" are provided to make the answer selection, a bookmark is provided to flag questions that the candidate would like to return to later. A progress strip and elapsed time indicator are available on screen. A "Help" button describes the functions available.

The candidate begins the examination, and an on-screen time clock begins recording the time remaining. The format is identical to Transport Canada's paper examinations with graphs, charts, and maps provided to the candidate in paper copy.

The AEI monitors the candidate for compliance with the rules.

Should a power failure or some other event cause the program to stop, the elapsed time and answers are saved. Should there be a problem requiring the examination to be abandoned (fire alarm, etc.), the AEI can "Pause" the examination so it can be resumed later.

If the candidate is suspected of cheating, the AEI should advise the candidate, "Pause" the examination, contact the Transport Canada regional office, and make notes of his/her observations. Any materials that were used in cheating should be kept by the AEI.

When the candidate completes the examination, a selection is made to grade the examination. The AEI submits his/her password again, and a results/feedback letter is generated (identical to those generated at Transport Canada offices) and an electronic file is generated to carry the results to the Transport Canada Regional Office. The Invigilator prints the feedback letter, provides a copy of it to the candidate, and keeps a copy of it along with the candidate's recommendation letter on the AEI's file. The electronic file of results is sent in an encrypted e-mail to the Transport Canada office. On receipt of an e-mail stating the results have been received and imported into the FTAE database, the AEI then deletes the results file in the CDE folder on the exam computer's hard drive.

Should the examination time expire before the candidate has completed the examination, the examination is automatically scored.

Language

An applicant must be able to read and write the examination questions in either French or English without assistance. The candidate will be allowed to switch between these languages at any time during the examination.

Time Limits for Licence Application

To qualify for the issue of a permit or licence the applicant shall have completed all applicable written examinations, including rewrites and all supplementary examinations in the case of a partial pass, during the 24-month period immediately preceding the date of application for the permit or licence.

Charges

Appendix IV of CAR 104.01 specifies the charges to be submitted to Transport Canada for written examinations. CAR 104.05 specifies that the charge is payable when the examination is commenced.

The AEI will collect the charge from the candidate before the candidate begins the examination. Once per month, Transport Canada headquarters will advise TC Finance of the examinations written, and the AEI's organization will receive an invoice for the examination charges.

Transport Canada has no objection to a service fee being charged by the AEI for their services.

Admission to Written Examinations

The invigilator shall confirm that the applicant meets the admission requirements. The CARs state the requirements as:

- Medical Fitness;
- Identification;
- Recommendation; and
- Experience.

CAR 401.13 *Prior to taking a written examination, an applicant for a flight crew permit, licence or rating shall meet the prerequisites for the examination set out in the personnel licensing standards with respect to*

- (a) medical fitness;*
- (b) identification;*
- (c) a recommendation from the flight instructor who is responsible for the training of the applicant; and*
- (d) experience.*

Medical

CAR 421.13(1) *For admission to a written examination required for the issue of a permit, licence or rating an applicant shall have met the medical standards for the issue of the permit, licence or rating and shall produce proof of medical fitness in one of the following forms:*

- (a) a Medical Certificate in the appropriate medical category;*
- (b) a Medical Assessment Letter (Form 26-0417) in the appropriate medical category;*
- (c) in the case of a Student Pilot Permit - Aeroplane, Pilot Permit - Ultra-light Aeroplane or Pilot Licence - Glider, a Civil Aviation Medical Declaration (Form 26-0297);*
- (d) a temporary Medical Certificate in the appropriate medical category; or*
- (e) a Medical Examination Report assessed to the appropriate medical category by the Regional Aviation Medical Officer.*

NOTE: To have an on-line examination downloaded, the applicant must have been issued a file number from Transport Canada. This six-digit number is shown on a Licence, Permit, Medical Certificate, or Medical Assessment Letter issued by Transport Canada. It is insufficient for a new student pilot to sign a Medical Declaration at the time of examination, as Transport Canada will have no record of the individual and will be unable to store the examination results.

Identification

CAR 421.13(2) *For admission to a written examination, proof of identification shall be required in the form of a permit, licence or other official document bearing the signature or photograph of the candidate.*

NOTE: Proof of identification will be required from candidates before they are permitted to write an examination. Proof may be in the form of a permit, licence, or other official document bearing a photograph. AEIs will not be expected to confirm identification by signature comparisons.

Knowledge

CAR 421.13(3) *For admission to a written examination required for the issue of a permit, licence or rating, the candidate shall produce a recommendation, as follows*

- (a) in the case of an applicant for a Pilot Permit - Gyroplane, Pilot Permit - Recreational - Aeroplane, Private Pilot Licence or Commercial Pilot Licence, a letter of recommendation from the Flight Training Unit stating that the applicant has completed the ground school instruction and has reached a sufficient level of knowledge to attempt the written examination;*
- (b) in the case of an applicant for a Class 4 Instructor Rating, a letter of recommendation from the applicant's ground training instructor;*
- (c) in the case of a DND applicant, proof of having qualified to pilot wings standard;*
- (d) in the case of an applicant holding a licence issued by a contracting state, the recommendation shall not be required provided the applicant is applying for the equivalent Canadian licence.*

NOTE: A letter of recommendation shall identify the recommending Flight Training Unit or Freelance Instructor. It may also attest to the experience requirement (below).

Experience

CAR 421.13(4) *To be eligible to attempt a written examination required for the issue of a flight crew permit, licence or rating, proof that the experience and training requirements set out below have been met must be provided:*

- (a) an applicant for a Pilot Permit - Gyroplane, Pilot Permit - Recreational - Aeroplane or a Private Pilot Licence shall have completed 10 hours flight time in the same category of aircraft;*
- (b) an applicant for a Class 4 Instructor Rating, shall have completed 50% of the flight training requirement and all ground school requirements;*
- (c) an applicant for a higher class of Instructor Rating, shall have completed 50% of the flight instructor experience requirement;*
- (d) an applicant for an instrument rating shall have a minimum of 20 hours of instrument flight or ground time;*
- (e) all other applicants, shall have acquired a minimum of 50% of the total flight experience for the issue of the permit, licence or rating.*

NOTE: Experience is normally proven with a pilot log or Pilot Training Record. A statement of experience in the recommendation letter is acceptable.

SUMMARY OF MINIMUM REQUIREMENTS FOR ADMISSION TO FLIGHT CREW WRITTEN EXAMINATIONS

Licences & Permits

LICENCE	EXAM REQUIRED	TIME LIMIT (hours)	MEDICAL CATEGORY	LICENCE/ PERMIT VALIDITY PERIOD	FLYING HOURS	RECOMMEND LETTER	COMMENTS	
RECREATIONAL PERMIT	RPPAE	3	1, 3 or 4	24/60 mths	10 hrs in Category	Nil		
Supplementaries	RALAW	1					If more than one Supplementary, time allowed is sum of times on each, not to exceed 3 hours. All required supplementaries written in one sitting.	
	RANAV	1½						
	RAMET	1						
	RAGEN	1						
PRIVATE: Aeroplane	PPAER	3	1 or 3	24/60 mths		10 hrs in Category	FTU Letter	
Supplementaries	PALAW	1						If more than one Supplementary, time allowed is sum of times on each, not to exceed 3 hours. All required supplementaries written in one sitting
	PANAV	2						
	PAMET	1½						
	PAGEN	1½						
Helicopter	PPHEL	3						
Supplementaries	PHLAW	1					If more than one Supplementary, time allowed is sum of times on each, not to exceed 3 hours. All required supplementaries written in one sitting	
	PHNAV	2						
	PHMET	1½						
	PHGEN	1½						
Aero to Helo	PHRAC 1	1½			FTU Letter	Must hold Private licence in the other category		
Helo to Aero	PARAC 1	1½						
BALLOON Foreign(on basis of)	PIBAL PSTAR	2 1½	1 or 3	24/60 mths	8 hrs	Nil		
GLIDER Foreign(on basis of)	GLIDE	2	1, 3, or 4	60 mths	3 hrs			
	PSTAR	1½						
HANG GLIDER	HAGAR	2					Nil	
GYROPLANE	GYROP	2	1 or 3	24/60 mths	10 hrs in Category	FTU Letter		
ULTRALIGHT / POWERED PARACHUTE	ULTRA	1½	1, 3, or 4	60 mths	5 hrs	Nil		

Invigilator Guidelines

1. Positively identify the candidate.
2. When loading the examination, ensure the candidate has the correct examination, e.g. PPAER (Private Pilot – Aeroplane) or PPHEL (Private Pilot – Helicopter).
3. Ensure that the candidate is given the following examination items:
 - the correct Appendix; and
 - the correct navigation chart – as listed on the examination instruction page.
4. Other materials required for writing examinations:
 - pencils;
 - scrap paper – up to three pieces of blank note paper may be taken into the examination room to be used for rough work. More may be requested but all should be recorded and returned with the examination.
 - some examinations will require the use of an E6B or Jeppesen CR2 type manual computer or one of the Transport Canada approved hand-held electronic calculators or computers. (See later in this guide)
 - navigation plotting tools such as a protractor and ruler/scale. Ensure the scale is not of the type containing reference material (e.g. cruising altitude rules, etc.). If so an alternate ruler shall be provided or the information covered with obscuring tape.
5. Portable telephones or pagers are not allowed in the room during the writing of an examinations
6. No reference material shall be allowed into the room during the writing of an examination. This includes instruction manuals associated with any of the approved hand-held electronic calculators or flight computers.
7. The candidate should not normally leave the room until the examination is completed. Should the candidate need to leave for some reason, an escort should be provided. Candidates have been caught cheating in this situation.
8. There shall be no talking by candidates while sitting for an examination.
9. The time allowed for writing the examination is stated on the instruction page of the examination. An on-screen clock is provided with the on-line examination.
10. The candidate shall be briefed on the rules for no reference material, leaving the room, talking, cheating, and unforeseen problems such as power failure or fire. Monitor the candidate during the examination.
11. Upon completion of the examination, all material including work notes or scrap paper is to be returned to the invigilator. No notes are to be retained by the candidate. Work notes and scrap paper are to be discarded by the invigilator. Materials that contain question particulars, that might give an advantage to another candidate, shall be destroyed in a manner efficient to the invigilator.
12. The appendix and map should be thoroughly cleaned and any marks made by a candidate should be erased if possible. If, after erasing, the mark is still visible the page should be replaced. All appendix pages should be accounted for. If the lines drawn on maps are too visible the maps should be replaced and the old ones destroyed.

Custody and Security

The custody and security of all flight crew personnel licensing examination material is the responsibility of the Regional Manager, General Aviation.

To ensure that the material is not disclosed, Protected B material is to be stored in a container with an integral lock. AEIs must secure the records, appendices and access passwords to the on-line examination material as befit documents of Protected B nature. Should an AEI be unwilling or incapable of maintaining this standard, the AEI's privilege of invigilating examinations should be suspended by the Regional Manager, General Aviation until an acceptable standard of security can be maintained. Examination charts are not classified as PROTECTED.

Examination Assignment

The FTAE software will generate an examination for an initial candidate randomly. Re-write attempts will be generated so that the same examination series is not used in subsequent attempts.

Record of Examinations

A record of examinations attempted shall be kept by the AEI. It shall include the candidate name, examination title, date attempted and signature of the candidate. A copy of all results/feedback letters will provide this information. The AEI must also keep the candidate's letter of recommendation, if required for the examination, with this file. The file is to be secured, kept for not less than three years, and must be available to Transport Canada on request.

After three years, the records may be destroyed by forwarding them to the AEI's regional examination office with instructions that the material is "Protected" and to be destroyed. The material shall be placed in two envelopes. The outer envelope shall not bear a security marking, it shall have a return address, and it shall be addressed to the appropriate Transport Canada examination office. The inner envelope should be sealed, addressed and marked "PROTECTED. TO BE OPENED BY GENERAL AVIATION, FLIGHT CREW EXAMINATIONS".

Pass Mark

The required pass mark for each examination is indicated on the examination instruction page.

Examination Results/Feedback

On completion of the examination, the CDE software will provide a feedback letter showing the score and indicating the weak knowledge areas. The recommending FTU (Chief Flight Instructor) or recommending instructor may be advised of the results, on request, as they are recorded with the results. Other persons shall only be informed of an individual's written examination results with the written consent of the candidate.

Failure of an Examination and Partial Passes

Flight crew written examinations are divided into two categories, non-sectionalized and sectionalized examinations. Recreational Pilot Permit – Aeroplane, and Private Pilot Licence – Aeroplane and Helicopter use sectionalized examinations (titled RPPAE, PPAER and PPHL). All other recreational level licences and permits use non-sectionalized examinations (e.g. PIBAL, GLIDE or ULTRA)

Successful completion of a non-sectionalized examination requires that an applicant obtain an overall pass mark. When a candidate fails, for licensing purposes, the examination shall be rewritten in its entirety.

Successful completion of a sectionalized examination requires that an applicant write the complete paper and obtain an overall pass mark as well as a pass mark in each of the four mandatory subject areas. When a candidate obtains less than a pass mark on the overall examination, for licensing purposes, the candidate shall rewrite the complete paper.

An applicant who obtains a pass mark on a sectionalized examination but who fails one or more mandatory subject areas will be assessed a partial pass and for licensing purposes, will rewrite supplementary examinations during one sitting for the failed section or sections. This will be indicated on the feedback letter.

A supplementary examination is categorized as a non-sectionalized examination and is scored accordingly. All required supplementary examinations shall continue to be written in one sitting until each is passed.

NOTE: When writing more than one supplementary examination, the maximum time allowed shall be the sum of the times indicated on the exam covers, but not to exceed the total time allowed for the main examination (e.g. 3 hours for the PPAER, PPHL or RPPAE).

Expiry of Examinations

All written examinations must be completed during the 24-month period immediately preceding the date of application for a permit or licence. Any mandatory subject areas that were successfully completed on the main examination, when a partial pass was obtained, must be rewritten if they go beyond the 24-month period.

Rewrite Waiting Period

An applicant who fails an examination required for the issue of any personnel permit or licence may be re-examined on the same subject at intervals specified in CAR 400.04. Further training may or may not be required at the discretion of the Regional Manager, General Aviation or by Transport Canada licensing personnel authorized by the Manager.

The CDE software will automatically calculate the rewrite date for a failed examination and print it on the candidate's feedback letter. This date may be changed, as required, at the discretion of the Regional Manager, General Aviation or Transport Canada licensing personnel authorized by the Manager. Should a candidate desire such a change, they should contact the regional licensing office, prepared to outline their extenuating circumstances. Such reductions are unusual and usually require proof of further instruction.

In the case of a partial pass, regardless of how many previous attempts were required to achieve this assessment, the initial waiting period to write the first supplementary examination or examinations will be 14 days. Subsequently, the increasing intervals specified in the CARs apply when rewriting supplementary examinations.

***CAR 400.04(1)** Subject to subsection (2), a person who fails an examination or a section of a sectionalized examination required for the issuance of a flight crew permit, licence, rating or foreign licence validation certificate is ineligible to rewrite the examination or the failed section for a period of*

- (a) in the case of a first failure, 14 days;*
- (b) in the case of a second failure, 30 days; and*
- (c) in the case of a third or subsequent failure, 30 days plus an additional 30 days for each failure in excess of two failures, up to a maximum of 180 days.*

***CAR 400.04(4)** A person who passes a sectionalized examination but fails one or more sections of that examination shall rewrite the failed section or sections in one sitting.*

Candidate Request for Assistance or Challenge of a Question

The candidate shall not receive assistance in completing any portion of the examination.

Should a candidate challenge a question, they should note the examination and question number, and personally contact the regional licensing office after the examination is completed.

Cheating

CAR 400.02(1) *Except as authorized by an invigilator, no person shall, or shall attempt to, in respect of a written examination,*

- (a) copy or remove from any place all or any portion of the text of the examination;*
- (b) give to or accept from any person a copy of all or any portion of the text of the examination;*
- (c) give help to or accept help from any person during the examination;*
- (d) complete all or any portion of the examination on behalf of any other person; or*
- (e) use any aid or written material during the examination.*

CAR 400.02(2) *A person who does any act that is prohibited by subsection 1 is, for one year after the date of the act or for such lesser period as may be determined by the Minister, ineligible to take an examination required for the issuance of a permit or licence or for the endorsement of a permit or licence with a rating.*

An examination invigilator may clarify the procedure or content of the examination for the persons undertaking it.

Industry invigilation was not envisioned when the CARs were written, but a person other than the candidate or invigilator reading an on-line examination is a breach of security of this PROTECTED B material, and contrary to 400.02(1)(b) above.

As mentioned earlier, an AEI's privileges may be withdrawn if assisting the candidate other than as specified above.

Electronic Hand-Held Calculators or Computers

CAR 400.02(3) A person who uses a hand-held calculator during an examination shall use a hand-held calculator whose memory is cleared before and after the examination in the presence of the invigilator.

CAR 400.02(4) A person who uses a hand-held electronic computer during an examination shall use a hand-held electronic computer

- (a) that has been specifically designed for flight operations;*
- (b) that has been approved by the Minister for examination purposes; and*
- (c) whose memory is cleared before and after the examination in the presence of the invigilator.*

A pocket electronic calculator may include those with a tape printout. Upon completion of a written examination, all printout material shall be given to the invigilator.

A pocket electronic computer specifically designed for flight operations may include a self-prompting type.

No computer capable of being used to type or store a significant quantity of language text will be approved.

Approved Electronic Computers

The following electronic computers have been approved for use with all flight crew personnel licensing written examinations requiring numerical computations:

- a. Jeppesen/Sanderson PROSTAR
- b. Jeppesen/Sanderson AVSTAR
- c. Jeppesen TECHSTAR
- d. ASA CX-1a PATHFINDER
- e. ASA CX-2 PATHFINDER
- f. CESSNA SKY/COMP
- g. NAV-GEM
- h. SPORTY'S E6B

This list can be confirmed by reference to Transport Canada, Flight Crew Examination's web page (www.tc.gc.ca/aviation/general).

Requests for pocket electronic computer approval are to be forwarded by the manufacturer along with a functional sample computer, all available software, if applicable, and instructions on completely clearing all memory without affecting any programming to:

Transport Canada (AARRF)
Place de Ville, Tower C
330 Sparks Street
Ottawa, Ontario, CANADA
K1A 0N8

The memory bank clearing instructions and the process shall be simple enough to be completed with minimum distraction to invigilators.

Hand-Held Pocket Computers – Clearing the Memory Bank

Memory bank clearing for Transport Canada approved hand-held pocket electronic computers is accomplished as follows before and after the examination:

- (a) ON-OFF-ON will clear the ASA CX-1a Pathfinder, the Jeppeson/Sanderson PROSTAR and AVSTAR, and the Cessna Sky/Comp.
- (b) Sporty's E6B - In this case, a small amount of data might be retained by using the ON-OFF-ON clearing method. Therefore, to ensure all stored data is cleared, the TIMER and ENTER keys should be pressed simultaneously, or one of the batteries should be removed and reinstalled.
- (c) NAV-GEM Flight Computer (GA1, GA2, GA3, BP1, BP2 AND HP1) - Turn the computer ON-OFF-ON, then type CLEAR and press ENTER. Next type MEM and press ENTER. The computer should display a number greater than 900, which indicates the number of data area bytes.
- (d) ASA CX-2 Pathfinder – All memory functions can be cleared by removing and reinstalling all batteries.

Hand-Held Pocket Computers – User Manuals

Applicants are not permitted to use hand-held pocket computer user manuals or instructions while writing Transport Canada examinations, as it would greatly increase invigilator workload to ensure ineligible material was not added to these publications.

**APPLICATION FOR
APPOINTMENT AS AN AUTHORIZED
EXAMINATION INVIGILATOR**

**DEMANDE DE
NOMINATION AU POSTE DE SURVEILLANT
D'EXAMEN AUTORISÉ**

INSTRUCTIONS

1. READ GENERAL CONDITIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION.
2. TO BE SUBMITTED TO A DEPARTMENT OF TRANSPORT REGIONAL SUPERINTENDENT, LICENSING.

INSTRUCTIONS

1. LISEZ LES CONDITIONS GÉNÉRALES AU VERSO AVANT DE REMPLIR LE PRÉSENT FORMULAIRE.
2. CE FORMULAIRE DOIT ÊTRE PRÉSENTÉ À UN SURINTENDANT RÉGIONAL DU MINISTÈRE DES TRANSPORTS, DÉLIVRANCE DES LICENCES.

Surname - Nom de famille	Given name(s) - Prénom(s)
Employer - Employeur	Position - Titre du poste
Business address - Adresse postale du bureau	
E-Mail - Courrier électronique	Business Tel. - Tél. au bureau

**BIOGRAPHICAL INFORMATION
RENSEIGNEMENTS PERSONNELS**

Date of birth - Date de naissance	Family name at birth - Nom de famille (à la naissance)	Residence - Résidence
Education - Études		Professional qualifications - Qualifications professionnelles
Previous employer / Supervisor's name / Phone Employeur précédent/nom du superviseur/téléphone		Provide 2 references and phone numbers Indiquer deux personnes qui peuvent attester de vos compétences et leur numéro de téléphone
Have you held an authorized person appointment or authorized examination invigilator appointment previously? Avez-vous déjà été nommé à un poste de personne autorisée ou de surveillant d'examen autorisé?		<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
If yes, period of appointment Si oui, la période de nomination	From / De _____ To / À _____ Date (Y/A-M-D/J) Date (Y/A-M-D/J)	Region - Région
Have you ever been denied issue or renewal of appointment as an authorized person or examination invigilator? A-t-on déjà refusé de vous accorder ou de renouveler une nomination au poste de personne autorisée ou de surveillant d'examen?		
<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non If yes, date / Si oui, la date _____ Date (Y/A-M-D/J)		

CERTIFICATION

I certify that the above noted answers are true to the best of my knowledge.
I agree to the general conditions specified on the reverse side and request appointment as an authorized examination invigilator.

J'atteste par la présente que les renseignements fournis ci-dessus sont complets et exacts. J'accepte les conditions générales spécifiées au verso et demande à être nommé au poste de surveillant d'examen autorisé.

_____ Date (Y/A-M-D/J) _____ Signature _____ Aviation Licence No. - N° de licence d'aviation

EMPLOYER'S RECOMMENDATION – RECOMMANDATION DE L'EMPLOYEUR

I recommended that _____ be appointed as an authorized examination invigilator while employed with this organization.
Je recommande que _____ soit désigné en tant que surveillant d'examen autorisé pendant son emploi avec notre organisme.

_____ Date (Y/A-M-D/J) _____ Signature

_____ Title - Titre du poste _____ Organization - Organisation _____ Telephone - Téléphone

DEPARTMENTAL USE ONLY - À L'USAGE EXCLUSIF DU MINISTÈRE

Remarks - Remarques

Recommended by – Recommandé par

Approved by – Approuvé par

Signature
(DoT Official/
responsable)

Date (Y/A-M-D/J)

Signature
(Regional Superintendent/
Surintendant régional)

Date (Y/A-M-D/J)

GENERAL CONDITIONS

1. Applicant must be employed by an organization holding a Flight Training Unit Operating Certificate or be a member of a Glider, Balloon, Gyroplane or Ultra-Light Aeroplane Flight Training Unit
2. Authorized Examination Invigilators will be appointed only in those places and at such time as the amount of examination activity in a given locality seems to justify. Such appointments are at the pleasure of and may be terminated by the Minister of Transport.
3. Authorized Examination Invigilators are expected to maintain copies of examination result letters for a period of not less than three years.
4. Following examination completion, the results shall be forwarded to the Regional Office of Transport Canada immediately, through the Computer Delivered Examination software.
5. Where an Authorized Examination Invigilator changes employment or location, Transport Canada shall be notified immediately to arrange for the return of materials and result letters.
6. Appointments are normally for a two year period and are not transferable to another person, location or organization.

CONDITIONS GÉNÉRALES

1. Le candidat doit être au service d'une entreprise titulaire d'un certificat d'exploitation d'unité de formation au pilotage ou être membre d'une unité de formation au pilotage de planeur, de ballon, de giravion ou d'avion ultra-léger.
2. On ne nommera des surveillants d'examen autorisés qu'aux endroits et aux moments où le nombre d'examens paraît le justifier. Les nominations se font à la discrétion du ministre des Transports et sont révoquées par ce dernier.
3. Les surveillants d'examens autorisés doivent conserver, pendant au moins trois ans, les lettres de résultat d'examen.
4. À la fin d'un examen, les résultats doivent être immédiatement transmis au bureau régional de Transports Canada au moyen du logiciel d'examens informatisés.
5. En cas de changement d'employeur ou de lieu d'activité, le surveillant d'examen autorisé doit en informer sans délai Transports Canada pour s'informer des mesures à prendre pour le retour du matériel d'examen et des lettres de résultat.
6. Les nominations sont généralement faites pour une période de deux ans. Elles ne sont pas transmissibles et ne sont valables que pour le lieu et l'organisme indiqués.

26-0655 (0311-02)

SAMPLE LETTER OF AUTHORIZATION

5802-(AEI file)

Dear *(Authorized Examination Invigilator)*

I am pleased to inform you that you are hereby appointed as a Transport Canada Authorized Examination Invigilator. This authority applies only while you are employed by _____ *(FTU)* _____ and is valid until _____ *(Date)* _____ unless suspended or cancelled.

By this appointment you are authorized to administer the following examinations at your organization:

Private Pilot — Aeroplane;
Recreational Pilot — Aeroplane;
Ultra-Light Pilot — Aeroplane;
Private Pilot – Helicopter;
Glider Pilot Licence;
Gyroplane Pilot Licence;
Balloon Pilot Licence;
Hang Glider Written Examination.

The General Conditions (attached), guidance material and instructions contained in the Industry Invigilation of Computer Delivered Examination Guide (TP 13802), and the procedures contained in the CDE Authorized Examination Invigilators Procedures Guide, must be followed for all procedures associated with this appointment. In addition the following must be followed:

A copy of the “Record of written examinations” (copy enclosed), and the original copies of the letters of recommendation must be submitted to Transport Canada within seven (7) working days following the end of each month. These documents should be mailed to _____ *(TCC Address)* _____. It is important that the envelope is marked as “TO BE OPENED BY ADDRESSEE ONLY.”

A failure to adhere to all conditions may result in the suspension or cancellation of this authority.

It is the responsibility of each Authorized Examination Invigilator to request renewal of the authority at least ninety (90) days prior to the expiry date of the appointment. Failure to request renewal will be taken as an indication that the Authorized Examination Invigilator does not intend to renew the authority.

Any questions you may have regarding these instructions, the administration of this program or your authority as an Authorized Examination Invigilator should be forwarded to the Regional Manager, General Aviation, at the above address.

Yours truly,

(Name)

Regional Superintendent Licensing

SAMPLE LETTER OF RECOMMENDATION

Date: _____

Permit/Licence # _____

Regional Manager, General Aviation
Transport Canada

Dear Sir:

This is to certify that _____ *(name)* _____ has completed the ground school instruction, and has reached a sufficient level of knowledge to attempt the written examination for a _____ *(category)* _____ licence/rating.

**** OR ****

This is to certify that _____ *(name)* _____ has completed further study and instruction, and has reached a sufficient level of knowledge to re-attempt the written examination for a _____ *(category)* _____ licence/rating.

Yours truly,

_____ *(name)* _____

Licence # _____

Flight Training Unit: _____

NOTE: The candidate should present this letter, together with photo-ID, proof of medical fitness and training/experience, and the appropriate examination fee, to the invigilating officer at any Transport Canada examination center or Authorized Examination Invigilator.

APPLICATION FOR ADMISSION TO EXAMINATION

5802 - _____

In accordance with the Canadian Aviation Regulations (CARs) Part 4, I _____ certify that I have _____ grand total hours of flight experience, and have completed _____ hours of flight training for a _____ licence/rating/endorsement, and I hereby apply for admission to the written examination.

This is my _____ (1st, 2nd, etc.) attempt at this examination. I have read and I understand the following:

1. A false declaration will invalidate the results of this examination.
2. The requirements for admission to written examinations contained in CARs section 421.13, the waiting periods between attempts in section 400.04, and the 24-month validity of a written examination in section 400.03.
3. A candidate is not permitted to leave the exam room without permission, prior to completion of the examination.

In addition to the normal mailing of my exam results to my address, I hereby authorize my exam results to be:

faxed to an Aviation Regulation District Office:	? Yes	? No
faxed to my flying school:	? Yes	? No
given to me verbally by telephone:	? Yes	? No

I understand that transmitting my exam results by these means may allow other people to have access to them.

Date _____

Signature of Applicant

INVIGILATOR VERIFICATION

- | | | |
|---|-------|------|
| 1. Appropriate Medical Certificate verified? | ? Yes | ? No |
| 2. Photo identity of the applicant verified? | ? Yes | ? No |
| 3. Training and Experience requirement met? | ? Yes | ? No |
| 4. If not first attempt, what was date of last attempt? | _____ | |
| 5. Letter of recommendation required? | ??Yes | ??No |
| 6. Exam fee receipt Number? | _____ | |

ADMITTED TO WRITE THE _____ EXAMINATION.

Signature of Invigilator