

Information and Advisory Notice No. 27

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Basic and Type Theoretical Examinations at Remote Locations

The purpose of this IAN is to provide the necessary guidelines to the Part-147 maintenance training and examination organisations to deliver basic and type theoretical examinations at remote locations.

Further to the changes imposed by the CoViD-19 pandemic scenario, the authority has carefully reviewed the current situation and it has been decided to take additional measures to ensure that the delivery of examinations at remote locations are conducted in a controlled environment to meet the intent of Part-66/147 regulations.

1. Procedures

The procedures for conducting examinations at either approved addresses or locations not listed in the MTOE should be included at 2.12 and 2.16 of the MTOE. These procedures should take into consideration the examination room / hall, security and integrity of the examination, the identification of the examinees, invigilation, and invigilators.

2. Preparation of the Examination Room

Examination rooms are to be prepared as follows:

- Lighting should be set to a comfortable reading level.
- Heating/cooling should be set to a comfortable level.
- Desks should be segregated in a way that ensures that each student cannot copy from another student. (As a rule, there should be a minimum of one (1) metre separation in any direction between students)
- All students must face in the same direction and in direct line of sight of the invigilator.
- All desks must be clear, no books, training material or extra white papers allowed.
- Suitcases, backpacks, bags, etc. are not allowed into the examination room, unless they can be collectively placed where the invigilator can directly monitor them.
- All wall posters, charts or diagrams related to the course being delivered should be removed or covered.
- A time counting device, a wall clock or electronic clock projected must be available and in direct view of all students.
- A “*Silence Exam in Progress*” (or equivalent) indication should be displayed at the entrance of the examination room.

- All electronic equipment, laptops, tablets, desktops, mobile phones, battery charges should be turned off and removed from the desks, except for that device being used to answer the electronic exam during virtual (online) exam.
- A visual projecting equipment should be available for the examination briefing. If not available, then the briefing must be performed in the classroom before the exam commences.
- A whiteboard, flipchart (or equivalent) should be available and in view of all students to display the start and finish time of the examination. In the case of virtual (online) exams, timing information may be displayed electronically, for example by means of a real-time countdown timer.
- Examination process will always be supervised by an invigilator.

3. Examination Invigilator

3a. Nomination of an Invigilator

An examination invigilator is understood to be someone, who is appointed by the maintenance training organisation for ensuring the proper conduct of a particular examination in accordance with the examination procedures of the organisation. The nomination of such a person can be either permanent, for those examinations taking place within an approved training address, or 'ad-hoc' for those venues where an examination is taking place away from the approved address ('one-off' remote site).

The non-permanent "ad-hoc" nomination is understood to be valid only when the MTO includes an acceptable procedure in the MTOE to control the suitability of the nominated person in terms of integrity and independence. Accordingly, permanently appointed examination invigilators should be listed in Part 1.5 of the MTOE and a paragraph detailing their duties and responsibilities should be included in Part 1 of the MTOE. It should be noted that the individual can also hold other positions within the training organisations, (i.e. knowledge examiner, practical assessor, instructor); these other roles must be clearly defined against the individual within the relevant MTOE. However, the invigilator/s shall not have been involved in the applicant's training.

3b. Invigilator Training

The Part-147 shall ensure invigilators are conversant with the Part 147 requirements and MTOE procedures related to the integrity of examinations and the security of exam questions; and, with the specific procedures approved for the maintenance training organisation for the conduct of examinations. All invigilators should be properly briefed / trained by either an approved examiner, examinations manager, training manager or the quality manager on the duties and responsibilities of the invigilator according to the training organisation's approved procedure. The briefing / training should be properly recorded by the Part-147 organisation.

The invigilator training should include, but is not limited to, addressing the following areas :

- a) The preparation of the classroom / examination room in accordance with the requirements of the approval under which the course is being delivered.
- b) Particular attention is to be drawn towards the spacing between candidates. Ensuring that desks are spaced so that each student cannot copy from another student, there should be a minimum of one (1) metre between students and each student should be within direct line of sight (facing the front of the room) of the invigilator. The invigilator should be able to see every student face-on.
- c) Students should be prevented from entering the room until it is properly prepared.
- d) Each student's identity is to be confirmed prior to the examination. If necessary, copies of passports should be reviewed to confirm. In cases whereby outside attendees are sitting the examination an example of the student's signature should also be checked.
- e) Adequate security of the examination papers is to be maintained throughout. Only the correct

number of examination papers is to be taken into the examination room. Under no circumstances is the examination marking sheet to be taken into the examination room, and at no time should an examination be marked in the vicinity of the students.

- f) Students are to be clearly briefed before the exam. The brief should consist of a prepared statement and should be addressed to all the students at the beginning of all examinations. The brief is to outline the procedures and conditions of the examination process. This is to include actions to be taken if the examination must be stopped for any reason.
- g) It is to be made clear that the invigilator should not engage in any form of dialog with the students during the examination, this should be outlined in the opening brief.
- h) The exam is to be conducted in a manner in keeping with the briefing. The invigilator is not to conduct any other work whilst monitoring the examination.

4. Theoretical Exams at Remote Locations

In addition, theoretical examinations (in hardcopies or virtual) performed by the MTO's in a classroom at remote locations shall be recorded in a video format with voice on (on daily basis) and a copy shall be retained by the MTO. TM-CAD has the right to access such recordings at any time upon request.