

e-Examinations Guidelines
CIVIL AVIATION DIRECTORATE

Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. cadpel.tm@transport.gov.mt

This PEL notice is being issued to illustrate the computer-based examination system that will come into force for all pilot examinations as upon TM-CAD return to normal circumstances and examinations will be able to resume. After that date no paper examinations will be produced except for Annexes to the examination papers.

Important Note

Please read the information in this PEL notice carefully. If you still have any problems with the system during the examination, raise your hand and wait until the invigilator is ready to attend to your problem. If you speak out loud or breach any of TM-CAD procedures this may lead to the disqualification of your examination.

Contents

Start-up Page	2
After Login	3
Examination Screen – Icons and Information	4
Examination Screen – Start of examination	5
Examination Screen – Examination Questions	6
Examination Screen – Completion of exam	7
Personal Page.....	8
Notification of results.....	9
CCTV Monitoring	9

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CIVIL AVIATION DIRECTORATE

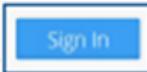
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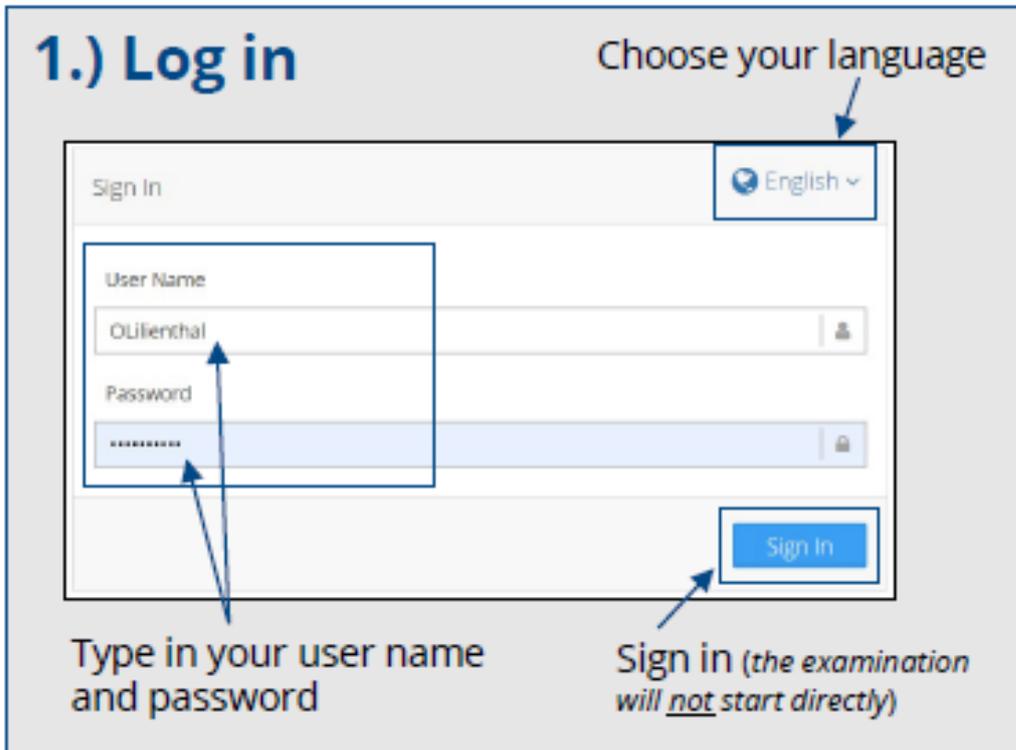
Start-up Page

The start-up page of the screen is the TM CAD Login page.

Insert your Username and Password. These are case sensitive.

You may select the language of the questions. English is set to default.

On completion of both fields click on Sign In 



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After Login

After the Login Screen, TM-CAD terms and conditions need to be accepted prior to the examinations. Read these conditions carefully. Violation of any of these conditions may lead to disqualification and you may lose any passes already achieved. Tick the “I confirm” box and Accept.

Note: The time of the examination will not start at this point.

PLEASE READ CAREFULLY

- Mobile phones and any other communication or recording equipment must be switched off and placed away from your person. Any attempt to communicate with anyone outside the examination room or record an examination question will be very severely dealt with and may lead to immediate disqualification and you may lose any passes already achieved. - Wrist watches of any kind are not permitted during the examination. Candidates are required to be guided by the clock available in the examination room which clock should be visible by all candidates at all times. Start time and finish time will be taken from the clock in the examination room. - Clothing during examination should not include any type of head gear, scarves, ties, bulky jackets and large ornaments/necklaces. Candidates may be requested to remove any items which the invigilator might find unnecessary for the conduct of the written examination. It is the responsibility of the student not to bring any such items into the classroom. TM CAD will not be held responsible for any loss or damages of such. - Bags and coats are to be placed at the front or rear of the room or a separate area if provided. - The only items that are to be placed on the desk are the mandatory items i.e. Exam Question Paper, Answer Sheet, Annexes to the exam questions, calculator, CRP, ruler, dividers, writing material. Pens will be provided by TM CAD. All other items including pencil cases and CRP cases must be placed on the floor.

Decline

I confirm that I feel well and read and understood

Accept

After you accept TM-CAD terms and conditions, you will be directed to your assigned examinations.

If you have completed any examinations, these will show as completed.

tm

Name: Farrugia, Ruben

Licences

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☰ Examinations

Examination	Result	Report	Status
010-Air Law			▶ Ready
021-Airframe, Systems and Power Plant			i info
022-Instrumentation			i info
031-Mass and Balance			▶ Ready
032-Performance - Aeroplanes			▶ Ready
033-Flight Planning and Monitoring			i info
040-Human Performance and Limitations			i info

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Examination Screen – Icons and Information

Take note of the below icons and what they signify.

 <p>With the previous and next buttons, you can easily navigate between the questions.</p> <p>Already answered questions are marked with a checkmark in the navigation pane.</p> 	 <p>"All" mode: All questions are included when using the previous and next buttons.</p> <p>"n.a." mode: When this mode is activated, only the not yet answered questions (n.a.) are included when using the previous and next buttons.</p>	 <p>You can mark a question for a later review / answer.</p> <p>Flagged questions are marked with a pin in the navigation pane.</p> 	 <p>You can leave a comment on the question. This comment is accessible for the administrators for a later review.</p>	 <p>You can leave some notes for a later processing or use this for side calculations.</p> <p>These notes are only accessible to you and cannot be viewed by anyone else. They will be deleted when you finish the examination.</p>	 <p>End the examination.</p>	 <p>Some questions may have attachments. Depending on the general preferences, you can open the attachments either via the button (left - attachment will appear in a separate window) or with a click on the further tab.</p> <p>In any case, more than one attachment will be displayed using different tabs. To rotate an attachment by 90 degrees, use the buttons besides the attachment name.</p> 
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Time is ticking

The remaining time is shown in the upper right corner of the screen.

1:14:57

Other useful information

You can find an info bar at the bottom of the screen with some additional information. Depending on your kind of examination, you will find:

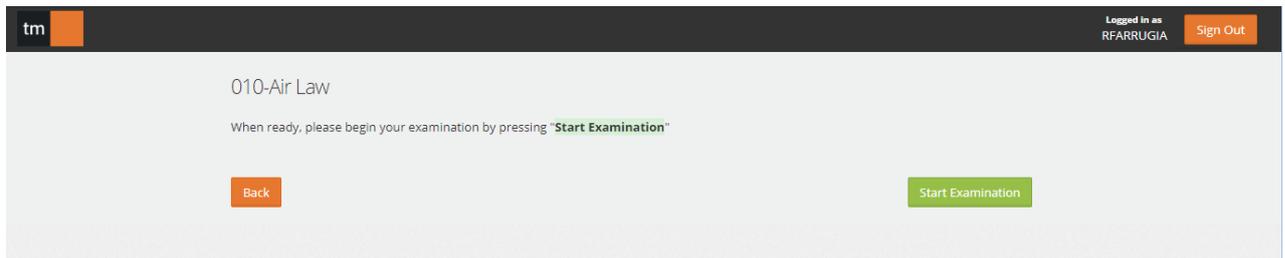
- Your name
- Topic of the current question
- Processed and total number of questions
- Other helpful information

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Examination Screen – Start of examination

Once you click on the “Ready” icon on the screen of your assigned examinations, you will be directed to the below screen. Once you click on “Start Examination” the allocated time of the examination will commence.

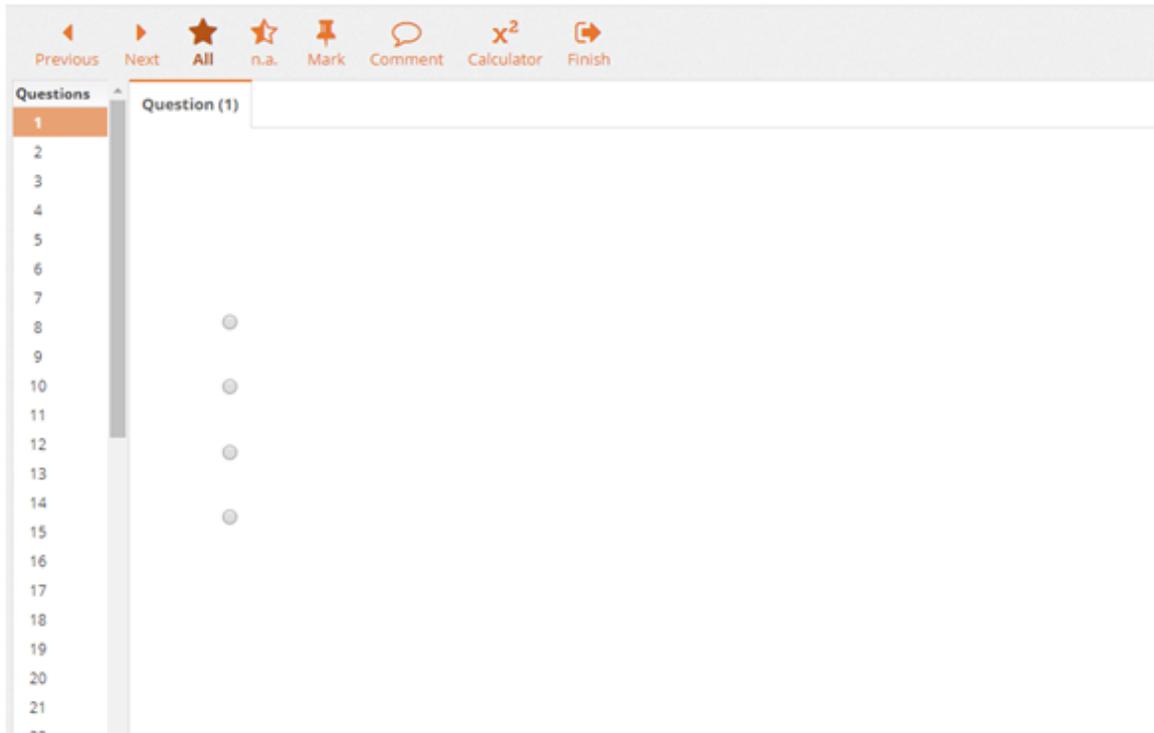


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Examination Screen – Examination Questions

The examination format is depicted below. The amount of questions is shown to the left.



Click on the appropriate answer and then select “Next” to move to the next question.

You can use a **Pin** to highlight a question for further review by clicking on the “Mark” icon on the top tab. 

The timer on top right shows the remaining time allocated for that **examination**.

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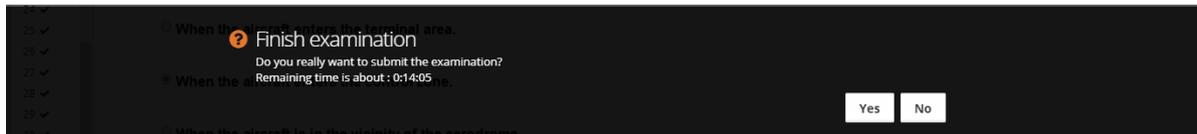
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Examination Screen – Completion of exam



To submit the exam answers, click on the “Finish” button on the top tab.

Once “Finish” is clicked, a pop-up will appear, asking if you really want to finish the examination. If you would like to complete the examination press “Yes” or if you would like to continue the examination press “No” and you will be redirected to the examination in progress.

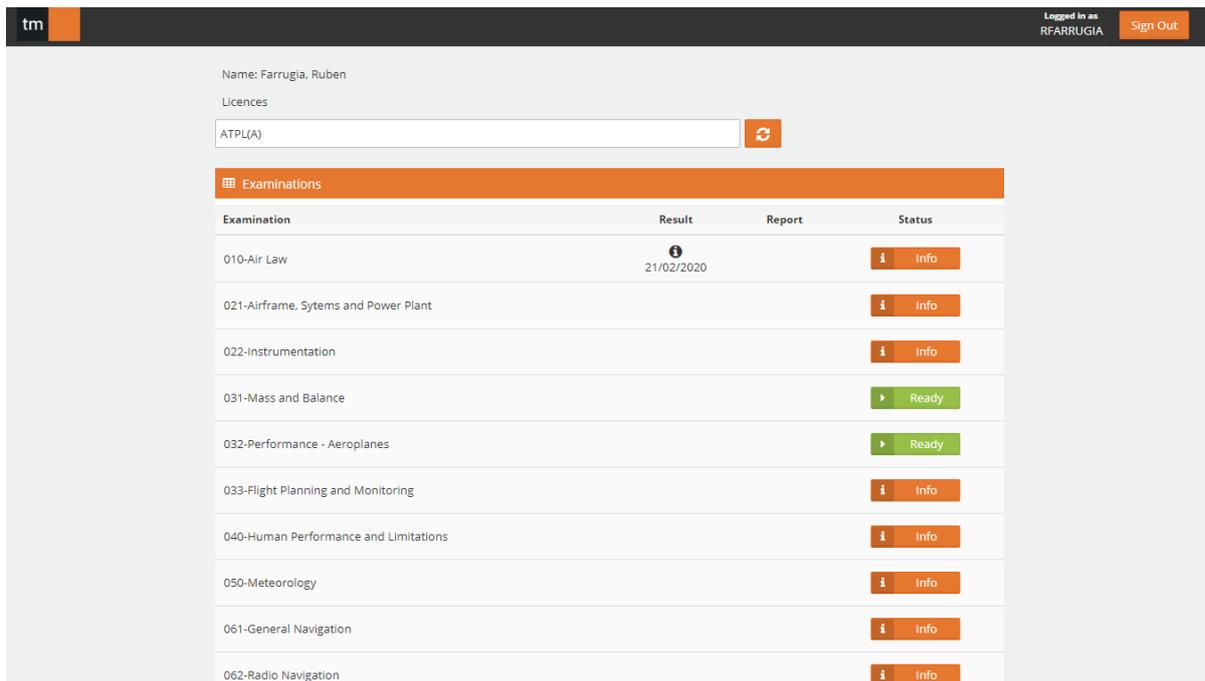


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Personal Page

After the completion of an examination you will be redirected to your person page. Completed examination now show “i INFO” on the right column.



Examination	Result	Report	Status
010-Air Law	21/02/2020		i Info
021-Airframe, Systems and Power Plant			i Info
022-Instrumentation			i Info
031-Mass and Balance			▶ Ready
032-Performance - Aeroplanes			▶ Ready
033-Flight Planning and Monitoring			i Info
040-Human Performance and Limitations			i Info
050-Meteorology			i Info
061-General Navigation			i Info
062-Radio Navigation			i Info

You may continue to another examination by clicking on the examination you wish to attempt, or you may sign out by clicking on the Top right button.

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Notification of results

Results of examinations will be submitted to the schools within at least 5 working days after the last day of the sitting, as per the published schedule on TM-CAD website.

Those students that have completed the full set of examinations will also receive a result notification by post at a later stage.

CCTV Monitoring

The examination room will have 24 hour CCTV monitoring as images will be recorded for the purpose of monitoring of student's conduct during the examination.

TMCAD is fully committed to operate a safe and secure environment for the purpose of exam operation. To this effect, TMCAD has put in place a closed circuit television ("CCTV") system to assist in providing such environment for its employees and students as well as protect TMCAD's property in the examination room. CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under the Data Protection Act 1998, the General Data Protection Regulation (GDPR) and any subsequent data protection legislation.

Purpose of the footage is not for monitoring purposes but will only be used should a breach in examination conduct be reported by the invigilator or students. Furthermore, the Head of Personnel Licencing may under the authorisation of the Director General Civil Aviation view parts of the footage with the intention to improve upon the service of operation provided for examination purposes.

Access to recorded imaging is restricted to the Director General Civil Aviation and the Head of Personnel Licencing and will be retained for a maximum period of 20 days.

Should any party have any queries about this policy or require further information, contact is to be made with the Head of Personnel Licencing immediately.