



**Examinations Guidelines
CIVIL AVIATION DIRECTORATE**

Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5625 drones.aviation@transport.gov.mt www.transport.gov.mt

This notice is being issued to describe the computer-based remote pilot license examination system.

Important Note

Please read the information in this 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.

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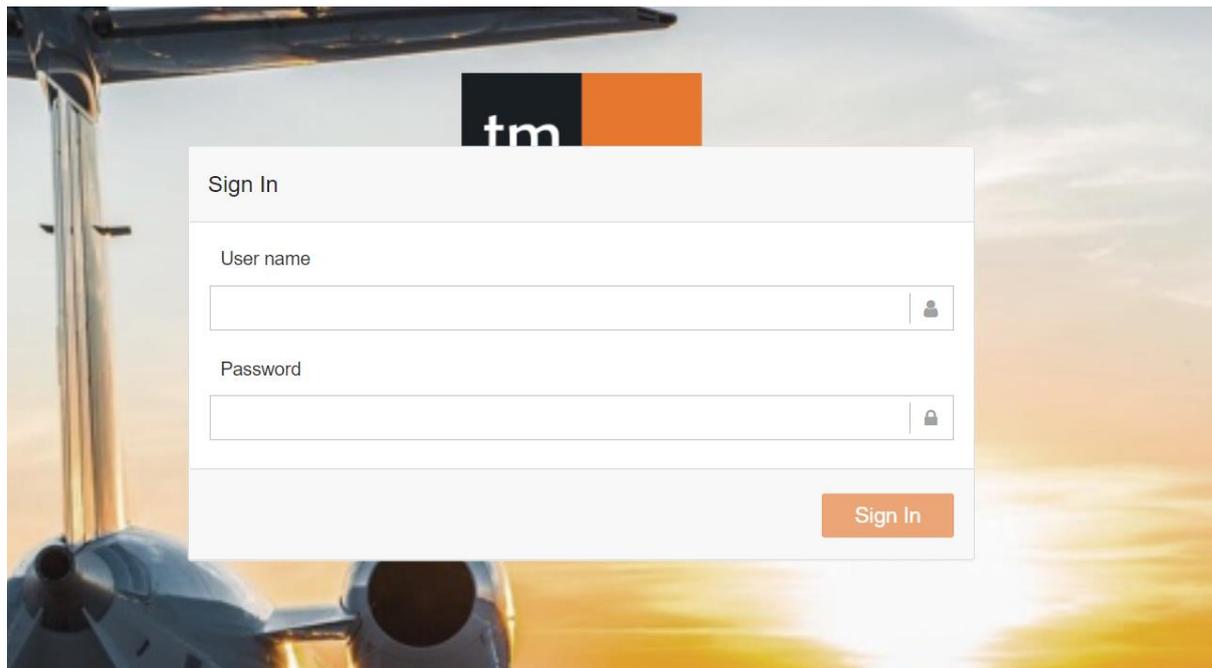
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Start-up Page

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

Insert your User Name and Password. These are case sensitive. Then click Sign In.



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.

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PLEASE READ CAREFULLY

1. Mobile phones and any other communication or recording equipment must be switched off and placed away from your person and in the lockers provided by the Civil Aviation Directorate. Any attempt to communicate with anyone both inside and outside the examination room or record an examination question will be very severely dealt with and will lead to immediate disqualification and you may lose any passes already achieved.
2. Wrist watches of any kind are not permitted during the examination.
3. Clothing during examination should not include any type of head gear, scarves, ties, bulky jackets and large ornaments/necklaces. These are to be removed by candidate and put in the lockers provided.
4. Bags and coats are to be placed in the lockers provided. Coats that do not fit in the lockers are to be placed on the coat hangers provided by the authority but in any case away from the candidate.
5. The only items that are to be placed on the desk are the mandatory items i.e. Annexes to the exam questions provided by TM CAD, calculator, CRP, ruler and dividers. Pens will be provided by TM CAD. All other items including pencil cases and CRP cases must be placed on the far side of the desk until checked by the invigilator.
6. Ensure that the examination released for you to undertake is correct. Ask for the assistance of the Invigilator should this not be the case.
7. Starting of the examination before being instructed by the Invigilator to do so will not be tolerated.
8. Workings must be done on the rough working paper provided by the invigilator. No other paper can be used and it will also be collected at the end of the exam. The rough working paper should include your name, ID Card or Passport number, signature and date of exam.
9. As soon as time is up for the particular subject, the examination is automatically terminated and no further amendments to the answer selection can be made.
10. No extra time will be given for the candidates to write comments. Any comments must be written during the exam time.
11. If you wish to speak to the invigilator raise your hand. Silence must be observed at all times.

Decline I confirm that I feel well and read and understood content above. I also confirm that I understood the INFO - COVID-19 Guidelines displayed outside the Examination room and I am following the directions given by TM CAD and the Maltese Health Authorities in this regard.

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.

Name: Twelve, Test

Licences

UAS OPEN A1-A3

Examinations

Examination	Result	Status
A1-A3		<input type="button" value="Ready"/>

OR

Name: Twelve, Test

Licences

UAS OPEN A2

Examinations

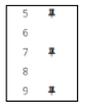
Examination	Result	Status
A2		<input type="button" value="Ready"/>

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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:

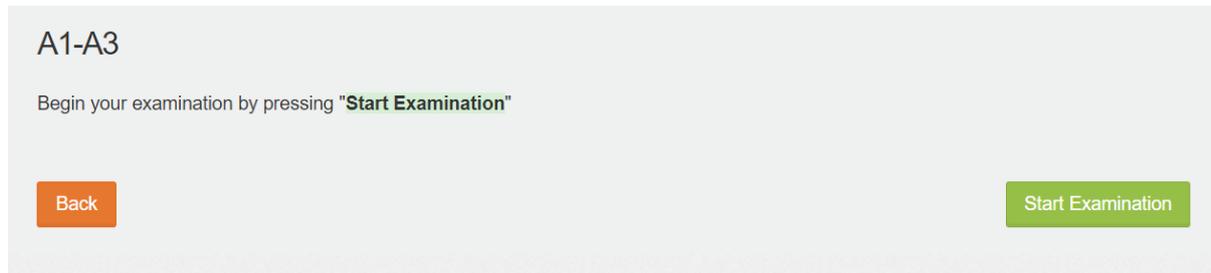
- Your name
- Topic of the current question
- Processed and total number of questions
- Other helpful information

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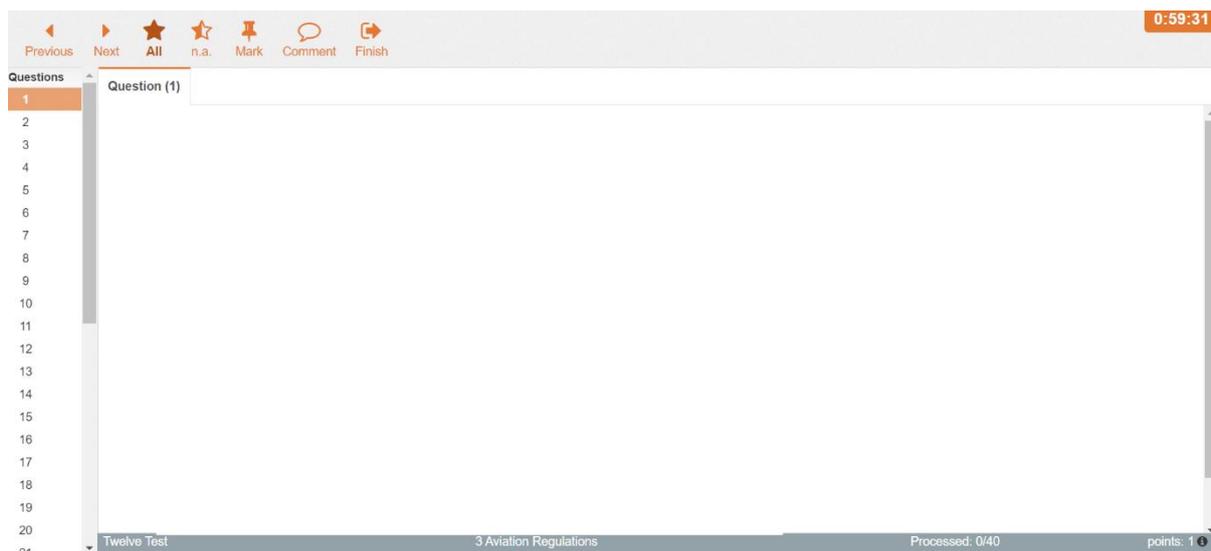
Examination Screen – Start of examination

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.



Examination Screen – Examination Questions

The examination format is depicted below. The amount of questions (40 for A1/A3, and 30 for A2) are shown on the left.



Click on the appropriate answer and then select “Next” to move to the next question. Alternatively, you may answer questions in a random order by selecting the particular question from the list on the left.

Questions which have already been answered are indicated by a ‘tick’ next to the Question number in the list on the left.

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

If a question refers to a picture, this may be accessed by clicking on the “Attachments” button on the top tab.

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

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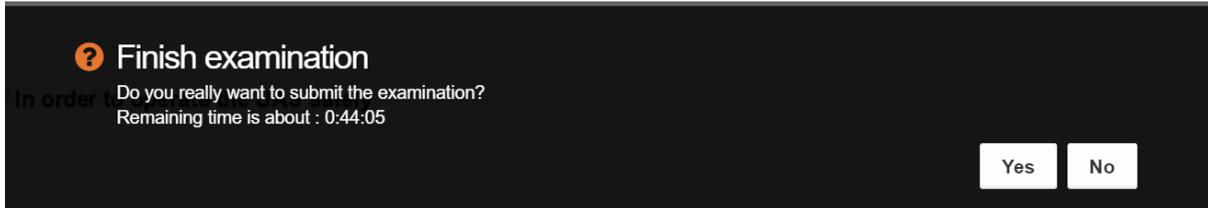
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Examination Screen – Completion of exam



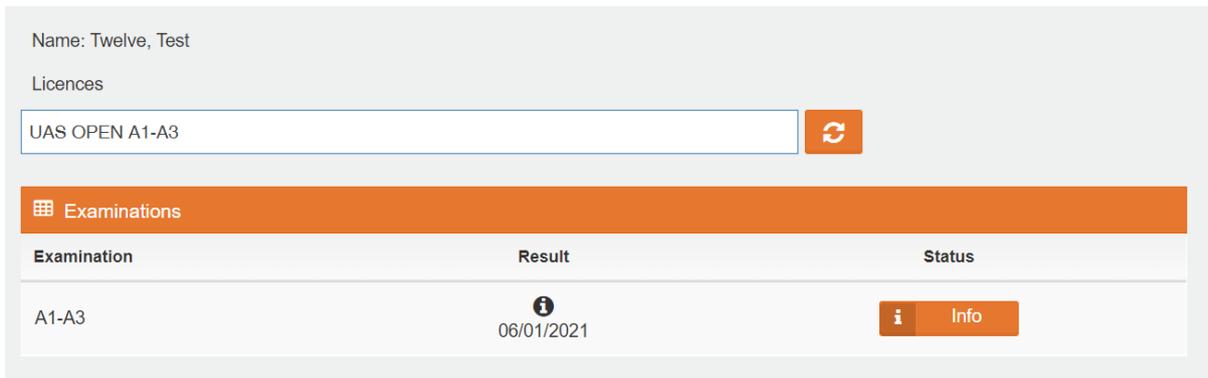
To submit the exam answers, click on the “Finish” button on the top tab.

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.



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.



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.

Notification of results

Results of examinations will be submitted to the student at least 5 working days after the last day of the sitting.