ONLINE EXAMINATION
PROCEDURES

Introduction

Drone Pilot Training Academy has launched online General Visual Line of Sight Certificate (GVC) and A2 Certificate of Competence (A2 CofC) due to the Covid-19 related restrictions.

By hosting these exams online will remove the need to handle documents between students and examiners, thereby reducing the risk of transmission of the virus.

Procedure

The exams will still take place within the presence of the examiner whilst maintaining the recommended social distancing of at least 2 metres from each person.

Before the examination begins:

- You will receive a link from Drone Pilot Training Academy containing details for the log in of the examination.
- Have your Operator and Flyer ID details to hand.
- Have a valid form of ID (Passport or Driving licence) ready to show the Examiner.

The exam is a closed book therefore students may not use any chart, map, course material or resource downloads as reference material.

The following brief will be read to the student(s) prior to the commencement of the exam;

"You will be taking a (name of exam) theory Examination today and have (insert number) mins to answer (insert number) of multichoice questions.
Round buttons for single answer questions and boxes for multichoice questions. The pass mark for the exam is 75%.
You may not use any chart, map, course material or resource downloads as reference material. Read the question carefully and ask (name of invigilator) for assistance should you require it.
(name of invigilator) cannot however provide any technical answers for you.

We do not expect that you would cheat during the exam, however if you are caught doing what the invigilator deems cheating, the exam will be terminated immediately, and the occurrence will be duly investigated.

The system will give you a pass of fail at the end of the exam, should you fail the exam, a further exam can be arranged."

Examination conditions:
1. You MUST take the exam in solitude.
2. You MUST ensure that you are not disturbed for the duration of the exam. Any disruption will result in an automatic failure, as per the CAA's requirements.
3. Unless needed for the exam your mobile phone must be switched off and placed on view of the examiner.
4. The room/area MUST be quiet so the Examiner can hear that there are no disruptions.
5. You may not use any electronic equipment other than your mobile phone or computer.
6. There MUST be no other windows or applications open on your mobile phone or computer
7. Your browser is to have no other tabs open except for the online examination
8. The examination is carried out in 'closed book' conditions. You may not use any charts, maps, course material or resource downloads/documents as reference material.
9. You are allowed a blank sheet of paper for taking notes during the examination.
10. The time allowed for the exam and number of questions are as follows:
    - A2CofC Exam: 60 minutes to answer 30 questions
    - GVC Exam: 75 minutes to answer 40 questions
    - A2 CofC / GVC Combined Exam: 90 minutes to answer 60 questions
    - GVC Conversion Exam: 30 minutes to answer 15 questions
    The pass mark for all examinations is **75%**.
11. Some questions may have more than one correct answer.
12. Where a question has more than one correct answer, all correct answers must be made to receive the mark.

The Examination:
1. Log into the exam using the link provided
2. You will then be able to start answering the questions
3. There is an automatic timer on display for the examination.
4. The Examiner will let you know when you have 5 minutes remaining.
5. The exam will automatically time out at the end of the allowed time for your exam.
6. you can scroll through the questions and review your answers.
7. Clicking 'Submit' on the final question will submit the paper so you must make sure you are satisfied with your answers by this point.
9. Once you have submitted your answers , you will automatically be provided with an email with your result

Post Examination:

1. On completion of the examination, you are invited to review the results with the invigilator, but note that you are NOT permitted to copy, download, or save the examination results in either soft or hard copy.

2. If you have been successful in the examination, your tutor will contact you to advise you of your next steps.

3. Should you happen to fail the exam; you may be charged a resit fee for each subsequent resit. Your tutor will speak to you regarding this.