

# Examination guidelines

This page describes how we conduct examinations within our FIR.

The [Controller Practical Test \(CPT\) policy for VATSCA](#) is the policy that regulates exams. You are required to stay updated on and follow this as an examiner.

## Procedures

An exam normally consists of three different stages as outlined below.

All exams for ratings, with exception of S1, shall be conducted on the network. Sweatbox exams must be approved by VATEUD in advance - talk to training staff if relevant.

## Clarifications with regards to underlying ATC

- **S2:** DEL and GND are standby
- **S3:** GND allowed, TWR is standby
- **C1:** TWR allowed, APP is standby
- **T1 TWR:** DEL and GND are standby
- **T1 APP:** TWR allowed if candidate holds the T1 TWR Endorsement, otherwise standby.

## Before an exam

- Be familiar with the [Evaluation Criteria](#) for the exam (these are also in the examination templates)
- Download and use the latest [Examination Template](#) for the exam
- Show up prepared in discord, **no later** than 5 minutes before the scheduled exam time

- Make sure to have updated sector files to avoid problems during the exam

## During an exam

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As an examiner you are responsible for the service provided on the network and is expected to take measures if necessary.

Refer to the CPT policy in the top of this page.

## Logging on

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- Allow the student to log on first to prevent issues with tag transfers.
- Log on using the correct callsign:
  - The main examiner shall always use X as the midfix. Examples:  
`ENBR_X_TWR`, `ENGM_X_APP`.
  - If you are a secondary examiner, use XX as the midfix.

## Handling standby positions

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Make sure to familiarize yourself with the top-down requirements from the *Controller Practical Test (CPT) policy for VATSCA*, linked in the top of this page.

As an examiner you are the one deciding when standby positions can become active. While the student can request it, you shall make an assessment whether or not it's the correct time.

While top-down is an important criteria, the candidate is only expected to demonstrate the ability and as such should not have to sit top-down longer than necessary to fulfill this requirement.

Refer to the staffing thread in `norway-staffing` on discord to see who is on standby. They are required to be ready within 5 minutes. If they don't respond in due time, try to get a replacement if able and inform training staff as soon as possible.

When a standby position is required to become active, you are responsible for communicating this with the person on standby and inform the candidate. It is recommended to ask the person on standby to report ready to the candidate for a

smooth handover.

You can also ask underlaying ATC to log off if traffic levels are too low.

## Extending an exam

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While it should be avoided in most cases, the examiner can, in agreement with the candidate, extend the exam duration if necessary in cases where required to get a result. It can however not be expected that overlaying or standby positions are staffed during an extension.

The reason for an extension shall be clearly noted in the exam report.

## Ending the exam early

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This should in general be avoided due to the event and bookings. If the exam needs to be ended early, you as an examiner shall either take over the position for the remaining duration or ensure that someone else does. Leaving everything top down for overlaying controllers is not acceptable.

## Specific to S2

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Due to evaluation criteria 1b, the candidate shall set up the ATIS. If an adjacent controller has it they should drop it.

## After an exam

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**⚠ IMPORTANT!** You are required to save and keep the Euroscope log file for 1 month after the exam is conducted due to VATEUD requirements.

## Debrief

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The candidate shall be debriefed after the exam has concluded. Use the "Exam debrief" voice channel in discord if available, otherwise use a Training Room.

A debrief should summarize the performance and give the result. Some tips and general feedback can be given.

**Delayed result:** in cases where a result cannot be given during the debrief, the candidate shall be informed about this. We are required to provide the student with a final result within 24 hours from the exam has concluded. In all cases where a result is delayed, training staff shall be informed with a reason.

## Next steps

The candidate shall be informed about the next steps after the exam is concluded, depending on the result.

If the exam is passed a rating upgrade request shall be submitted along with the exam report. This request will be forwarded to VATEUD for approval. The candidate will get an e-mail from VATEUD once the rating is upgraded and ready for use. **For S1, the candidate will receive the theory exam from VATEUD which must be passed first.**

/  If the result is insufficient or failed, the candidate might get another attempt depending on the number of earlier attempts. Training staff will get in contact with the student once the report is submitted.

## Exam report

Always download and use the latest version of the exam template. VATEUD has become very strict on the versions and may reject the report if the wrong version is used.

It is very important to write thorough exam reports. The "Final review" field in the VATEUD CPT Logs shall give a brief description of the overall traffic and performance.

An exam has 4 possible outcomes as described below. One of these should be chosen.

Status	Description
<input type="checkbox"/> Passed	Candidate is compliant with the criteria and CPT guidelines and is recommended for the rating / endorsement.
<input type="checkbox"/> Failed	Candidate is not compliant with the criteria and CPT guidelines.

Status	Description
<input type="checkbox"/> Incomplete	Not enough traffic amount or complexity to fulfill the criterias. Candidate must be observed again in a new exam.
<input type="checkbox"/> Postponed	Result in CC. The exam is postponed. An exam report is not required, but an explanation to training staff is.

# New examiners

All examiners that are examining new ratings or endorsements shall be accompanied with an experienced examiner on the same level. The experienced examiner shall assist and assess the new examiner throughout the exam and review the draft report before being uploaded.

The experienced examiner shall inform training staff whether the new examiner is recommended to examine the level on their own.

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Revision #7

Created 28 January 2026 14:26:45 by Marius Linge (1621930)

Updated 10 February 2026 13:24:58 by Marius Linge (1621930)