

Datum
2025-04-24

Version
23.0

Den senaste versionen av styrande och stödjande dokument finns på Transporten, utskrivet dokument är endast giltigt vid utskriftstillfället.

Upprättad av
Sjö- och luftfartsavdelningen
Bemannings- och behörighetsenheten
Sektionen för flygutbildning

Instructions for invigilators



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Versionshistorik

Version	Datum	Beskrivning	Ansvarig
4.3	2013-10-22	Instructions for invigilator	Konrad Asterbäck
5.0	2016-05-13	Instructions for invigilator	Pär Wilund
6.0	2017-03-30	Monitoring of computer screens and occurrence reporting procedure.	Pär Wilund
7.0	2019-02-19	Change of theoretical examination officer and accessories.	Alexander Röstberg
8.0	2019-03-06	All watches forbidden.	Alexander Röstberg
9.0	2020-01-20	Procedures for students who questions the test content	Alexander Röstberg
10.0	2020-02-18	Students allowed to use English – Swedish/Norwegian/Danish lexicons	Alexander Röstberg
11.0	2020-06-03	Contact information adjusted	Alexander Röstberg
12.0	2020-10-08	Contact information adjusted	Alexander Röstberg
13.0	2020-11-25	Information regarding invigilator authorization added	Alexander Röstberg
14.0	2022-05-04	Update regarding requirements for examination facilities (2.1), computers (2.1), to do before examination (2.2) and examination (2.3). Minor miscellaneous text changes.	Alexander Röstberg
15.0	2022-06-15	Approved browser amended	Alexander Röstberg
16.0	2022-10-25	URL to notification form updated	Alexander Röstberg
17.0	2023-10-20	Clarification that personal items shall be inaccessible for students during the examination	Alexander Röstberg
18.0	2023-12-20	Windows 11 added as permitted OS for PEXO	Alexander Röstberg
19.0	2024-04-15	System requirements updated for the new PEXO-version. Information about attempting to cheat added.	Alexander Röstberg
20.0	2024-12-17	Updated information concerning the notification form, that invigilators are not allowed to accept any payment from students, updated requirements on facilities, information about consequences when students cheat, editorial changes and restructuring of the document.	Alexander Röstberg
21.0	2025-01-31	Updated information concerning approved forms of identification.	Alexander Röstberg
22.0	2025-03-07	Information of persons allowed in the examination room added.	Alexander Röstberg
23.0	2025-04-24	Change in 1.4 concerning ID-check for students without a Swedish personal identity number.	Alexander Röstberg

1 Theoretical examination invigilation

1.1 Introduction

These instructions are intended for test supervisors appointed by the Swedish Transport Agency; they present procedural guidelines for

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theoretical examinations for PPL, CPL, IR (incl. CBIR and BIR) and ATPL, airplane and helicopter.

Before the examination, the chief theoretical knowledge instructor at the flight school shall approve the student in the system to be examined in the specific subject matter as well as ensure that the student has received a password and user name to be able to login. Time and place for examination will be agreed upon between you and the student or the school.

You are responsible for providing the facilities used for the examination. This could for example be at your home or at the school, if so agreed. See facility requirements in point 1.3.

You are not allowed to accept any payment or other compensation from students in your role as an invigilator for the Swedish Transport Agency.

1.2 Examination session registration

At the latest 48 hours before the planned examination you shall notify the Swedish Transport Agency by filling in the form at:

<https://www.transportstyrelsen.se/sv/luftfart/Certifikat-och-utbildning/provvakt-for-teoripro-vm-inom-flygutbildning/Anmalan-teoripro-vm/>

If the form doesn't display properly you may want to remove cookies and cache. If that doesn't work you may want to try with another browser.

If any of the above doesn't work, send an e-mail with the examination session details to:

fb-teoripro-vm@transportstyrelsen.se

1.3 Examination facilities

Examinations to CPL and ATPL-licenses shall only be conducted at an approved training organisation (ATO) which provides theoretical training to these certificates, or at another location approved by the agency. The computers to be used for examinations to these licenses shall also be limited to only allow access to the PEXO-domain. Examinations to other licenses may be conducted in another facility as long as the requirements below are met.

Before the student may begin the examination you shall ensure that the examination room fulfils the following requirements:

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- Lighting, climate and noise level shall correspond to the requirements for a classroom.
- The facilities shall be clean and free from disturbing odours.
- Every applicant must have access to an appropriate table surface.
- The room must allow continual monitoring of the applicants computer screens. If a screen cannot be monitored continuously during the test it is the invigilators responsibility to limit the computer to only allow the PEXO examination system to be accessed during the test.
- There must be access to toilet facilities from the test location, alternatively the students have to be informed that tests will have to be cancelled/finished prior to leaving for the toilet (see point 1.5). In order to allow for toilet visits during the tests, the invigilator must be able to have the student in sight, from the examination room, as the student walks to the toilet from the examination room
- The facilities shall be equipped with one or more computers that meet the following requirements :
 - Monitor screen size, at least 15"
 - Screen resolution, at least 1920x1080
 - Internet connection with a bandwidth of at least 5 Mbit/s per student
 - Web browser – Google Chrome, Mozilla Firefox, Opera, Microsoft Edge or Apple Safari
 - The computer, browser or internet connection should be restricted to only allow the students to access the PEXO domain (For ATPL- and CPL-examinations)
 - The browser shall not allow to save passwords

Under no circumstances shall a student undergo an examination on his/her own computer or any other advanced device such as for example a tablet.

1.4 To do before the examination

- Establish examination stations with an adequate distance between them, in order to prevent students to communicate and help each other during the examination
- Start up all computers
- Check that the computer requirements according to chapter 1.3 are met
- Log on to <http://www.teoriexamination.transportstyrelsen.se>.

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- Log into the examination system using your username and password
- Place scrap papers at every examination station
- Give instructions according to chapter 1.5
- Check the students brought items intended to be used during the examination, in order to find notes or other non-permitted items. See chapter 1.6 for permitted accessories
- Ensure that all other items (e.g. phones, watches, jackets, bags) are inaccessible for the student during the whole examination
- Once each student has logged into the system with his or her user details:
 - Check the personal ID number and name on the ID for all students taking tests and compare with the identification number and name on the screen.

For students without a Swedish personal identity number, compare name and date of birth on the screen with the ID. The format of the date of birth in PEXO is DD/MM/YYYY.

You will also have to ensure that the student match the photo of the ID.

Approved forms of identification:

- A valid passport (not a provisional passport)
- A valid Swedish national ID card
- A valid Swedish driver's license
- A Swedish SIS-branded ID card or an ID card issued by a government authority, e.g., the Swedish Tax Agency

No other forms of identification can be used for taking theoretical examinations.

- Check that you are authorized to invigilate the test the student is about to take

Please observe that a maximum of 12 students are allowed at a time. A basis for this is that the invigilator must be able to continuously monitor all the computer screens or have arranged to block computer access to everything but the PEXO-examination system.

1.5 Examination

You must supervise the examinations continuously meaning that you are not allowed to leave the room or complete other work tasks for the duration of the test.

Only you as an invigilator and the students who are going to take theoretical examinations are allowed in the examination room during an examination session.

The following rules apply and the students must be instructed on these:

- The students shall and will be supervised during the entire examination.
- The students may not bring mobile phones, computers, watches (analogue, digital and smartwatches), tablets or similar to the test. Such devices shall be submitted to the invigilator. Be vigilant as many creative ways to cheat and to record questions have been reported within the EASA member states. Examples include camera-pens and cameras integrated in eyeglasses.
- There may be no conversations between students.
- Questions concerning the content of examination questions will not be answered.
- The students are not allowed to visit any other web pages or use other programs, other than what is required for the examination.
- No downloading, printing or forwarding of examination content is allowed.
- Show where the toilet is located. Only one student at a time is allowed to go at a time and the student cannot bring any electronic devices to the toilet.

If the test location does not permit toilet visits (according to point 1.3), the students shall be informed that tests will have to be cancelled/finished prior to leaving for the toilet facility.

- Time is not deducted for toilet breaks and only one student at a time is allowed to go.
- All scrap papers shall be handed to the invigilator once the test is complete. You are responsible for the destruction of these.
- If the student leaves the examination room between two examination sessions, the student must log out of the examination system.
- Students who are finished and have completed the test on the computer may leave the examination room. They cannot resume the examination if the examination has been submitted, even if time would allow.

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- If a student has comments regarding the examination content, a written statement may be entered directly into the system. The comments field is in the top navigation list for any given question and the comments are automatically linked with the current question. The student will then have to speak with a theoretical instructor at the flight school, who then, if found necessary takes the matter to the Swedish Transport Agency.

No extra test time is available to answer comments. Notes made during examination cannot be taken out of the examination room. If a student wishes to comment on an annex, this shall always be verified by you.

- The questions on the tests are protected by privacy (Offentlighets- och sekretesslagen 2009:400) and IPR (Intellectual Property Rights). The students are therefore not allowed to copy any of the questions or any other examination material.
- A student who is found cheating may be found guilty of the offense of untrue affirmation. The Swedish Transport Agency may also fail the student's examination as a whole and ban the student from taking any further examinations in any of the EASA member states for 12 months or more.

If a student is found cheating or does not comply with the instructions, you shall cancel the test and submit a report to the contact person at the Swedish Transport Agency. Document the proof of cheating or non-permitted equipment as thorough as possible by photographs. Attempts to cheat shall be considered as an act of cheating and shall be treated the same way according to above.

It is your responsibility to make sure you do not invigilate a test you are not authorized to invigilate.

1.6 Accessories

For PPL examinations, the student may bring no other accessories than the following:

- Ruler
- Compass
- Protractor triangle¹
- Manual course and speed calculator

¹ A protractor triangle is a plastic triangular disc with graduated markings. It is used to plot directions on charts, measure scales, and also functions as a ruler.

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- A non-programmable, non-alphanumeric calculator with normal scientific functions is permitted. (See the help documents on the invigilator portal for a complete list of allowed calculators)
- Map 2152AB
- Performance appendices L1P (The Swedish Transport Agency L1P appendices)

For CPL, IR, CBIR, BIR and ATPL examinations the student may bring no other accessories than the following:

- Ruler
- Compass
- Protractor triangle
- Manual course and speed calculator
- A non-programmable, non-alphanumeric calculator with normal scientific functions is permitted. (See full list of allowed calculators at the invigilator portal)
- CAP 696, CAP 697, CAP 698, CAP 758
- Jeppesen General Student Pilot Route Manual
- English – Swedish/Norwegian/Danish lexicon (no aviation lexicons are permitted)

All other personal equipment/items (e.g. phones, watches, jackets, bags) shall be put aside and shall not be accessible during the examination.

To prevent cheating you shall always go through the accessories before the examination, for the purpose of finding possible notes or other non-permitted equipment.

1.7 Finishing the examination session

Any notes made by the student during the examination shall be destroyed by you and cannot leave the examination room.

Before the test location is closed for the day, you must check that all students have logged out of the examination system.

1.8 Re-tests

Re-tests takes place according to the same procedure as a first-time test.

1.9 Errors

If your or the candidates user name or password does not work, contact the Swedish Transport Agency.

If the examination system is not responding or is very slow to respond, try pressing F5 to update the browser. If that does not work, restart the browser. Take note of the time remaining when closing and check that the same amount of time remains after the restart. If not, contact the Swedish Transport Agency. If the error remains, cancel the test and contact the Swedish Transport Agency.

If the examination website is unavailable, contact the Swedish Transport Agency.

If any problem occurs during the test you are obliged to write a report to the Swedish Transport Agency. Send your report as soon as possible via e-mail to the contact person at the Swedish Transport Agency.

1.10 Contact information

Swedish Transport Agency
Civil Aviation and Maritime Department
Flight Training Section
601 73 Norrköping
Telephone switchboard: +46(0)771-503 503

Examination content manager:

Alexander Röstberg
Theoretical examination officer
Telephone: +46 (0)10-495 65 03
alexander.rostberg@transportstyrelsen.se

1.11 Continuation training and supervision

As an Invigilator you are responsible of attending refresher training if the Swedish Transport Agency deems it necessary.

You shall report examinations in advance. See 1.2 for this procedure. This is due to the fact that The Swedish Transport Agency may want to conduct oversight of the examination.