Stödjande dokument

Datum	Version
2024-04-15	19.0

Upprättad av
Toni Reuterstrand, Pär Wilund
Sjö- och luftfartsavdelningen
Bemannings- och behörighetsenheten
Sektionen för flygutbildning

Instructions for invigilators

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

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

1 INTRODUCTION

These instructions are intended for test supervisors appointed by the
Swedish Transport Agency; they present procedural guidelines for
theoretical examinations for PPL, CPL, IR (incl. CBIR and BIR) and ATPL,
airplane and helicopter.

1.1 Events before examination

Before examination, the chief ground 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.

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

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-teoriprov-inom-flygutbildning/Anmalan-teoriprov/

In case the webpage does not work- notify your test by e-mail to:
fb-teoriprov@transportstyrelsen.se

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 2.1.

2 Invigilator

2.1 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 examination 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:

- 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 block the computer to allow only the PEXO examination 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 2.3). 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.

2.2   To do before 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 all computers
- Check that the computer requirements according to 2.1 are met
- Log on to http://www.teoriexamination.transportstyrelsen.se
- Log into the examination system using your username and password
- Place scrap paper at every examination station
- Give instructions according to 2.3 and 2.5
- Check the students brought items intended to be used during the examination, in order to find notes or other non-permitted items. See chapter 2.4 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 password:
  - Check the personal ID no. and name on the photo ID for all students taking tests and compare against the ID on the screen

- 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 all other than the PEXO-examination.

2.3   Examination

You must supervise the examinations <u>continuously</u> meaning that you are not allowed to leave the room or complete other work tasks for the duration of the test. The following rules apply and the applicants must be instructed on these:

- The applicants shall and will be supervised during the entire examination.
- The applicants 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 conversation between applicants.
- Questions concerning the content of examination questions will not be answered.
- The applicants shall not visit any other web pages or use other programs, other than required for the examination.
- No printing 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 2.1), 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 paper shall be handed to the invigilator once the test is complete. You are responsible for the destruction of these.
- The questions on the tests are protected by privacy (Offentlighets- och sekretesslagen 2009:400) and IPR (Intellectual Property Rights). The applicants are therefore not allowed to copy the questions.

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

If a student is found cheating or does not comply with guidelines, you shall cancel the test and submit a report to the contact person at the Swedish Transport Agency. Gather what proof of cheating you can find, photos copies etc. 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.

2.4 Accessories

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

- Ruler
- Compass
- Protractor triangle[1]
- Manual course and speed calculator
- 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 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

---

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

- Jeppesen General Student Pilot Route Manual(the correct Jeppesen-manual is identified by the text GSPRM on the first page)
- English – Swedish/Norwegian/Danish lexicon (without explanatory texts)

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.

2.5 Concluding the examination

The following rules apply for the conclusion of the examination and you must instruct the applicants on these:

- If the student leaves the examination room between two examination sessions, the student must log out of the examination system.
- Applicants 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 completed, even if time would allow.
- 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 may not be taken out of the examination room. If an applicant wishes to comment on an annex, this shall always be verified by you.
- Before the test location is closed for the day, you must check that all students have logged out of the examination system.

2.6 Retesting

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

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

2.7   Errors

If your or the applicants' user name or password does not work, contact the
Swedish Transport Agency.
If the examination is not responding or is very slow to respond, try pressing
F5 to update the browser window. Take note of the time remaining when
closing and check that the same amount of time remains after restart. If it
does 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:
Alexander.rostberg@transportstyrelsen.se

2.8   Contact information

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

Examination content manager:
Alexander Röstberg
Theoretical examination Officer
+46 (0)10-495 65 03
alexander.rostberg@transportstyrelsen.se

2.9   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 1.1 for this procedure. This is
due to the fact that you might be subject to supervision in your role as an
invigilator.