

Remote assessment

Candidate's user guide

Thank you for choosing the remote assessment option for your English proficiency assessment.

To have the best possible user experience, please read the following guide carefully.

BEFORE THE ASSESSMENT

System Requirements

In order to carry out your English proficiency assessment by videoconferencing your computer will need to meet the following standards:

- i. PC or Mac, min. 2 GHz dual core and 2 GB RAM)
- ii. Operating system: Windows 8 or Mac OS 10.13 (the most up to date versions are recommended)
- iii. The most up to date version of one of the following web browsers: Google Chrome, Mozilla Firefox
- iv. Headset and microphone
- v. Webcam

All other IT equipment (mobile phone, tablet) is strictly forbidden.

For iPad users: given the extensive use of the iPad among the pilot community, AEPS accepts this equipment during the test only if the CHROME browser is used.

Please note: It is the candidate's responsibility to configure and assess his / her computer before starting the English Language Proficiency Assessment.

Other requirements

You will also need:

- i. Photo ID (e.g. Identity Card or passport. Photocopies will not be accepted).
- ii. Maximum 2 sheets of A4 paper
- iii. Pen or pencil

No other equipment is allowed.

Internet Connection

It is the candidate's responsibility to ensure he/she has a stable minimum internet connection of 1024 kbps

We recommend using the following online tools to assess your internet connection and make sure that it meets these minimum requirements:

- <https://utilities.clickmeeting.com/connection-tester>

Assessment location

The place where the candidate takes the assessment must meet the following criteria:

- It must be quiet
- It must be heated
- It must be possible to lock the door

In addition, the room must have:

- a table which is big enough for the IT and non-IT equipment
- a chair

IMPORTANT: No-one else must be in the room during the assessment.

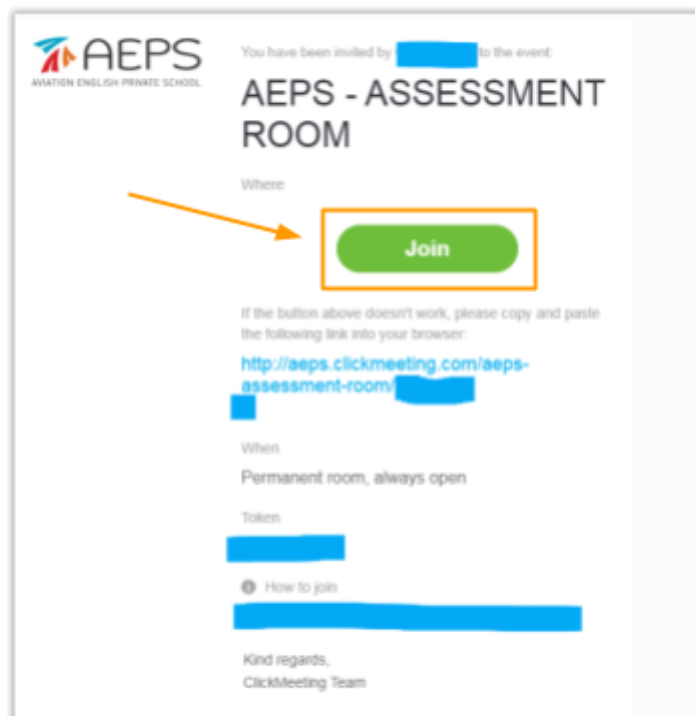
TAKING THE ASSESSMENT

Phase 1:

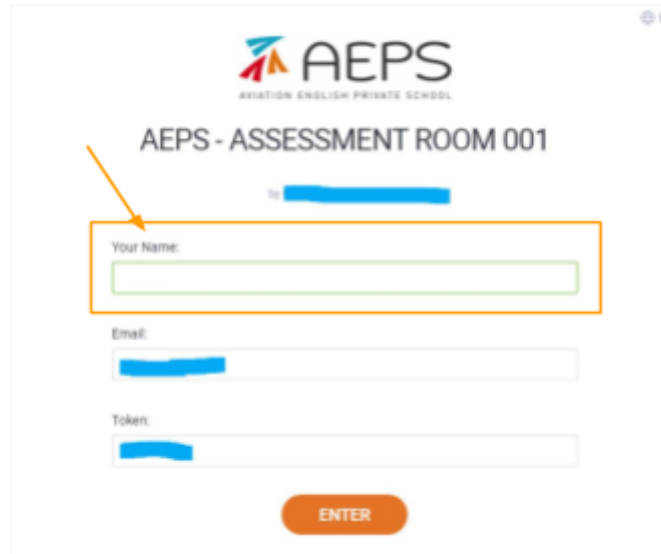
A few moment before the assessment is scheduled to begin, you will receive an email*. Click on the “**Join**” button and you will be directed to the virtual waiting room.


Please note: the invitation email may arrive in your spam email inbox!

**if you have not been notified of your assessment time, please contact us on: contact@aepe.aero*



Next, please enter your first name and family name and click on “**ENTER**”



 **AEPS**
AVIATION ENGLISH PRIVATE SCHOOL

AEPS - ASSESSMENT ROOM 001

By [REDACTED]

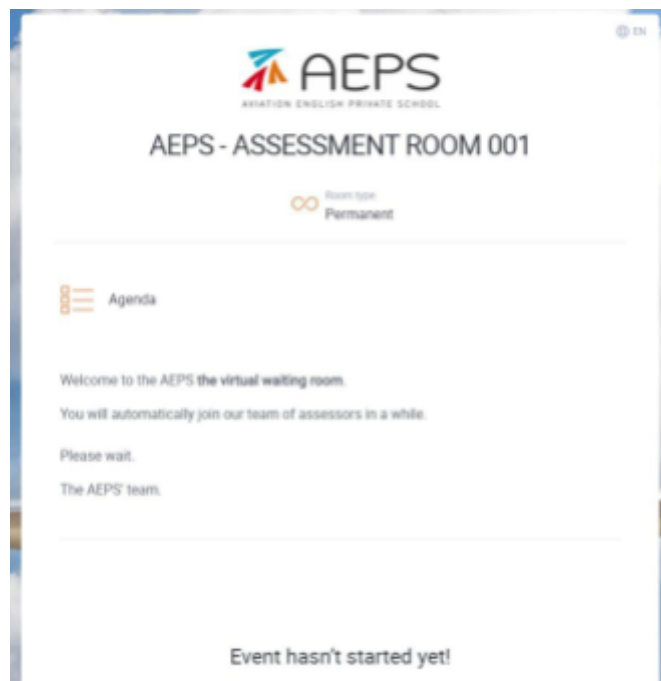
Your Name:


Email:

Token:


ENTER


You will then be directed to the **virtual waiting room**.



 **AEPS**
AVIATION ENGLISH PRIVATE SCHOOL

AEPS - ASSESSMENT ROOM 001

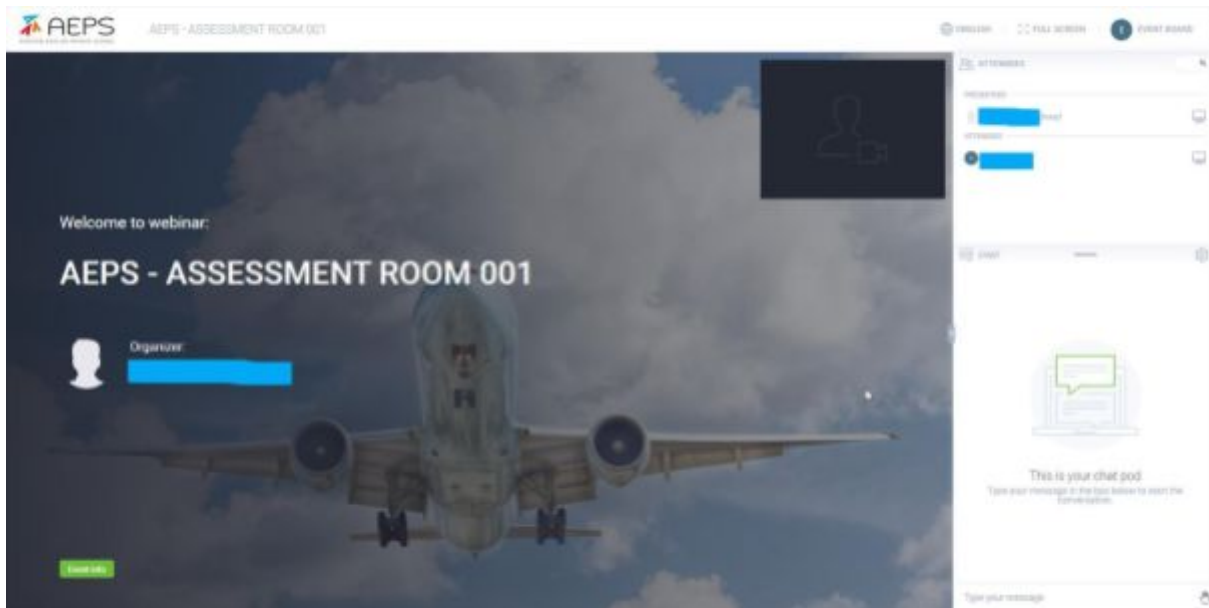
 Room type
Permanent

 Agenda

Welcome to the AEPS the virtual waiting room.
You will automatically join our team of assessors in a while.
Please wait.
The AEPS' team.

Event hasn't started yet!

As soon as your assessors are ready to begin the assessment, you will be redirected to the **virtual assessment room**.



Phase 2 : Identity and security checks

Identity and security checks must be completed before taking the assessment.

Your assessors will ask you to:

- show them your photo ID which they will need to be able to see clearly
- use your webcam to carry out a 360°-degree check of the room in which you are taking the assessment
- demonstrate that you do not have access to any IT equipment other than what you need for the assessment (e.g. mobile phone, tablet, etc.)

Phase 3 : The assessment

The assessment is composed of two parts:

1. an evaluation of your general English skills
2. an evaluation of your operational skills

You will need three sets of documents during the assessment which will appear on your screen at the appropriate point. These documents are:

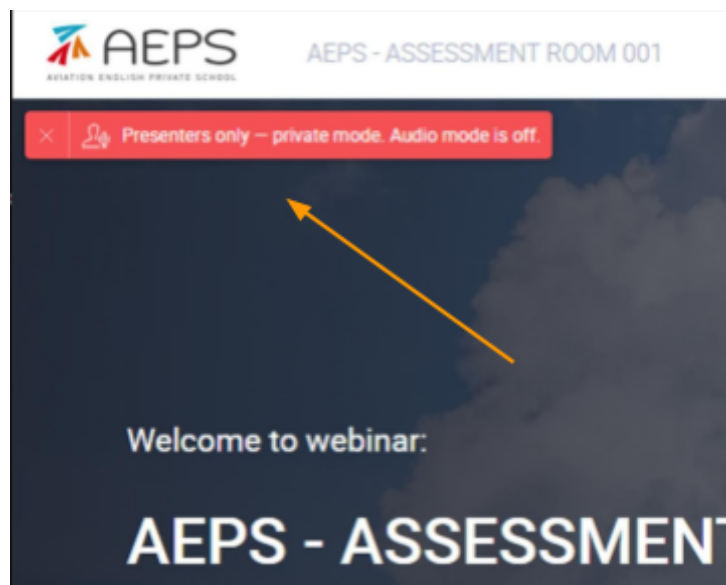
General English: (i) a short text (ii) a photograph

Operational: an RT scenario, plus charts



Phase 4 : Result and debrief

Once you have completed your English language assessment, you will be redirected to the virtual waiting room whilst the assessors confer and finalise their marks. This will usually take about 5 minutes. Please remain in front of the camera during this time.



Once the assessors have finalised their marks, they will recall you to the virtual assessment room and tell you the result of your assessment.

After the assessors have debriefed you, you will be disconnected from the virtual assessment room and can close all the windows of your web browser.

IMPORTANT: CANCELLATION OF THE ASSESSMENT

In some circumstances it may not be possible to complete The English language assessment and / or validate the result. This may be the case for several reasons, such as (but not limited to) those given below:

The candidate's IT equipment is not of a sufficiently good quality as to allow the assessors to assess the candidate's level of language proficiency in line with European regulations.

A third party entering the examination room

- The candidate's use of a mobile phone, tablet or any other IT equipment during the assessment.
- Loss of visual contact between the candidate and the assessors
- Frequent / excessive loss of internet connection
- Any attempt by the candidate to record the assessment session or to make a screen capture

The assessors may, at any point during the assessment, ask the candidate to carry out a visual check of the assessment room.

In such circumstances it may be necessary to send a written report to the Belgian CAA.

The assessment fee may also be forfeited.