



Issue

1

CIVIL AVIATION AUTHORITY OF SINGAPORE

Safety Policy and Licensing Division

Computer Based Examination (CBE) Candidates Guide

CIVIL AVIATION AUTHORITY OF SINGAPORE

Computer Based Examination (CBE) Candidates Guide

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Introduction

This booklet is intended for the guidance of candidates applying for SAR-66 Aircraft Maintenance Licensing examination on the new computerised examination system. It provides information on:

- I. Creating a Computer Based Examination (CBE) Account
- II. Logging in for The First Time
- III. Updating of Personal Details
- IV. Booking of Examinations
- V. Transfer and Cancellation of Bookings
- VI. Examination Day
- VII. Checking of Results
- VIII. Review and Appeal Policy
- IX. Examination Rules and Regulations
- X. CAAS' Contact Details

Creating CBE Account

Candidates are to proceed to www.caas.gov.sg for the home page of the Computer-Based Examination (CBE) System.

CAAS Enabling opportunities through aviation
Civil Aviation Authority of Singapore

Home Log On

Home

- Exam Venue Location
- Terms and Conditions
- CBE Candidates Guide
- Examination Demonstration (wmv)

eAssessment & learning services

If you have sat an exam with us before, “Log On” to review results or book an assessment.

If booking your first examination, or this is your first time to book a computer based examination, click “Register” to begin

Log On Register

Welcome

Welcome to the online booking and results portal. To begin, log on using the link provided above or if you have not registered online with us previously, click on the “Register” button to provide us your details in exchange for a log on account. Once logged on, you will be able to make a booking for an examination and pay using your credit card. Results of your examination will be available online shortly after your examination has been completed if it does not involve essay type answers. Examination results which include marking of essay type questions will be available following the manual grading of essay answers up to thirty working days after the examination has been completed. If you have questions or would like to provide feedback on our services or examination content, click on the “Contact Us” menu item below.

Candidates are able to create a CBE account by selecting the “Register” button which leads to the registration page.

At the registration page, Candidates are required to furnish **ACCURATE** personal information which includes:

CAAS
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Enabling opportunities through aviation

Home Log On

Home
Exam Venue Location
Terms and Conditions

Account Registration

Before you can book assessments online, you need to register for an online account with us. To do this you need to complete the details below, then click on the 'Register' button.

Account Details

Title:
Mr

Given Names:
[Text Field]

Family Name:
[Text Field]

Date of Birth:
18 October 2010

Email Address: (Take care entering your email address. This is how you will be identified in this system and must therefore be valid, unique and not shared)
[Text Field]

Confirm Email Address:
[Text Field]

Password:
[Text Field]

Confirm Password:
[Text Field]

Address Details

Line 1:
[Text Field]

Line 2:
[Text Field]

Line 3:
[Text Field]

Postal Code:
0 [Text Field]

City:
[Text Field]

Country:
Australia (AUS)

Identity Information

Singapore Citizen/Permanent Resident

NRIC Number: [Text Field]

Date Of Issue: 18 October 2010

Mobile Number: [Text Field]

Employer: [Text Field]

Training Organisation: None

Non-Singaporean/Non-Permanent Resident

Candidates are to create a password and re-confirm their password for their account.

Only the following identifications are acceptable:

- (a) National Registration Identity Card (NRIC) or SAF/SPF/SCDF Serviceman Identity Card with photograph included;
- (b) Passport - for non Singapore citizens or non permanent residents only.

Select “Register” after all fields has been filled.

Your Name, NRIC Number, Passport Number and Date of Birth cannot be updated online after you have submitted them. You can only initiate a change to any of your data in these fields by making the request in person at the CAAS Licensing Section office, located at the basement of Singapore Changi Airport Terminal 2, with the relevant supporting original documents. See **Appendix C** for the address and contact details of the Licensing Section office.

Once the registration is submitted, an email will be sent to the stated email address for the validation of the email address.

The screenshot shows the CAAS website header with the logo and tagline "Enabling opportunities through aviation". The navigation menu includes "Home" and "Log On". The main content area displays "Registration Complete" with a message: "Thanks for registering. We're almost done." Below this, there are instructions: "In order to protect your privacy, we need to confirm that you are the owner of the email address you supplied before enabling your account. To do this we have sent you an email containing a confirmation link. Once you have received this, click on the link it contains to activate your account." A note follows: "If you haven't received an email from us within 30 minutes - you may attempt the registration process again to resend the email or contact us describing your problem by sending email to Caas_Pel_Aml@caas.gov.sg." A sidebar on the left contains a menu with items: Home, Exam Venue Location, Terms and Conditions, CBE Candidates Guide, and Examination Demonstration (wmv).

Candidates are able to confirm their registration by selecting the “(Confirm)” link in the email.

Registration Confirmation

Helpdesk [helpdesk@aspeq.com]

Sent: Mon 20/09/2010 3:55 p.m.

To: Adila Bajema

Hello Adila,

Thank you for registering to create an account with us at CAAS.

You are nearly done, just click the link below to confirm your e-mail address with us.

Customer Number	CAAS-00048
Name	Mrs Adila Bajema
E-Mail Address	adila1968@gmail.co.nz (confirm)

Kind regards,

Helpdesk <Caas_Pan_Ami@Caas.gov.sg>

The CAAS Notification Mailer

Log-In for the First Time

By clicking on the “Confirm Registration” link, you will be directed to the CBE Log On Page.

CAAS Enabling opportunities through aviation
Civil Aviation Authority of Singapore

Home Log On

Home

Exam Venue Location

Terms and Conditions

Log On

Before you can view your transcript, update your personal details or book an assessment within the secure area of the site you must first 'Log On'. To do this enter the email address and password you supplied during the registration process below, then click 'Log On'. Or, alternatively if you have not yet registered (a one time process) with us to obtain and activate an online account, click here to begin this process now.

Log On Details

Username:

Password:

Remember me?

Log On [Forgot your password?](#)

Candidates are to fill their User ID (Email address) and Password in the appropriate fields.

Select “Log On” to log on to the CBE system.

My Profile

You will be directed to this page upon login after registration confirmation.

This page shows all your personal information in the record of the CBE system provided by you. You may update some of your personal data online.

The screenshot shows the CAAS (Civil Aviation Authority of Singapore) website interface. The header includes the CAAS logo, the tagline "Enabling opportunities through aviation", and the user's location "Singapore UAT". The navigation menu includes Home, Bookings, Results, My Account (selected), My Messages, and Log Off. The user is logged in as "Hello Adila".

My Account

- My Profile
- Transaction History
- Current Bookings

My Details

Customer Number: CAAS-00019
 Name: Mrs Adila Bajema
 DoB: 13 July 1988
 Email: adila.bajema@aspeq.com

Buttons: Edit Email, Change Password

Addresses

This is your mailing address in our records. It should be kept up to date.

Street Addresses	Postal Code	City	Country	Actions
Apartment 3A, 21 Andrews Avenue	5010	Lower Hutt	New Zealand	

Buttons: Show All

Contact Information

Description	Detail	Preferred	Actions
Mobile phone number	021 123 4567	Yes	

Buttons: Show All, Create New

Identities

If you need to change these details, you should contact CAAS. Identity Documents with expiry dates need to be current at exam time.

Identity	Verified	Actions
Registration - Non-Singaporean/Permanent Residents	Yes	

Buttons: Show All

Enter all the information on this page.

My Message

You will be directed to the “My Message” Page each time you log in if you have any new unread messages.

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Home Bookings Results My Account **My Messages** Log Off Hello Adila

My Messages

My cart is empty.

My Messages

You have 3 Message(s) (3 unread)

Search Latest Messages:

Type	From	Subject	Received
	Helpdesk	Confirmation of your booking (#81)	21 September 2010, 03:58:27 a.m.
	Helpdesk	Confirmation of your booking (#80)	21 September 2010, 03:55:29 a.m.
	Helpdesk	Registration Confirmation	20 September 2010, 11:55:19 a.m.

Page 1 of 1 View 1 - 3 of 3

My Messages page will provide a notification message inbox containing:

- all of the latest activities that have been recorded by the system;
- action required or outstanding by the candidates; and
- other messages generated by CAAS.

My Account

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Civil Aviation Authority of Singapore Singapore UAT

Home Bookings Results **My Account** My Messages Log Off Hello Adila

My Account

- My Profile
- Transaction History
- Current Bookings

Your cart is empty.

My Details

Customer Number: CAAS-00040
 Name: Mrs Adila Bajema 2011
 DoB: 13 July 1968
 Email: adibaj@aspeq.com

Edit Email Change Password

Addresses

This is your mailing address in our records. It should be kept up to date.

Street Addresses	Postal Code	City	Country	Actions
Apartment 3A, 21 Andrews Avenue	5010	Lower Hutt	New Zealand	

Show All

Contact Information

Description	Detail	Preferred	Actions
Mobile phone number	021 123 45678	Yes	

Show All Create New

Identities

If you need to change these details, you should contact CAAS. Identity Documents with expiry dates need to be current at exam time.

Identity	Verified	Actions
Overseas Passport	Yes	

Show All

The Tabs descriptions are as follows:

- My Profile – Profile information.
- Transaction History – All financial and booking transactions that were made.
- Current Booking – Review of all examinations that you have booked.

Booking of Examination

Examination Details

Candidates are able to make their booking of examination by selecting on “Book an Exam” Tab.

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Civil Aviation Authority of Singapore Singapore UAT

Home **Bookings** Results My Account My Messages Log Off Hello Adila

Book an Exam

Find and select the examination you wish to sit. Once selected, click next to continue.

Select Exam Select Session Select Payment Confirmation

Specialisation:
SAR-66

Licence:
-- Select Licence --

Exam:
-- Select Exam --

Preferred Venue:
-- Any Venue --

Preferred Date:
22 February 2011

Cancel

Choose the required fields for your preferred examination:

- Specialisation – SAR66
- Licence – A, B1, B2
- Exam – Choose an Examination Subject
- Preferred Date – Choose a Date for the Examination

The prices listed are inclusive of GST.

Select “Next” after all fields has been filled.

Selection of Examination Session

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Civil Aviation Authority of Singapore Singapore UAT

Home Bookings Results My Account My Messages Log Off Hello Adila

Book an Exam

Use the scheduler below to find and select a session to attend. Once selected, click "Add to Cart" and then click on "Check Out"

Select Exam **Select Session** Select Payment Confirmation

Exam Summary

Code: M06-A Name: Materials and Hardware Duration (minutes): 65

Preferred Date: 21 February 2011 Find Sessions

Venue	Previous Session	03 Mar Thu	04 Mar Fri	05 Mar Sat	07 Mar Mon	Future Session
CAAS: CAAS Exam Center	02 Mar 08:00 a.m.	08:00 a.m. 12:00 p.m.	08:00 a.m.		08:00 a.m.	09 Mar 08:00 a.m.

Previous (-3 days) Next (+3 days)

Session Summary

Venue: CAAS Exam Center Date: 09 Mar 2011 Time: 08:00 a.m. Price: \$80.00 SGD [Add to Cart](#)

Previous

Choose a preferred date and time for the examination. Candidates are able to see 90 days of scheduled examination sessions for the subject selected. Candidates will not be able to make multiple bookings for the same subject.

Select "Add to Cart" when date and time selected.

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Civil Aviation Authority of Singapore Singapore UAT

Home Bookings Results My Account My Messages Log Off Hello Adila

Book an Exam

Use the scheduler below to find and select a session to attend. Once selected, click "Add to Cart" and then click on "Check Out"

Select Exam **Select Session** Select Payment Confirmation

Exam Summary

Code: M06-A Name: Materials and Hardware Duration (minutes): 65

Preferred Date: Find Sessions

Venue	Previous Session	03 Mar Thu	04 Mar Fri	05 Mar Sat	07 Mar Mon	Future Session
CAAS: CAAS Exam Center	02 Mar 08:00 a.m.	08:00 a.m. 12:00 p.m.	08:00 a.m.		08:00 a.m.	09 Mar 08:00 a.m.

Previous (-3 days) Next (+3 days)

Session Summary

Venue: CAAS Exam Center Date: 09 Mar 2011 Time: 08:00 a.m. Price: \$80.00 SGD

Place Another Booking Check Out

Select "Check Out" if you have finished or "Place Another Booking" if you wish to make another booking.

You have 5 minutes within which to complete exam purchases. If transactions are not completed in this time frame, all booking entries will be removed (cart cleared) and you will have to start over.

A confirmation “Shopping Cart – My Cart” Page will be displayed. Candidates are required to check that their bookings are all correct before proceeding to the payment page.

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Civil Aviation Authority of Singapore Singapore UAT

Home Bookings Results **My Account** My Messages Log Off Hello Adila

Shopping Cart - My Cart

My Cart		Confirm Order	Payment Details	Order Complete
Session	Exam	Qty.	Price	
CAAS Exam Center (CAAS) 09 March 2011, 08:00 a.m.	Materials and Hardware MO6-A	1	\$80.00 SGD	✖
TOTAL SGD			\$80.00 SGD	

My cart (1) items

Your cart will expire in

4 **18**
Minutes Seconds

To ensure your reservation is confirmed, you should complete this booking before this time expires.

Select “Next” to proceed to the Confirm Order page.

Candidates must tick the “Terms and Conditions” box to enable them to proceed to the Payment page.

Making a Payment

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Home Bookings Results **My Account** My Messages Log Off Hello Adila

Shopping Cart - Payment Details

My Cart Confirm Order **Payment Details** Order Complete

Payment Details

Visa MasterCard

Card Holders Full Name:

Card Number:

Card Security Code:

Card Expiry Date:
02 / 2011

Amount:
\$80.00 SGD

Please note that clicking on 'Next' will process your credit card payment...

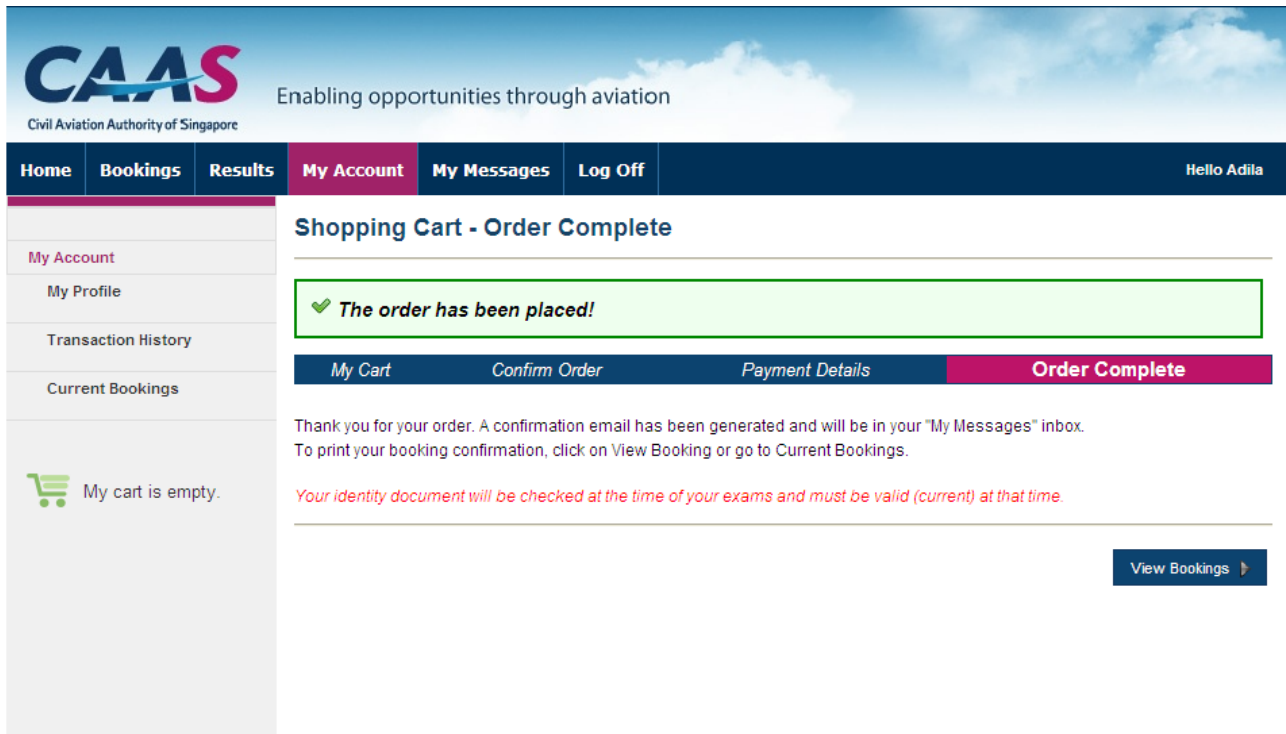
Previous Next

Payments can be made via Credit or Debit Cards only.

Candidates are required to provide accurate information on their mode of payment.

Select “Next” to confirm payment.

After the order is placed, a “Shopping Cart – Order Complete” screen will be displayed.



An email order confirmation will be sent to the email address on record to notify candidate that a booking has been made.

Click on “View Bookings” to view all bookings.

View Bookings

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Civil Aviation Authority of Singapore Singapore UAT

Home Bookings Results My Account My Messages Log Off Hello Adila

Current Bookings

Below is a list of your upcoming bookings.
If you have any inquiries related to your booking(s) then please contact us.

Session	Assessment	Status
CAAS Exam Center (CAAS) 09 March 2011, 08:00 a.m.	Materials and Hardware M06-A	Pencilled Expires @ 08:28 a.m.
CAAS Exam Center (CAAS) 04 March 2011, 08:00 a.m.	Electrical Fundamentals M03-A	Pencilled Requires Actioning
CAAS Exam Center (CAAS) 03 March 2011, 08:00 a.m.	Physics M02-B2	Cancelled
CAAS Exam Center (CAAS) 02 March 2011, 08:00 a.m.	Physics M02-A	Paid (Pending Approval)
CAAS Exam Center (CAAS) 24 February 2011, 08:00 a.m.	Module 1 - Mathematics M01-B1	Paid

My cart (1) items
Your cart will expire in
4 Minutes 9 Seconds
To ensure your reservation is confirmed, you should complete this booking before this time expires.

The booking status are as follows:

- Paid – Payment confirmed successful.
- Paid (Pending Approval) - Payment issues (credit card declined) or system issue (time out situation). This will be confirmed automatically within 24 hours. You will not be able to use the same exam or schedule until the payment approval is confirmed.
- Cancelled – Payment declined.
- Pencilled *Requires Actioning* – Order has been interrupted during processing (either due to timeout or system error). Your booking will be finalised within 24 hours. While the order remains processing, your booking(s) will remain unconfirmed.
- Pencilled *Expires @.....* – You fail to complete a booking transaction ie you log out from the system or exit the booking page to another page without clearing cart or making payment. This booking expires after 5 minutes or when you manually clear your cart.

Candidates will be able to check all upcoming bookings and transactions by selecting the “Current Bookings” tab and “Transaction History” tab respectively.

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Civil Aviation Authority of Singapore Singapore UAT

Home Bookings Results **My Account** My Messages Log Off Hello Adila

User Account Statement

View the transaction history for this account. Click on the information icon next to any transaction for more details.

Your available funds is **\$0.00** as at 22 Feb 2011, 08:41:27 a.m.

Search Type: All Financial Start: 22 February 2010 End: 22 February 2011 Apply Clear

#	Type	Description	Debit	Credit	Date
23	Dishonour	Credit Card Declined (#155)	\$80.00 SGD		22 February 2011, 0
155	Receipt	Payment of \$80.00 SGD (Credit Card, 33333333)		\$80.00 SGD	22 February 2011, 0
154	Receipt	Payment of \$80.00 SGD (Credit Card, 22222222)		\$80.00 SGD	22 February 2011, 0
153	Receipt	Payment of \$80.00 SGD (Credit Card, 11111111)		\$80.00 SGD	22 February 2011, 0

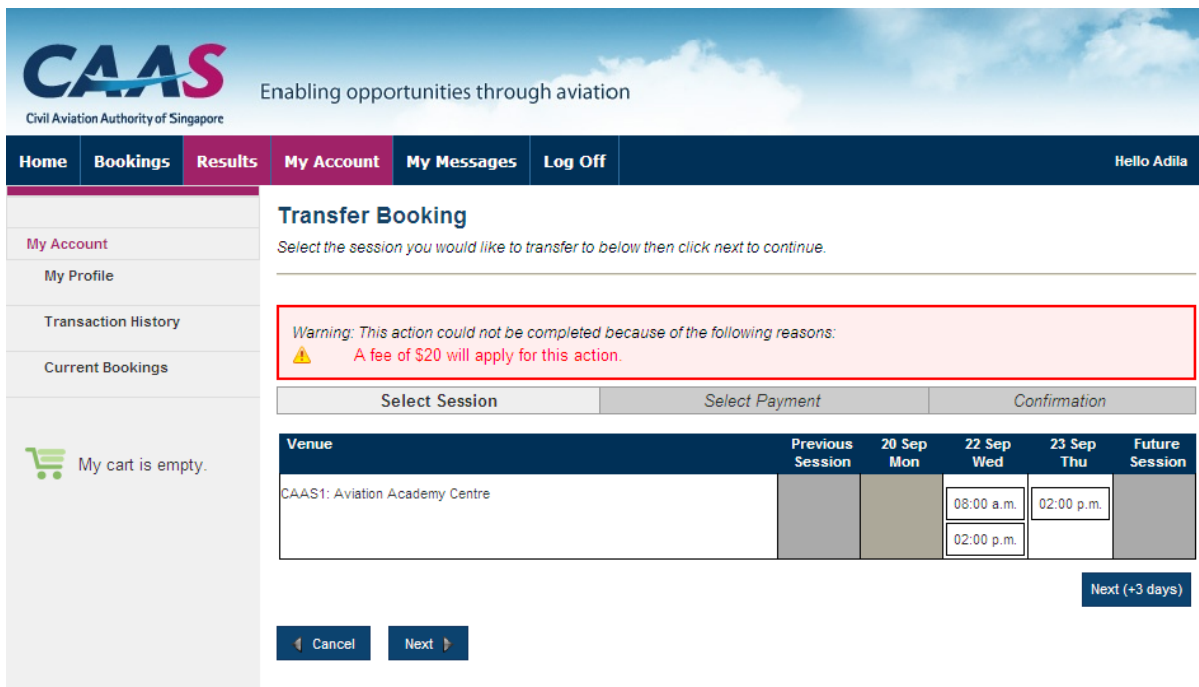
Your cart is empty.

Transfer and Cancellation of Bookings

Transfer of Bookings

Candidates are able to transfer online their examination bookings from their “Current Bookings” screen **NO LESS THAN 3 DAYS** to the examination date.

Select the “Transfer” button () next to the exam you wish to transfer.



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Home Bookings Results My Account My Messages Log Off Hello Adila

Transfer Booking

Select the session you would like to transfer to below then click next to continue.

Warning: This action could not be completed because of the following reasons:
⚠ A fee of \$20 will apply for this action.

Select Session	Select Payment	Confirmation
Venue	Previous Session	20 Sep Mon
CAAS1: Aviation Academy Centre		22 Sep Wed 08:00 a.m. 02:00 p.m.
		23 Sep Thu 02:00 p.m.
		Future Session

Next (+3 days)

Cancel Next

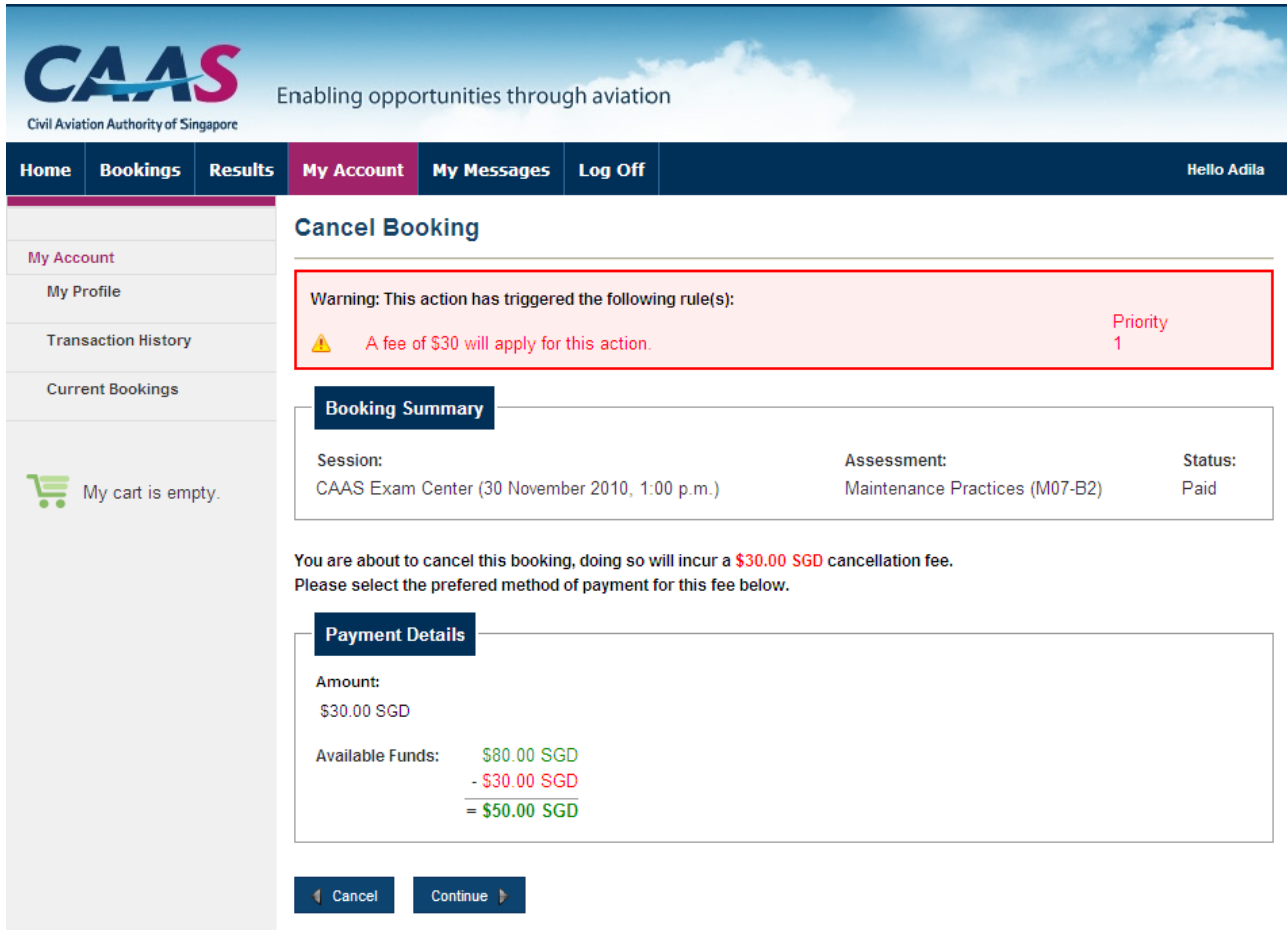
Candidates are subjected to a transfer fee of S\$20 when making a transfer booking for each examination subject previously booked.

The examination fee will be forfeited if the candidates do not turn up for an examination.

Cancellation of Bookings

Candidates are able to cancel online their examination bookings from their “Current Bookings” screen **NO LESS THAN 3 DAYS** to the examination date.

Select the “Cancel” button () next to the exam you wish to cancel.



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Home Bookings Results **My Account** My Messages Log Off Hello Adila

Cancel Booking

Warning: This action has triggered the following rule(s):
 ⚠ A fee of \$30 will apply for this action. Priority 1

Booking Summary

Session:	Assessment:	Status:
CAAS Exam Center (30 November 2010, 1:00 p.m.)	Maintenance Practices (M07-B2)	Paid

You are about to cancel this booking, doing so will incur a **\$30.00 SGD** cancellation fee. Please select the preferred method of payment for this fee below.

Payment Details

Amount:
\$30.00 SGD

Available Funds:

	\$80.00 SGD
	- \$30.00 SGD
	= \$50.00 SGD

Cancel Continue

Candidates are subjected to cancellation fees of S\$30 when making a cancellation of each examination subject previously booked.

Candidates will be refunded the balance of the examination fee after deduction of the cancellation fee, by cheque via the mail to the mailing address on the customer portal.

Examination Day

Examination Centre

Below is the map showing the vicinity of the Singapore Aviation Academy (SAA) where the CAAS Examination Centre is located.



The Examination Centre is located at
Room M1-25 of Singapore Aviation Academy (SAA)
Address of SAA: 1 Aviation Drive, Singapore 499867

Buses to Singapore Aviation Academy:

Bus stop B01: 9, 19, 89

Changi Village Bus Terminal: 2, 29, 59, 109

(Refer to Appendix D for the layout of the Singapore Aviation Academy)

Important Notes to Candidates

- Candidates are required to present the Examination Booking Confirmation advice slip to the examination invigilator at least **30 minutes** prior to the start of the examination. Candidates who arrive **15 minutes** after the start of the exam will not be allowed to take the exam.
- Candidates who are Singapore citizens or permanent residents (PRs) must produce their NRIC or SAF/SPF/SCDF Serviceman Identity Card with photograph included for identification purpose when reporting for examinations. Candidates who are non-Singapore citizens or non-permanent residents must produce their valid passport for identification purpose.

Caution: A Candidate who turns up for an examination with an inappropriate identification document will not be allowed to sit the examination. Hence, a Singapore citizen or PR who turns up for examination with only his or her passport (instead of NRIC or SAF/SPF/SCDF Serviceman Identity Card) for identification, will not be allowed to sit an examination.

- Candidates are reminded to be properly attired when reporting for examination. Candidates not in proper attire, such as being in collarless T-shirts, singlets, shorts or Bermuda shorts, slippers, sandals or non-covered shoes, will not be allowed to sit for an examination. Refer to Booking Terms and Conditions in **Appendix A** of this guide.
- Candidates are advised to watch a video on the process of examination taking before reporting to take an examination at the examination centre for the first time. This video can be accessed by clicking the on “Examination Demonstration” link available on the home page of the customer portal.
- Candidates are also advised to read and understand the Notice to Candidates which can be found in **Appendix B** of this guide.

Sitting for Examination

When reporting to sit for an examination,

- Deposit all your personal belongings, including all communication and recording equipment/devices, on the shelf provided at the front of the examination centre. You

are expected to proceed to the examination workstation bringing only your identification document and a pen or pencil.

- You must produce your Examination Booking Confirmation advice slip and identification document over the counter for verification by the invigilator. You will be required to sign on an Attendance Register to mark your attendance. (Note: By signing on the register, you are also declaring that you have read and understood the Notice to Candidates. See **Appendix B** for the Notice to Candidates).
- The invigilator will provide you with a personalised Candidate Login Form that carries information such as your workstation number, client ID and login PIN. This form also carries the instructions to candidates; you are required to sign on a space provided at the bottom of the form to indicate that you have read and understood the instructions. You may use the reverse side of this form for your rough work but it is important that you return this form to the invigilator before leaving the examination centre.

CAUTION: Failure to return the Candidate Login Form may result in your being disqualified from the examination and not being able sit for any CAAS' examination for at least 12 months from the date of the incident.

- Deposit the Examination Booking Confirmation slip at the counter before proceeding to your assigned workstation.
- You must remain silent at all times and must not communicate with any other candidate until you leave the examination centre.
- **CAUTION: Do not click the "Start" button until you have been given permission by the invigilator to do so.**

When at your assigned workstation, you may key in your Client ID and Login PIN as indicated on the Candidate Login Form. Once logged on, you must ensure that your name and examination module number are correctly displayed on your monitor screen. Alert the invigilator if any of this information is not correctly displayed. Do not click the "Start" button until you have been given permission to do so by the invigilator.



EXAMINATION CANDIDATE LOGIN FORM

Name		
Exam Centre	Date	Start Time
Workstation No.	Client ID	Login PIN

Instructions to Candidate:

Warning:

- After logging in, **do not click the START button** until you are told to do so by the invigilator.
- This Candidate Login Form must be **signed and returned** to the invigilator before you leave the examination centre. Your result may be withheld if the invigilator is unable to account for this form at the end of the examination. Removal of this form from the examination centre may be treated as a cheating case.
- Ensure that you have **no communication or recording device** with you when seated at your examination workstation.

1. Verify that your name on this form is correct and that you are seated at the assigned workstation number listed above on this form.
2. Use the keyboard to enter the **Client ID** and **Login PIN**. Then position the pointer to "SIGNON" and click the left button on the mouse. **Do not click the START button until you are told to do so by the invigilator.**
3. You may refer to **Examination Process Instructions** for guidance on how to navigate to answer the examination questions and how to submit your paper for marking.
4. You may use the reverse page of this Examination Candidate Form for your workings. However, please **do not tear or mutilate this form** as you are required to return it to the invigilator before leaving the examination centre.
5. Do not attempt to communicate with other candidates.
6. Do not vandalise on the computer hardware or attempt reboot the computer, cycle its power switch or fiddle with any connections or connecting cables of the computers.
7. Do raise your hand if you need the attention of the invigilator.

Essay Exam candidates:

1. You will be given 2 (two) blank A4 size single-lined papers to respond to each question. **Write only on one side per paper.**
2. Label each answer sheet with your Name, CAAS Candidate ID, Exam Session Code and Question Number.
3. Return all unused papers to the invigilator before leaving the examination centre. Do remember to cancel and sign against the cancellations on the page(s) that you do not wish to submit for marking.

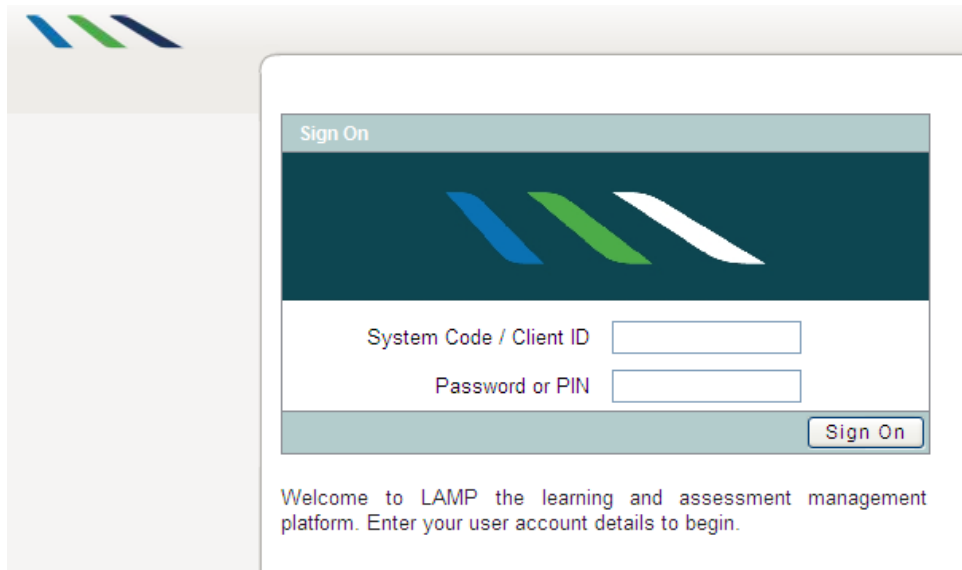
I hereby declared that I have read and understood the above instructions.

Candidate's Signature: _____

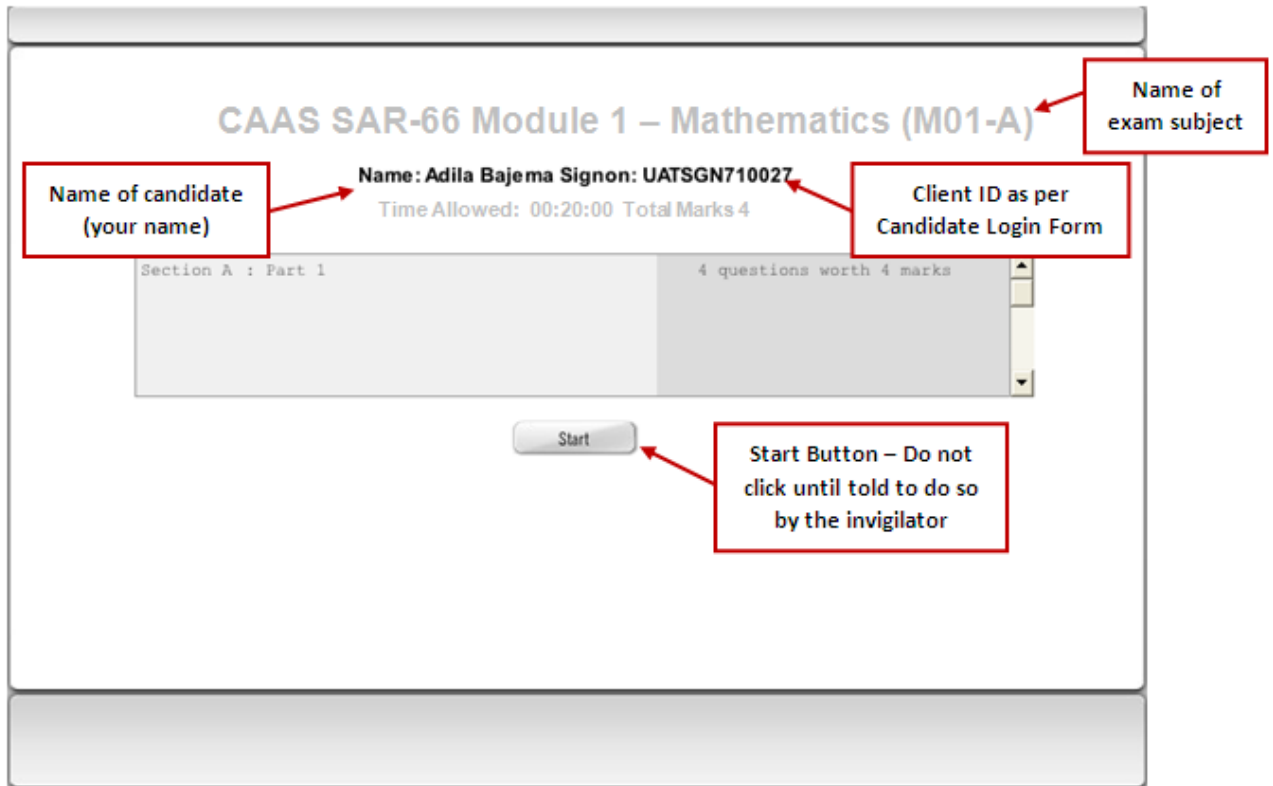
Date: _____

SG01
R3, OCT 10

- You may proceed to enter the Client ID, Login PIN using the keyboard and then perform a left click on the “Sign On” button.



- **Do not click on the Start button** as it appears after you click the “Sign On” button. Once you have signed on, check that your name and the name of the subject are correctly displayed on the top of the examination screen. You should inform the invigilator immediately if any of the displayed details is not correctly reflected on the screen.

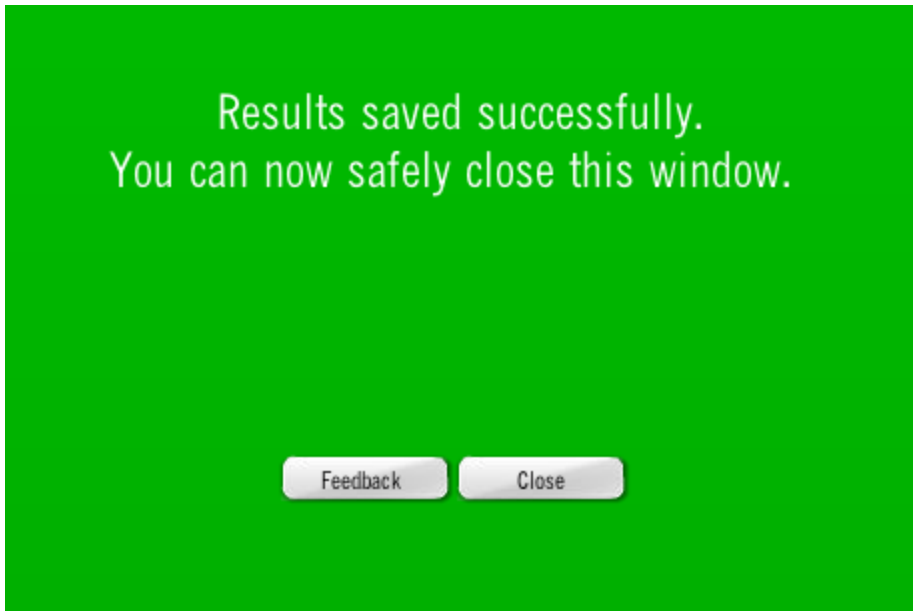


When sitting for an essay examination paper, the procedure above still applies. The examination questions will be delivered via the computer terminal but you are required to answer the questions using paper and pen or pencil. You are required to write your particulars (Name, CAAS Candidate ID, Exam Session Code, and Question Number) on every sheet of the answer script. You may answer the essay questions in any order but must start answering each new question with a fresh sheet of paper provided, and you shall only write on one side of the paper.

End of Examination

The computer-based examination session will either end automatically when the timer counts down to zero or when the candidate chooses to terminate the examination before the time allotted for the paper is fully expended.

You must see a green screen as illustrated below before leaving your workstation after taking your examination. If you experience a screen of any other colour at any time during or after the examination, you must immediately alert the invigilator who will be able to take the necessary follow-up actions to properly submit your paper. **Do not attempt to troubleshoot the system yourself under any circumstances.**



You are required to hand over the Candidate Login Form to the invigilator with your signature at the left bottom of the form.

For essay examination papers, you are required to hand over all answer sheets (used or unused) to the invigilator.

You are not allowed to remove any stationery or hardware from the examination centre. You must hand over all materials, including all those pre-laid items (e.g. electronic calculators) on the workstation for your use, before you leave the examination centre.

Release of Results

Candidates will receive an email notification when the results have been published.



Candidates can view their results by logging on to their own examination account and selecting the “Result” tab.

CAAS Enabling opportunities through aviation
Civil Aviation Authority of Singapore

Home Bookings **Results** My Account My Messages Log Off Hello Adila

Results


*Below is a list of your results from previously sat examination.
If you have any inquiries related your result(s) then please contact us.*

Description	Result Mark	Awarded	Expires	Result Notice
Electrical Fundamentals (M03-A)	Passed	20 Oct 2010	20 Oct 2020	 

My cart is empty.

Candidates should print their own result transcripts for their own references and also for submission to the CAAS when applying for a licence in the future.

Select the “Result Notice” icon to print.



Civil Aviation Authority of Singapore

Telephone Nos. (65) 6541 3433; (65) 6696 8028 (Office hours only)
Fax No: (65) 6543 4941
Email address: caas_exam@caas.gov.sg

Result Slip

Candidate ID	CAAS-00019
Candidate	Adlla Bajama Level 3 ANZ House 21 Andrews Avenue Lower Hutt 5010 Wellington New Zealand
Date of Birth	13 Jul 1968

Result Details

Examination Centre	CAAS Exam Centre
Examination	Module 14 – Propulsion
Licence	Category A
Specialisation	SAR-66
Date of Exam	29/10/2010
Award Date	29/10/2010
Expiry Date	29/10/2020
Mark	Passed

Knowledge Deficiency Report

Syllabus objectives for which your knowledge deficiencies have been identified are listed below.

- 3.5

This is a computer generated document. No signature is required.

Downloaded: 29/10/2010 05:09 a.m.
(52K1+68 02) Kade Lohran,
Singapore

CAAS
Service Address: Civil Aviation Authority of Singapore, Unit No. 915-999-03, Terminal 2 Basement, Singapore Changi Airport, Singapore, Singapore
Postal Address: Singapore Changi Airport, P.O. Box 1, Singapore, Singapore

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Review and Appeal Policy and Absent with Valid Reasons

Review and Appeal Policies

The examination results, once published, are final. CAAS will not entertain any request to review or appeal against the examination questions or markings.

Absent With Valid Reason

CAAS may allow a candidate who is absent from an examination with a valid reason, to either transfer or cancel the booking. To apply for a transfer or cancellation of the booking, the candidate must show up personally at the CAAS Licensing Section office with the supporting document(s) to substantiate the reason for his or her absence. CAAS has the sole discretion to accept or reject the reason offered by the candidate. Once the reason for the absence is accepted by the CAAS, the candidate shall pay the standard transfer fee of S\$20 per paper, or the standard cancellation fee S\$30 per paper before the transfer or cancellation can be initiated.

Appendices

Appendix A – Booking Terms and Conditions

Preamble

Singapore Airworthiness Requirement, SAR-66.25(b) requires a candidate sitting an aircraft maintenance licensing examination to have at least 2 years of maintenance, overhaul or repair experience on aircraft (or aircraft components), or have successfully completed an approved training in the relevant module before the candidate sits for the examination. CAAS will not recognise an examination credit, for the purpose of issuing an aircraft maintenance licence, if the candidate did not meet this requirement the time he or she sat for the respective examination.

Reporting Time / Identification

Present the Examination Booking Confirmation advice slip to the invigilator at least **30 minutes** prior to the start of each examination. You must prove your identity by producing your Singapore National Registration Identity Card (NRIC) or SAF/SPF/SCDF Serviceman Identity Card with photograph included if you are a Singapore citizen or Singapore permanent resident (PR). If you are not a Singapore citizen or not a Singapore PR, you must produce a valid passport for identification.

If you do not produce any of the afore-mentioned identification applicable to you, you will not be allowed to sit the examination and you will forfeit your fee.

Failure to attend a scheduled examination will result in the forfeiture of the examination fee.

If you report to the examination centre more than **15 minutes** after the scheduled start time of the examination, you will not be allowed to sit the examination and you will forfeit the examination fee.

If you are not the person named in this Examination Booking Confirmation advice slip, you will not be allowed to sit the examination.

For security reason, while you are in the Singapore Aviation Academy (SAA) premises, you are obligated to show your personal identification (i.e. your NRIC or passport) and Examination Booking Confirmation advice slip upon demand by the security personnel of SAA.

Attire

You must be in proper attire when reporting to the CAAS Examination Centre to take an examination. Candidates not in proper attire, such as being in collarless T-shirt, singlet, shorts, Bermuda shorts, slippers, sandals or non-covered shoes will not be allow to sit the examination, in which case, you shall forfeit the fee for that examination.

Candidates are not allowed to wear any head-gears when sitting an examination, unless they are for medical or religious reasons.

Examination Transfers / Cancellations

- A candidate may elect to transfer an examination booking of the same paper from one date to another, or cancel a booking. The transfer fee is S\$20 per paper, and the cancellation fee is S\$30 per paper. The transfer or cancellation request may be submitted online no less than 3 days before the examination sitting. Transfer or cancellation cannot be submitted online once the booking session is closed.
- For transfer online, the applicant will pay the transfer fee online.
- For cancellation online, the balance of the examination fee minus the cancellation fee will be refunded by cheque and mailed to applicant's mailing address as in the customer portal.
- If the candidate is unable to sit for an examination (i.e. no-show), due to medical or other reasons which may be considered acceptable to CAAS, the candidate may request for a transfer or cancellation of the examination booking by showing up personally at the CAAS Licensing Section office with a medical certificate or other supporting document(s), no later than 5 days after the examination date. CAAS has the sole discretion to accept or reject the reason for the absence. The standard transfer fee of S\$20 per paper or standard cancellation fee of S\$30 per paper shall apply if CAAS accepts the

reason for the no-show. For transfer of examinations at the CAAS Personnel Licensing office, the applicant will have to pay the transfer fee using his or her credit/debit card over the counter.

- For cancellation at the CAAS Licensing Section office, the balance of the examination fee minus the cancellation fee will be refunded by cheque and mailed to applicant's mailing address in the customer portal.

Results

- Examination results may be viewed and printed by logging on to the customer portal. To access your records and print your results, you need to logon and select "Result Transcript" on the landing page.
- For online examinations, your examination response will be automatically marked at the completion of your examination. However, your result notice and feedback cannot be processed until all those sitting with you have completed their examination.
- For paper examinations, your results will be available within 30 working-days of the sitting date.

Examination Rules and Instructions

The following rules and instructions are for you to read prior to arriving at the examination centre. Failure to follow the rules may lead to your disqualification from the examination.

- Deposit all your belongings in the shelf provided at the front of the examination centre. You are only allowed to bring to the examination station a pen or pencil and a calculator if it is provided by the invigilator.
- Present your identification document and Examination Booking Notification advice slip to the invigilator over the counter at the examination centre. You will be required to sign on an Attendance Register, and by doing so, you are also confirming that you have read and understood the "Notice to Candidate" which appears on the last page of the Examination Booking Notification slip.
- The invigilator will then provide you with a Candidate Login Form which carries information such as your Name, Workstation no., Client ID, Login pin, and instructions to candidates, etc. You must read the instructions to

candidates and sign at the bottom of the form in a space provided after reading the instructions. You may use the reverse side of this form for your rough work. You must return this form to the invigilator before you leave the examination centre.

- Deposit your Examination Booking Notification advice slip at the invigilator's counter before proceeding to your assigned workstation.
- When at your assigned workstation, place your identification document on the left side of your desktop to facilitate routine checking by the invigilator during the examination.
- **Warning: DO NOT CLICK THE "START" BUTTON UNTIL THE INVIGILATOR GIVES YOU THE PERMISSION TO START.**

Once at the assigned workstation, you may proceed to enter your Client ID and Login pin on the spaces provided on the computer screen using the keyboard at the workstation. (The Client ID and Login pin can be found in the Candidate Login Form).

- Once you have logged on, check that your name and the examination module number displayed on your screen are correct. Alert the invigilator if any of these details is/are wrongly displayed.
- You may click the start button only when the invigilator gives the permission for you to do so.
- Communicating with anyone other than the examination invigilator during the examination may be treated as a cheating case.
- If you choose to leave the examination room before you have finished your examination, you will not be permitted to return to the room or resume your examination.
- Unless the examination is "open book" there shall be no reference to any notes, books or publications during the examination. For "open book" examinations, reference may only be made to books, publications and notes which are listed on the front page of the booking confirmation or as per the items listed on the session roll.

Information on Sitting the Examination

The examination process explanation is made available to candidates at individual examination stations. Candidates sitting examination at the CAAS Examination Centre for the first time are strongly recommended to view the video on the process of sitting the examination. This video can be accessed by clicking on the “Examination Demonstration” link at the home page of the customer portal.

Appendix B – Notice to Candidates

This licensing examination is provided to meet the requirements of Paragraph 11 (9) (b) of the Singapore Air Navigation Order.

Singapore Airworthiness Requirement SAR-147.135 (for licensing examination candidates) prohibits cheating or other unauthorised conduct in relation to licensing examinations.

The requirement specifies that any examination candidates if found during an examination to be cheating, abetting or attempting to cheat, or in possession of material pertaining to the examination subject other than those permitted, shall be disqualified from the examination and may not take any examination for at least 12 months after the date of the incident.

CAAS does not consent to any person copying the copyright works. Therefore, any person may not, in any manner, copy examination material in any form (eg by writing on paper or on any other parts of the body or objects, or by any electronic recording medium), remove examination material (which also includes the Examination Candidate Login Form) from the examination centre or disclose examination material to any person. Any person found infringing the copyright works of CAAS in this manner shall be disqualified from the examination and may not take any examination for at least 12 months after the date of the incident.

Candidates must return all materials supplied by the invigilator before leaving the examination centre. Failure to return any materials provided for the examination may lead to the disqualification of the candidate for that paper.

The examination centre is under constant CCTV monitoring and recording. CAAS reserves the right to nullify the examination result of any candidate at any time if it is found that he or she has compromised the integrity of the examination in question, or infringed the copyright of CAAS.

Appendix C – CAAS Contact Details

Please direct all feedback and enquiries regarding the CBE services to:

Civil Aviation Authority of Singapore
Safety Policy and Licensing Division
Licensing Section
Singapore Changi Airport Terminal 2
Basement Unit No. B16-006-03
Singapore 819643
Telephone Nos. (65) 6541 3483; (65) 6595 6026 (Office hours only)
Fax No: (65) 6543 4941
Email address: Caas_Pel_Aml@caas.gov.sg

Opening hours:

Monday to Thursday – 8.30 am to 1.00 pm & 2.00 pm to 5.00 pm

Friday – 8.30 am to 1.00 pm & 2.00 pm to 4.30 pm

Lunch break – 1.00 pm to 2.00 pm daily

Closed on Saturday, Sunday and public holidays

Appendix D – Layout of Singapore Aviation Academy

