

BMAA Briefing Guidance for the Conduct of an Examiner

Briefing in Accordance with ORS4 1378



Introduction

Due to the Covid-19 lock down some examiners whose authority lapses during the period of lock down and shortly afterwards may be unable to revalidate in accordance with normal practice. Obviously, this leaves the examiner unable to examine until a normal renewal has been conducted, which because of the availability of examiners and the social distancing recommendations could be some time in the future.

The UK CAA has made available to such examiners the opportunity to extend the validity period of the authorities until 22nd November 2020. The details of how the extension is achieved have been published in a CAA publication, ORS4 1378.

Eligibility

The examiner's authority must have been valid on the 16th March 2020.

If the authority had expired by the 16th March 2020 the examiner is not eligible for an extension to validity.

Requirements

Briefing

ORS4 1378 published by the UK CAA on the 15 April 2020 states that an examiner who requires that the validity of their authority be extended must have received a refresher briefing from an FIE applicable to the authority to be extended.

Recording

Following the briefing it shall be recorded in accordance with the following procedure:

Recording of briefing and extension of privileges:

The confirmation of this briefing is to be recorded in the logbook in one of the following methods:

- (i) the examiner will confirm by electronic means this to be printed and affixed to the logbook; **or**
- (ii) the examiner will confirm by letter this to be affixed to the logbook; **or**
- (iii) the examiner to make an entry in the logbook;

Suggested wording for logbook entry/ attachment:

'I certify that on (date) (name and examiner authorisation number) satisfactorily completed a briefing to extend the validity of the examiner authority in accordance with CAA ORS4 1378.'

FIE name and number.

or
(iv) the FI examiner to make an entry in the examiner's licensing certificate with the new expiry date of the 22/11/2020

and

a copy of the exemption notice is to be carried as part of their authorisation

Briefing guidance

The following guidance is provided by the Microlight Panel of Examiners following discussion with the UK CAA.

Purpose

The purpose of the examiner briefing is to encourage the examiner to give due consideration to their responsibility as an examiner and to encourage a self-awareness of the potential for lapse of skills and knowledge following what is likely to be a significant period since they have acted as an examiner.

Scope

There are no minimum or maximum limits to what may be included in the briefing although the person conducting the briefing should feel confident that the examiner has displayed an understanding of all areas covered.

There are no time expectations suggested for an examiner briefing.

Method

We suggest that the briefing should be conducted as a conversation during which the FIE suggests and discusses considerations, it is not a test.

Content

(This guidance may be expanded on or varied.)

R Examiners

Scope

Understands the limitations of the Authority in respect of Licences/Certificates that the Authority held allows them to revalidate. Unless they are a FI they cannot extend a microlight class rating in accordance with ORS4 1378.

Privileges

Demonstrates an understanding of the minimum requirements for revalidating a Microlight Class rating in a NPPL (A).

Demonstrates an understanding of the minimum requirements for revalidating a Microlight Class rating in a PPL Microlights.

GR Examiners

Scope

Demonstrates an understanding of imbedded privileges of R Authorities as above

Privileges

Unless they are a FI they cannot extend a microlight class rating in accordance with ORS4 1378.

Demonstrates an understanding of how a ground examination should be conducted to ensure security of papers; that the environment is suitable to allow the candidate to complete the paper without distraction; that papers are marked correctly; candidates are debriefed correctly; that exam results are recorded correctly

Has knowledge of any extensions that may be given to the expiry dates of the ground examinations

Flight Examiners

Scope

Demonstrates an understanding of imbedded privileges of R and GR Authorities as above.

Privileges

Has knowledge of any extensions given to the expiry dates of the microlight class rating
Demonstrates an understanding of how a flight test for the grant or renewal of a Microlight Class Rating should be conducted
To include knowledge of:
Candidate's pre-test training requirements and currency considerations
Candidate briefing
Sequence of the flight test to achieve the best results from the candidate
Qualities and quantities used in assessment of candidate's performance
Results available
Recording the test.

Up to date information from CAA can be sourced through Skywise and he special Covid-19 pages linked below.

<https://www.caa.co.uk/Our-work/Newsroom/COVID-19/>

<http://skywise.caa.co.uk/>