



Civil Aviation Authority - Sultanate of Oman
Flight Safety Department - Personnel Licensing Section
Assessment/ Monitoring / Surveillance Report
ATC Practical Examiner /ATC Theoretical Knowledge Examiner

EXAMINER DETAILS: (as applicable)			
EXAMINER NAME			
EXAMINER NO.		ATC LICENCE NO.	
ATC UNIT		ATC RATING	
ATC ATO NAME			
EXAMINER TYPE	<input type="checkbox"/> PRACTICAL EXAMINER	<input type="checkbox"/> THEORETICAL EXAMINER	

ASSESSMENT DETAILS:			
ATCO NAME			
ASSESSMENT FOR:		INITIAL / RENEWAL / VALIDATION / OTHER	
ATC LICENCE NO.		STUDENT ATC LICENCE NO.	
ATC UNIT		ATC ATO	
ASSESSMENT DATE:		ASSESSMENT TIME:	

1.	Assessment, evaluation & examination: <i>Evaluates the performance of the trainee for the purposes of enabling learning, monitoring progress and/or determining if competence has been achieved (Assesses the competencies of the trainee)</i>		
PC No.	Performance Criteria (PC) (Observable Behaviour)		
PC 1.1	Complies with ATS Unit / ATOs and authority requirements		
PC 1.2	Ensures that the trainee understands the assessment process and rules		
PC 1.3	Communicates to trainees the criteria upon which their performance will be assessed		
PC 1.4	Selects appropriate events and activities through which to observe trainee`s performance		
PC 1.5	Applies the competency standards and conditions fairly and consistently		
PC 1.6	Compare trainee`s performance outcomes to defined objectives		
PC 1.7	Performs grading		
PC 1.8	Applies appropriate corrective actions		
PC 1.9	Assess an integrated performance and, at the same time, evaluate the performance of separate competencies		
PC 1.10	Identify if any of the individual competencies may be inadequate and provide clear evidence for the resulting conclusions.		
PC 1.11	Be constantly aware of the effects of assessment observations and personal interactions during the assessments.		
PC 1.12	Ask trainees to explain some of their thinking so as to evaluate their cognitive skills		
PC 1.13	Demonstrate familiarity with the assessment tool.		
PC 1.14	Ensures realism in the choice of scenario administered		
PC 1.15	Maintains a realistic approach in the conduct of the scenario		
PC 1.16	Gathers factual evidence of the trainee`s performance against the objectives		

PC 1.17	Gathers factual evidence for all the required competencies	
PC 1.18	Applies consistent standards when assessing performance	
PC 1.19	Evaluates the trainee's performance in relation to the competencies and previously set goals and performance standards	
PC 1.20	Analyses poor performance to determine root causes, when appropriate	
PC 1.21	Determines remedial actions required to address deficiencies in performance, when appropriate	
PC 1.22	Determines if the evidence gathered, supports a decision that the trainee is competent	
Satisfactory / Unsatisfactory		
2.	Feedback: Provides understandable and actionable feedback	
PC No.	Performance Criteria (PC) (Observable Behaviour)	
PC 2.1	Ensures a level of theoretical knowledge and practical skill that achieves an appropriate level of safety	
PC 2.2	Provides clear feedback to the trainees	
PC 2.3	Makes decisions based on the outcome of the summative assessment	
PC 2.4	Provides recommendations based on the outcome of the assessment	
PC 2.5	Use facilitation techniques where appropriate	
PC 2.6	Provide positive reinforcement	
PC 2.7	Encourages mutual support	
PC 2.8	Takes into account the human aspects of delivering difficult messages when performance is below standard	
PC 2.9	Develops and seeks agreement on any plan for improvement or remediation	
PC 2.10	Ensures the feedback is objective	
Satisfactory / Unsatisfactory		
3.	Assessment Reports Complication: Produces objective, understandable and actionable Training and Performance Reports	
PC No.	Performance Criteria (PC) (Observable Behaviour)	
PC 3.1	Writes objective and comprehensive reports on the trainee's performance	
PC 3.2	Keeps appropriate and adequate training and performance records	
PC 3.3	Produces reports using provided appropriate forms and media	
PC 3.4	Reports clearly and accurately on trainee's performance using only observed behaviors reflecting knowledge, skill and attitude	
PC 3.5	Reports recognized training opportunities within the training system in order to improve the process	
PC 3.6	The report was signed by the trainee	
Satisfactory / Unsatisfactory		

4.	Communication: <i>Communicates effectively with the trainee in verbal, non-verbal and written form</i>	
PC No.	Performance Criteria (PC) (Observable Behaviour)	
PC 4.1	Listens actively	
PC 4.2	Encourages constructive discussion about the trainee's performance	
PC 4.3	Adjusts speech techniques to suit the operational and/or instructional situation (e.g. conveys a sense of urgency, speaks calmly) (rational)	
PC 4.4	Adapts content of communication to the needs of the trainee (e.g. does not overload with too much information)	
PC 4.5	Explains complex situations clearly (e.g. traffic situations, application of procedures, management of emergencies)	
PC 4.6	Explains cognitive strategies clearly (e.g. how to analyse situations, prioritize, select a course of action, distributes attention.	
PC 4.7	Encourages a commitment from the trainee	
PC 4.8	Communication is adult to adult-(seeking information, problem solving and rational	
PC 4.9	Correct body language is displayed and uses body language effectively	
PC 4.10	Recognizes and correctly interprets body language signals	
PC 4.11	Delivers difficult messages with tact and sensitivity	
Satisfactory / Unsatisfactory		
5.	Ethics and integrity: <i>Demonstrates openness, respect and fairness towards the trainee and considers the consequences when making a decision or taking action</i>	
PC No.	Performance Criteria (PC) (Observable Behaviour)	
PC 5.1	Treats the trainee respectfully, fairly and objectively regardless of differences	
PC 5.2	Answers questions truthfully without embellishment or attempt to cover up a lack of knowledge	
PC 5.3	Maintains privacy and confidentiality when appropriate for the practical and theoretical knowledge assessments and examinations	
PC 5.4	Manages professional relationships with appropriate role boundaries	
PC 5.5	Acts with integrity taking keen interest towards neutrality and avoiding any conflict of interest situation	
PC 5.6	Remains objective and starts each training session without prejudice or bias	
Satisfactory / Unsatisfactory		
COMMENTS:		



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COMPUTATION OF FINAL MARKS

	CATEGORIES (COMPETENCIES)	Satisfactory / Unsatisfactory
1	Assessment, Evaluation & Examination	
2	Feedback	
3	Assessment Reports Complication	
4	Communication	
5	Ethics and integrity	

RESULT

SATISFACTORY / UNSATISFACTORY

COMMENTS

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Surveillance conducted by:

Name	
Signature	
Date	