

<b>Irish Aviation Authority</b> The Times Building 11-12 D'Olier Street Dublin 2, Ireland www.iaa.ie  <b>Safety Regulation  Division</b>	<b>Údarás Eitlíochta  na hÉireann</b> Foirgneamh na hAmanna 11-12 Sráid D'Olier Baile Átha Cliath 2, Éire  <b>Rannán na Rialachán  Sábháilteachta</b>	<b>UAS ADVISORY  MEMORANDUM (UAM)</b>  NO. UAM 018 ISSUE 2 DATE 30.07.2025	
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## Guidance on proctored assessment of remote pilots

### 1. Change Record

Date	Issue	Revision Description
11.04.2025	1	Initial publication.
30.07.2025	2	Amendment of Sections 4 and 6. to 10.

### 2. References

- Regulation (EU) 2019/947, on the rules and procedures for the operation of unmanned aircraft (also referred to as Implementing Regulation).<sup>1</sup>
- Irish Aviation Authority Act, 1993.<sup>2</sup>
- S.I. No. 24 of 2023, Irish Aviation Authority UAS (Drones) Order<sup>3</sup>
- Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (also referred to as GDPR – General Data Protection Regulation)

<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02019R0947-20250501>

<sup>2</sup> <https://www.irishstatutebook.ie/eli/1993/act/29/enacted/en/html>

<sup>3</sup> <https://www.irishstatutebook.ie/eli/2023/si/24/made/en/print>

### 3. Contents

Guidance on proctored assessment of remote pilots .....	1
1. Change Record .....	1
2. References.....	1
3. Contents .....	2
4. Purpose .....	3
5. Definitions .....	3
6. Proctored assessment .....	4
6.1. Application in MySRS.....	4
6.2. Registration in proctoring system (Constructor).....	7
6.3. Starting assessment.....	10
7. Examinees Responsibility .....	16
8. Second attempt.....	17
9. Successful attempt .....	18
10. New application .....	18

## 4. Purpose

The purpose of this guidance document is to outline the process of applying for and conducting proctored theoretical assessment for remote pilots via MySRS, in order to obtain a remote pilot certificate for Open A2 or STS.

**The Implementing Regulation does not prescribe mandatory theoretical training for Open A2 subcategory and operations under standard scenarios. It is the examinees` responsibility to properly prepare for the theoretical assessment. Therefore, attending theoretical training is highly recommended.** Theoretical training, if required, may be provided by [Recognised Training Entities](#).

## 5. Definitions

For the purposes of this guidance document and for the definitions not detailed herein, the relevant definitions of Regulation (EU) 2019/947, Irish Aviation Authority Act, 1993 and S.I. No. 24 of 2023 apply.

Ex Post Facto Invigilation: human supervision of the video recording of the proctored session. This includes the recordings made during the steps shown in section 5.3.

Examinee: the student remote pilot requesting enrolment to proctored theoretical assessment(s) of remote pilots.

## 6. Proctored assessment

The proctored assessment applies to theoretical assessment in Open A2 Subcategory and Standard Scenarios (STS).

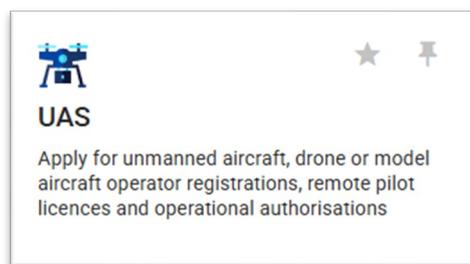
In Open A2 category, there are 30 multiple choice questions. The name of this exam is **Open A2 Subcategory** in the proctoring system.

In STS – there are 40 multiple choice questions. The name of this exam is **STS** in the proctoring system.

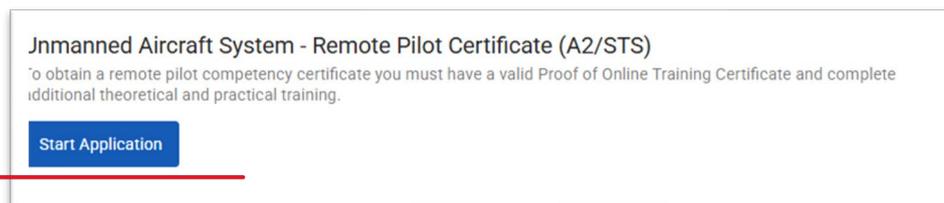
The examinee shall achieve at least 75 % of the overall marks in all categories. The topics of the questions may be found in the Implementing Regulation.

### 6.1. Application in MySRS

Step 1. The examinee shall log in to their MySRS account. Click on the UAS icon on the landing page. (see below).



Step 2. After clicking to select the UAS site, choose “Unmanned Aircraft Systems – Remote Pilot Certificate (A2/STS)” by clicking ‘Start Application’.



Step 3. If the examinee obtained proof of online training (A1/A3 exam) in other EU member states, they must complete the form below, otherwise proceed to step 4.

1 Proof of Online Training (A1/A3 Training Certificate)

You must have a valid Proof of Online Training before continuing with this application. Please attach an existing certificate below or you can take the [UAS - Online Training](#) provided by the IAA right now

Country \*

Proof of Online Training Number

Date of Online Training

Expiry of Online Training

Please upload your current Proof of Online Training\*

Drag and Drop or [Browse Files](#)  
Allowed file types: (JPG, JPEG, PNG, PDF) (100 MB file size)

2 Competency Details

Step 4. The examinee should choose which assessment(s) they wish to enrol. Select the relevant certificates, then tick the box beside the declaration. After that, click on the “Submit application for review” button.

2 Competency Details

Please select the certificate(s) that you wish to apply for.

Open Subcategory A2

Specific Category STS

**Open Subcategory A2 and Specific Category (STS) as remote pilot**  
You must have successfully completed 'Proof of Online Training'. Additional theoretical training may be needed and practical training should be conducted. For more information on training requirements and opportunities, please visit [IAA's website](#).

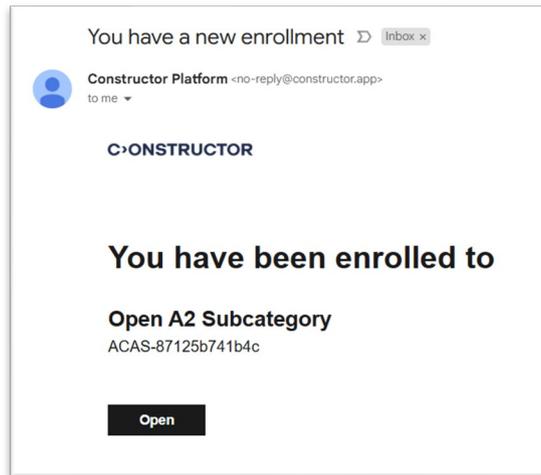
I hereby declare that to the best of my knowledge, the information and the particulars given are true in every respect. \*



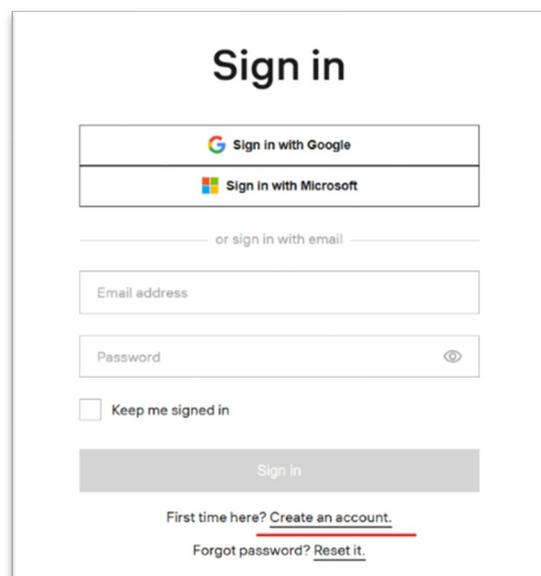
## 6.2. Registration in proctoring system (Constructor)

By clicking on “Submit application for review”, the UAS Division of the IAA will set up the examinee in the proctoring system (Constructor). Following that, Constructor will send the examinee an email confirming the enrolment. (See below) Please note that you should register and do the first attempt within six months after receiving the email on your enrolment.

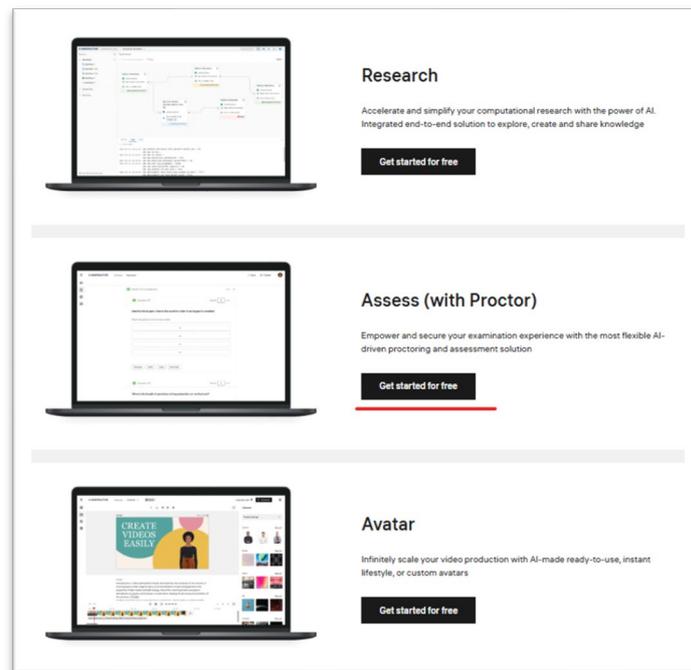
Step 1. The examinee shall click “Open”. And follow the prompts on screen. (Please note that the test name might change according to the exam you applied for.



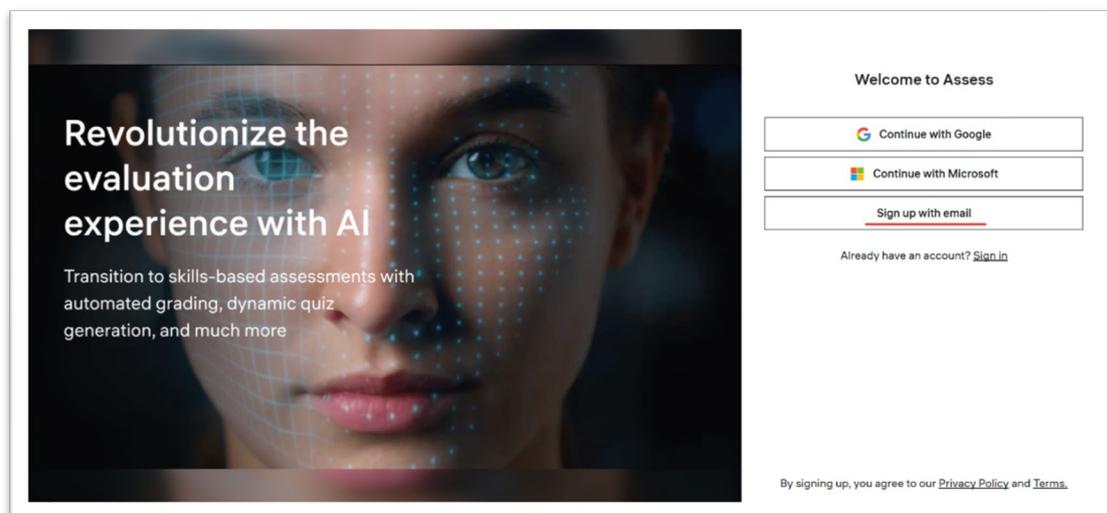
Step 2. Click “Create an account”.



Step 3. Click "Get started for free" in the second option, "Assess (with Proctor)".



Step 4. Click "Sign up with email".



Step 5. Fill out the sign up form. Use the same email address that is registered in MySRS. The password shall contain:

- at least 8 characters;
- at least one upper case and one lower case; and
- at least one number.

Sign up

Sign up with your email

Don Joe

donjoe@template.com

\*\*\*\*\*

I agree to receive news and updates from Constructor

Sign up

Already have an account? [Sign in](#)

By signing up, you agree to our [Privacy Policy](#) and [Terms](#).

Step 6. Please enter the code sent to the email and click on "Continue".

Verify your email

We've sent a 6-digit verification code to your email. Please check your inbox and enter the code below to verify your email and activate your account.

□ □ □ □ □ □

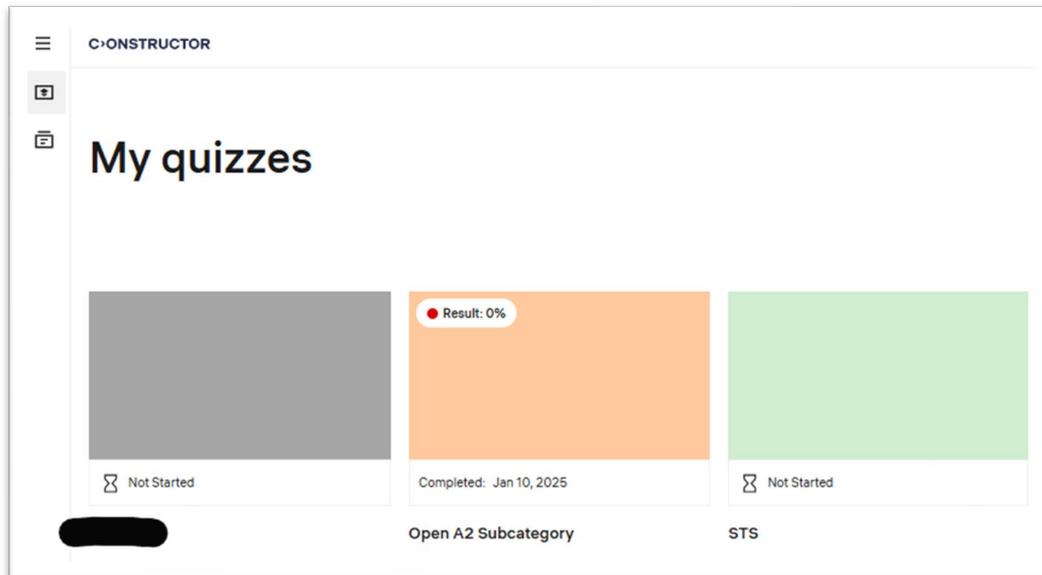
Continue

[Resend code after 296 seconds](#)

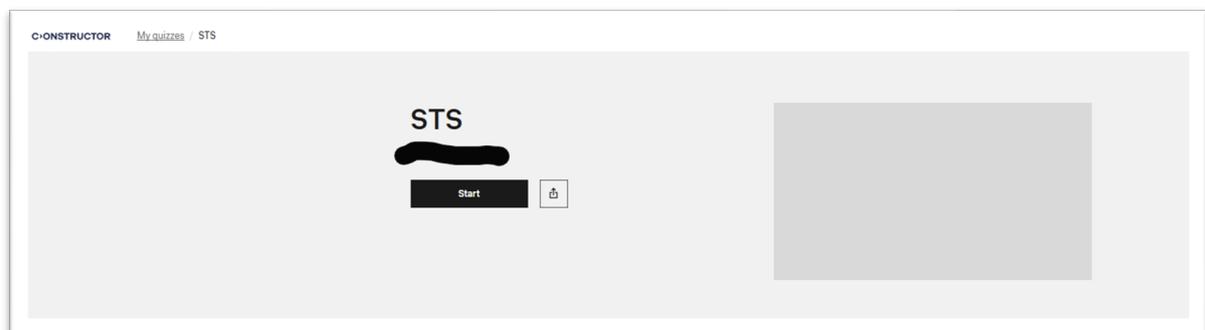
By signing up, you agree to our [Privacy Policy](#) and [Terms](#).

### 6.3. Starting assessment

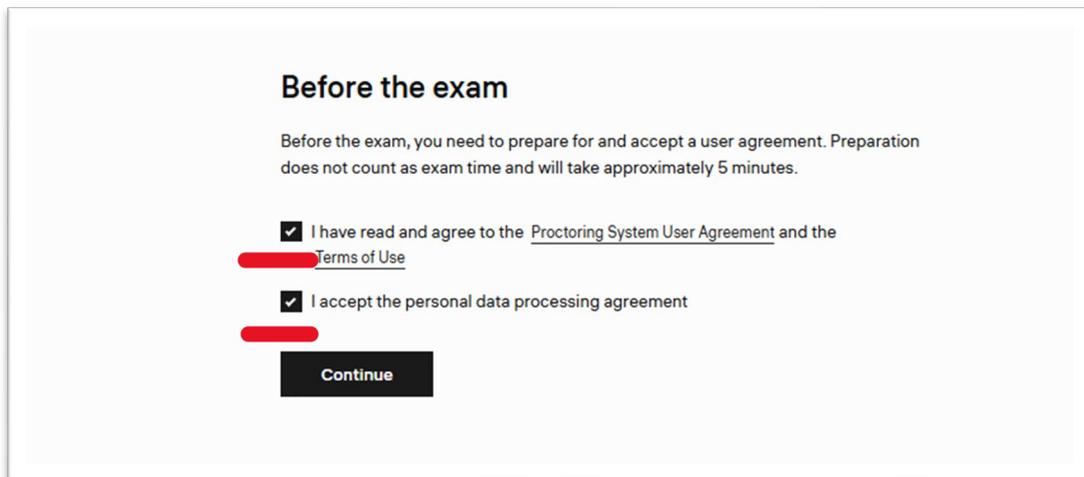
Step 1. After successful registration, the examinee may enter the landing page with the examinees' enrolled quizzes. Click on "Not Started".



Step 2. Click "Start".



Step 3. Read and accept the user agreements.



**Before the exam**

Before the exam, you need to prepare for and accept a user agreement. Preparation does not count as exam time and will take approximately 5 minutes.

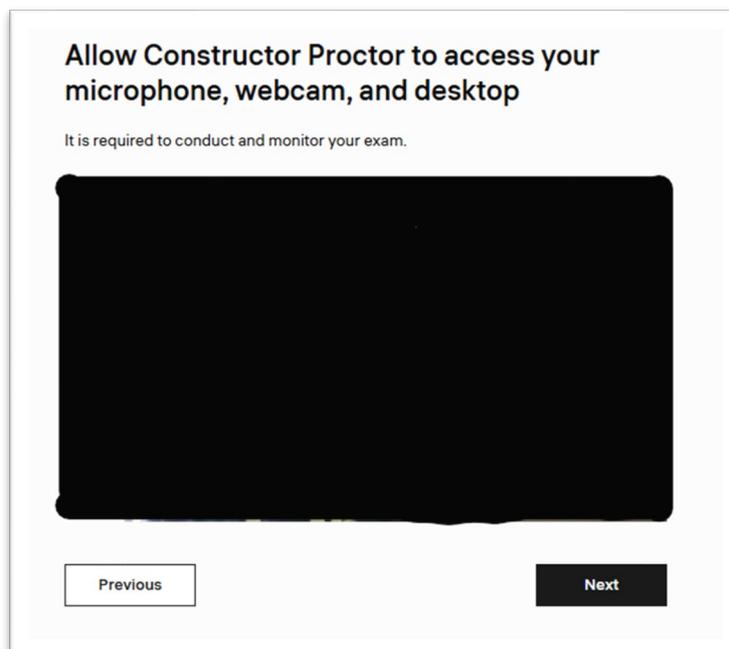
I have read and agree to the [Proctoring System User Agreement](#) and the [Terms of Use](#)

I accept the personal data processing agreement

**Continue**

Step 4. The examinee shall allow Constructor to access their microphone, webcam and desktop by clicking "Next". After this the examinees' desktop will be shared and recorded. This may take a few seconds.

Please note: only one-screen-mode is allowed during the assessment; multiple or duplicate screen mode is not permitted.



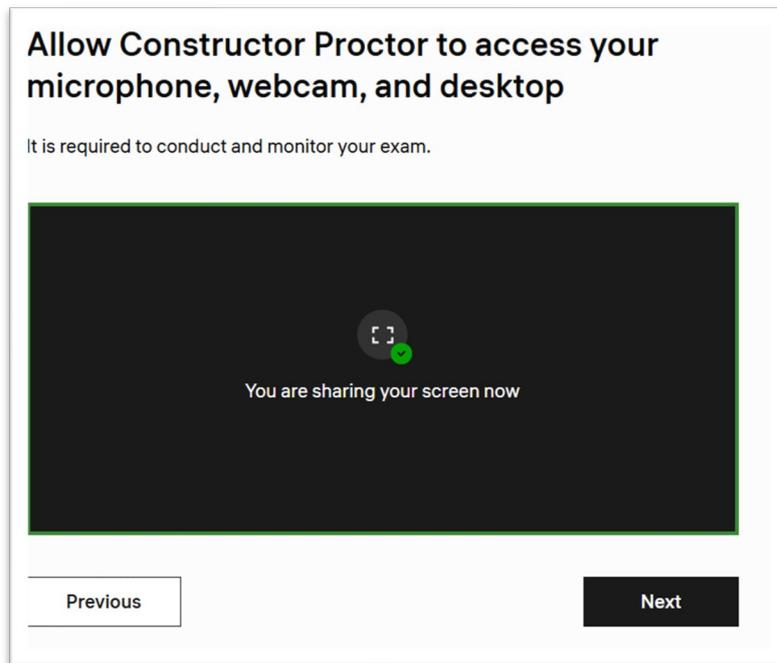
**Allow Constructor Proctor to access your microphone, webcam, and desktop**

It is required to conduct and monitor your exam.

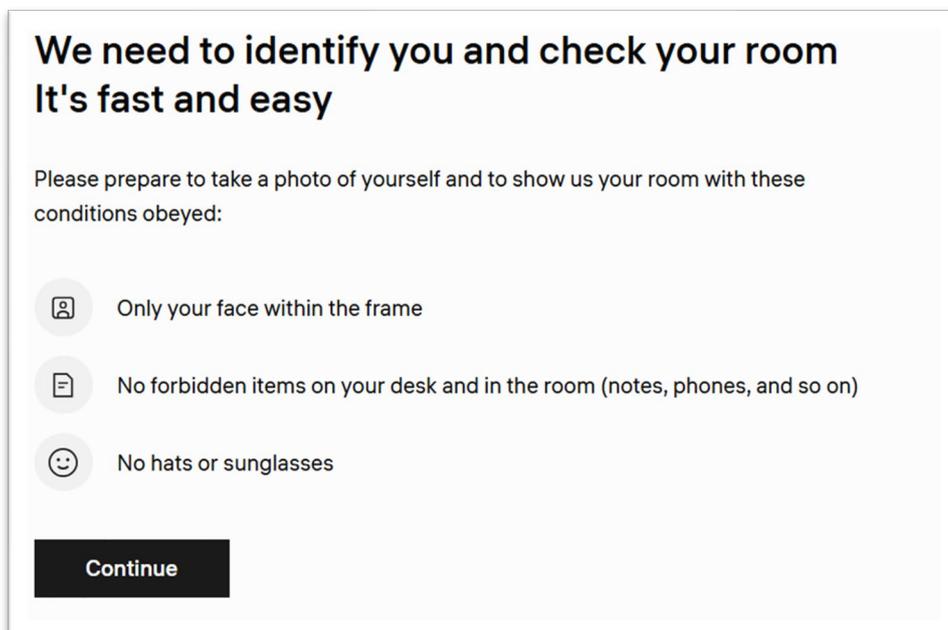
[Redacted Content]

**Previous** **Next**

Step 5. When "You are sharing your screen now" appears the on screen, click on "Next".

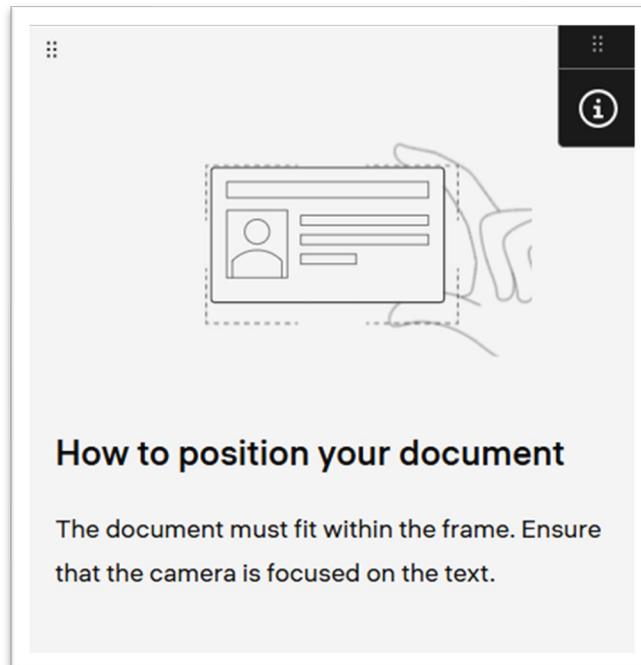


Step 6. Follow the prompts on screen to verify your identity. When this step is successfully completed, click on "Continue".

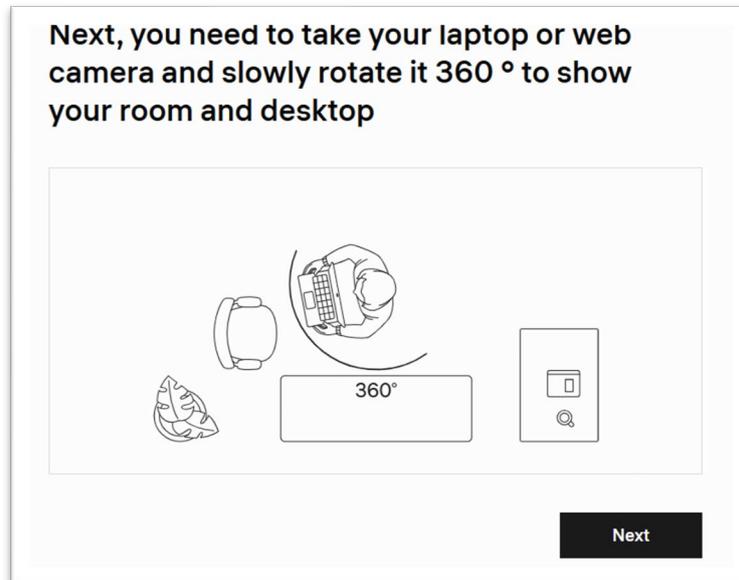


Step 7. After clicking "Continue" a valid ID card (EU ID card or EU driving licence or passport) must be presented by the examinee. This shall be recorded by Constructor for the purposes of identifying the examinee.

The examinee shall follow the instructions below and then click on the camera icon to take a photograph of the valid ID.



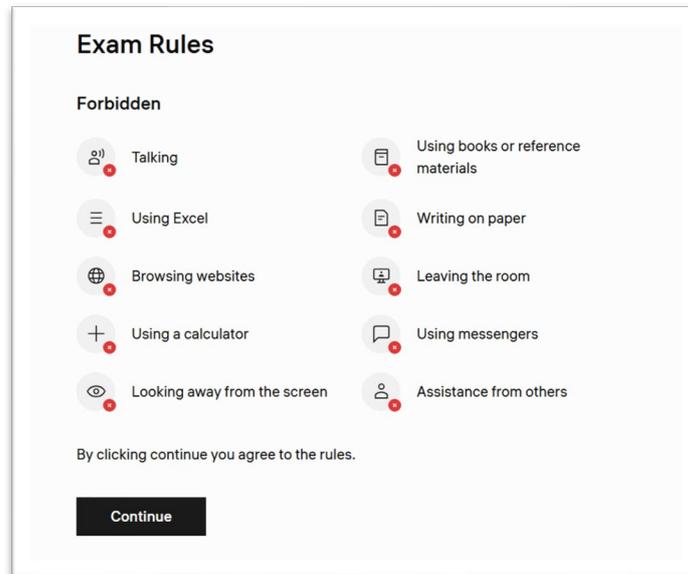
Step 8. After the photograph is taken, the examinee shall turn their camera 360 degrees to show that they are alone in the room where the assessment will take place. When showing the room, please ensure the laptop camera is facing away from you and towards the room and follow the instructions on screen (see below).



By clicking "Next", the recording will start.

Please note, the recording will be inspected by an IAA Inspector from the UAS Division, following the assessment (ex post facto invigilation), if the recording shows any infringements, the examinee will fail and receive a 0% result.

Step 9. By clicking “Continue” the examinee accepts the rules of the examination (listed below) and the proctored assessment will commence.



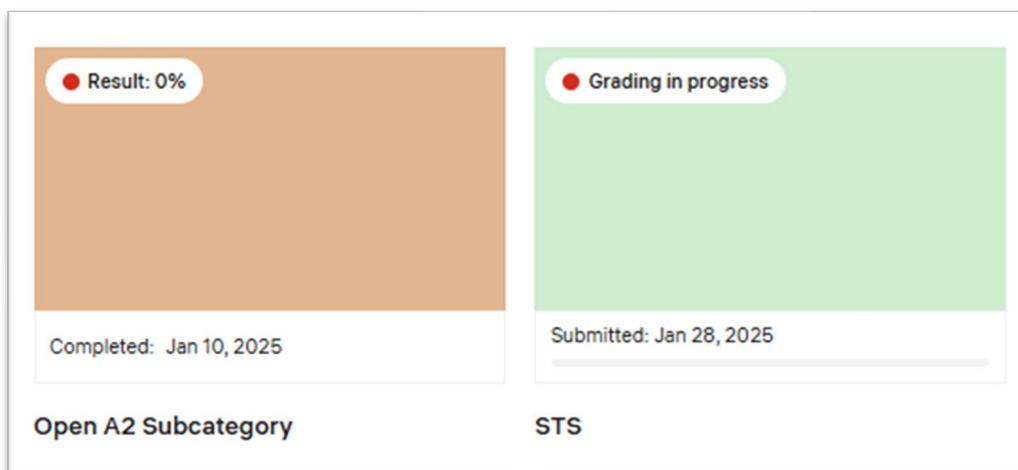
Please note, results will not be available unless the ex post facto invigilation has been conducted, and the test is graded by a UAS Inspector.

## 7. Examinees Responsibility

1. Follow the instructions of Constructor.
2. Have a laptop or computer with a microphone and (rotatable) webcam. Do not use phone for the exam.
3. Always have an ID with you to show when required the proctoring system so instructs. (Exam without photo of the ID results in fail, irrespective of the points earned.
4. Do not use multi-screen mode.
5. Do not breach the rules of the assessment.
6. Do not take screenshots or photos during the assessment.
7. Show a valid document for identity check (EU ID card, EU driving licence or passport).
8. Note that any infringement may result in failure and direction under S.I. 24 of 2023.
9. You have a maximum of two attempts. (In case of two unsuccessful attempts and invoice of EUR 25 will be issued according to section 10.)
10. Should you experience any technical difficulties, please send an email to [drones@iaa.ie](mailto:drones@iaa.ie) describing your problem. Please allow us three working days to reply.

## 8. Second attempt

After the first attempt, please allow IAA two working days to check the proctored session. First you will see “Grading in progress” and if the grading was finished, you will see the result and the percentage. (See the examples below.)



As known, at least 75% must be achieved. Below that result, the assessment would not be deemed successful. As the grading includes the review and assessment of the notifications sent by the proctoring system (ex post facto invigilation) please allow us up to two working days to conclude the grading.

In case if the result is less than 75%, you should send an email to [drones@iaa.ie](mailto:drones@iaa.ie) within 30 days, in which you indicate when and on what exam you failed. Once it is checked that you attempted the assessment only once, you will be enrolled to a new exam within 7 working days. In case of the re-take, you will have to follow the steps in Section 5.3 of the present Advisory Memorandum. The new assessment's name will consist of the name (e.g. STS), and "re-take".

Please allow us up to three working days to conclude the grading of the second attempt.

## 9. Successful attempt

In case if any of the two attempts were successful and once the grading is concluded, examinee will receive notification in MySRS and the practical assessment may follow – if applicable – and after which the appropriate certificate may be issued, provided that the examinee pays the applicable fee. The introduction of centralised proctoring does not change this part of the process.

## 10. New application

To apply for a new assessment, examinee should follow the steps of Section 5.1 and 5.3 accordingly. The new assessment will be named similarly to the assessment in section 7, but without “re-take”. Otherwise, Sections 5 to 7 should apply accordingly.

If the new application is required due to another fail in the second attempt, the examinee should cancel the original application and examinee should follow the steps of Section 5.1 and 5.3 accordingly. In case of double fails (irrespective of a repeated application), the IAA will issue an individual invoice to the examinee of 25 EUR to cover the administrative costs of the two sessions.