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Rannán na Rialachán Sábháilteachta | UAS ADVISORY
MEMORANDUM (UAM)

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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.
28.08.2025	3	Amendment of Sections 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).[1]

- Irish Aviation Authority Act, 1993.[2]

- S.I. No. 24 of 2023, Irish Aviation Authority UAS (Drones) Order[3]

- 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)

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[1] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02019R0947-20250501
[2] https://www.irishstatutebook.ie/eli/1993/act/29/enacted/en/html
[3] https://www.irishstatutebook.ie/eli/2023/si/24/made/en/print

3. Contents

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).
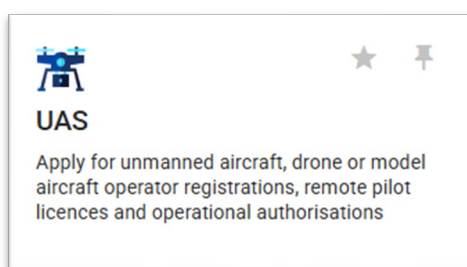
Step 2. After clicking to select the UAS site, choose "Unmanned Aircraft Systems – Remote Pilot Certificate (A2/STS)" by clicking 'Start Application'.
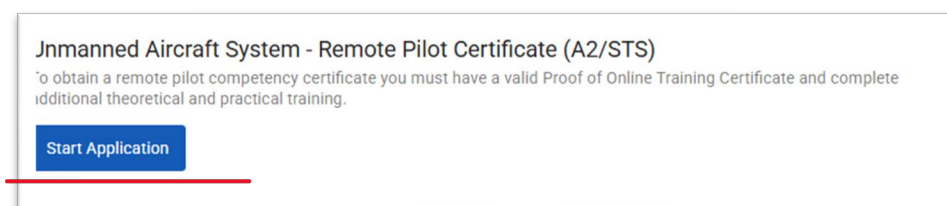
Step 3. If the examinee obtained proof of online training (A1/A3 exam) in other EU member states, they must complete the form below, otherwise proceed to step 4.

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. If the examinee wishes to take the assessment for both operational categories, the examinee should submit two separate applications by doing Open A2 Subcategory first and when it is passed and endorsed submit a new application for Specific Category STS.

On the screen below, you can see the most important information required by GDPR. By clicking on "Submit application for review" the examinee accepts that their personal data may be processed during proctoring. Any GDPR related queries may be sent to drones@iaa.ie.

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.
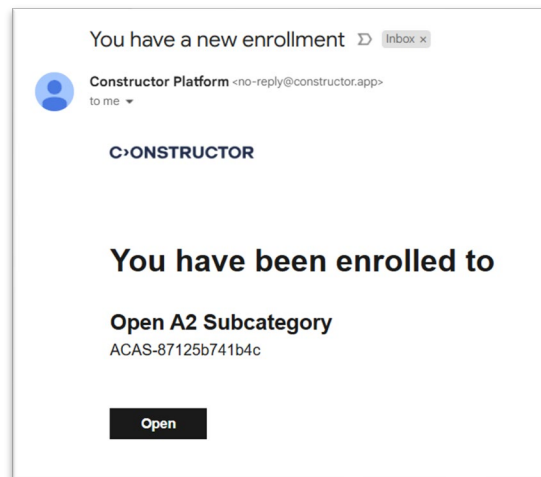
Step 2. Click "Create an account".

Step 3. Click "Get started for free" in the second option, "Assess (with Proctor)".
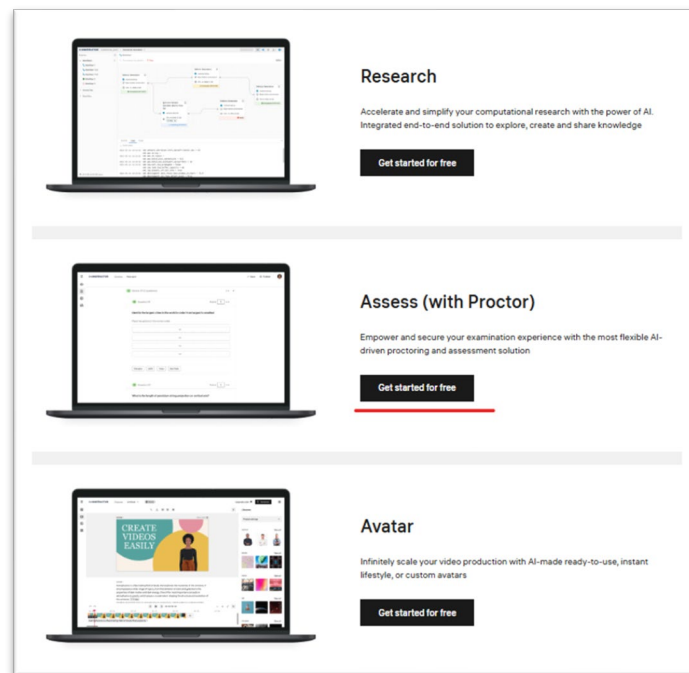
Step 4. Click "Sign up with email".
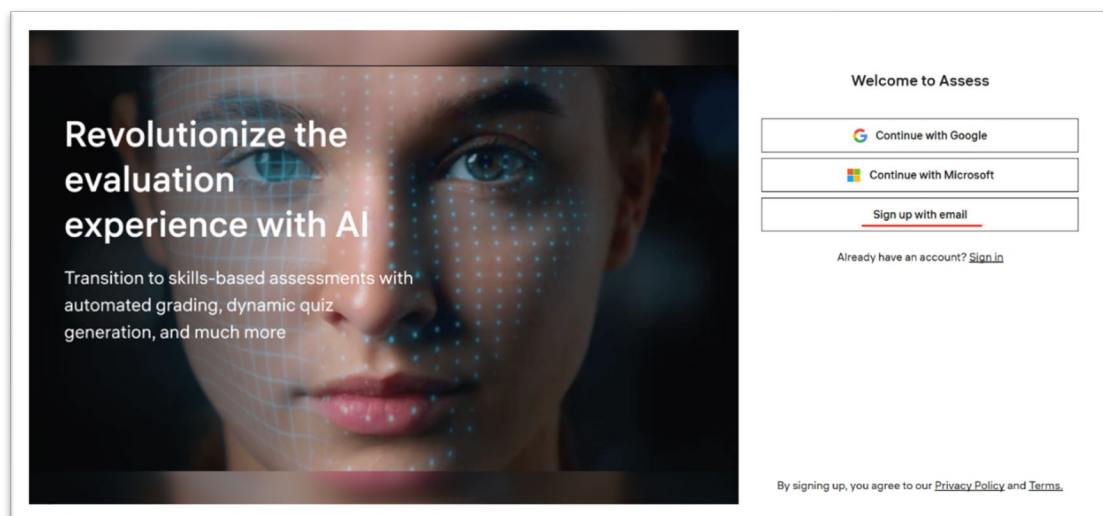
Step 5. Fill out the sign up form. Use the same email address that is registered in MySRS. The password shall contain:
- at least 8 characters;
- at least one upper case and one lower case; and
- at least one number.

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

6.3. Starting assessment
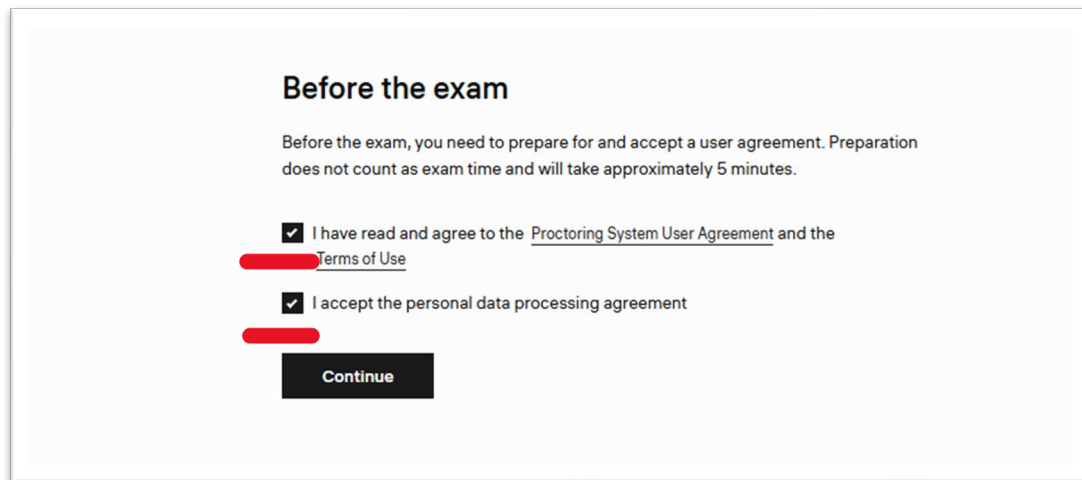
Step 1. After successful registration, the examinee may enter the landing page with the examinees' enrolled quizzes. Click on "Not Started".
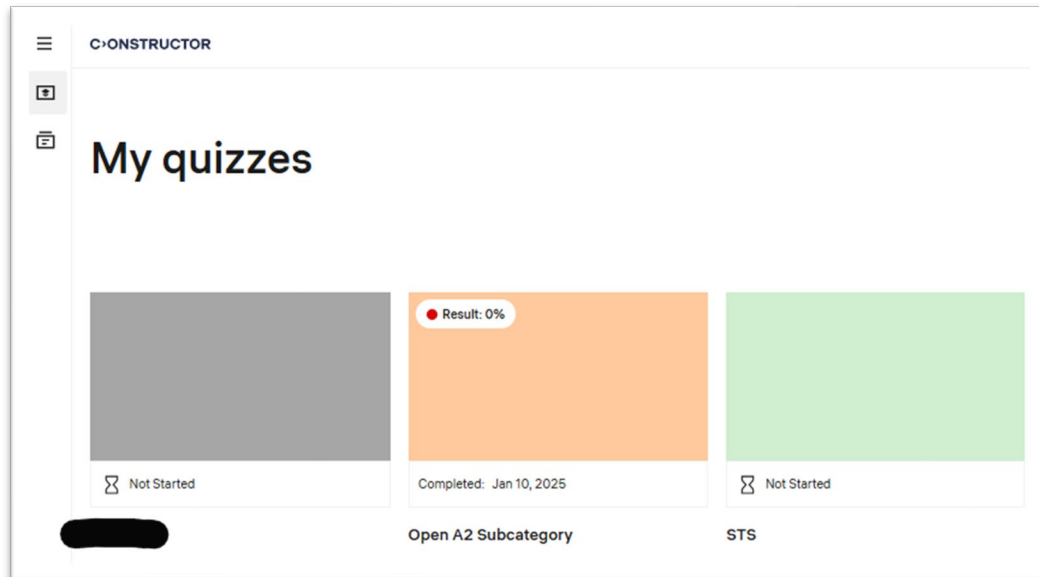
Step 2. Click "Start".
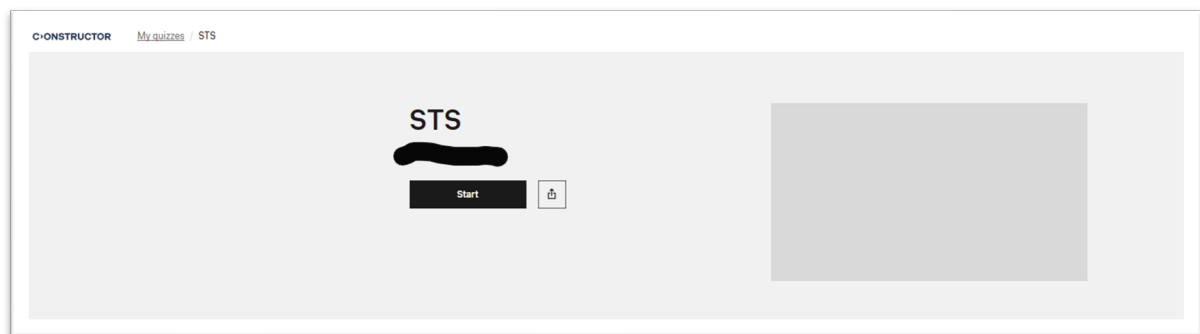
Step 3. Read and accept the user agreements.
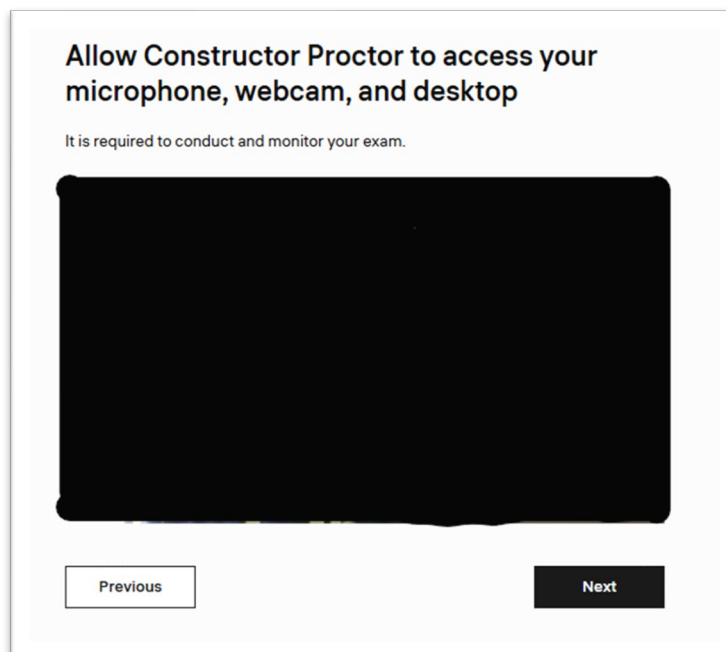
Step 4. The examinee shall allow Constructor to access their microphone, webcam and desktop by clicking "Next". After this the examinees' desktop will be shared and recorded. This may take a few seconds.

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

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

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

It is required to conduct and monitor your exam.

You are sharing your screen now

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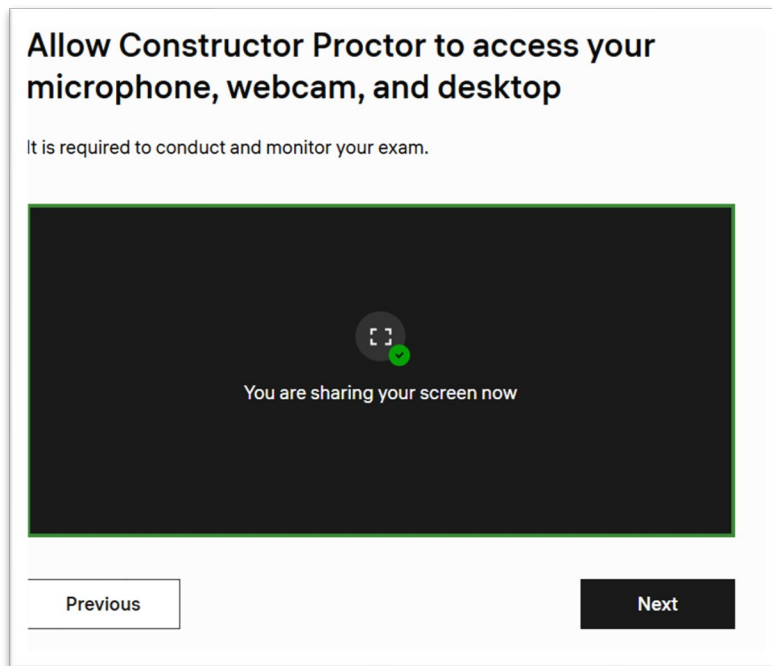
Step 6. Follow the prompts on screen to verify your identity. When this step is successfully completed, click on "Continue".

We need to identify you and check your room It's fast and easy

Please prepare to take a photo of yourself and to show us your room with these conditions obeyed:

Only your face within the frame

No forbidden items on your desk and in the room (notes, phones, and so on)

No hats or sunglasses
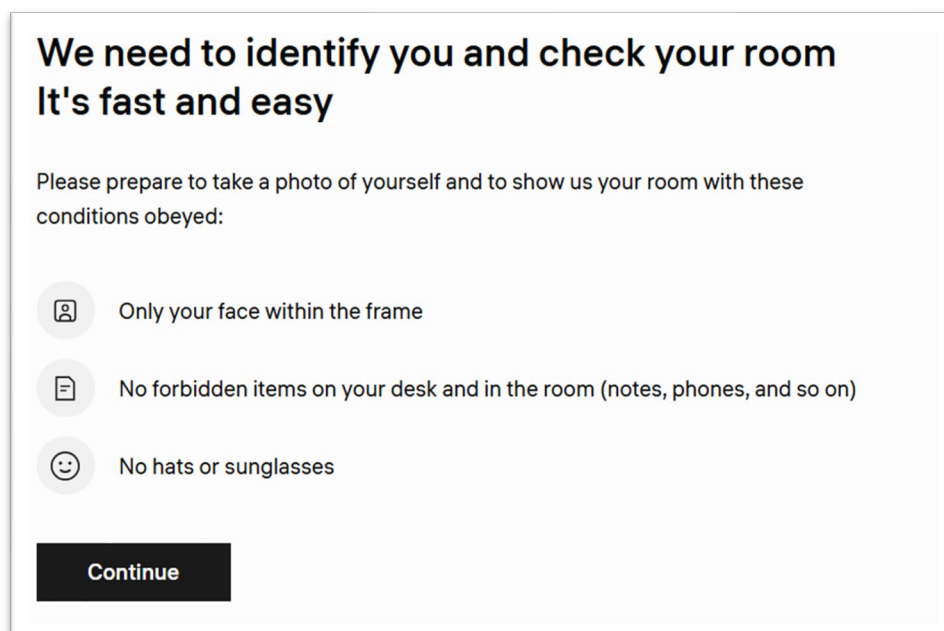
Continue

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.

How to position your document

The document must fit within the frame. Ensure that the camera is focused on the text.
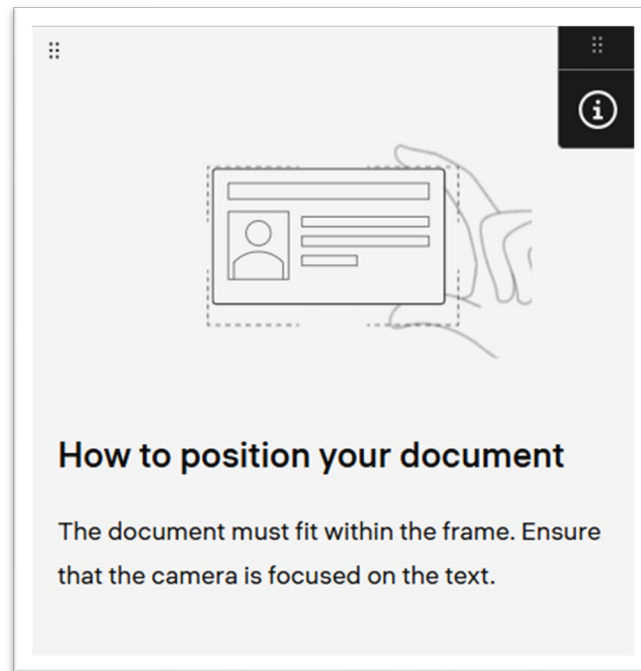
Step 8. After the photograph is taken, the examinee shall turn their camera 360 degrees to show that they are alone in the room where the assessment will take place. When showing the room, please ensure the laptop camera is facing away from you and towards the room and follow the instructions on screen (see below).
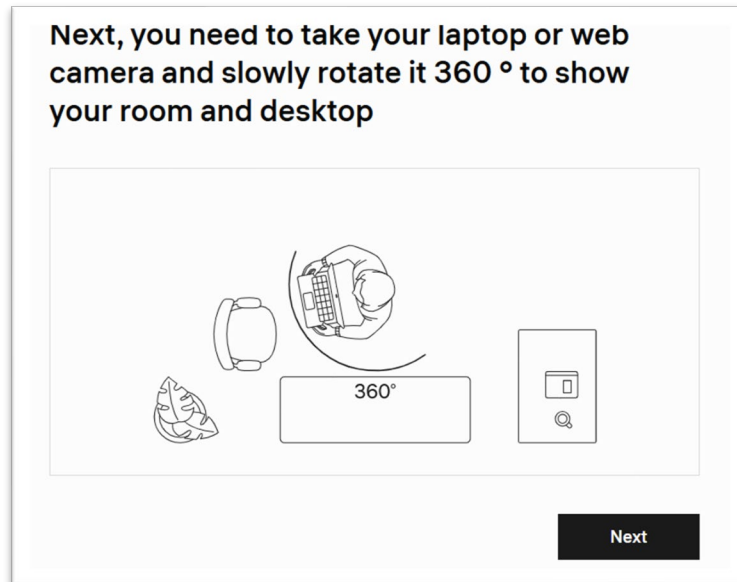
By clicking "Next", the recording will start.

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.

Exam Rules

Forbidden

Talking	Using books or reference materials
Using Excel	Writing on paper
Browsing websites	Leaving the room
Using a calculator	Using messengers
Looking away from the screen	Assistance from others

By clicking continue you agree to the rules.

Continue

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 or tablet for the exam.**
3. **Always have an ID with you to show when required the proctoring system so instructs. Show a valid document for identity check (EU ID card, EU driving licence or passport).** Exam without photo of the ID results in fail, irrespective of the points earned.
4. Do not use multi-screen mode.
5. Do not wear headset or earphone during the exam.
6. Do not breach the rules of the assessment. Any breach results in fail, irrespective of the points earned.
7. Do not take screenshots or photos about the questions during the assessment.
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 consecutive 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 describing your problem.

8. Second attempt

After the first attempt, please allow IAA seven 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.)
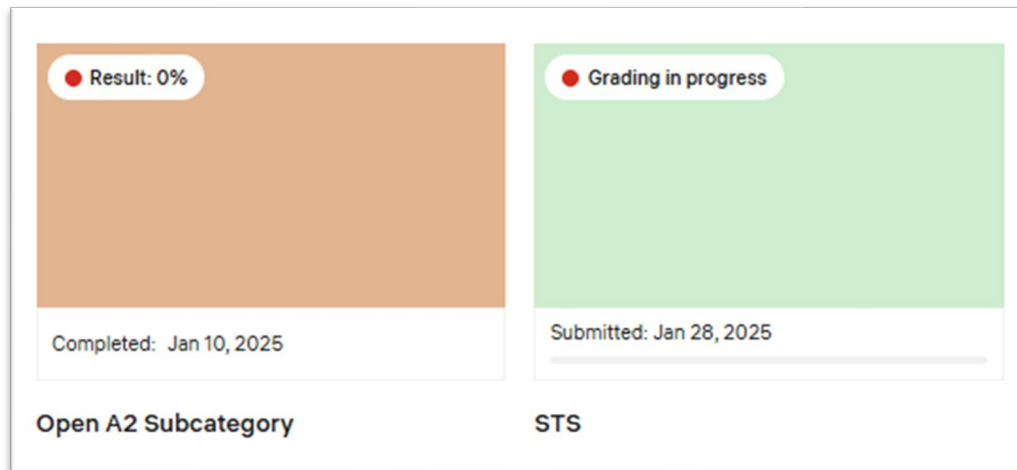
Please note that the AI of Constructor will automatically evaluate the session and if it finds infringements during the session, the indicated result will be 0%, but the final decision on pass or fail is made by the UAS Division of IAA (ex post facto invigilation), hence please allow us up to seven working days to conclude the grading. After ex post facto invigilation, the examinee will be notified if re-take is necessary or will receive the DUTO endorsement.

As known, at least 75% must be achieved. Below that result, the assessment would not be deemed successful. In case of the re-take, you will have to follow the steps in Section 6.3 of the present Advisory Memorandum. Once, it is checked that you attempted the assessment only once, you will be enrolled to a new exam within 7 working days. The new assessment`s name will consist of the name (e.g. STS), and "re-take".

Please allow us up to seven 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.

Please note that if you applied for assessment in both categories the examinee would not be endorsed until both assessments are passed. Or if the examinee passes only one category, the examinee should submit a new application (according to Section 10.) for the category where they failed.

10. New application

In case if the result of the re-take (Section 8.) is less than 75% or the rules of the assessment were breached, examinee should cancel the original application in MySRS and submit a new application (see Section 6.1), if they still wish to take the exam. 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 failed sessions.

To apply for a new assessment, examinee should follow the steps of Section 6.1 and 6.3 accordingly, but there is no need for re-registration in Constructor.