


<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 3 DATE 28.08.2025	
--	--	--	---

## 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).<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).

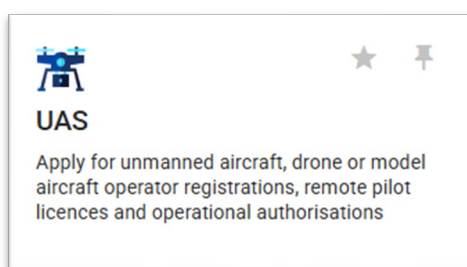
In Open A2 category, there are 30 multiple choice questions. The name of this exam is **Open A2 Subcategory** in the proctoring system.

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

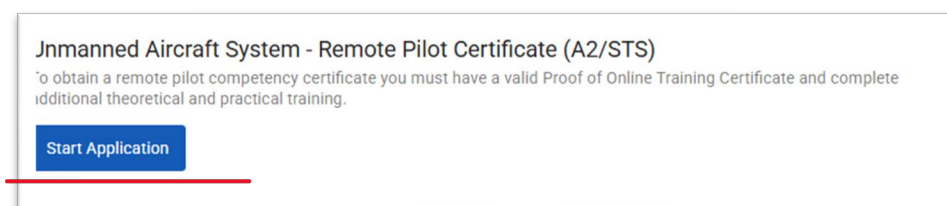
The examinee shall achieve at least 75 % of the overall marks in all categories. The topics of the questions may be found in the Implementing Regulation.

### 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)

Save for later

Next

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. 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.


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. \*

Save for later

Back

Submit application for review

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](mailto:drones@iaa.ie).

×

UAS - Remote Pilot Competency

You are submitting this application as Main Pilot(s)

First Name

Country of Birth

Postal

Telephone Number

Address

U.S. Kelly's Bay Mountings, Skerries, Dublin, K12EX44, Ireland

Please ensure your details are correct before submitting this application.  
Go to [Account Settings](#) to update your personal details.

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 before or you can take the [UAS - Online Training](#) provided by the IAA right now.

Proof of Online Training Number

Proof of Online Training

Please upload your current Proof of Online Training

Save for later

Next

2

Consent/Privacy Details

Helpful Tips

When Operating in Open Subcategory A2

- A UAS operator is any legal or natural person operating or intending to operate one or more UAS.
- You can be both a UAS operator and a remote pilot if you are also the person that flies the UAS. However, it can be the case where you are the remote pilot without being a UAS operator.
- No flying over uncontrolled persons
- Maximum safe horizontal distance of 50 metres
- Maximum height of 120m
- Maximum Visual Line of Sight Operation (VLOS)
- UAS must be less than 8kg

Specific Category

- A UAS operator is any legal or natural person operating or intending to operate one or more UAS.
- You can be both a UAS operator and a remote pilot if you are also the person that flies the UAS. However, it can be the case where you are the remote pilot without being a UAS operator.
- Operations in the "Specific" category cover types of operations presenting a higher risk and for which a thorough risk assessment is conducted to indicate what requirements are necessary to keep the operation safe.
- UAS Operations in the "Specific" category require an operational authorisation, an approval, or an operational declaration (for STS) to be made by a UAS operator.
- Specific Category involves beyond line of sight (BLOS).

Theoretical assessment

- The theoretical assessment is proctored and recorded.
- The proctoring system is subject to artificial intelligence. A final decision on result of the assessment is made by human experts post facto.
- Personal data (other recording of the assessment using facial recognition, then even and of personal ID) for the purposes of personality verification, for performance analysis and assessment for re-training will have algorithms in which will collect and process personal data for performance analysis and assessment in the public interest or in the interest of official authorities within the territory.
- The personal data collected will be processed in accordance with the law on data protection. The data will be retained for a period of 12 months from the date of the assessment.
- Final assessment results will be available to the operator and the IAA. The final assessment will be used to the extent of meeting the criteria.
- The IAA will not be responsible for the results of the assessment. The IAA will not be responsible for the results of the assessment.

Practical assessment

- The practical assessment is subject to the law on data protection. The practical assessment will be used to the extent of meeting the criteria.
- The practical assessment will be used to the extent of meeting the criteria.
- The practical assessment will be used to the extent of meeting the criteria.

Other

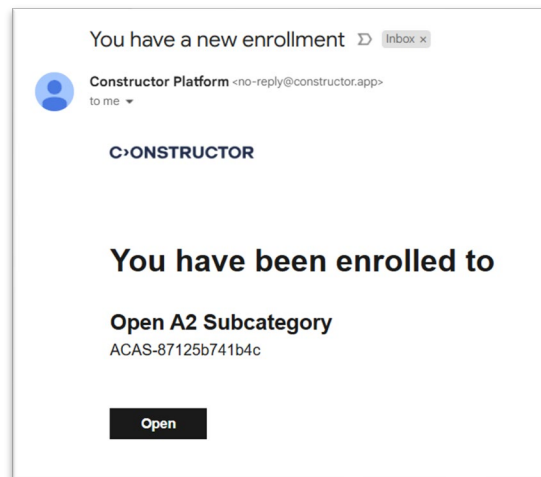
- During the assessment the rules of the examination shall be kept.
- Breaking the rules of examination may result in fail.
- Please keep in mind that you have only two tries.
- The IAA will not be responsible for the results of the assessment. The IAA will not be responsible for the results of the assessment.
- The IAA will not be responsible for the results of the assessment. The IAA will not be responsible for the results of the assessment.

Page 6 of 18

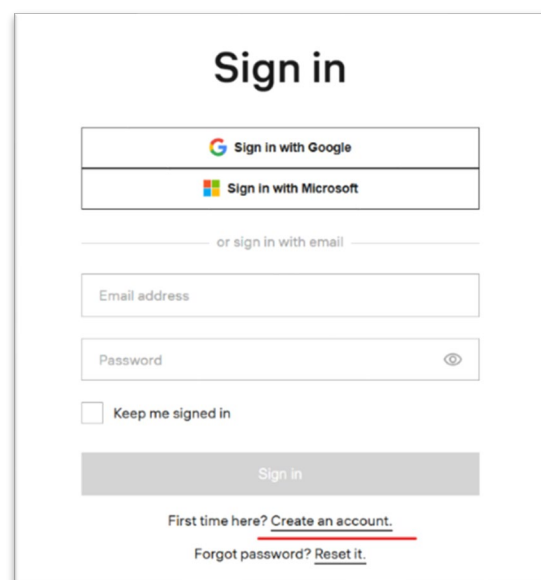
## 6.2. Registration in proctoring system (Constructor)

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.

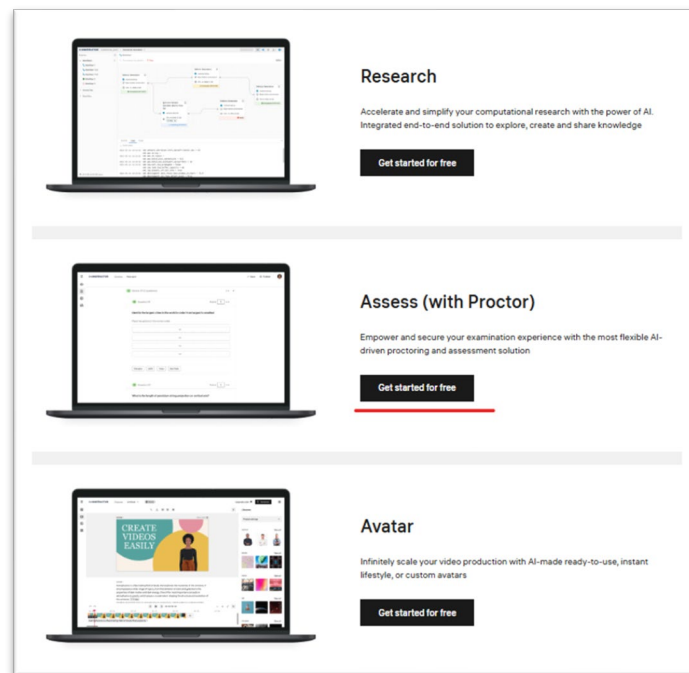
Step 1. The examinee shall click “Open”. And follow the prompts on screen. (Please note that the test name might change according to the exam you applied for.



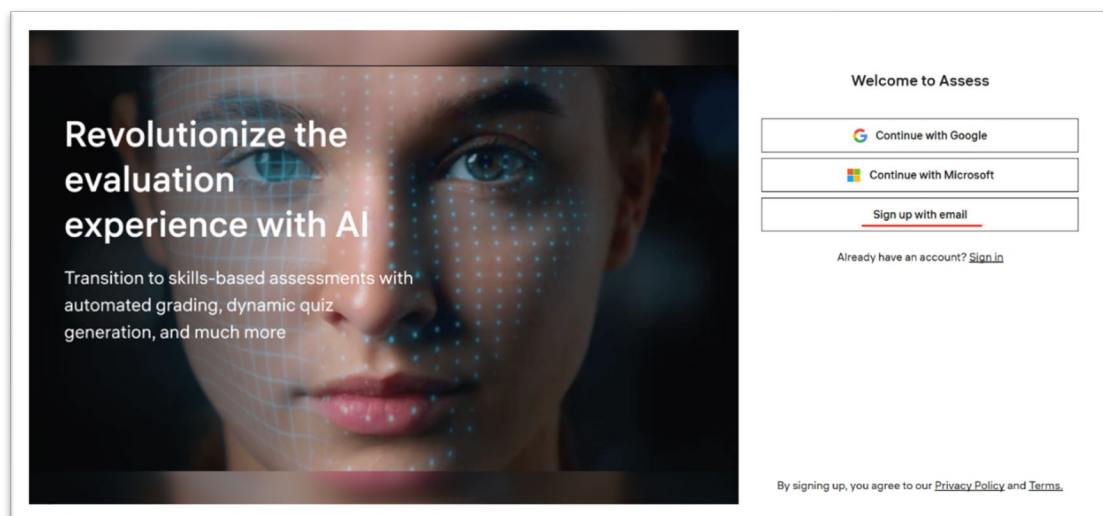
Step 2. Click “Create an account”.

A "Sign in" form. At the top is the title "Sign in". Below it are two buttons: "Sign in with Google" and "Sign in with Microsoft". A separator line with the text "or sign in with email" follows. There are input fields for "Email address" and "Password" (with a toggle icon). Below the password field is a checkbox labeled "Keep me signed in". A large grey button labeled "Sign in" is positioned below the checkbox. At the bottom, there are two links: "First time here? Create an account." and "Forgot password? Reset it.".

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



Step 4. Click "Sign up with email".





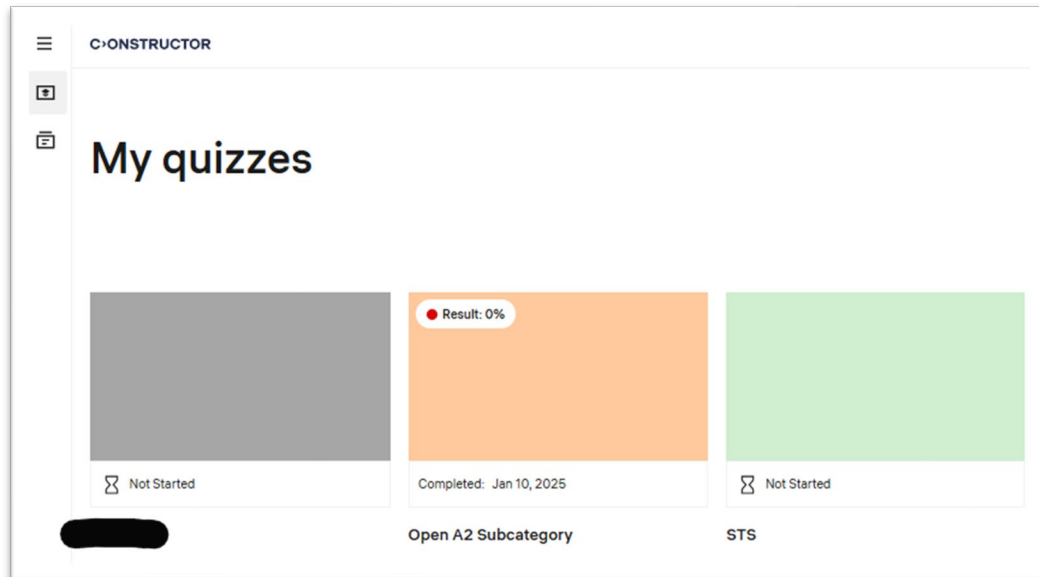
Step 5. Fill out the sign up form. Use the same email address that is registered in MySRS. The password shall contain:

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

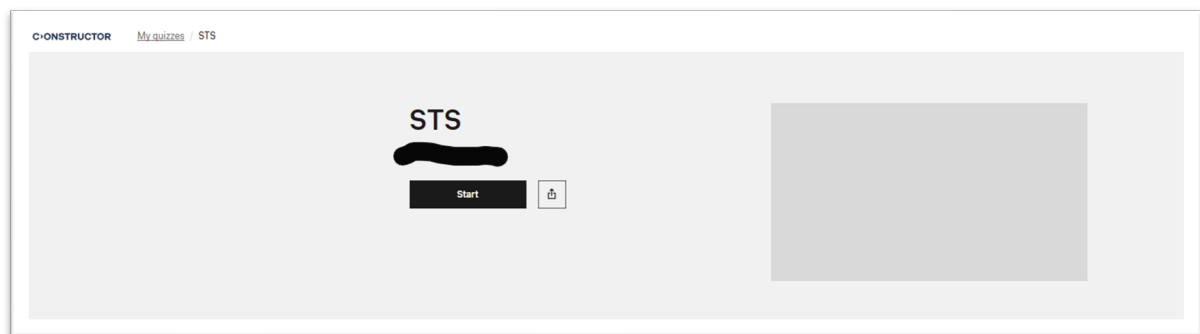
Step 6. Please enter the code sent to the email and click on "Continue".

### 6.3. Starting assessment

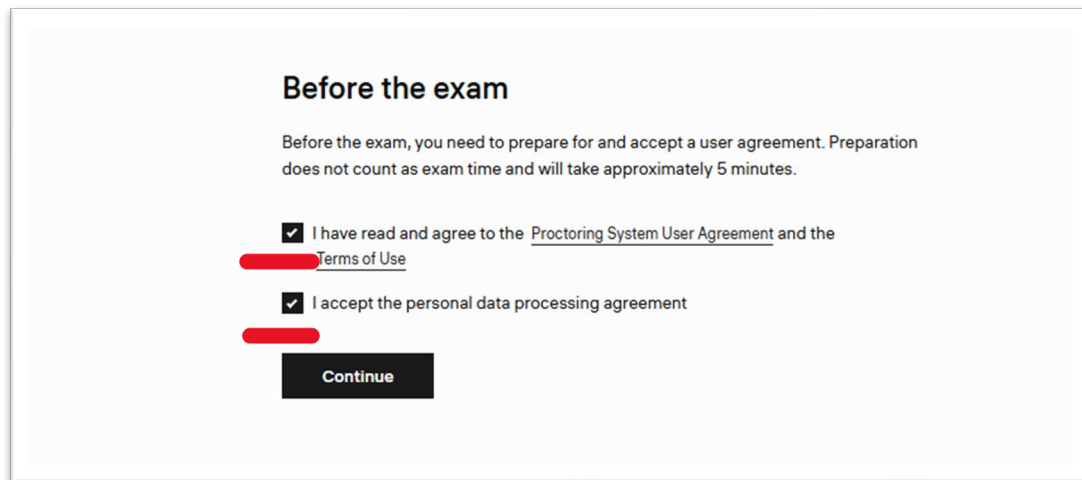
Step 1. After successful registration, the examinee may enter the landing page with the examinees' enrolled quizzes. Click on "Not Started".



Step 2. Click "Start".



Step 3. Read and accept the user agreements.



**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.

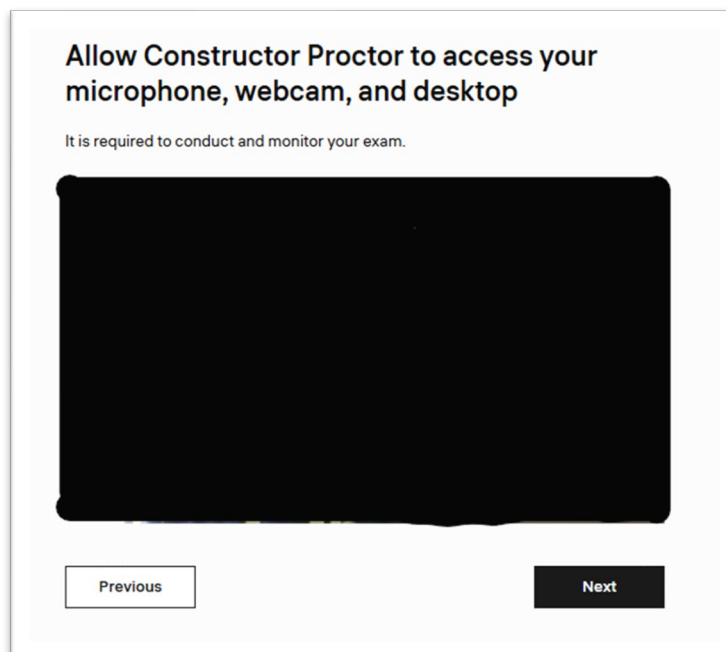
☒ I have read and agree to the [Proctoring System User Agreement](#) and the [Terms of Use](#)

☒ 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.



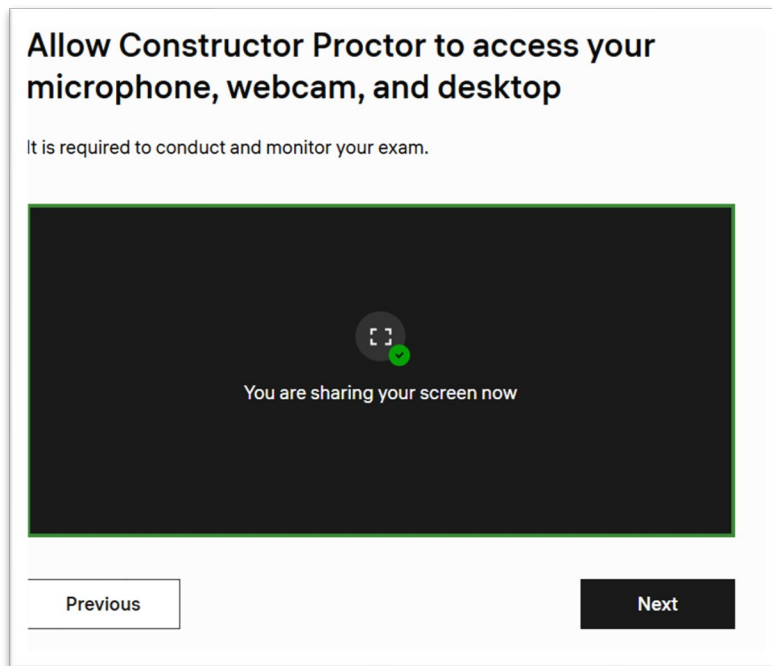
**Allow Constructor Proctor to access your microphone, webcam, and desktop**

It is required to conduct and monitor your exam.

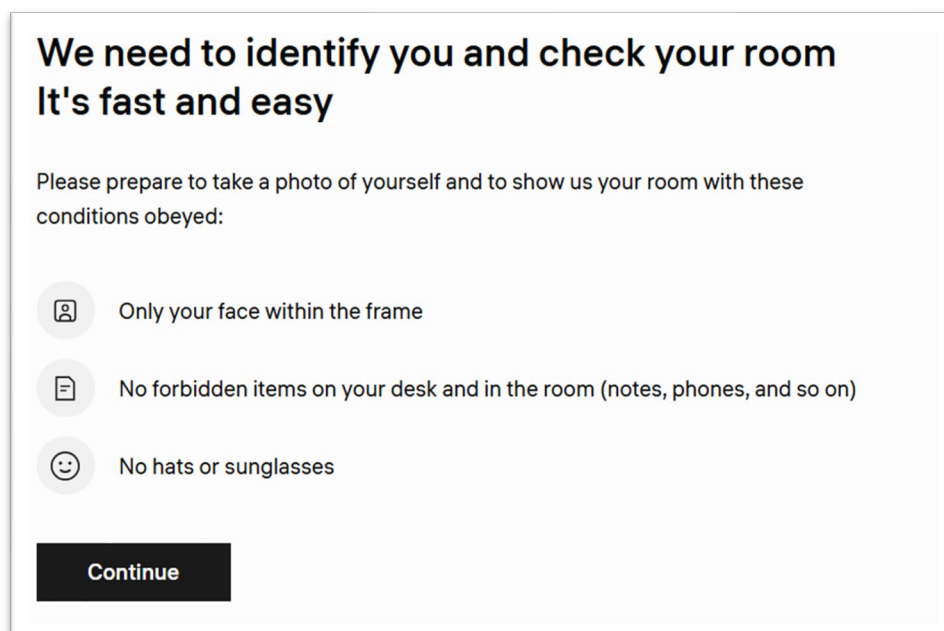
[Large black redaction box covering the main content area]

**Previous** **Next**

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

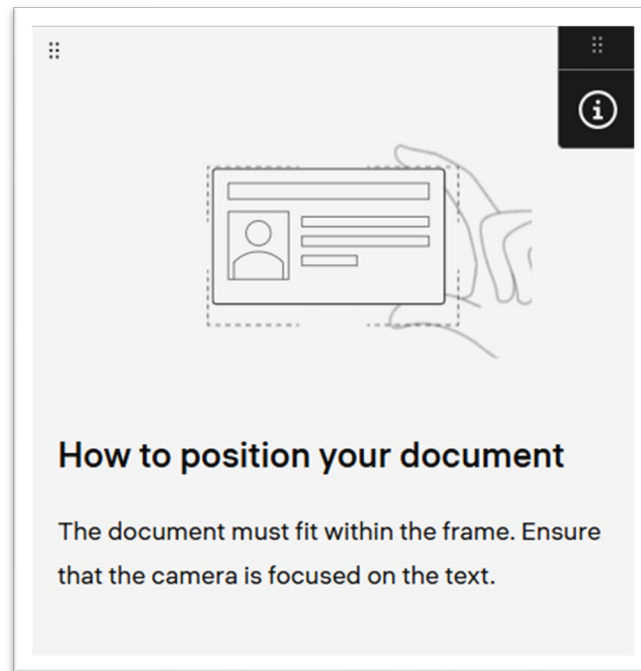


Step 6. Follow the prompts on screen to verify your identity. When this step is successfully completed, click on "Continue".

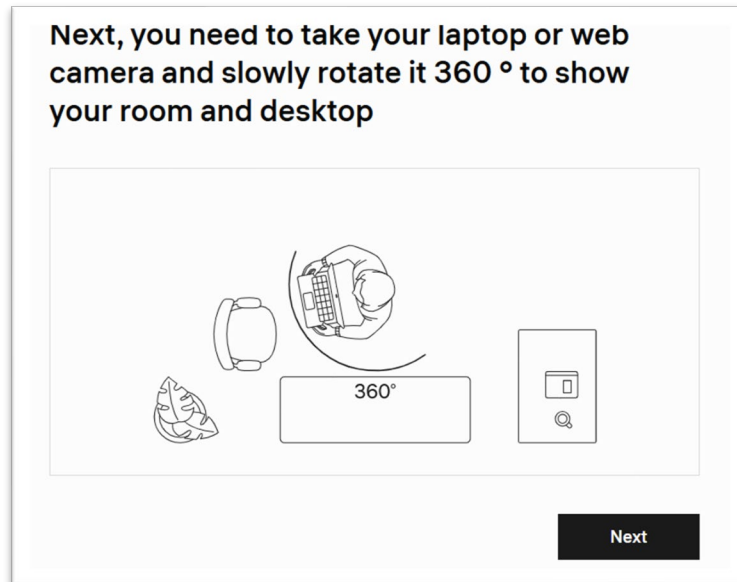


Step 7. After clicking "Continue" a valid ID card (EU ID card or EU driving licence or passport) must be presented by the examinee. This shall be recorded by Constructor for the purposes of identifying the examinee.

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.

### 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.

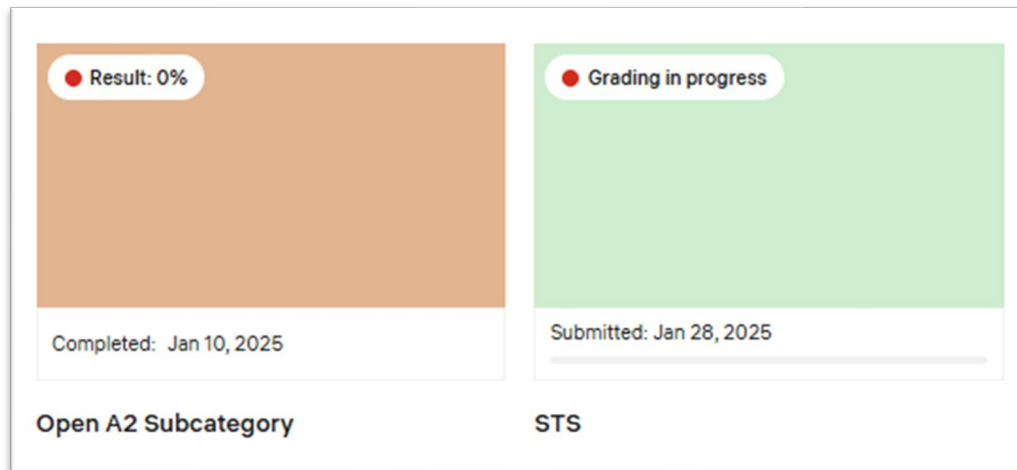
## 7. Examinees Responsibility

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](mailto: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.