

Irish Aviation Authority The Times Building 11-12 D'Olier Street Dublin 2, Ireland www.iaa.ie Safety Regulation Division	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11-12 Sráid D'Olier Baile Átha Cliath 2, Éire Rannán na Rialachán Sábháilteachta	UAS ADVISORY MEMORANDUM (UAM) NO. UAM 018 ISSUE 4 DATE 13.07.2026	
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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.
13.07.2026	4	Amendment of Sections 6., 8. and 10. due to software updates

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) Order³
- 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)

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>

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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).

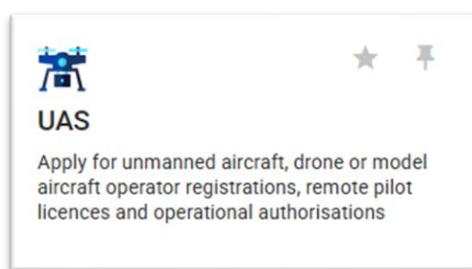
In Open A2 category, there are 30 multiple choice questions. The name of this exam is **Open A2 Subcategory** in the proctoring system.

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

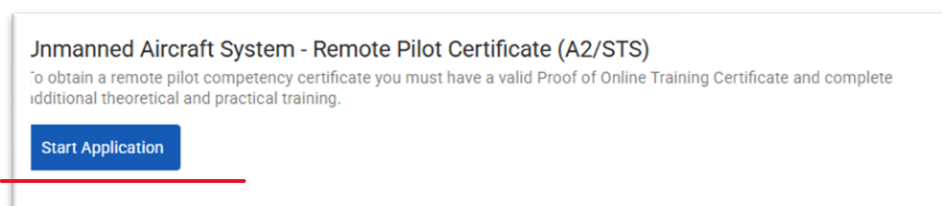
The examinee shall achieve at least 75 % of the overall marks in all categories. The topics of the questions may be found in the Implementing Regulation.

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. Please note that only one type of assessment may be chosen at a time. After that, tick the boxes below and 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.

1 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. *
- ☒ I understand and accept that in the case of a rejected or cancelled application that all fees submitted are non-refundable as stated in the payment terms and these payment conditions are available to review in the general help page section. *

[Save for later](#) [Back](#) [Submit application for review](#)

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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.

You have a new enrollment



 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

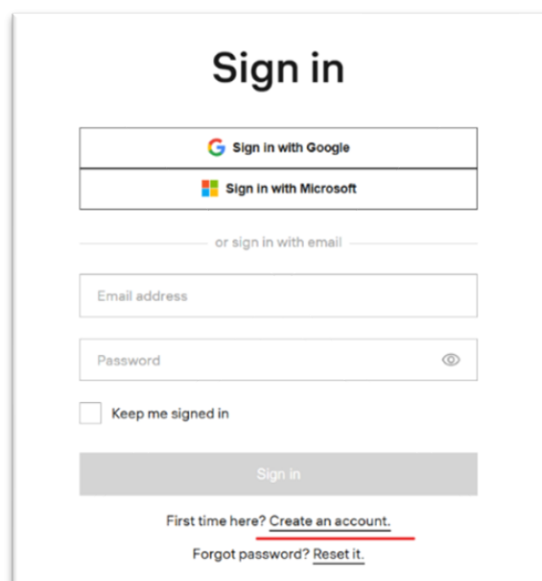
You have been enrolled to

Open Subcategory A2

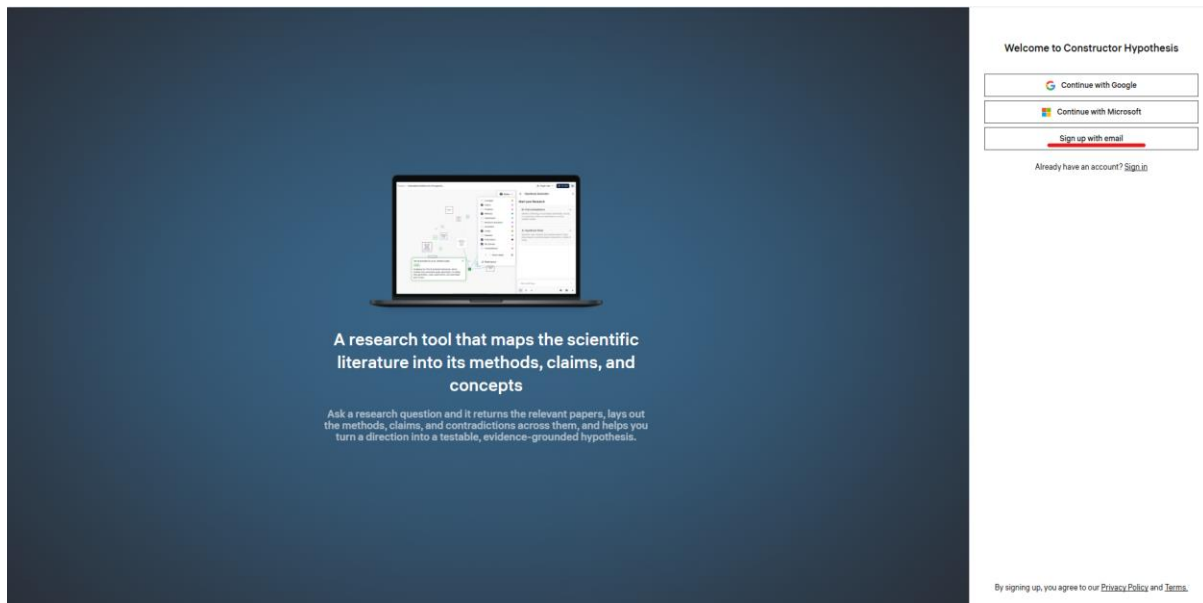
ACAS-a4d3bc39ef30

Open

Step 2. Click “Create an account”.

The image shows 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'. Under these is the text 'or sign in with email'. There are two input fields: 'Email address' and 'Password'. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom is a large grey button labeled 'Sign in'. Below the 'Sign in' button are two links: 'First time here? Create an account.' and 'Forgot password? Reset it.'. The 'Create an account' link is underlined and has a red line underneath it.

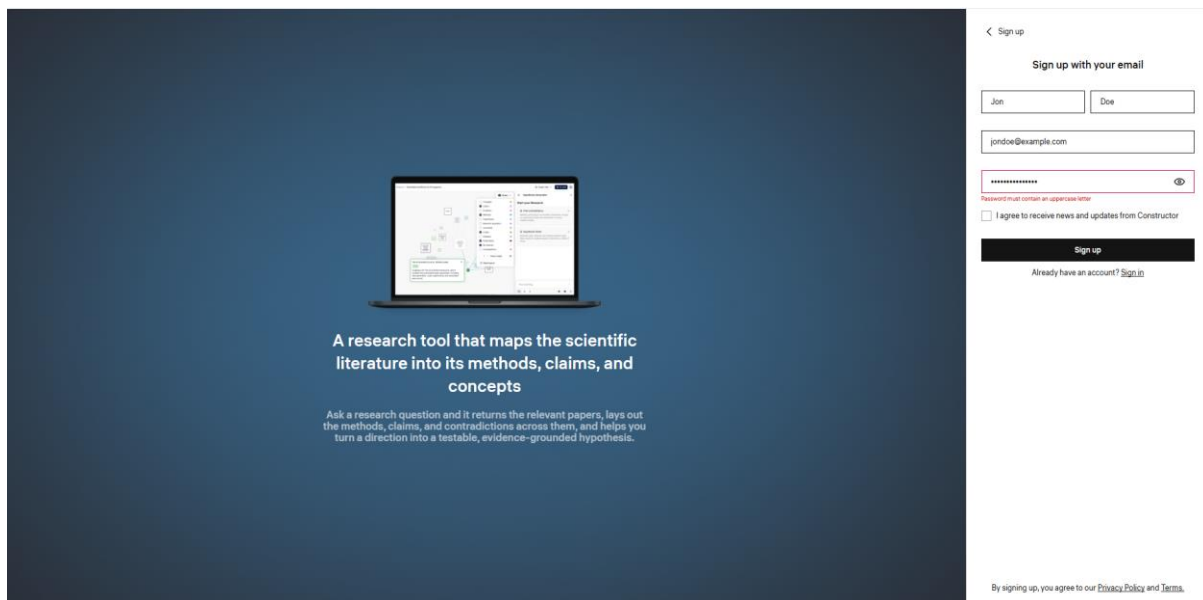
Step 3. Click "Sign up with email".



The image shows the landing page for Constructor Hypothesis. On the left, there is a laptop displaying a complex diagram of scientific literature. To the right of the laptop, the text reads: "A research tool that maps the scientific literature into its methods, claims, and concepts. Ask a research question and it returns the relevant papers, lays out the methods, claims, and contradictions across them, and helps you turn a direction into a testable, evidence-grounded hypothesis." On the far right, there is a sign-up section titled "Welcome to Constructor Hypothesis". It contains three buttons: "Continue with Google", "Continue with Microsoft", and "Sign up with email" (which is highlighted with a red underline). Below these buttons is a link: "Already have an account? Sign in". At the bottom right, there is a small text: "By signing up, you agree to our Privacy Policy and Terms."

Step 4. 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.



The image shows the sign-up form for Constructor Hypothesis. The form is titled "Sign up" and "Sign up with your email". It contains the following fields: "First name" (with the value "Jon"), "Last name" (with the value "Doe"), "Email" (with the value "jondoe@example.com"), and "Password" (with a masked value "*****" and an eye icon). Below the password field, there is a red error message: "Password must contain an uppercase letter". There is also a checkbox labeled "I agree to receive news and updates from Constructor". At the bottom of the form is a "Sign up" button. Below the button is a link: "Already have an account? Sign in". At the bottom right, there is a small text: "By signing up, you agree to our Privacy Policy and Terms."

Step 5. Please enter the code sent to the email and click on "Continue".



A research tool that maps the scientific literature into its methods, claims, and concepts

Ask a research question and it returns the relevant papers, lays out the methods, claims, and contradictions across them, and helps you turn a direction into a testable, evidence-grounded hypothesis.

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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.

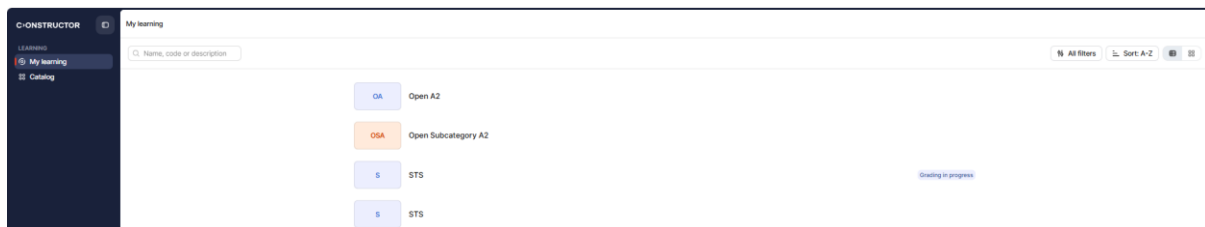
Continue

[Resend code after 45 seconds](#)

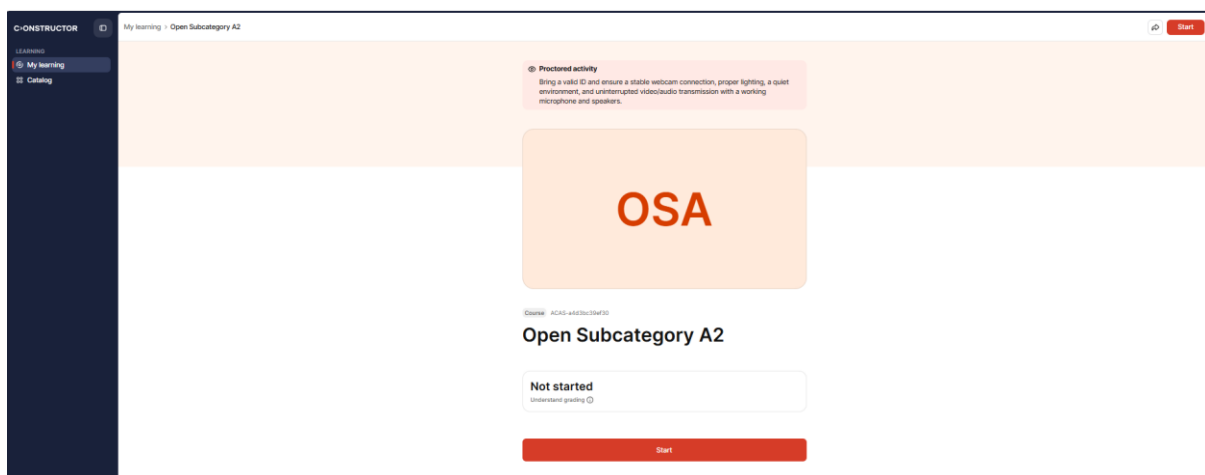
By signing up, you agree to our [Privacy Policy](#) and [Terms](#).

6.3. Starting assessment

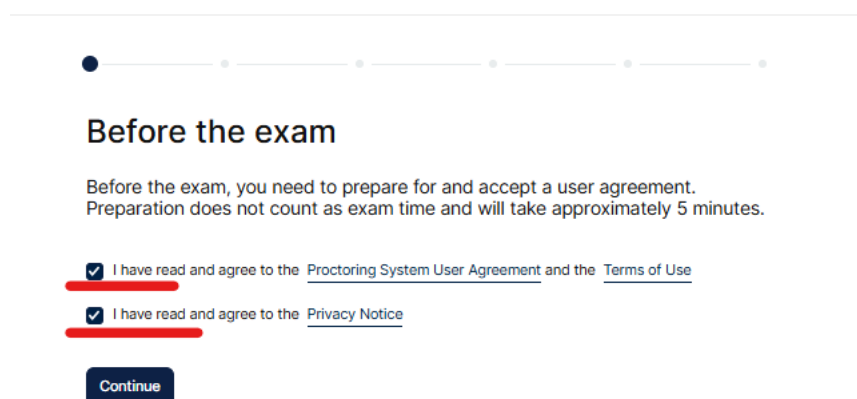
Step 1. After successful registration, the examinee may enter the landing page with the examinees' enrolled quizzes. Click on quiz in orange field. (Blue colour indicates the already started/finished quizzes).



Step 2. Click "Start".

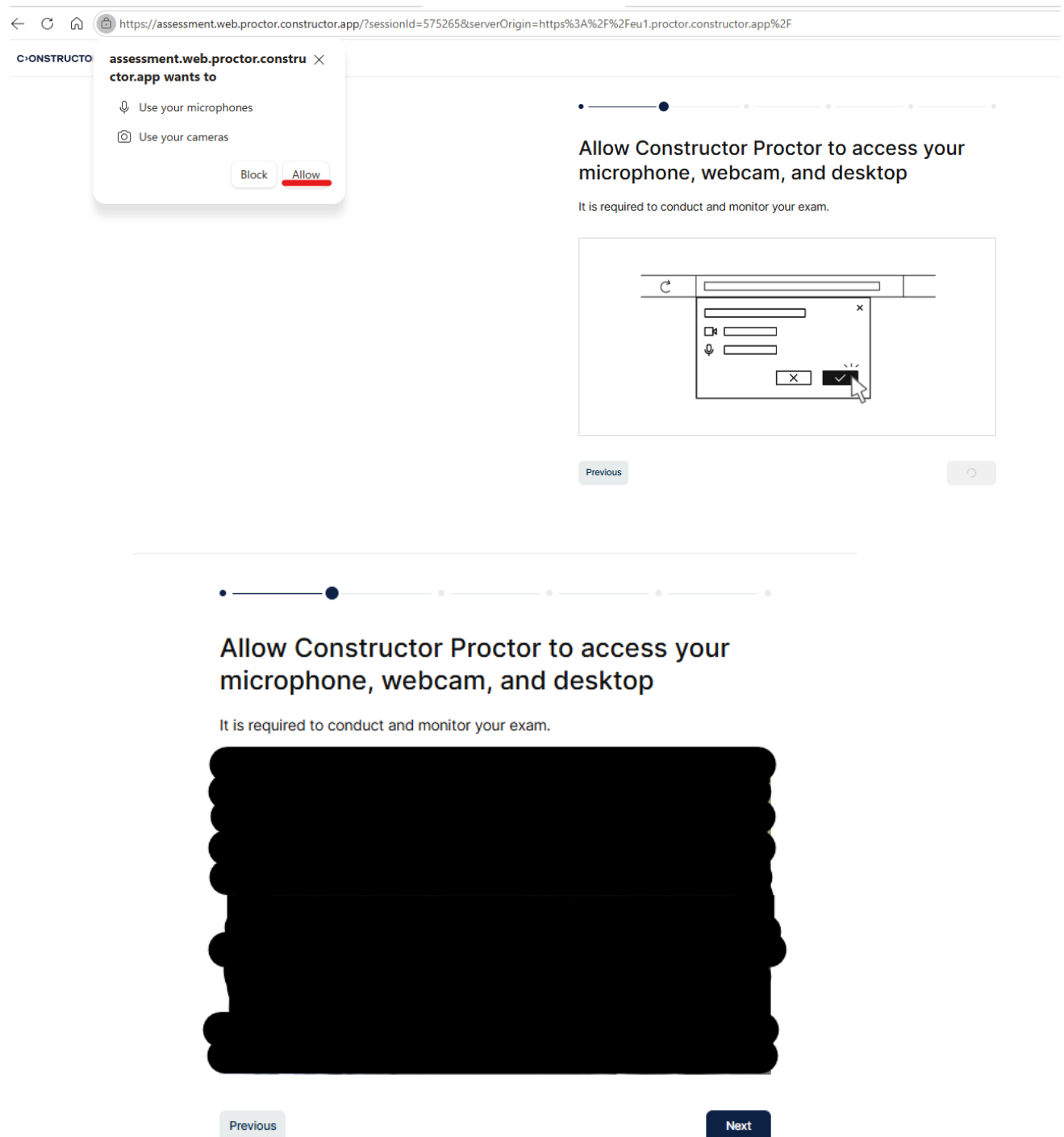


Step 3. Read and accept the user agreement. And then click "Continue".

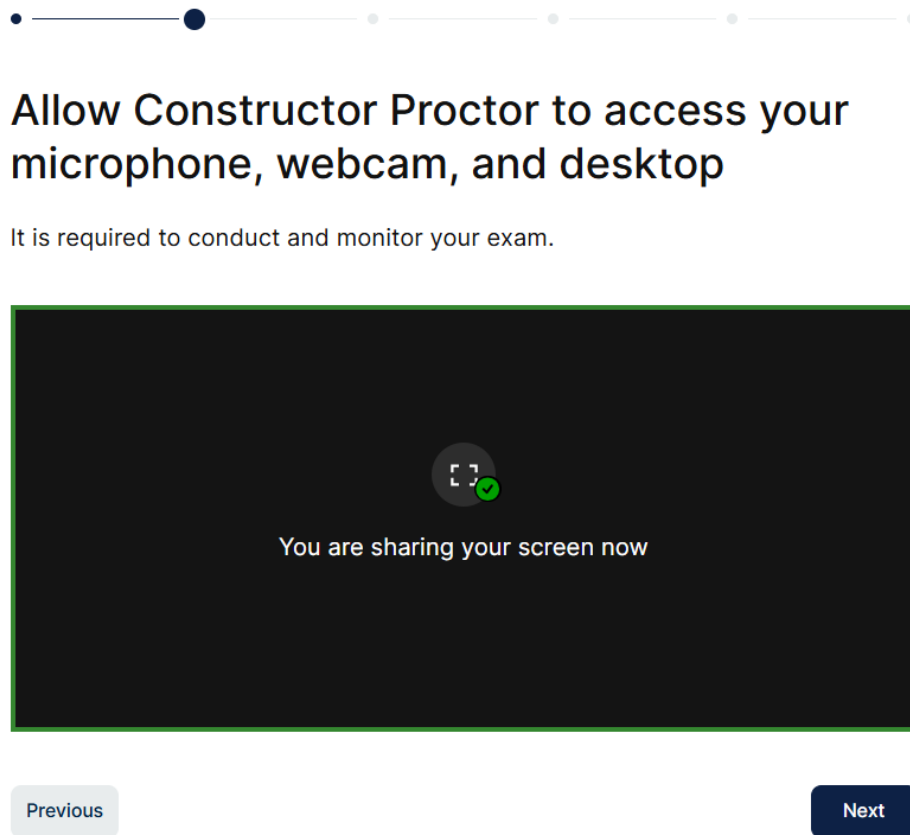
The 'Before the exam' screen features a progress bar at the top with the first step active. The heading 'Before the exam' is followed by instructions: 'Before the exam, you need to prepare for and accept a user agreement. Preparation does not count as exam time and will take approximately 5 minutes.' Below this are two checked checkboxes: 'I have read and agree to the Proctoring System User Agreement and the Terms of Use' and 'I have read and agree to the Privacy Notice'. A dark blue 'Continue' button is positioned at the bottom.

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.

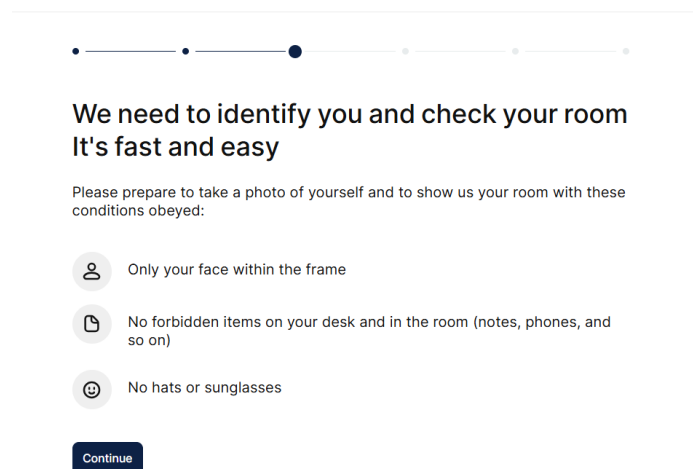
Please note: only one-screen-mode is allowed during the assessment; multiple or duplicate screen mode is not permitted.



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

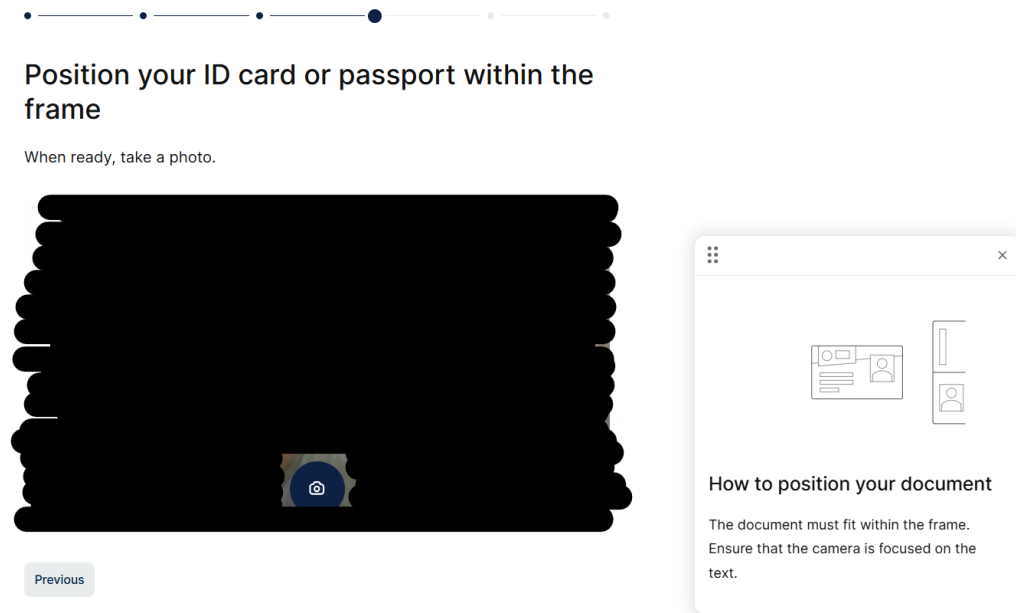


Step 6. Follow the prompts on screen to verify your identity. When this step is successfully completed, click on "Continue".

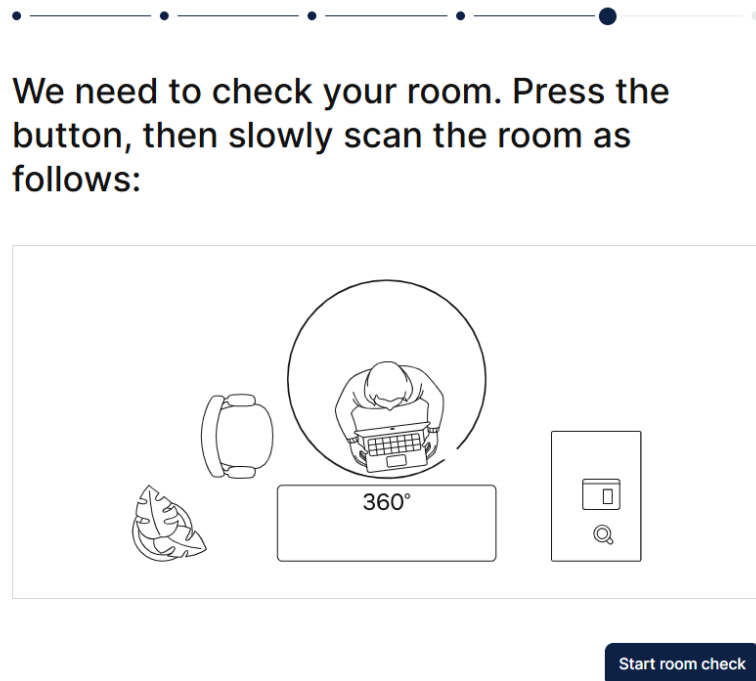


Step 7. After clicking “Continue” a valid ID card (EU ID card or EU driving licence or passport) must be presented by the examinee. This shall be recorded by Constructor for the purposes of identifying the examinee.

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 “Start room check”, the recording will start.

Once the laptop or camera as moved around in 360 degrees click “Next”.

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. Please ignore the results that may be automatically generated by the software.

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 message on the DUTO endorsement vi MySRS.

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

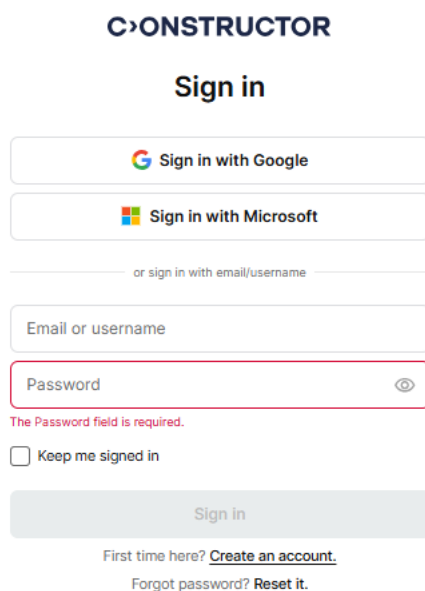
In case if any of the two attempts were successful and once the grading is concluded, examinee will receive notification in MySRS and the practical assessment may follow – if applicable – and after which the appropriate certificate may be issued, provided that the examinee pays the applicable fee. The 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 Sections 6.1 to 6.3 accordingly, but there is no need for re-registration in Constructor. Upon receiving the enrolment email (Step 1 in Section 6.2) the examinee should type in the email address with password and then click “Sign in”(See below).



The image shows a web form for logging into the 'CONSTRUCTOR' system. At the top, the word 'CONSTRUCTOR' is displayed in a bold, dark blue font, followed by the text 'Sign in' in a standard black font. Below this, there are two large, rounded rectangular buttons. The first button features the Google logo and the text 'Sign in with Google'. The second button features the Microsoft logo and the text 'Sign in with Microsoft'. Underneath these buttons, a horizontal line is followed by the text 'or sign in with email/username'. Below this line are two input fields: the first is labeled 'Email or username' and the second is labeled 'Password'. The 'Password' field has a red border and a small eye icon to its right. Below the 'Password' field, there is a red error message that reads 'The Password field is required.' Below the error message is a checkbox labeled 'Keep me signed in'. At the bottom of the form is a large, light blue button with the text 'Sign in'. Below this button, there are two lines of text: 'First time here? [Create an account.](#)' and 'Forgot password? [Reset it.](#)'.