

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 1 DATE 11.04.2025	
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Guidance on proctored assessment of remote pilots

1. Change Record

Date	Issue	Revision Description
11.04.2025	1	Initial publication.

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/PDF/?uri=CELEX:32019R0947&from=EN>

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.

NOTE: Please be aware that proctored theoretical assessments, for Open A2 and STS, described herein, will be conducted by the IAA from 1st April 2025. Until 30th June 2025 those who signed up to theoretical training and assessment at any of the [Recognised Training Entities](#) may complete the assessment provided by these entities.

From 1st July 2025, theoretical assessment for Open A2 subcategory and STS may only be conducted through the IAA in the manner described below.

Theoretical training, if required, may still 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.

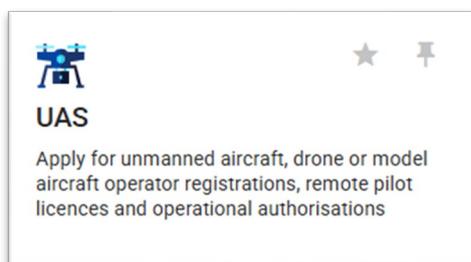
In STS – if the applicant has no certificate of remote pilot competency (i.e. not passed Open A2 Subcategory theoretical assessment previously) – there are 40 multiple choice questions. The name of this exam is **STS** in the proctoring system.

In STS – if the applicant has certificate of remote pilot competency (i.e. passed Open A2 Subcategory theoretical assessment previously) – there are 30 multiple choice questions. The name of this exam is **STS with A2** in the proctoring system.

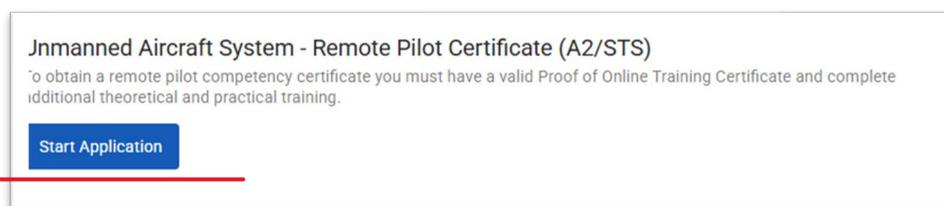
The examinee shall achieve at least 75 % of the overall marks in all categories. The topics of the questions may be found in the Implementing Regulation.

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 shall 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. *

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

IAS - Remote Pilot Competency
You are submitting this application to IAA Proctor

Name: [Redacted] Date of Birth: [Redacted] Email: [Redacted] Telephone Number: [Redacted]
Address: 15, Kelly's Bay Mews, 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 a training certificate below or you can take the [IAS Online Training](#) provided by the IAA right now.

Proof of Online Training Number: [Redacted]

Serial Online Training: [Redacted] Open of Online Training: [Redacted]

Please upload your current Proof of Online Training: [Redacted]

Save for later

Competency Details

Helpful Tips

When Operating in Open Subcategory A2

- A UAS operator in any legal or natural person operating or intending to operate one or more UAS.
- This 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 airspace.
- Maximum take-off mass of 250kg.
- Maximum height of 120m.
- Maximum Visual Line of Sight (VLOS).
- UAS must be less than 8kg.

Specific Category

- A UAS operator in any legal or natural person operating or intending to operate one or more UAS.
- This 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 ensure that requirements are necessary to keep the operation safe.
- UAS Operators 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).

Risk-based assessment

- The theoretical assessment is proctored and recorded.
- The proctoring system is subject to a third party assessment. A final decision on result of the assessment is made by human or past facts (including which is determined and based on personal ID).
- Personal data (including recording of the assessment using facial recognition, face mask and of personal ID) for the purposes of security verification for entrance and personnel for a company will have obligations in which such a video and ID for proctoring purposes for performance of a task required in the public interest or in the exercise of official authority without the controller.
- The purpose of processing is necessary to ensure the safety of the operation and the UAS. The data will be video recording can also be used to identify if there are any issues to report to the IAA (Subcategory A2 and Specific Category STS) to ensure compliance.
- Facial recognition is used to ensure that there is no dual risk. The final decision will occur in the event of needing the identity of the operator. No other personal data will be used for which is not necessary for the purpose of the operation.

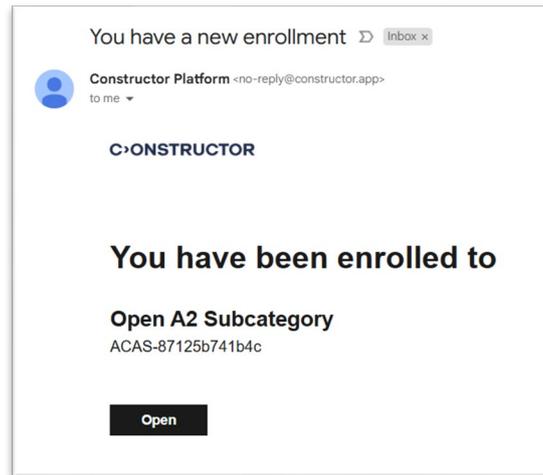
Fee of proctoring is included in the fee of operating in Open Subcategory A2. However, for Specific Category (STS) there is a fee for the theoretical assessment. This fee is due in case of failed attempts also.

- During the assessment the rules of the examination shall be kept.
- Breaching the rules of examination may result in fail.
- Please keep in mind that you have only two tries.
- The IAA can monitor video for operational risk up to 90 days after the theoretical assessment and you should request for processing of any personal data.**
- Once passed the theoretical assessment, the candidate shall be requested and further necessary steps shall be taken for the Open Subcategory A2 (operation of personal self training shall be submitted), for Specific Category (Specific Category STS) remote pilot shall personal assessment performed by a recognised training entity.**

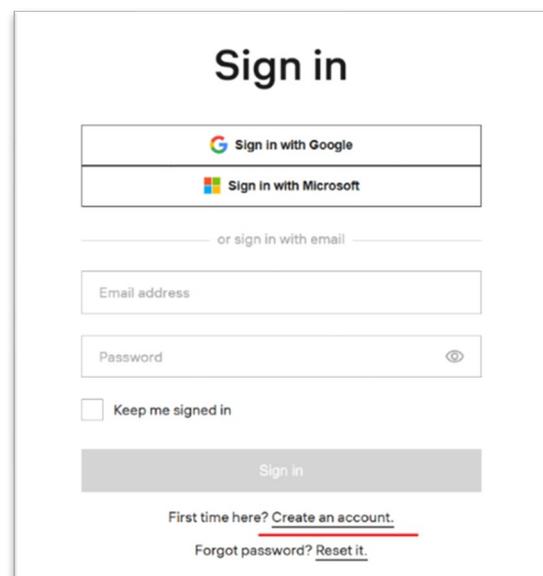
6.2. Registration in proctoring system (Constructor)

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.

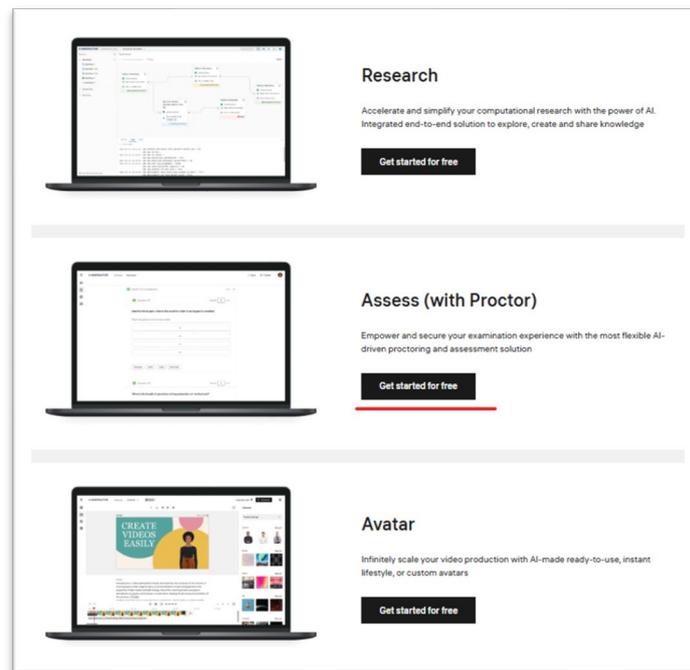
Step 1. The examinee shall click “Open”. And follow the prompts on screen. (Please note that the test name might change according to the exam you applied for.



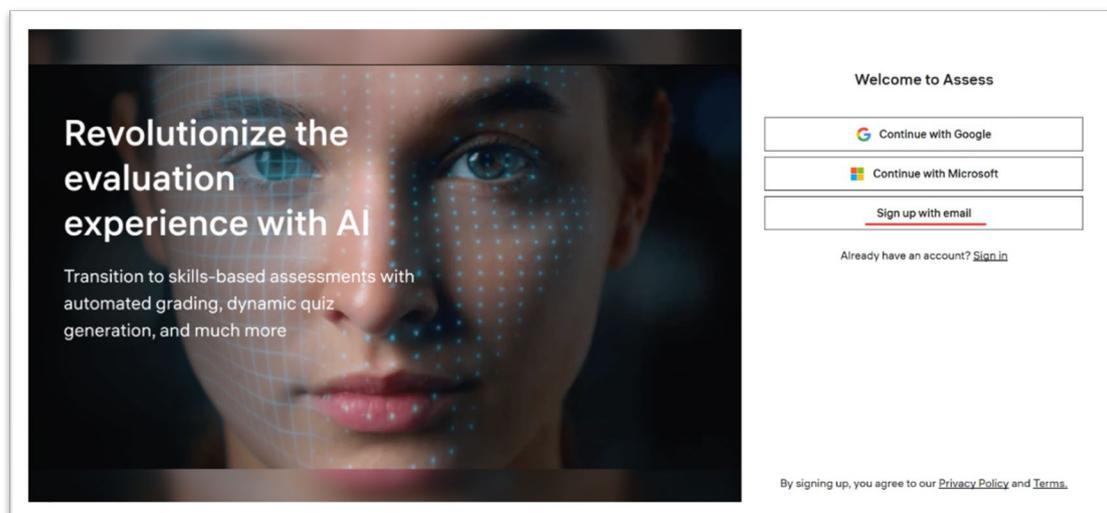
Step 2. Click “Create an account”.



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.

□ □ □ □ □ □

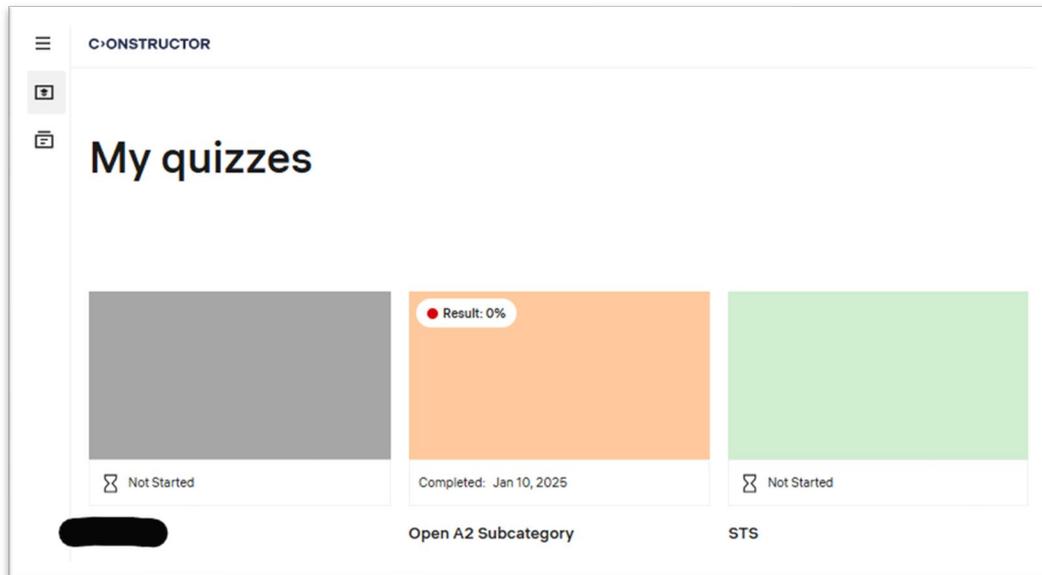
Continue

[Resend code after 296 seconds](#)

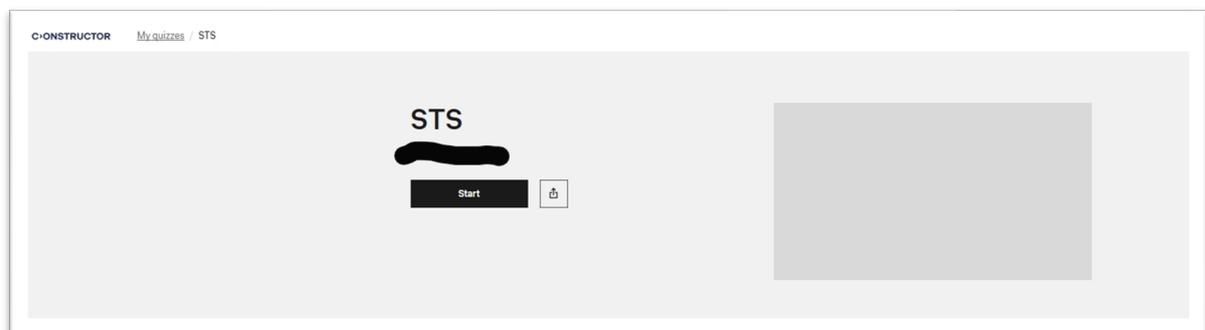
By signing up, you agree to our [Privacy Policy](#) and [Terms](#).

6.3. Starting assessment

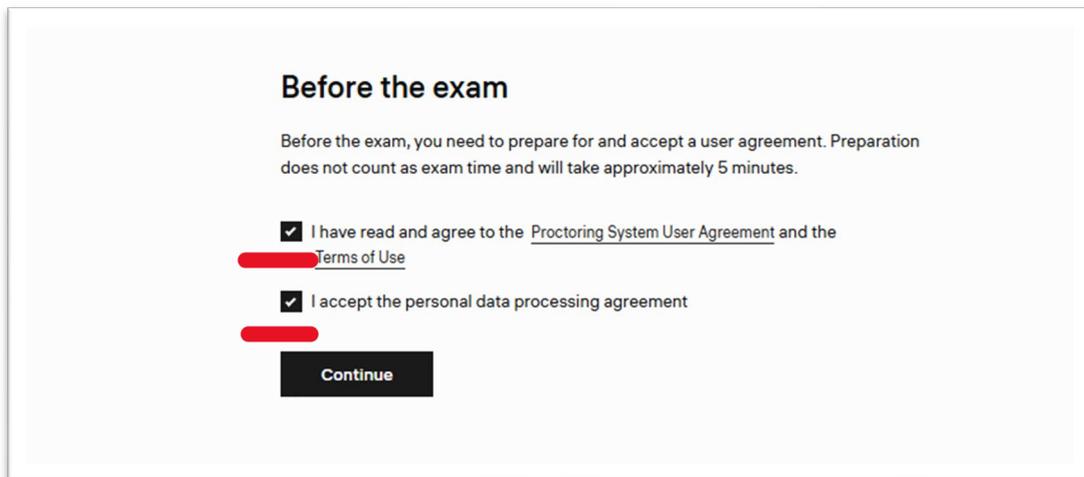
Step 1. After successful registration, the examinee may enter the landing page with the examinees' enrolled quizzes. Click on "Not Started".



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.

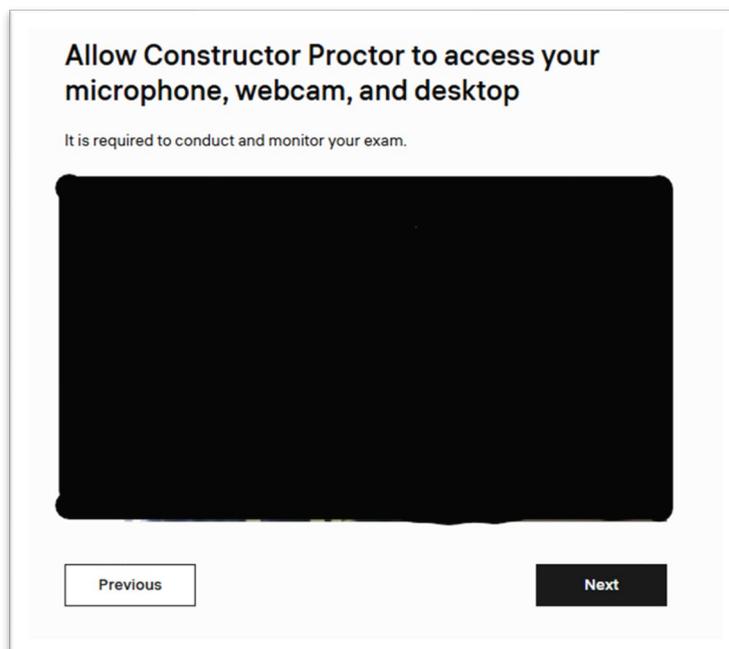
I have read and agree to the [Proctoring System User Agreement](#) and the [Terms of Use](#)

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.

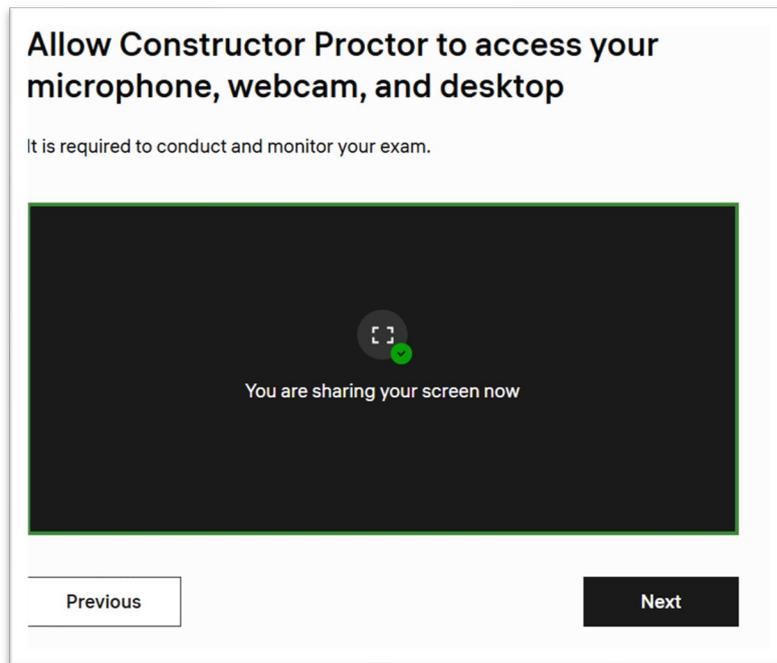


Allow Constructor Proctor to access your microphone, webcam, and desktop

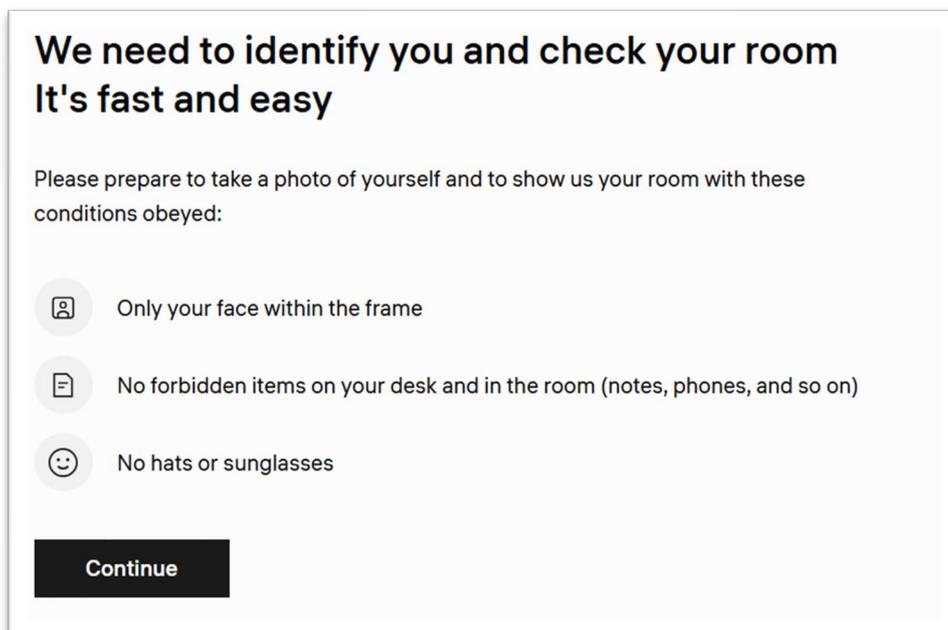
It is required to conduct and monitor your exam.

Previous **Next**

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

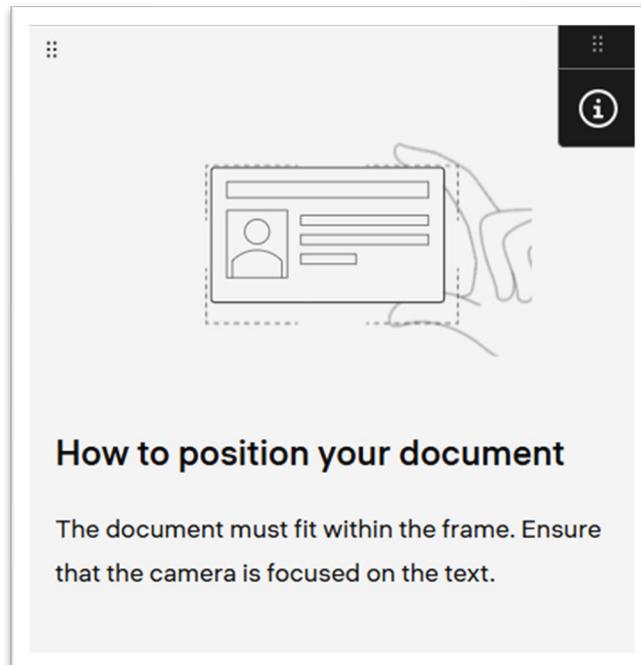


Step 6. Follow the prompts on screen to verify your identity. When this step is successfully completed, click on "Continue".

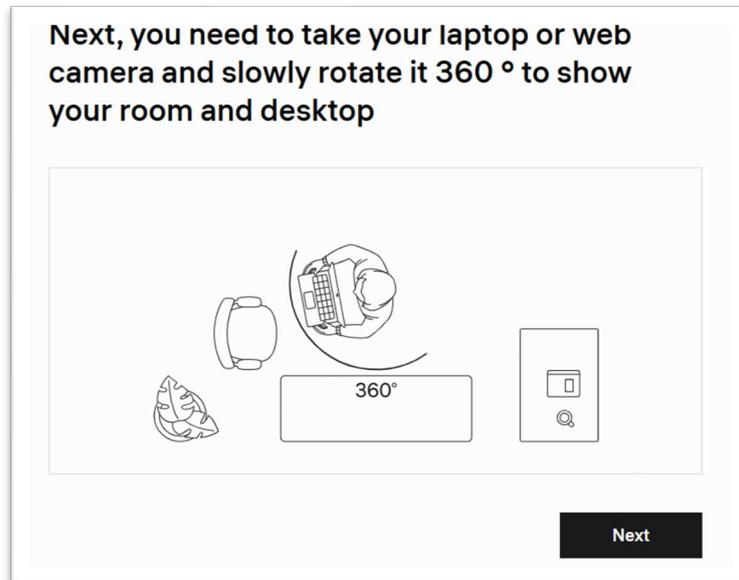


Step 7. After clicking "Continue" a valid ID card (EU ID card or EU driving licence or passport) must be presented by the examinee. This shall be recorded by Constructor for the purposes of identifying the examinee.

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

By clicking continue you agree to the rules.

Continue

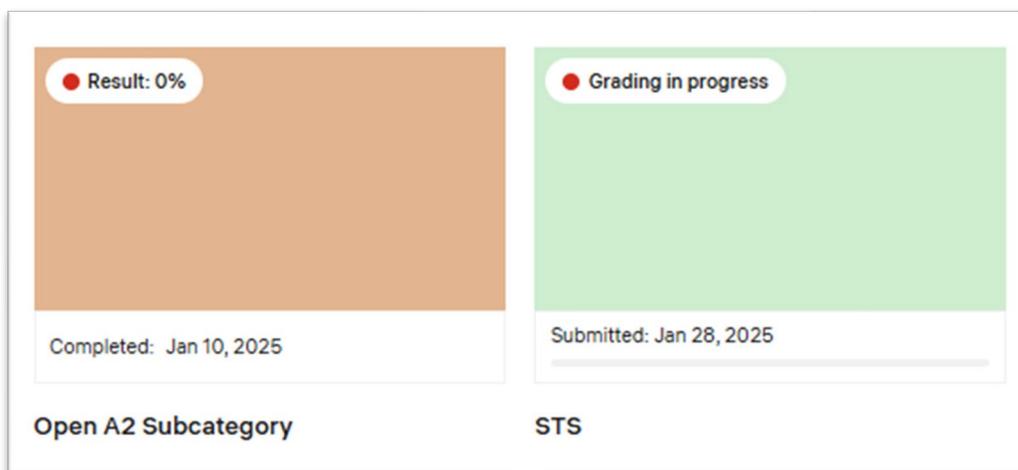
Please note, results will not be available unless the ex post facto invigilation has been conducted, and the test is graded by a UAS Inspector.

7. Examinees Responsibility

1. Follow the instructions of Constructor.
2. Have a laptop or computer with a microphone and (rotatable) webcam.
3. Do not use multi-screen mode.
4. Do not breach the rules of the assessment.
5. Do not take screenshots or photos during the assessment.
6. Show a valid document for identity check (EU ID card, EU driving licence or passport).
7. Note that any infringement may result in failure and direction under S.I. 24 of 2023.
8. You have a maximum of two attempts.
9. Should you experience any technical difficulties, please send an email to drones@iaa.ie describing your problem. Please allow us two 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 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), date and of “re-sit”.

Please note that the availability of the re-sit will be limited to period of 7 working days, and the date in the exam`s name will refer to the opening date of this period. If the second assessment is not successful or not completed, you will have to pay the price of the relevant certificate. Please allow us up to two 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. The introduction of centralised proctoring does not change this part of the process.

10. New application

To apply for a new assessment, you 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-sit”. Otherwise, Sections 5 to 7 should apply accordingly.