

LPE ACCEPTANCE RECORD

<input type="checkbox"/> Initial Authorization	<input type="checkbox"/> Quality Check on behalf of the Authority
<input type="checkbox"/> Re-authorization	

LPE Qualification:		
<input type="checkbox"/> Level 6 <input type="checkbox"/> Level 5		
Name:	First name:	LPLE:
Examiner authorization no.:	Valid until:	LPLE authorization no.:
Place of assessment:	Date of assessment:	Valid until:

1	Preparation	G
1.1	Did the LPE create a calm and relaxed atmosphere that was conducive to the candidate's test performance?	
1.2	Was the testing location adequate and in a proper condition?	
1.3	Did the LPE exert any time pressure?	
2	Briefing	G
2.1	How did the LPE conduct the briefing?	
2.2	Did the LPE explain the testing system (online test and subsequent interview) properly?	
2.3	Did the LPE allot sufficient time to the briefing?	
2.4	Did the candidate have time for questions?	
3	Online Test	G
3.1	Technical condition of the internet connection (sound quality, speed)	
3.2	Technical condition and usability of hardware (computer, headset)	
3.3	Did the LPE interfere in the test or disrupt the candidate's workflow?	
3.4	Did the LPE provide answers or otherwise help the candidate in an unacceptable way?	
4	Interview	G
4.1	Duration (minimum 15 minutes)	
4.2	Were the questions common, concrete and work-related?	
4.3	Did the LPE elicit plain English from the candidate?	
4.4	Did the LPE demand from the candidate to resolve misunderstandings and to offer clarifications?	
4.6	Did the interview scenario include a complication and an unexpected turn of events in a situation the candidate was familiar with?	
4.7	Was the interview conducted in a fair way?	

5	Rating	G
5.1	Did the LPE apply the ICAO rating scale correctly?	
5.2	Was the overall rating the lowest of the individual ratings?	
5.4	Did the LPE have to resolve a discrepancy between the online-test rating and the interview rating?	
5.5	Did the LPE resolve such discrepancies in a satisfactory way?	
6	Examiner*	G
6.1	Did the LPE use an accent intelligible to the aeronautical community?	
6.2	Was the LPE's speaking ability in line with the language endorsement in his/her examiner authorization?	

Legend	G = Grading	G
	Above Standard	AS
	Standard	S
	Unsatisfactory	U
	Additional Remarks	
	Yes	Y
	No	N
	Not Applicable	N/A

