



QUICK-START GUIDE

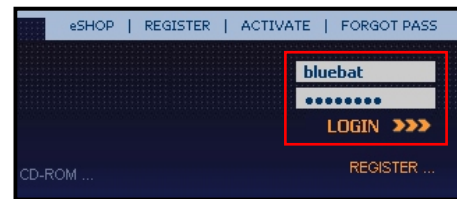
FOR FTO STUDENTS



QUICK START GUIDE FOR FTO STUDENTS

STEP 1 - LOGIN TO THE ONLINE TESTING SYSTEM

Open the Internet Explorer web browser on your computer and open "www.aviationexam.com". Once the main page loads you will see the login form at the top-right corner of the page. Enter your username and password, then click LOGIN. **Your username and password have been most likely assigned to you by your FTO - if you have not received your login information, please, contact your training manager.** You can change your password it any time after you login (by selecting the item CHANGE PASSWORD from the main menu).



STEP 2 - VIEW YOUR FTO STUDY & EXAM PLAN

Your FTO can schedule home study sessions and exams for you. To see your individual study plan, click on the 'MY FTO STUDY PLAN' link from the main menu on the left side of the screen. On the displayed page you can select to see ALL items; only the ones you have already completed or the ones you still have to complete. For each item its details are given, such as the testing mode, number of questions, minimum required passing score and due Date for exams. For home study items the minimum study time required and the due date information is given. You can also use the abbreviated list of your FTO Study Plan items on the main page just after login - the section is titled MY FTO STUDY PLAN and displays the first 10 items that are due.

DESCRIPTION	MODE	Qs	MIN SCORE	DUE BY	
Lesson 1 - Study Items			15	15 Feb '06	SHOW
Lesson 1 - Assessment Test 1	STUDY	30	75 %	16 Feb '06	DONE
Lesson 1 - Assessment Test 2	STUDY	30	75 %	17 Feb '06	START
Lesson 1 - PROGRESS TEST	EXAM	50	80 %	18 Feb '06	🔒

To display the "unlock requirements" for locked exams click the 🔒 icon.

!!! IMPORTANT !!!

When you are finished reading a home study item you **MUST** close the page using the "CLOSE >>>" button. If you close the page in any other way, the time that you spend studying this item will not be credited for and the following FTO Study Plan items may not get unlocked for you.

The exams can be started by clicking the **START** link and home study items can be displayed by clicking the **SHOW** link. When viewing the home study items they will open in a new internet browser window. Some study plan items can display the '🔒' icon - that means the item is locked and will become available to you once you complete all its pre-requisites (e.g. usually home study items are required to be completed before you can take your exams and assessment exams must be completed before you can take your progress exams). By clicking the '🔒' icon a page will be displayed with detailed information on the exam unlock requirements.

STEP 3 - THE ACTUAL EXAM

By clicking "START" as described above the actual exam is started. In the main window the question and possible answer choices are displayed. Click on the answer that you feel is correct and confirm your selection by clicking "NEXT >>>". You can answer the questions in any order - just use the buttons NEXT and PREVIOUS to move forward and back among the individual questions.

When a question refers to a picture a link for this picture will be in shown below the main window. Click the picture icon to open a new window that will display the appropriate picture. You have to close the picture window manually. If you are not sure with your answer to a question, click "MARK QUESTION" - this feature allows you to easily identify questions that you want to review at the end of your test.

The left column of the page displays the information for the test in progress. You see the total number of questions, number of questions that you have already answered and questions that are still remaining to be answered. You time limit as well as the number of questions marked for further review are also displayed here. Numbers representing individual questions are shown in this column. Clicking the individual question number displayed the particular question.

Once you have answered ALL OF THE QUESTIONS, click "FINISH TEST" - this will submit the test for grading. Your test will also be automatically submitted for grading once the time limit expires.



STEP 4 - EXAM GRADE REPORT

After submitting your test for grading an exam grade report will be shown giving you your achieved score as well as displaying all of the test questions with your as well as the correct answers. In order to return to the main page of Aviationexam.com click the **"BACK TO MAIN PAGE"** or **"BACK TO EXAM STATISTICS"** links.

EXAM GRADE REPORT

User: [Redacted]
 Exam ID#: JAA - 17899
 Exam Date: 03 Jan '06
 Spent Time: 12:11 (Min:Sec)
 Subject: 010 - AIR LAW AND ATC PROCEDURES
 Exam Level: ATPL (A)
 Testing Mode: STUDY
 Time Limit: 100 minutes
 Correct: 68 of 74 questions

YOUR SCORE: 92% **PRINT**

[BACK TO EXAM STATISTICS](#)

EXAM QUESTIONS

- The privilege for an airplane registered in one state and enroute to or from that state, to take on passengers, mail and cargo in a second state and put them down in a third state is called:
CORRECT: 5th freedom rights
- What is cabotage?
CORRECT: Domestic air services by an operator within another State
- The convention of Tokyo applies to damage:
CORRECT: the above convention does not deal with this item
YOUR ANSWER: caused in the territory of a contracting state or in a ship or aircraft registered there in , by an aircraft registered in the territory of another contraction state

STEP 5 - PREVIEW YOUR EXAM HISTORY

You can preview all of you past exams at any time and display your Exam Grade Reports for any of those exams. If you are not happy with a score on any of your exams you can delete your exam and take it again in an attempt for a higher score. To display your testing history, click the **"EXAM HISTORY"** from the main menu.

A simple search form is available to you. By filling-in the desired parameters you can find your past tests based on the testing mode, subject area of the test or the dates (from - to) when the test was taken. Confirm your selection by pressing the **"FIND EXAMS >>>"** button. If you wish to display all of your past tests regardless of the parameters entered in the search form, press **"VIEW ALL EXAMS >>>"**.

List of your past tests will then be displayed in on the current page below the search form. Each item represents one of your tests you have taken. For each test detailed information about the testing mode, test date, number of questions and the score achieved is given. The number of test questions consists of two numbers - first number gives the number of questions you have answered correctly, second is the total number of questions in this test.

- USER ACCOUNT**
 - MY ACCOUNT
 - CHANGE PASSWORD
 - MY EXAM ACCESS
 - MY ORDER HISTORY
- EXAM REPORTS** (highlighted)
 - EXAM HISTORY
 - EXAM PERFORMANCE
 - STUDY PROGRESS
 - PROGRESS REPORT
 - QUESTION COMMENTS
- DOWNLOADS**
 - AVIATION LIBRARY
 - PDF EXAM GRAPHICS
- eSHOP**
 - SHOP
 - MY SHOPPING CART
 - CHECKOUT

EXAM HISTORY | PERFORMANCE | STUDY PROGRESS | PROGRESS REPORT

Total Exams Taken: 18 | Testing Mode:
 Questions Seen: 273 | Exam Subject:
 Overall Avg Score: 80 % | Exam Date: 26-02-2004 -> 05-02-2006
 Last 3 Exams Avg: 100 %

FIND EXAMS **VIEW ALL EXAMS >>>**

ID#	SUBJECT & AREA	MODE	DATE	Qs	Min:sec	EXAM SCORE
23709	FTO: FTO Test 1	STUDY	03 Feb '06	1/1	0:12	100% X
3973	JAA 010 ATPL (A): AIR LAW AND ATC PROCEDURES	STUDY	15 Aug '05	1/1	0:13	100% X
3537	JAA 010 ATPL (A): AIR LAW AND ATC PROCEDURES	STUDY	25 Jul '05	2/2	0:42	100% X
986	TYPE B733: BOEING 737 - 300 series (EFIS)	STUDY	14 Apr '05	45/53	20:22	85% X
985	TYPE B733: BOEING 737 - 300 series (EFIS)	STUDY	14 Apr '05	40/42	15:52	95% X

By clicking on the test title or ID# an **Exam Grade Report** for this particular test will be displayed.

To delete a particular exam, click on the **"X"** displayed in the right column of each line.



GETTING AROUND THE SYSTEM

This page will be displayed each time you log-in:

MAIN NAVIGATION MENU

NEW TEST SELECTION FORM

LOGGED USER INFORMATION

The screenshot shows the user interface of AviationExam.com. At the top right, there are navigation links: HOME | NEW EXAM | eSHOP | HELP | LOGOUT. The user is logged in as HONZA (honza@aviationexam.com) with IP: 213.220.234.169 and last login on 05 Feb 2006 at 13:35:15. The main navigation menu on the left includes: USER ACCOUNT (MY ACCOUNT, CHANGE PASSWORD, MY EXAM ACCESS, MY ORDER HISTORY), EXAM REPORTS (EXAM HISTORY, EXAM PERFORMANCE, STUDY PROGRESS, PROGRESS REPORT, QUESTION COMMENTS), DOWNLOADS (AVIATION LIBRARY, PDF EXAM GRAPHICS), eSHOP (SHOP, MY SHOPPING CART, CHECKOUT), MY STATISTICS (EXAMS TAKEII: 18, AVG SCORE: 80 %, LAST 3 AVG: 100 %, Qs SEEN: 273), and FOR FTO STUDENTS (MY FTO STUDY PLAN, PAST DUE ITEMS, MY TUTORS, FTO MESSAGES). The central area features a 'NEW ONLINE EXAM' form with fields for EXAM AREA (JAA, FAA, TYPE RATING, FTO SPECIFIC), SUBJECT, LEVEL, and TESTING MODE (EXAM). Below this is a table for 'YOUR SAVED EXAM' and 'MY FTO STUDY PLAN'. The 'YOUR SAVED EXAM' table has columns for Qs, MODE, and START. The 'MY FTO STUDY PLAN' table has columns for Qs, DUE BY, and START. The 'PAST DUE ITEMS' table has columns for Qs and DUE BY. On the right, there are 'FEATURED PRODUCTS' and 'eSHOP SPECIALS' sections.

YOUR ACCOUNT STATISTICS:

- Total number of tests you have taken
- Your Overall average score
- Your average score for last 3 tests
- Number of questions you have seen during your tests so far

YOUR SAVED EXAMS + YOUR FTO EXAM SCHEDULE:

- Whenever you SAVE a test in progress for later completion, it will be listed here along with a link "START". Please note, that you can only have one saved test at a time.
- For FTO students your FTO scheduled tests will be listed here along with any tests that are already past due.

