	CIVIL AVIATION AUTHORITY OF MALAYSIA AIR NAVIGATION SERVICES AND AERODROME DIVISION ATC EXAMINER – OJT ASSESSMENT FORM	CAAM/BPUA/ATCE/01

SECTION A: GENERAL INFORMATION

Name of Trainee:			
Station:		ATC License No.:	**ATC/L**
Position:		Date:	
OJT Period (From – To):			
Training / Examination:			

SECTION B: PERFORMANCE EVALUATION
Mark: S = Satisfactory   N = Unsatisfactory

	Items	Evaluation S	Evaluation N	Comments
1	Theory Examination			
1.1	Reviewing proposed questions/answer sets			
1.2	Reviewing marked question papers			
1.3	Reviewing the candidate's training records			
2	Practical Examination *(Trainee shall demonstrate the ability to observe and assess the performance of the candidates in the following areas, but not limited to:)*			
2.1	Application of standard separation			
2.2	Identification and reporting of non-standard phraseology			
2.3	Evaluation of the candidate's overall traffic handling and planning			
2.4	Observation of coordination with relevant units			
2.5	Strip markings and arrangements			
3	Oral Examination & Debriefing			
3.1	Selection of appropriate questions relevant to the candidate's performance			
3.2	Use of clear and easily understood sentence structure			

3.3	Clarity and effectiveness of explanations on deficiencies/errors			
4	General Attributes			
4.1	Focused on the conduct of the examination			
4.2	Consistent in the assessment of candidates			
4.3	Professional and ethical			
4.4	Produces a comprehensive examination report			

SECTION C: TRAINER'S RECOMMENDATION
(Please mark ✓ at the relevant box)

Comments		Remarks
	Capable of conducting ATC examinations efficiently, ready for solo assignment	
	Need additional training in specific areas before solo assignment	
	Need more training – not ready for solo assignment	
	Not suitable for the ATCE role	

SECTION D: ACKNOWLEDGEMENT

TRAINEE ATCE	TRAINER ATCE
Name:	Name:
Signature:	Signature:
Date:	Date: