



Airport & Aviation Services (Sri Lanka) (Private) Limited

Selection Test for Recruitment to the Post of
Air Traffic Safety Electronics Engineering Officer – Grade II
Online Examination Guidelines

In view of the current pandemic situation affecting the whole country which has rendered the conduction of physical written examinations impractical, Airport & Aviation Services (Sri Lanka) (Private) Limited (AASL) has taken measures to conduct the above captioned examination online, in the best interest of the candidates and the company's staff involved in the examination process.

All candidates are required to strictly follow the guidelines given below.

1. Information page in the web:

The following link can be used to access a web page that will contain all information useful to candidates, pertaining to the online examination.

<https://catc.airport.lk/Explore/OurProgrammes/Exams/exams.html>

Candidates are strongly encouraged to visit this page regularly during the runup to the examination and be duly updated.

2. Examination will be conducted using the online examination platform of AASL developed by AASL exclusively for the purpose of conducting online examinations. The responses submitted by candidates to the examination questions will be automatically captured in real-time and recorded in a cloud accessible only to the examination section of AASL.
3. Each candidate will be provided a login interface with a unique username and a default password. Candidates are advised to **change the default password** to one unique to him/her once they receive the examination link. AASL will send the login details with the exam link at least 3 days prior to the examination.
4. Each candidate sitting the examination online from a location of candidate's choice will be monitored by AASL online with recording, using a live Zoom video conference session.
5. Each candidate shall require the following at the location of his/her choice, to sit the examination:
 - a. A PC/Laptop or a smart device equipped with a device camera that supports video transmission over the Internet, for the purpose of joining the Zoom session. This device shall also have microphone/speakers either

built in or external. (Having the Zoom application pre-installed on the device is recommended. The application may be downloaded from the website <https://zoom.us/download>)

- b. A PC/Laptop or a smart device with an industry standard browser to access the online examination over the Internet.
- c. Reliable internet connections for both devices (it is recommended to have at least a 3G or ADSL connection for the device to be used for the Zoom session)
- d. Reliable power for all devices and suitable standby arrangements to ensure that mains power failures will not interrupt the session.

While it is recommended to have two separate devices as 'a' and 'b' above, a candidate may choose to use a single device for both purposes of joining the Zoom session and accessing the online examination, making sure that the resource requirements for both purposes are adequately met.

It shall be the sole responsibility of the candidate to secure all the above facilities at his/her expense and AASL shall not bear or reimburse in whole or part any such expense borne by the candidate.

6. The camera in the PC/Laptop or the smart device used for participating in the Zoom session should **be active (on) throughout the examination session**.
7. Please note that candidates should foresee possible pitfalls in taking an online examination paying particular attention to the service levels of communication coverage and grid power in the locality from where they choose to undergo the test. They shall take all reasonable precautions beforehand to ensure that the examination process is not interrupted due to eventualities such as sudden power interruptions, communication failures etc. Hence, candidates are strongly advised to **have all the batteries of devices** (specially the mobile devices, laptops) **charged, tested, and prepared for the examination**. It shall be the sole responsibility of the candidate to ensure that the examination session is not stalled due to any cause at the candidate's end.
8. The candidate is required to set up the video capturing equipment properly well in time before exam commences so that he/she is clearly visible continuously, throughout the Zoom session. The invigilator **needs to see clearly and be able to recognise the candidate's face** from either the front or side, during the entire duration of the examination.
9. The Zoom session will start approximately 30 minutes prior to the scheduled start time of the examination. The links to the meeting and the examination will be sent over email or other communication medium well in advance in time for the examination. Candidates are advised to login through the Zoom link and adjust the camera to match the video monitoring requirements mentioned in '8' above.
10. Upon logging into the Zoom session and soon after entering the waiting room, the candidate shall rename his identity by his callup number. **Any participant in the**

waiting room without a valid callup number will not be admitted to the Zoom session and his/her online examination responses will not be considered for evaluation.

11. The invigilator will enable the online examination link at the scheduled start time of the examination. The candidate is advised to **logon to the examination website at least 5 minutes before the scheduled start time** and start immediately upon the examination link being enabled by the invigilator.
12. Once the examination has started, a countdown clock will indicate the time remaining. The candidate is advised to keep an eye on the remaining time. Once the timer expires the examination will close automatically and no responses can be provided thereafter.
13. The examination is of the MCQ type. Each question will have 4 answer options and candidate should select one option out of the given four (4) and **press the 'Submit' button to save the answer.** As in the case of a physical written MCQ test, questions will be submitted one after another to be answered sequentially. Whenever the answer to a question is submitted, the next question will be presented. Candidate may also skip questions and come back to them later. Also, any question may be accessed at random, using the numbers of all the questions displayed at the top of the screen and that particular question may be brought up by clicking on that number. However candidates should note that **the answer to a particular question will not be saved, until and unless the 'Submit' button is pressed.** Already answered questions may be re-answered by submitting again and the last submitted answer will be saved.
14. Once the candidate completes answering all questions, he/she can press '**Submit All**' button to complete the examination. This should be done only after the candidate has completed answering all the questions. **Once you press the 'Submit All' button you cannot go back and answer any question.**
15. Candidates will be monitored online throughout the duration of the examination. **Video recording of the monitoring of all candidates will be archived at the AASL end.** Monitoring will be done online while the examination is in progress as well as off-line by going through the recorded video.

If **any of the following** are detected while a candidate takes the examination, that candidate will be rendered disqualified, and no results will be issued in respect of him/her:
 - a. Presence of any individual other than the candidate at the immediate vicinity of the location from where the candidate takes the online examination.
 - b. Failure to confirm the identity of the candidate online if called for during any stage of the examination.
 - c. Any attempt to avoid, shield, or be out of the coverage zone of the video conferencing used for monitoring at any time during the examination.
 - d. Any attempt to communicate with a 3rd party either physically or online, to seek assistance or for any other purpose.

- e. Any attempt to look up or refer support material either physically or online.
- f. The possession of and/or any attempt to use calculators, portable computing devices, mobile devices other than the device(s) used for taking the examination and/or for being monitored through video conferencing, and wearable smart devices.

If any malpractice that was not detected online is later detected in the recorded video, the respective candidate will be disqualified notwithstanding his/her completion of the total session of the examination or his/her performance at the examination.

16. Trial Examination

In recognition of the fact that the majority of candidates are likely to be inexperienced in facing online examinations, AASL will provide the opportunity for all candidates to undergo a trial (practice) examination. This examination will contain only dummy questions and will not cover subject matter to be tested in the actual test. The responses will also not be evaluated. This trial examination will be available for access by all candidates from 10:00 AM to 3:00 PM on 27th, 28th, and 29th September 2021. The link to the trial examination will be informed in advance via the information web page. Candidates can freely access the trial examination using their callup number without a password.

Candidates are strongly encouraged to take the trial examination from the same location that they plan to take the real examination, using the same devices and facilities that they intend to use for the real examination. By doing so, the devices, accessibility and all other related factors could be tested beforehand and last-minute surprises could be avoided.

17. Briefing Session

A briefing session will be conducted online for the benefit of all candidates.

For ease of management the session may be conducted in groups and the date and time of the briefing will be posted on the examination website. Candidates should have undergone the trial examination at least once to benefit fully from this briefing session.

18. Candidates are strongly advised to visit the examination webpage regularly and pay attention to notifications posted therein. They may also contact the examination section of AASL using one of the following:

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