



Civil Aviation Authority, Bangladesh

**COMPUTER BASED EXAMINATION
(CBE)**

Candidates Guidance Manual

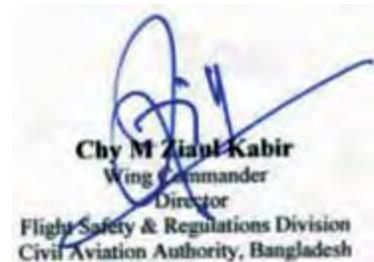
**Issue 1.0
Dec 2016**

**CAAB HQ, Kurmitola, Dhaka-1229
Bangladesh**

FOREWORD

CAAB has introduced the Computer Based Examination (CBE) system instead of paper based examinations system for the personnel licensing examinations. In this regards CBE Candidates Guidance Manual issue – 1, Date: Dec 2017 has been prepared for the guidance of candidate (pilots & flight operations officer licence) appeared for computer based examination (CBE) system.

CBE Candidates Guidance Manual, issue – 1, is here by approved & is issued with immediate effect for compliance.



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Chapter-01

Introduction:

CAAB has introduced Computer Based Examination (CBE) system in place of paper-based examinations system for the Personnel licensing examinations.

This guidance manual is intended for the guidance of candidates applying for Computer Based Examination (CBE) system for Pilots and Flight Operations Officers License.

General Guidance:

All candidates intended to sit for CBE shall apply on-line as per guidance provided in the CBE Candidate Guidance Manual available in CAAB Website (www.caab.gov.bd) ASRTM CBE-PEL at least 10 (ten) days before the proposed date of examination.

-) CBE will be conducted 2(two) days in a week (Monday and Wednesday except Gov't holidays).
-) Examination will be held in 2(two) shifts mentioned below:
 -  Morning shift: From 10:30 to 12:30.
 -  Evening shift: From 14:30 to 16:30.
-) Time allocated for Exam:
 -  Exam with 50 (fifty) questions- 1(one) hour.
 -  Exam with 100 (hundred) questions- 2(two) hours.
-) CAAB Licensing section will scrutinize the application and provide the exam confirmation through e-mail 04 (Four) days prior to the date for examination.
-) Printed copy of the CBE initial result duly signed by the designated officer will be given to the candidate immediately after completion of the examination.
-) Final result will be sent to the ATO/Air Operator / Organization/ candidate through mail/e-mail.

Documents to be provided with the application:

Candidates will upload the following attested documents along with the application and they will also submit the hard copy of the same documents by 02(Two) working days for the registration of the examination:

- a) Ground course certificate (if applicable)
- b) Medical Certificate (if applicable)
- c) Money receipt
- d) ID card provided by flying school/Airline
- e) NID/Passport /Birth certificate
- f) Educational certificate: SSC or HSC (Physics & Mathematics) or equivalent.
- g) Clearance letter and Flying experience certificate (applicable for **BAF**)
- h) License (If any)
- i) Copy of Logbook
- j) Photo (color)
- k) Authenticated license from the relevant CAA and authorization from the flying school (applicable for **Conversion**).
- l) E-Visa, license and passport ((applicable for **Validation**)

Note: (i) Financial process for the examination remains the same.
(ii) Candidate can attend examination any subject on any exam date.
(iii) CAAB can reschedule any examination at any time.

Chapter-02

Creating CBE Account:

Register for the First time:

- Candidates are to proceed to www.caab.gov.bd ASRTM CBE-PEL for the home page of the Computer Based Examination (CBE) System.
- Register a portal account (setting username and password). Click on register



- Candidates are able to create a CBE account by selecting the “Register” button which leads to the registration page.
- At the registration page, Candidates are required to furnish ACCURATE personal information which includes:

The image shows a registration form titled "REGISTER". The form is divided into two columns. The left column contains the following fields: Title, Full Name *, Father Name, Mother Name, Date of Birth, Phone Number *, Email *, Nationality, and Organization *. The right column contains: Previous Licenses, Passport No. *, Permanent Address, Mailing Address, Gender (with a dropdown menu), Photo * (with a "Choose Files" button and "No file chosen" text), ID Card Photo * (with a "Choose File" button and "No file chosen" text), Password *, and Re-type Password *. At the bottom right of the form is a "Register" button.

- Candidates are to create a password and re-confirm their password for their account.
- Upload a low resolution (100 KB) file of photo.

- Only the following identifications are acceptable:
 - a. Pass-port for non Bangladeshi citizens or non permanent residents only.
- Select “Register” after all fields have been filled.

- Your Name, ID, Passport Number and Date of Birth cannot be updated online after you have submitted them. You can only initiate a change to any of your data in these fields by making the request in person at the CAAB Flight Safety and Regulations Division with relevant supporting original documents.

- Once the registration is submitted, an e-mail will be sent to the stated e-mail address for the validation of the e-mail address.

Chapter-03

Log-In for the First Time

After receiving E-mail the candidate will go to the system with the user ID & password

Candidates are to fill their User ID (Email address) and Password in the appropriate fields.

Select “Log On” to log on to the CBE system.

Change of Email & Password:

➤ Click on  on right corner of your computer 

You may see your personal, exam and flying details from left corner (Dashboard). You can edit your full Personal, Exam, Flying and Result details.

Chapter-04

Booking of Examination

Candidates are able to check the available seat for desired subject and date. To check sit availability by selecting on “CHECK SIT AVAILABILITY” Tab.

The image shows two screenshots of the 'Check Availability' form. The left screenshot shows the form with the following fields: Licence Type (Air Law Validation), Subject (Air Law Validation), Exam Date (2016-11-00), and Shift (Morning). There are 'Cancel' and 'Check Availability' buttons at the bottom. The right screenshot shows the same form with a calendar pop-up for the Exam Date field, displaying the month of November 2016. The calendar shows dates from 1 to 30, with the 27th highlighted in blue. A 'Daily' button is visible on the right side of the calendar.

- Choose the required fields for your preferred examination:
 -) License Type
 -) Subject name
 -) Preferred Date
 -) Preferred Shift
- Candidates will not be able to make multiple bookings for the same subject.
- If seat is available you are prompted

Sit Available!!

Making a Payment:

- Payments can be made via Cash by the deposit slip of Finance Division of CAAB. Candidates are required to provide accurate information (**deposit slip number with date**)
- Attach a low resolution (100 KB) scan copy of Money receipt as evidence. Select “Apply” to confirm payment.

Document Number CAAB/123/456,.....

Upload Document Choose Files Examiner _ A _ ellence.pdf

Cancel Apply

- An e-mail order confirmation will be sent to the email address on record to notify candidate that a booking has been made.
- Money receipt (hardcopy) shall be sent to CAAB also.

Chapter-05

Candidate Information

➤ You will be directed to this page upon login after registration confirmation. This page shows all your personal information in the record of the CBE system provided by you.

➤ The Tabs descriptions are as follows:



➤ You may update some of your personal data online.

<table border="0" style="width: 100%;"> <tr><td style="width: 15%;">Title</td><td><input type="text"/></td></tr> <tr><td>Full Name</td><td><input type="text"/></td></tr> <tr><td>Father Name</td><td><input type="text"/></td></tr> <tr><td>Mother Name</td><td><input type="text"/></td></tr> <tr><td>Date Of Birth</td><td><input type="text" value="DD/MM/YYYY"/></td></tr> <tr><td>Nationality</td><td><input type="text"/></td></tr> <tr><td>Passport No</td><td><input type="text"/></td></tr> <tr><td>Passport Validity Date</td><td><input type="text" value="DD/MM/YYYY"/></td></tr> <tr><td>Permanent Address</td><td><input type="text"/></td></tr> <tr><td>Mailing Address</td><td><input type="text"/></td></tr> </table>	Title	<input type="text"/>	Full Name	<input type="text"/>	Father Name	<input type="text"/>	Mother Name	<input type="text"/>	Date Of Birth	<input type="text" value="DD/MM/YYYY"/>	Nationality	<input type="text"/>	Passport No	<input type="text"/>	Passport Validity Date	<input type="text" value="DD/MM/YYYY"/>	Permanent Address	<input type="text"/>	Mailing Address	<input type="text"/>	<table border="0" style="width: 100%;"> <tr><td>Gender</td><td><input type="text" value="Select"/></td></tr> <tr><td>Existing Photo</td><td><div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Delete </div></td></tr> <tr><td>Photo</td><td><div style="border: 1px solid #ccc; padding: 5px;"> your image <input type="button" value="Choose File"/> No file chosen </div></td></tr> <tr><td>Existing ID Card Photo</td><td><div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Delete </div></td></tr> <tr><td>ID Card Photo</td><td><div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> No file chosen </div></td></tr> <tr><td colspan="2" style="text-align: right;"> <input type="button" value="Cancel"/> <input style="background-color: #2e8b57; color: white; padding: 5px 15px;" type="button" value="Update"/> </td></tr> </table>	Gender	<input type="text" value="Select"/>	Existing Photo	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Delete </div>	Photo	<div style="border: 1px solid #ccc; padding: 5px;"> your image <input type="button" value="Choose File"/> No file chosen </div>	Existing ID Card Photo	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Delete </div>	ID Card Photo	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> No file chosen </div>	<input type="button" value="Cancel"/> <input style="background-color: #2e8b57; color: white; padding: 5px 15px;" type="button" value="Update"/>	
Title	<input type="text"/>																																
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Gender	<input type="text" value="Select"/>																																
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<input type="button" value="Cancel"/> <input style="background-color: #2e8b57; color: white; padding: 5px 15px;" type="button" value="Update"/>																																	

- The Tabs descriptions are as follows to provide academic information: Click **Academic** and click on **New** for new certificates.

Degree Name
Session Start Date
Session End Date
Institute
Subject
Result
Document(s) No file chosen

#	Degree	Session	Institute	Subjects	Result	Documents	Delete	Edit
<input type="checkbox"/>	HSC	2016-11-17 to 2016-12-15	BAF Shaheen College	Maths	3.44	<ul style="list-style-type: none"> pci-features.jpg [Delete] 	Delete	Edit

Candidates are able to edit any information by clicking on **Edit** option and they are also able to remove any information by clicking on **Delete** option.

- The page includes two types of information, one is **License Details** and another is **Flying Experience**.
- In this step you require to fill up professional or flying information. Click **Professional**

License Details									Add New License	
Show	10	entries							Search:	<input type="text"/>
License type	License Number	Validity	Instrument Rating	FL/Examiner Rating	Type Rating(Instructor/ Examiner)	Evidence	Action	Status		
weprr	0	2016-11-02	elwrl;	mff	wfm,	View	Edit Delete	Approved		
Showing 1 to 1 of 1 entries								Previous	1	Next

Flying Experience (civil)						Add New Flying Experience (civil)	
Show	10	entries				Search:	<input type="text"/>
Grand Total	Instrument	Simulator	Evidence	Action	Status		
34	34	34	No evidence	Details	Not Approve Yet		

- To add your License details. Click on [Add New License](#) insert your information

License Type

License Number

License validity

Instrument Rating

Examiner Rating

Type Rating

Evidence of license **No evidence**

evidence

No file chosen

➤ To add your Flying details,

If you hold Civil Flying Experience Click on **Add New Flying Experience (civil)** and for military personal, Click on **Add New Flying Experience (Military)**.

If you hold two types of experiences, fill up both.

The image shows two side-by-side screenshots of a web form for adding flying experience. The left form is for 'Civil Flying Experience' and the right is for 'Military Flying Experience'. Both forms have identical fields:

- Day (Dual)
- Day (Solo/PIC)
- Day (U/S)
- Night (Dual)
- Night (Solo/PIC)
- Night (U/S)
- Grand Total (Except Instrument & Simulator)
- Instrument
- Simulator
- Evidence of civil/military flying (No evidence, Evidence)
- Buttons: Choose File, No file chosen, Cancel, Update

➤ If you require to update your data Click on **Edit**. Your data is required to be **Approved** by CAAB officials.

Chapter 06

Examination Day

Important Notes to Candidates

- Candidates are required to present the Examination Booking Confirmation advice (printed copy of mail) to the examination invigilator at least **30 minutes** prior to the start of the examination.



- Candidates who arrive **15 minutes** after the start of the exam will not be allowed to sit for the exam.
- Candidates are also advised to read and understand the candidate's guidance manual of CBE.

Sitting for Examination

- When reporting to sit for an examination, you are expected to proceed to the examination workstation bringing only your identification document and a pen or pencil.
- You must produce your Examination Booking Confirmation advice slip (printed copy of mail) and identification document over the counter for verification by the invigilator. You will be required to sign on an Attendance Register to mark your attendance. (Note: By signing on the register, you are also declaring that you have read and understood the Notice/ CBE guidance manual)
- You must remain silent at all times and must not communicate with any other candidate until you leave the examination centre.

In the Exam Room

As previously explained in Login and Successful application approval for exam you seat for your exam in your defined session.



- Login to Your System with your user ID & password
- You may go through Today's Exam from left panel or from Dashboard, One notification is displayed as



My Registered Today's Exam

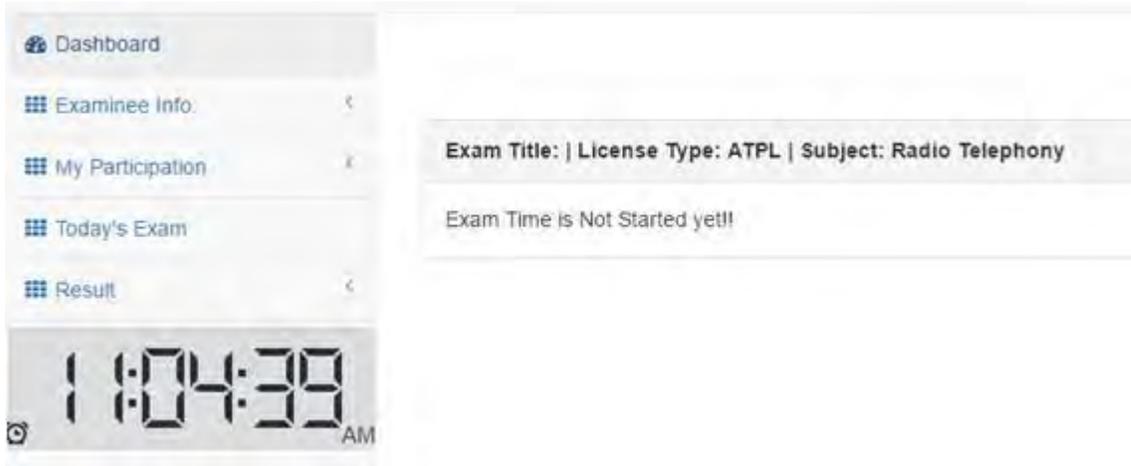
Show entries Search:

#	Category	Subject	Start Date	Start Time	End Time	Action
1	ATPL	Radio Telephony	2016-11-17	11:10:00	12:10:00	Go For exam

Click [Go For Exam](#)

Click [Go For exam](#)

- You may proceed to view the Exam Panel & Time schedule. Wait for the right time to start.



- Click on refresh when your Exam time starts.
- Answering your question, click on the options. When you click any options the question line will be GREEN, Means you click the options, and Unanswered question will be remain as black, to remind which question you answered or not. Your answer will be automatically saved in the system and you can edit with your remaining time



Answer Saved

Exam Title: | License Type: ATPL | Subject: Radio Telephony

1) The frequency used for the first transmission of a 'MAYDAY' call should be:

- The distress frequency 121.5 MHz
- The frequency currently in use
- Any international distress frequency
- Approach frequency of the nearest airfield

2) On hearing a Distress message a pilot must:

- Acknowledge the message immediately and standby to relay further messages if required
- Maintain radio silence and monitor the frequency to ensure assistance is provided
- Change frequency because radio silence will be imposed on the frequency in use
- Take control of the situation and co-ordinate the efforts of all agencies in the rescue operation

- When you complete your answer click and confirmed that you are finished than you click on

Submit & View Result

Once you click on submit and view results, you will never be able to edit your answer. You have been warned by the notification, Click OK.

After Submitting you won't be able to get back Exam. Still Do you want to submit?

OK

Cancel

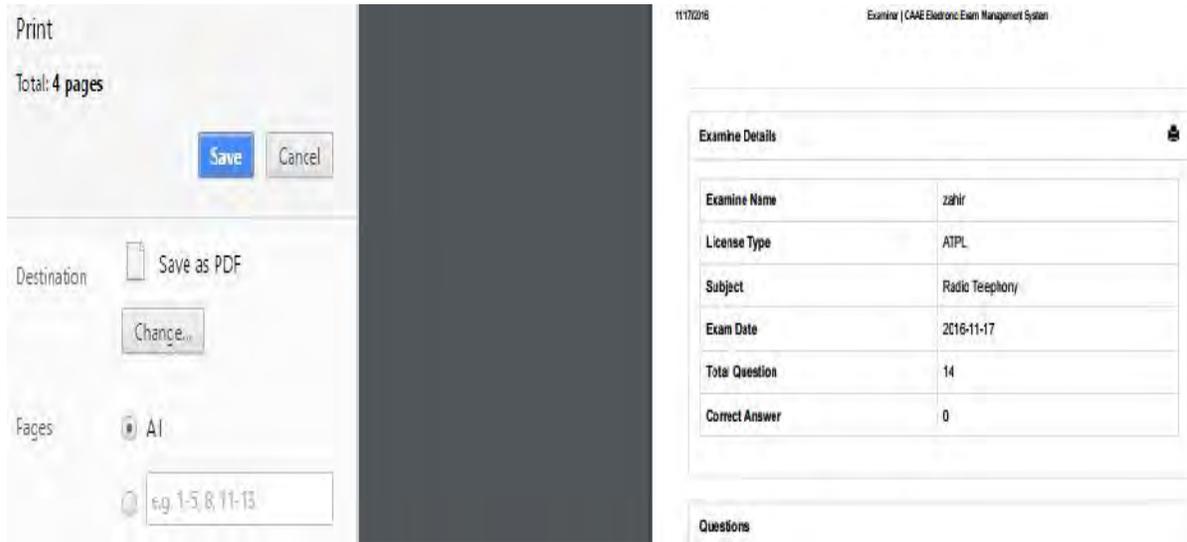
End of Examination

After clicking ok you will view your results and questions paper with your answer has shown right & wrong.

Examine Details	
Examine Name	zahir
License Type	ATPL
Subject	Radio Telephony
Exam Date	2016-11-17
Total Question	14
Correct Answer	0

Questions	
<p>✘ 1) The frequency used for the first transmission of a 'MAYDAY' call should be:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> The distress frequency 121.5 MHz <input type="radio"/> The frequency currently in use <input type="radio"/> Any international distress frequency <input type="radio"/> Approach frequency of the nearest airfield 	<p>✘ 2) On hearing a Distress message a pilot must:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Acknowledge the message immediately and standby to relay further messages if required <input type="radio"/> Maintain radio silence and monitor the frequency to ensure assistance is provided <input type="radio"/> Change frequency because radio silence will be imposed on the frequency in use <input type="radio"/> Take control of the situation and coordinate the efforts of all agencies in the rescue operation

- Click on  for printing your marks and present documents



The screenshot shows a Print dialog box on the left and an Examine Details table on the right. The Print dialog box includes a 'Print' title, 'Total: 4 pages', 'Save' and 'Cancel' buttons, a 'Destination' section with 'Save as PDF' and a 'Change...' button, and a 'Pages' section with a radio button for 'All' and a text input field containing 'e.g. 1-5, 8, 11-13'. The Examine Details table is titled 'Examine Details' and contains the following information:

Examine Details	
Examine Name	Zahir
License Type	ATPL
Subject	Radio Telephony
Exam Date	2016-11-17
Total Question	14
Correct Answer	0

- Take Official Seal from exam Invigilator and Log out from the system.

