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.

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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.

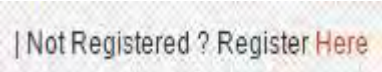
Chapter-02

Creating CBE Account:

Register for the First time:

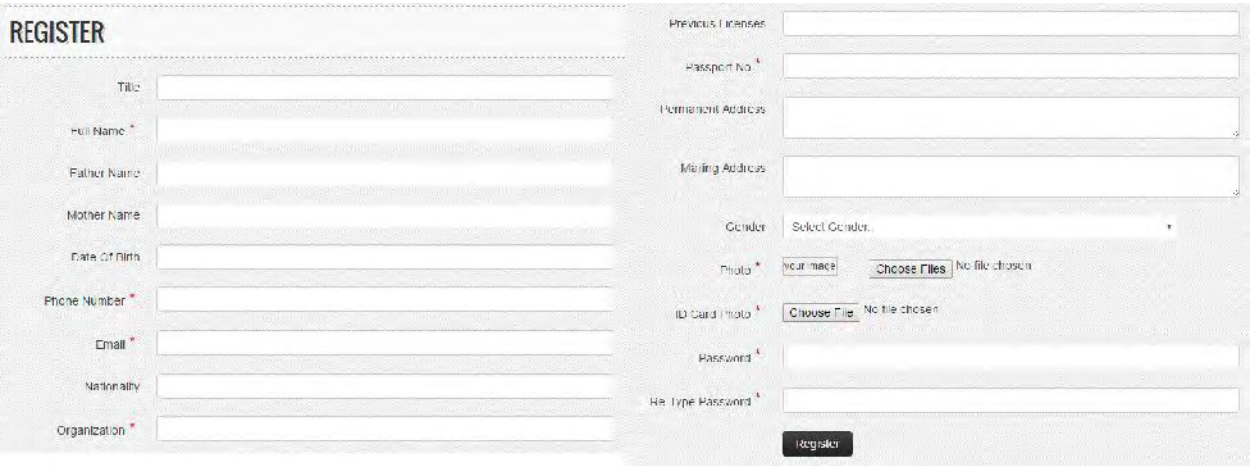
- Candidates are to proceed to www.caab.gov.bd → ASRTM → CBE-PEL for the home page of the Computer Based Examination (CBE) System.

- Register a portal account (setting username and password). Click on register



or

- 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:



- 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.

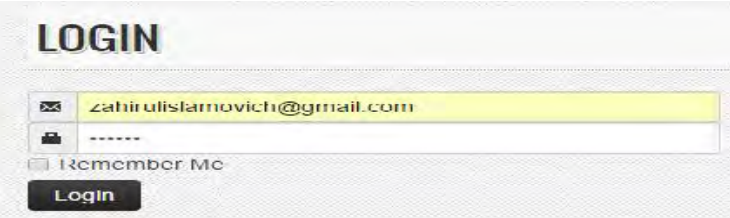
- Your Name, ID, Passport Number and Date of Birth cannot be updated online after you have submitted them. You can only initiate a change to any of your data in these fields by making the request in person at the CAAB Flight Safety and Regulations Division with relevant supporting original documents.

- 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

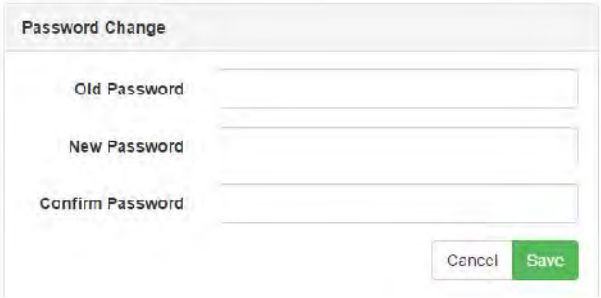


Candidates are to fill their User ID (Email address) and Password in the appropriate fields.

Select "Log On" to log on to the CBE system.

Change of Email & Password:

- Click on on right corner of your computer

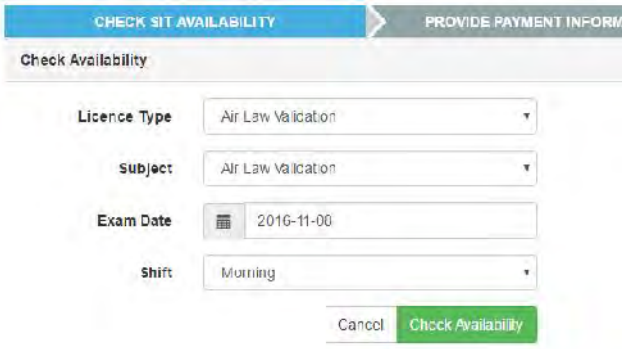


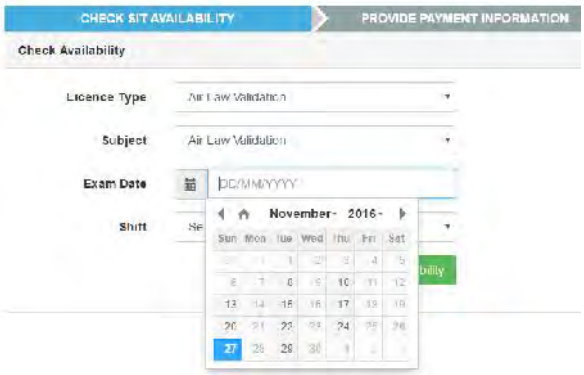
You may see your personal, exam and flying details from left corner (Dashboard).You can edit your full Personal, Exam, Flying and Result details.

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.

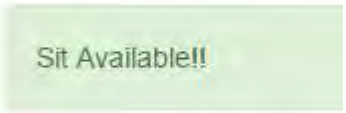




- Choose the required fields for your preferred examination:
  - License Type
  - Subject name
  - Preferred Date
  - Preferred Shift

- Candidates will not be able to make multiple bookings for the same subject.

- If seat is available you are prompted



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.

- 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.

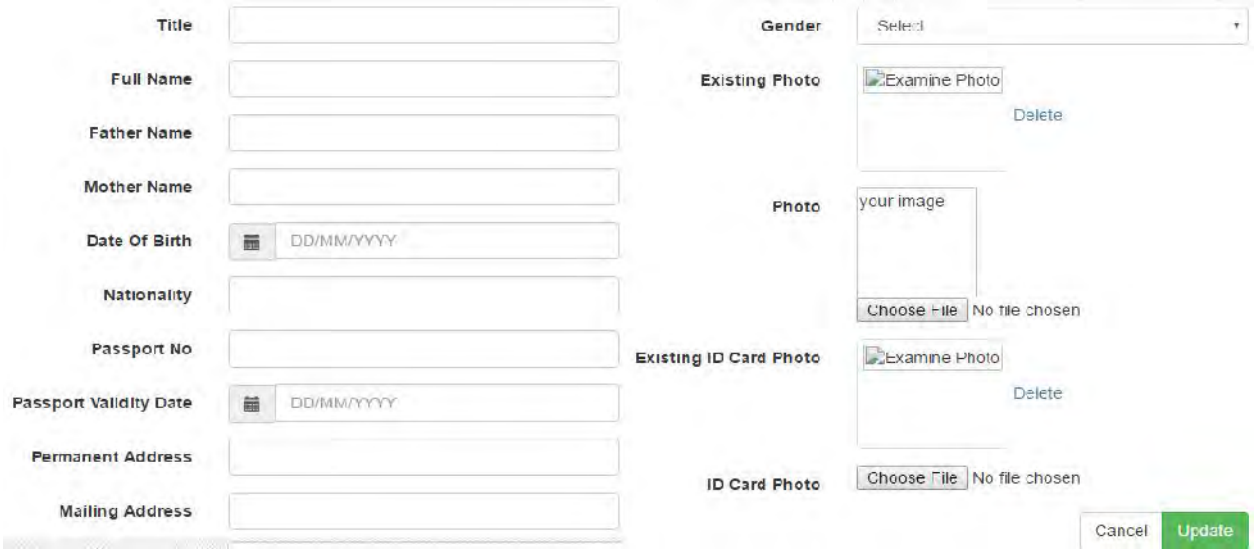
Chapter-05

Candidate Information

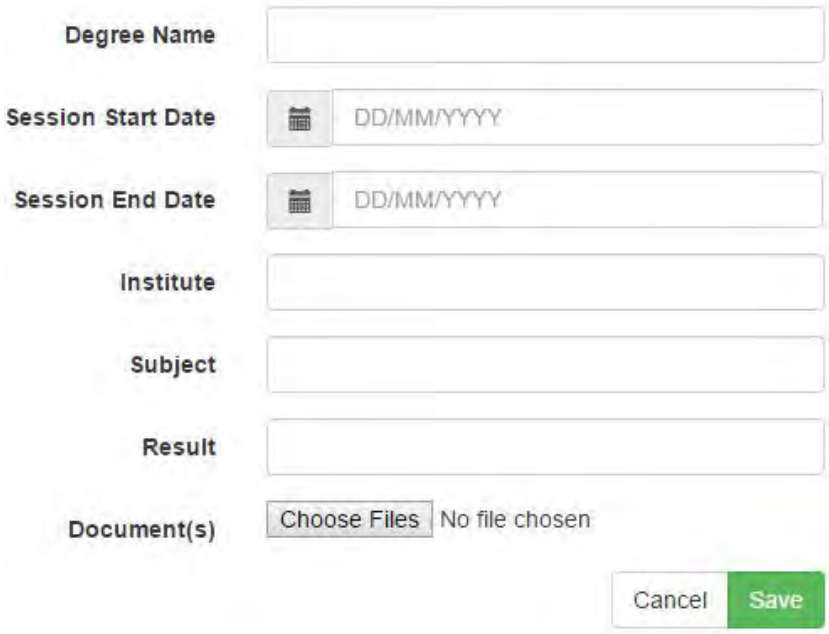
- You will be directed to this page upon login after registration confirmation. This page shows all your personal information in the record of the CBE system provided by you.

- The Tabs descriptions are as follows:

- You may update some of your personal data online.



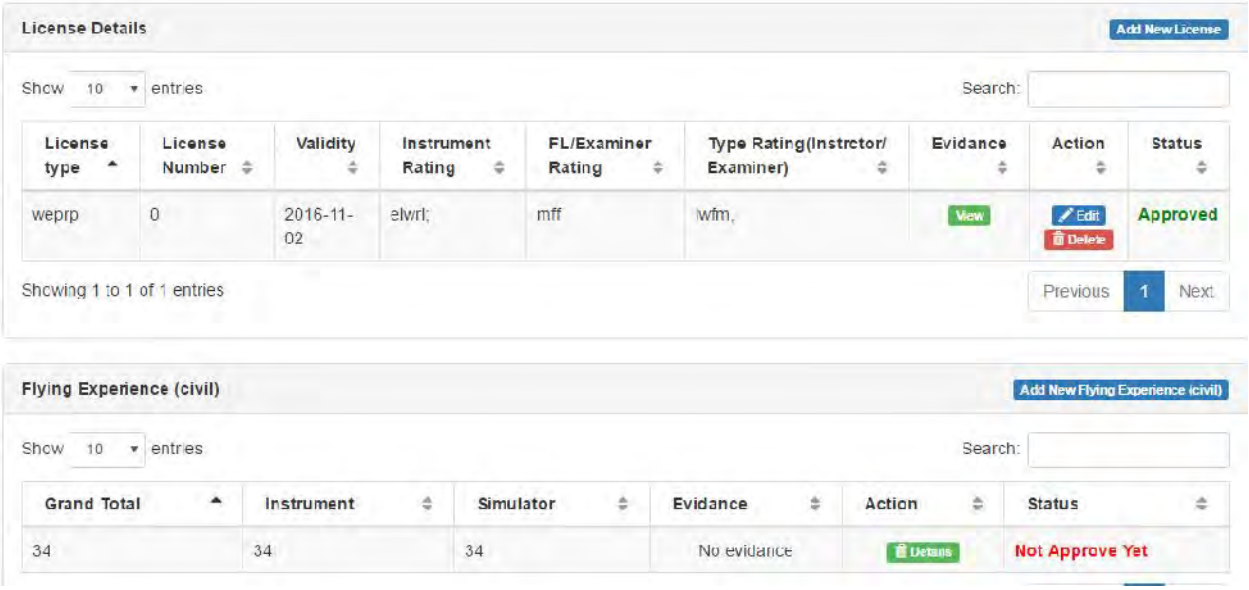
- The Tabs descriptions are as follows to provide academic information: Click Academic and click on New for new certificates.



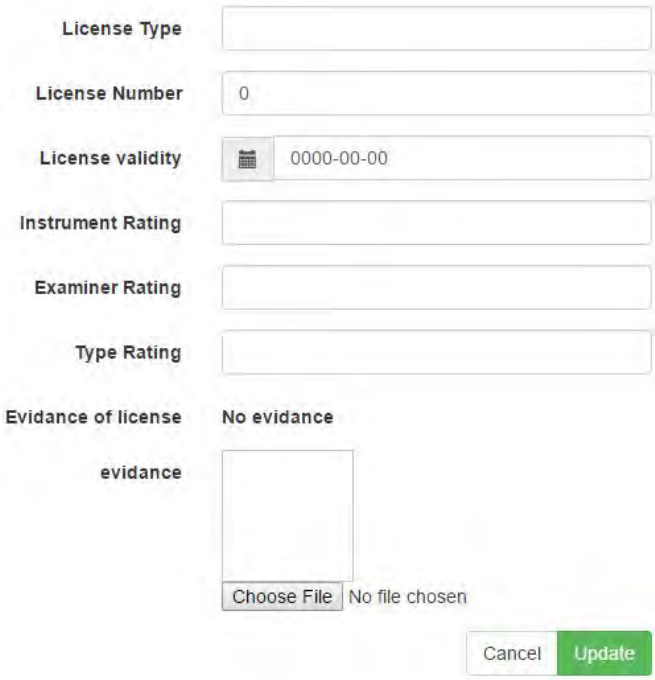
#	Degree	Session	Institute	Subjects	Result	Documents	Delete	Edit
☐	HSC	2016-11-17 to 2016-12-15	BAF Shaheen College	Maths	3.44	• pci-features.jpg [Delete]	Delete	Edit

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 **<u>License Details</u>** and another is **Flying Experience.**
- In this step you require to fill up professional or flying information. Click Professional



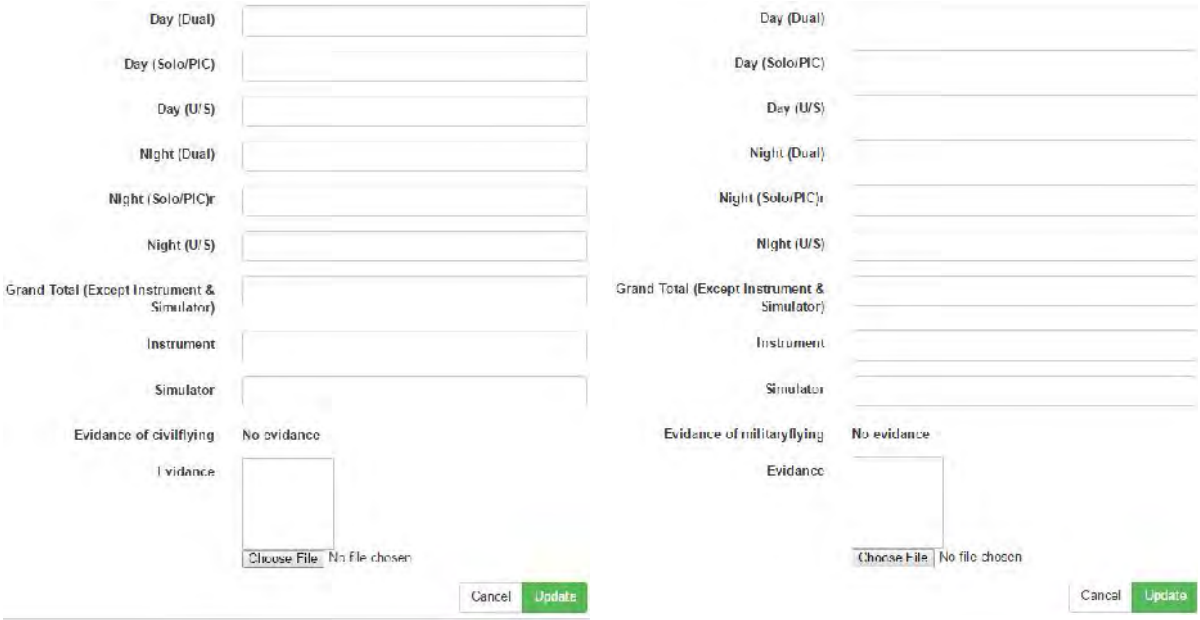
- To add your License details. Click on Add New License insert your information



- 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.



- 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.

12/19/2016 Gmail - Exam Sit Approved

Gmail Sami Luthfa Habiba <sami.caab@gmail.com>

Exam Sit Approved
1 message

exam@asrtmcaab.com <exam@asrtmcaab.com> Mon, Dec 5, 2016 at 3:50 PM
To: sami.caab@gmail.com

Dear candidate,

Your application for exam of Licence CPL Subject Radio Telephony is approved. Which will take place at evening shift on 05-Dec-2016 from 04:00 PM.

Regards,
Exam Team Asrtm Caab.

- 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

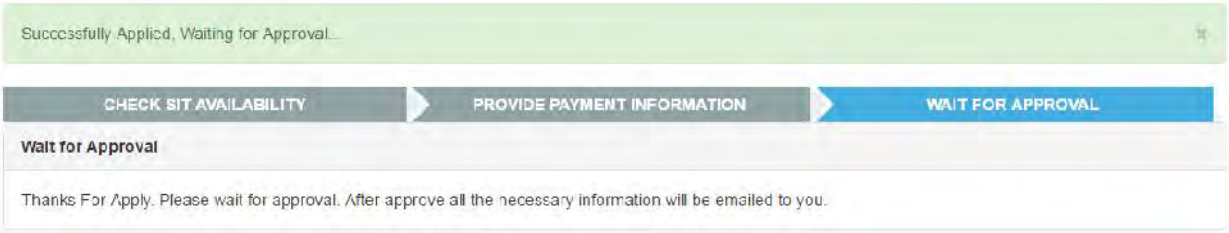
- When reporting to sit for an examination, you are expected to proceed to the examination workstation bringing only your identification document and a pen or pencil.

- 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)

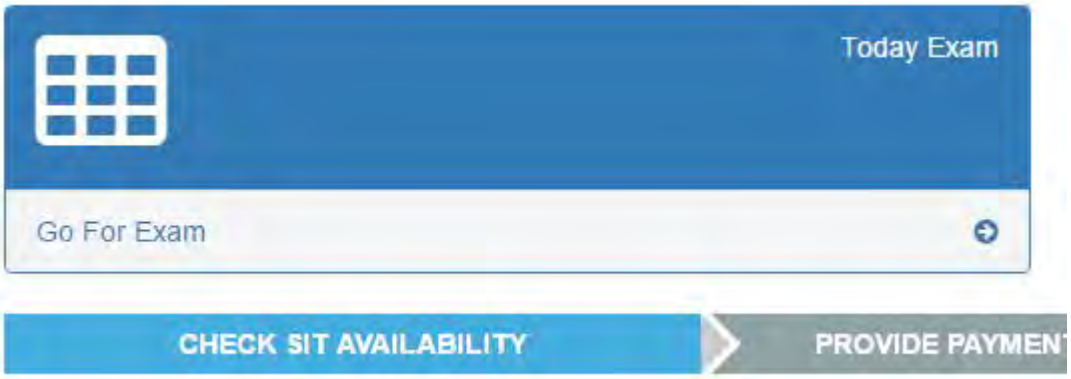
- You must remain silent at all times and must not communicate with any other candidate until you leave the examination centre.

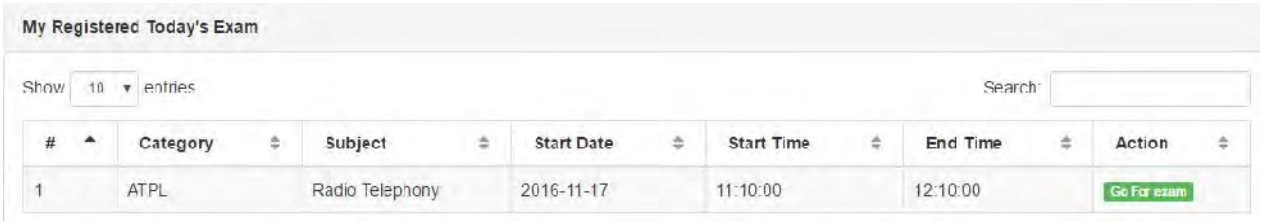
In the Exam Room

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

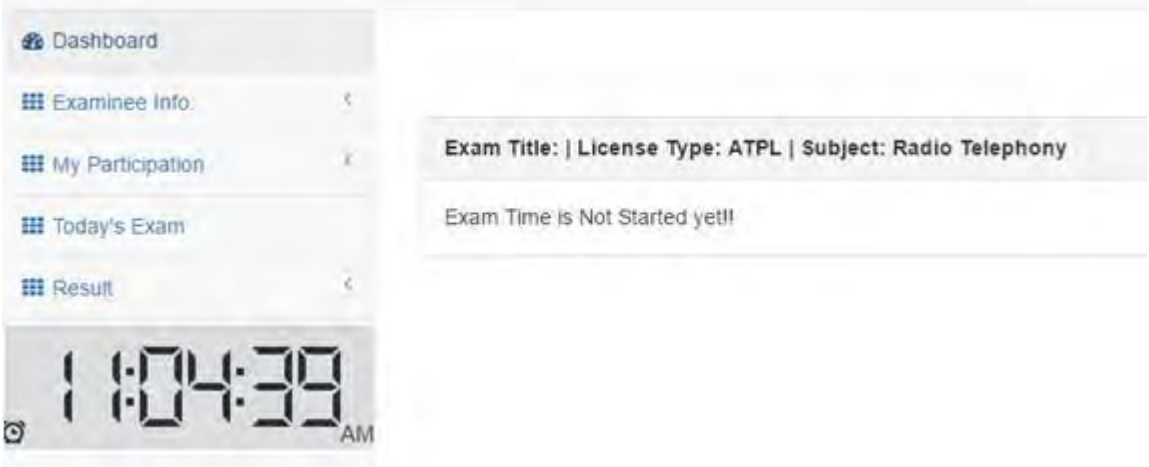




Click

Click

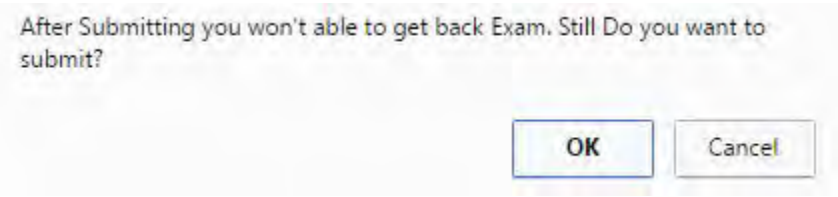
- You may proceed to view the Exam Panel & Time schedule. Wait for the right time to start.



- 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

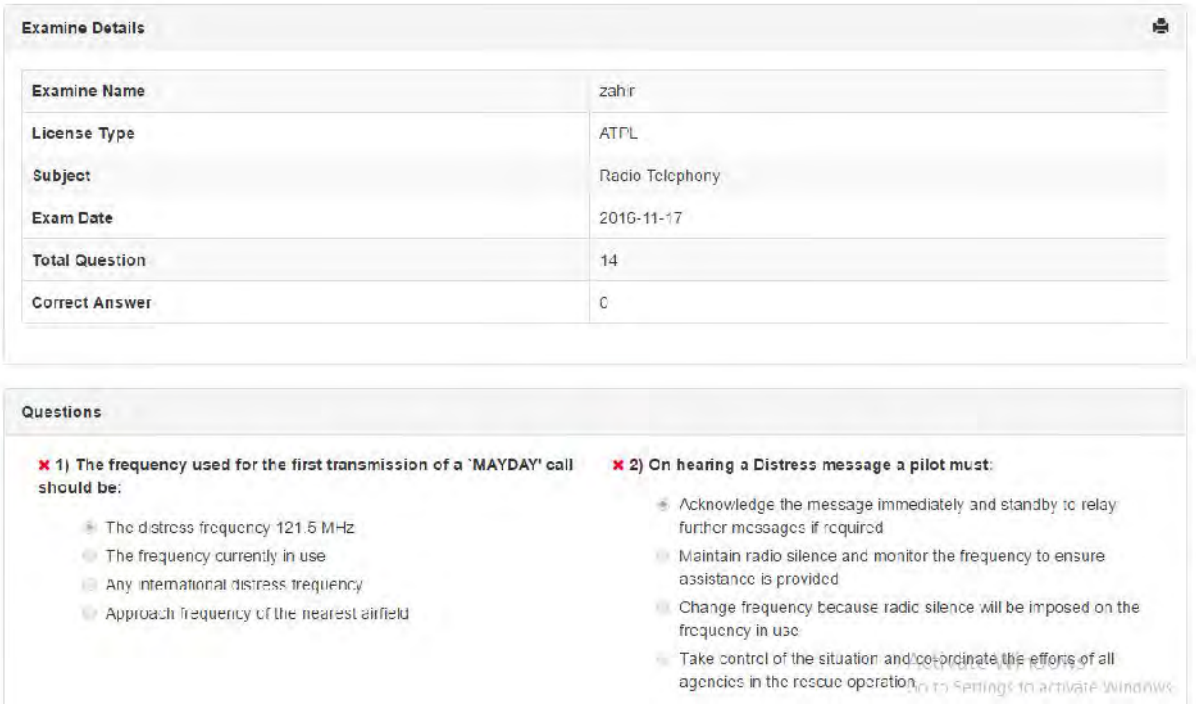
- When you complete your answer click and confirmed that you are finished than you click on

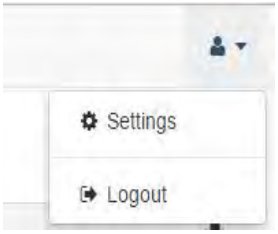
Once you click on submit and view results, you will never be able to edit your answer. You have need warned by the notification, Click OK.



End of Examination

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



- Click on for printing your marks and present documents

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