

# vZJX Training Department

## Practical Test Evaluation Standards

<b>Test: Student (S1) Checkout</b>				
Student Name		Date		Position Tested At
Item #	Standard	P	O	Remarks
<b>General</b>				
1	Demonstrates SOP/Policy Knowledge and Adherence			
2	Selects appropriate frequency for position			
3	Controller ATIS IAW SOP			
4	Possesses basic airport information for position			
5	Understands basic METAR information			
6	Position Relief Briefing IAW SOP			
7	Exhibits basic airspace knowledge			
<b>Clearance Delivery</b>				
8	Demonstrates knowledge of Basic VFR Wx Minimums (Ceiling - 1000 Ft Visibility - 3 SM)			
9	Exhibits basic knowledge of aircraft types			
10	Issues appropriate VFR departure clearance			
11	Uses proper phraseology			
12	Understands coordination with APP/DEP for all aircraft prior to departure			
13	Properly reviews Flight Plan			
<b>14</b>	<b>Reviews requested FL/ALT (Direction of Flight)</b>			
15	Conveys all flight plan amendments to pilot			
16	Properly amended			
<b>17</b>	<b>Clearance Issued using CRAFT Standards</b>			
18	Demonstrates proper transfer of communications			
19	Proper Readback Received (If not, one is Requested) and confirmed			
<b>Ground Control</b>				
20	Demonstrates knowledge of Ground Controllers area of responsibility (Taxiways/Movement Areas)			
21	Uses proper taxi phraseology			
22	Understands coordination required between Ground and Tower for all Runway crossings			
23	Arrivals are taxied to the appropriate parking assignment using taxiway instructions			
24	Demonstrates knowledge of Taxiway layout			
25	Understands importance of "Hold Short" instruction, and applies to taxi instructions.			

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### Instructions for use of this Form

Use of this checklist is mandatory for all Controller Exams (Promotion and Re-Qualification) . All 25 items must be covered during the evaluation by either observing the student for each item, or via oral question. Students must pass 80% of all the items listed, with no Critical Task Failures. Regardless of pass/fail status, ALL failed items will be reviewed with the student by the INS/MEN to ensure comprehension.

Place a "√" in each box that is successfully passed. If an item is failed, place an "X" in the appropriate block. If an item is covered in either the Practical or Oral box, place "N/A" in the opposite block. For each "failure" please enter a brief desc

P= Practical

O= Oral

**Bold Red Text=Critical Task**

Comments/Notes:

Comments/Notes:		
Number of Items Passed (Practical and Oral)		
Percentage is: (Number Passed) / 25 * 100 (< 6 wrong)		
Percentage		Percentage
Overall Evaluation		PASS
		FAIL
Instructor/Mentor Name:		