

vZJX Training Department

Practical Test Evaluation Standards

Test:	Center / Enroute			
Student Name			Date	
Item #	Standard	P	O	Remarks
General				
1	Demonstrates SOP/Policy Knowledge and Adherence			
2	Selects appropriate frequency for position			
3	Controller ATIS IAW SOP			
4	Understands common METAR elements			
5	Demonstrates understanding of speed restriction minima as outlined in 7110.65			
6	Demonstrates understanding of Holding Instructions IAW 7110.65			
7	Demonstrates understanding of Radar Identification techniques IAW 7110.65			
8	Demonstrates/Understands application of traffic advisories when needed			
9	Demonstrates understanding of Holding Instructions IAW 7110.65			
10	Demonstrates/Understands all applicable LOA's and how they relate to intra-ARTCC Traffic			
11	Understands use of block altitudes			
12	Demonstrates proficiency in amending flight plans			
Airspace Knowledge				
13	Understands Airspace Lateral Boundaries			
14	Understands Airspace Vertical Boundaries			
15	Understands MVA's/MEA's of Airspace			
16	Understands any underlying Airspace			
17	Understands/Demonstrates knowledge of Restricted Airspace			
18	Demonstrates knowledge of NAVAIDS within Airspace			
19	Identifies NAVAID names by 3 letter ID			
20	Identifies Frequency for a given NAVAID			

21	Identifies 3 letter ID for a given NAVAID Name			
Airport Knowledge				
22	Demonstrates knowledge of Airports within the lateral boundaries of Approach Airspace			
23	Identifies Airport Names from ICAO ID			
24	Identifies Runways available			
25	Identifies Approach procedures available			
26	Demonstrates ability to recommend/choose appropriate approach and runway based on observed weather.			
Separation Knowledge				
27	Understands and applies appropriate vertical/lateral separation standards			

Item #	Standard	P	O	Remarks
28	Understands controller/pilot responsibilities and proper phraseology for VFR-on-top clearances.			
29	Understands/Maintains appropriate IFR separation prior to aircraft reaching the Approach Gate			
30	Demonstrates/Understands appropriate Class B Services to VFR Aircraft.			
Departures				
31	Controller ID's himself upon initial contact.			
32	Departures are properly released using acceptable release methods.			
33	Demonstrates/Understands release authorization to appropriate Local Control			
34	Demonstrates/Understands procedures for IFR release from uncontrolled airfields			
35	Demonstrates/Understands procedures for verifying aircraft altitude information			
36	Departures airspace around uncontrolled airports is protected until radar contact is established			
37	Ensures departures are handed off to adjacent facilities at the appropriate location.			
38	Understands vectoring departures/missed approaches below MVA requirements IAW 7110.65			
39	Exhibits knowledge of difference between various types of Departure Procedures, and requirements for use.			
40	Understands Standard Instrument Departures (SID's) and Obstacle Departure Procedures (ODP) within airspace.			
Approach Clearances				
41	Demonstrates/Understands working knowledge of Approach Clearance Procedures IAW 7110.65			

42	Demonstrates/Understands proper phraseology for instrument approaches.			
43	Demonstrates/Understands working knowledge of Radar Vectoring IAW 7110.65			
44	Demonstrates appropriate intercept angles for final approach course			
45	Demonstrates/Understands proper phraseology for Instrument approach clearances for vectored aircraft (PTAC)			
46	Properly relays Arrival Wx information when ATIS is not available			
47	Ensures arrivals are established on approach prior to transfer of communications to Local Control/Advisory Frequency			
48	Can locate and discuss the key components of any IAP and their importance (IAF, FAF, MAP).			
49	Demonstrates proper vectoring for non-precision approaches using an IAP and profile view.			
50	Demonstrates a "full approach" clearance and its significance along with Procedure Turns, NoPT, and holds in-lieu-of Procedure Turn			
51	Understands controller and pilot responsibilities during a No-Gyro Approach			

Item #	Standard	P	O	Remarks
52	Understands/Demonstrates knowledge of circling approach clearance procedures.			
53	Understands controller/pilot responsibilities of a Contact Approach.			
54	Understands vectoring and clearances with regards to charted visual procedures.			
55	Allows arrivals to uncontrolled airports to change to Advisory frequency, as soon as possible, when direct communication are no longer required			
56	Understands VFR Coded Routes (KAP)			
Handoffs and Point Outs				
53	Initiates handoffs in a timely manner			
54	Completes handoffs prior to aircraft leaving lateral/vertical boundary			
55	Understands/Ensures Radio transfer is completed prior to aircraft crossing the lateral/vertical boundary			
56	Demonstrates knowledge of surrounding ATC Facilities and their handoff points/requirements.			
57	Demonstrates ability to initiate, approve, deny point outs to/from other facilities. Knowledgeable in proper phraseology used in point out operations			

58	Understands coordination required with accepting controller prior to making any altitude or route/Heading changes after a handoff has been accepted			
59	Understands Beacon codes may not be changed prior to aircraft entering vertical/lateral boundaries			

Instructions for use of this Form

Comments/Notes:

Number of Items Passed (Practical and Oral)		
Percentage is: (Number Passed) / 59 * 100 (< 6 wrong)		
Percentage		Percentage
Overall Evaluation	PASS	
	FAIL	
Instructor/Mentor Name:		

Use of this checklist is mandatory for all Controller OTS Exams (Promotion and Re-Qualification) . All 59 items must be covered during the evaluation by either observing the student for each item, or via oral question. Students must pass 90% of all the items listed, with no Critical Task Failures. Regardless of OTS 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 Demonstration

O= Oral Discussion

Bold Red Text=Critical Task