vZJX Training Department
Practical Test Evaluation Standards

Test:	Student (S1) Checkout				
Student Name		**Date**		**Position Tested At**	
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	Possesses basic airport information for position				
5	Understands basic METAR information				
6	Position Relief Briefing IAW SOP				
7	Exhibits basic airspace knowledge				
	Clearance Delivery				
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				
14	**Reviews requested FL/ALT (Direction of Flight)**				
15	Conveys all flight plan amendments to pilot				
16	Properly amended				
17	**Clearance Issued using CRAFT Standards**				
18	Demonstrates proper transfer of communications				
19	Proper Readback Received (If not, one is Requested) and confirmed				
	Ground Control				
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:		
Number of Items Passed (Practical and Oral)		
Percentage is: (Number Passed) / 25 * 100 (< 6 wrong)		
Percentage		**Percentage**
Overall Evaluation	**PASS**	
	FAIL	
Instructor/Mentor Name:		