



Student OTS Marking Guide

V1



OTS Marking Guide

An OTS is a practical exam used on the VATSIM live network to test a student's competency against the required rating competency of the Global Controller Administration Policy (GCAP). An OTS is administered by a delegated person from the student's home FIR or by the division.

Before an OTS the student shall clarify any procedures, or the exam process should they have concerns. The new marking guide ideology is that: students are expected to meet GCAP-defined competency items at proficiency level when attempting an OTS. Instead of grading them based on their level of performance, they will now grade on the number of errors made.

The OTS marking guide is divided into two main categories: 'Critical' and 'Non-Critical' errors. While GCAP does not specifically designate those areas in competency, they can be distinguished from the items listed.

A glossary is provided to clarify some described procedures in the scoring guidance section.

Critical Errors

Critical Errors are as described, Critical. These errors can have an immediate negative impact on the pilot's experience and/or on fellow controllers. In this category, there are fewer "allowable" errors for the student. Should a student reach the allowed error limit, they fail the category and the OTS. Critical topics are Loss of Separation and Airspace Violations.

This would be considered a '1' when compared to the previous scoring sheet.

Non-Critical Errors

Non-critical errors have more "allowable" errors because their nature can take longer to have an impact on the situation or not a significant impact to disrupt the network. Non-critical topics are Communications, Traffic management and Airport services.

These items would be considered '2' when compared to the previous scoring sheet.



Maximum Errors

Critical Errors

Any failure of one sub-category is considered a failure of the OTS

Example:

- Any loss of separation where a situation is controlled is considered a failure.
Last-minute aircraft spawning or NORDO traffic is not considered a separation loss.
- A user can have 3 Airspace Violations that would be considered a failure.

Non-Critical Errors

A maximum of any 3 sub-categories failures is considered a failure of the OTS

A sub-category failure is considered when a student has reached the maximum allowed errors associated with that sub-category.

Example: Failure of the 3 sub-categories below would result in a failure

- Sequencing Errors
- Phraseology
- Failure to Coordinate





Glossary

Term	Meaning
TRAFFIC	Passing concerned traffic to other aircraft as required
PPS Symbol	The radar indication in the symbolic form of the position of an aircraft
ELECTRONIC Hand-off	The process of transferring control of an aircraft via the hand-off function in Euroscope
VERIFYING MODE C ALT	Comparing the altitude indicated on the aircraft's DATA TAG to what the pilot reported to determine if it's within tolerance as required
POINT OUT	Informing an adjacent sector or unit that an aircraft will or may enter their airspace for a period of time and you are requesting to have control of that aircraft while they are inside that sector or unit's airspace.



Scoring guidance

Critical	
Sub-categories	Error Explanation
Loss of Separation (Radar, Vert, Long, Lat or wake)	<ul style="list-style-type: none"> -Less than applicable radar/non-radar or wake turbulence standard between IFR aircraft -Issued descent below MIN IFR which goes uncorrected - Two VFR PPS symbols merge with less than 500' vertically separated and no TRAFFIC issued within a control zone or controlled airspace that provides separation of VFR aircraft.
Airspace Violations	<ul style="list-style-type: none"> -Aircraft entering other adjacent FIRs/ARTCCs airspace jurisdictions without h/o or required coordination -Aircraft entering a CYR or IFR entering CYA
Non-Critical	
Communications	
Sub-categories	Error Explanation
Phraseology	Incorrect use of Phraseology
Failure to coordinate	<ul style="list-style-type: none"> - Failure to point out aircraft as required - Failure to coordinate non-standard operations with affected controllers (Go-arounds, changes to altitudes after h/o, non-active runway usage)
Traffic Management	
Sequencing errors	<p>Poor sequencing of aircraft:</p> <ul style="list-style-type: none"> - Ground departure sequence of both VFR and IFR aircraft. - Final approach - To a fix - To a fix required for procedural standard - Final approach aircraft require a missed approach - Enroute requirements
Wrong application of ALT/Speed/Vector	<ul style="list-style-type: none"> - Improper use of wrong-way altitude (requires reason for use) - Improper speed assignment/adjustments as per MATS - Aircraft remained on a vector for too long resulting in large deviations off course



VATCAN

Maintains Positive Control	The student understands the situation presented and controls traffic in a safe, efficient, and expeditious manner
Airport Services	
Uncontrolled Airport operations	<ul style="list-style-type: none"> - Coordinates with FSS if required for IFR release - Proper clearance limits issued for IFR aircraft
Proper Control of VFR aircraft	<ul style="list-style-type: none"> - VFR Circuit entry instructions - Vectoring outside of requirements - Transfer of control (CVFR/Flight following) - Local VFR operations
Procedure Compliance	<ul style="list-style-type: none"> - Failure to adhere to procedures as per FIR/LOA/MATS - IFR aircraft departure validation - Proper transfer of communications - Transfer of aircraft control within the FIR (Electronic/Verbal Hand-offs) - Proper approach used based on airport conditions/pilot requests - Late H/o
Issues weather & traffic information as required	<ul style="list-style-type: none"> - No altimeter issued on descent - No altimeter issued along route of flight below FL180 - Failure to recognize VFR/IMC conditions - Unable to pass weather information without lengthy delay - Failure to pass traffic as required - Initial arrival information passed on initial check-in
Timely response to aircraft requests	<ul style="list-style-type: none"> - Failure to issue clearance in sufficient time - Failure to acknowledge and process an ALT, Route, or speed change - Aircraft request acknowledgement
Verification of flight data	<ul style="list-style-type: none"> - Identifies applicable errors in flight plans - Verifies MODE C ALT as needed





Rating Attempt

Date:

Student ID:

OTS Position

FIR:

Examiner ID

Grade:

Critical

1 2 3

(A) Loss of Sep. (Vert, Lat, Long, Wake)

(B) Airspace Violation Errors

REMARKS

OTS General Remarks

Communications

1 2 3 4

(A) Phraseology Errors

(B) Failure to coordinate

(C) Late Frequency Change

REMARKS

Traffic Management

1 2 3

(A) Sequencing errors

(B) Wrong application of ALT/Speed/Vector

(C) Maintains Positive Control

REMARKS

Airspace Services

1 2 3

(A) Uncontrolled airport operations

(B) Proper control of VFR aircraft

(C) Procedure compliance (SOP, LOA)

(D) Issues Weather & Traffic information as required

(E) Timely response to aircraft requests

(D) Verification of Flight Data

REMARKS

OTS Information

Traffic Level

Was controller support provided prior to 30 min

Was this OTS a re-attempt

Was additional controllers required? (Y)

Yes

No

Additional positions needed:

Reminder

All OTS Marking sheet's need to be uploaded to VATCAN