

TEA Test of English for Aviation: General Information

Exam dates for the Test of English for Aviation are being scheduled approximately twice a month. If more people request the exam more frequent dates will be offered. Club members will be sent an email when new dates are published. There is also a notice in the crew room of the club.

APPLICATION FORM

Below you will find a copy of the application form. Please print the form, complete it, attach a photo (head and shoulders, no sun glasses, no head covering, plain background), and hand it in to the secretary at the Aero Club. Paper copies of the application are also available from the secretary. You should pay the €110 fee with your application. A confirmation will be sent by email confirming your test date.

The application requires you to give details of an identity card or passport. Whichever document you choose this document must be with you when you arrive for the exam.

Before the exam your application and document will be checked and a digital photo taken. These will be sent to TEA Ltd UK and used to create your certificate. The exam is audio recorded and this is also sent to TEA Ltd UK primarily for auditing and monitoring purposes, but also in case of an appeal (see later).

PRE EXAM TRAINING

Nicelli Airport has organized for pre exam training. This will normally take place immediately before the exam. For more information please contact the secretary.

LOCATION OF TEST

The exam will normally be carried out at Nicelli Airport Venezia Lido (Via Morandi, 9, 30126 Lido di Venezia Italy Tel: +39 041 770 300). For a group of pilots it may be possible to organize another location.

FEE REFUNDS

If there are extenuating circumstances (illness- doctors certificate required) it will usually be possible to make a refund. If the candidate requests a new date for the exam there will be no administrative charge, but the fee will be held over for the next booking. However, if the candidate with good reason wishes to cancel and asks for a refund then there will be a €20 administrative deduction. A no show on test day will forfeit the test fee.

CERTIFICATES

Certificates are produced by the TEA Ltd UK, and dispatched within 10 working days to the Nicelli Test Centre (The time post takes to arrive in Lido di Venezia must be taken into account if the test is urgent).

REPEAT CANDIDATES

There is no minimum period which a candidate is required to wait before s/he can take the TEA test again. This will depend on exam availability.

APPEALS/COMPLAINTS PROCEEDURE

Candidates who are not satisfied with their results may request that it is remarked by a TEA LTD UK senior examiner.

Appeals must be made to the test centre no later than one month after the certificate has been dispatched.

To make an appeal candidates must put the request in writing, return their certificate, and pay another full test fee. Your

appeal will be sent to the TEA Ltd UK. Their senior examiner will remark your test. If the senior examiner awards a higher mark a new certificate will be issued and the appeal fee refunded. If the senior examiner awards the same mark or lower the original certificate will be reissued, and no refund given.

THE DAY OF THE TEST

You will be sent an email a few days before the day of the test. Your nominated means of identity will be cross checked with your application. ALL bags and MOBILE PHONE must left in your car or deposited in the Aero Club office. No documents, books are required for the exam, these and any bags are not allowed in the waiting room or exam room.

A digital photograph will be taken (used for the certificate). During the exam an audio recorder will be used. This is in case of appeal, and to allow the TEA Ltd UK administrators to audit a percentage of the tests for examiner standardization.

At the end of the test the examiner is not allowed to give any indication of the grade awarded. When you leave the exam room you are not allowed to return to the waiting room. Nor should you try to communicate with anyone waiting to take the test.

WHAT TO DO NOW

Whilst waiting to take the test contact anyone, you know, who has already taken the test, and visit:

The ENAC web site:

http://www.enac.gov.it/repository/ContentManagement/node/N306805683/NOTA_INFORMATIVA_LANGUAGE_PROFICIENCY_REQUIREMENTS_100817.pdf

This gives details of LANGUAGE PROFICIENCY REQUIREMENTS

The Mayflower College web site:

<http://www.maycoll.co.uk/aviation-english/tea.html>

This gives information about the structure of the test, and importantly, examples of each phase of the test.

Contact info:

Samanta Petrin cell. +39 339 2164224

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