



International Virtual Aviation Organisation

Area Control Center (ACC) exam

Briefing Guide and Exam Standards

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Note: Left vertical revision marks indicate changes from previous version

1. Requirements

- *Previous rating requirements:* have your approach controller rating (APC, previously C2) and at least 200 hours of logged time on IVAN as an ATC (pilot hours are not taken into account),
- *Theoretical exam:* complete the ACC online test (45 minutes to answer 20 questions randomly chosen in the database),
- *Practical exam:* examiner will check your theoretical knowledge and your proficiency in center exercises

2. Applying for the exam

The theoretical exam can be requested on the [Training Department page](#) of the IVAO site by using the [Upgrade / Request Exam] menu or by directly accessing your [exam status page](#). After your successful theoretical exam, you can apply for the practical part of the exam with no delay. Unlike the theoretical exam, which is automated and general, the practical exam is done at a divisional level. If you are not a member of an active division, or your division doesn't have a competent examiner the exam system will assign one automatically. Once your exam is registered, the examiner will contact you via your e-mail address given on your details page. *Before requesting the exam, check that this e-mail address is valid since it is the only way for the examiner to get in touch with you.*

3. Validation of the exam

After the test your examiner will send his evaluation to the training director who will assign a validator ; the validator will verify the marking based on the comments and marking sheet of the examiner. If your exam is validated as a success your rating will be updated at 1200z the following day.

4. ACC exam

The area control center exam (ACC) is a series of tasks to verify good ATC theoretical knowledge and controlling skills. [We expect you to have practical training in your division prior to applying for an ACC exam.](#)

4.1 IVAO software and communication modes

You can use any IVAO approved client for the exam. Visit the [IVAO virtual ATC client page](#) (IvAc) for a complete list (the page also includes a link to the [IvAc manuals](#)). The examiner will check your ability to correctly use the functions of the software.

Using voice (via the TeamSpeak client) will be the preferred communication method during the exam since it is far more realistic and will make the exam easier. However, for some exercises, the examiner will also request you transmit in text mode either on the active frequency or in a private (chat) mode.

So as not to exclude anyone from the exam system, a "text-voice" communication mode is accepted (that is you will transmit and read back by text while the examiner and/or pilots will use voice). Be aware that this communication mode will make the exam more difficult. *Under no circumstances can a "text-text" communication method be used for the ACC exam.*

4.2 Theoretical knowledge for the ACC exam

- Weather phenomena
- Perfect knowledge of all relevant separation issues
- Good knowledge of the airspace including important fixes, etc.
- Knowledge of how to handle RVSM issues when required
- Knowledge of local agreements

4.3 Practical performance during the exam

4.3.1 General requirements

The ACC exam is mainly a demonstration of a controller's ability to handle en route traffic and descending / climbing aircraft whilst maintaining a safe separation.

1.1 - The examinee has to log on as Center Controller. At least one approach position below should be staffed to check coordination among the controllers. At least one airport which provides IFR procedures must be under the examinee's control (at this airport only a tower controller is permitted to be online during the exam). Apart from that the manning is left to the divisions.

1.2 - The examiner will usually be connected as X_CTR for the exam. It is recommended to avoid an exam on approach (below) and center at the same time.

1.3 - The use of IVAO approved software is required.

1.4 - Should a PC crash occur which is out of the applicant's control, the exam will have to start again or will be delayed to take place on another day, the decision being up to the examiner.

1.5 - The examinee will be expected to find the necessary charts himself. However, in countries where charts are not easily and freely available, it is of the responsibility of the examiner/division to provide the necessary material and/or links so as both examiner and examinee can work on the same charts.

1.6 - To evaluate an ACC exam, the minimum traffic required is as follows:

a) Control a *minimum* of ten (10) aircraft simultaneously, at least twelve (12) per hour,

b) Handle an emergency (loss of pressure, engine failure, loss of avionics, etc.), *Note: Emergencies during the Exam will ONLY be done on request of the examiner and with his/her approval.* - We strongly recommend voice communication on all exams. We do not recommend a 'text-text' or 'text-voice' communication method due to the increased level of difficulty and incompatibilities with certain tasks.

1.7 We strongly recommend voice communication on all exams. We do not recommend a 'text-text' or 'text-voice' communication method due to the increased level of difficulty and incompatibilities with certain tasks.

1.8 Should a member be unable to use voice or the voice / text method, please contact the HQ Training Department before requesting the exam in order to establish an individual procedure. For some exercises, the examinee possibly has to transmit in text mode.

1.9 - Should the examinee fail to arrive for the exam at the time organised, the examiner should wait for 15 minutes. After that period, the examiner can log off the network. The examinee then has 48 hours to provide a valid reason for the failure to attend by email. If no email is received in time, the exam will be marked as failed (0/100) – which means a delay of 90 days before applying again.

4.3.2 Practical performance

Knowledge regarding center tasks will be checked during the whole exam.

- Good coordination with adjacent ATC units
- Provide weather information to pilots
- Emergency handling
- Fill flight strips
- Separation
- Good traffic management
- Provide short-cuts
- Phraseology and English proficiency

5. Evaluation and marking method

The examiner will score separately **all** required tasks (including both theoretical questions and practical exercises) on a dedicated marking sheet. Each score will reflect the exactness and range of your theoretical knowledge and the accuracy shown in executing the various exercises.

Some special situations may result in an **automatic exam failure**:

NOTE: The exam will still be continued for the regular time, even if one of these events occur

- *Vectoring below MRVA/MSA (In those airports where the MRVA is not available (not published in real life) the MSA should be considered as the reference for radar vectoring. As the MSA could be different depending on the chosen approach plate, both examiner and examinee should agree which MSA is going to be used during the exam. From the TD we know that the MSA is not a real parameter to be used on radar vectoring but it is the only value we consider to be feasible for virtual purposes),*
- Loss of separation
- Any automatic failures listed in ADC/APC briefing guide if applicable

In those cases the score of the exam will be **51/100 or less** depending on the total result of the exam

An exam is considered as failed and the practical part will not be performed if:

- No charts available (only if they are offered by IVAO) (49/100)
- No theoretical knowledge (35/100)
- Violation against IVAO R+R (0/100)

- Examinee does not turn up for the exam and a valid reason is not given within 48 hours. This will cause the exam to be considered as failed (0/100)

Your overall score will be calculated by your examiner. The maximum score is 100 points. The pass mark is 75/100. In all cases, your examiner will give you the detailed results during the debriefing, so you can identify your errors and correct them.

APPENDIX

Training materials

1 [The Bare basics](#)

- Air Traffic Control Units and Positions
- Air Traffic Control separations
- Airspace structure
- Airspace Classification
- ATIS - Automatic Terminal Information Service
- Clearance - Instruction
- Communications
- Altimeter Settings
- Cruising Levels
- Squawk codes & Transponders
- Right of way
- National regulations cross-over

2 [En-route](#)

- ACC – Area Control Center
- Radar identification methods
- VOR – VHF Omni Range Navigation
- Letters of Agreement – Local Procedures
- FIS -Flight Information Service

3 [Emergencies \[all\]](#)

Other miscellaneous things from the IVAO academy and also some basic things from [ICAO 4444](#) will be required. As an ACC unit you should know as many things as possible regarding ATC operations.

Note: The Training Department of your division may also publish some recommended material on its web site (either in English or in your own language) and will include the necessary links in the localized version of this document.