

REGISTRATION FORM

1. *The information you provide will appear on your TEA certificate.*
2. *The spelling should be exactly the same as on your ID document.*

FIRST NAME(S)

SURNAME(S)

SEX Male Female Not given

DATE OF BIRTH (e.g. 31/12/1980)

NATIONALITY

FIRST LANGUAGE

PASSPORT / ID CARD NUMBER

EMAIL ADDRESS*

TELEPHONE

* Your TEA certificate will be sent to this email address.

PLEASE CONFIRM:

There are different test versions for different aviation roles. However, all certificates are the same. So that you do your best in the test, please select the role which best describes you currently (select **ONE** only):

ATCO - en-route
ATCO – approach / aerodrome
ATCO – student
FISO
Helicopter Pilot
Private Pilot (aeroplane)
Professional Pilot (aeroplane)
Radio Operator
Student Pilot

- ① I have checked that the Authority which issues my licence accepts a certificate from this TEA Centre.

YES NO

The name of my Aviation Authority is:

- ② My Authority requires the test to be conducted under UK CAA approval (if you are not sure, we advise you to select YES)

YES NO

- ③ I agree to allow my test performance (**EXCLUDING any personal data**) to be used for training purposes relevant to the industry.

YES NO

CANDIDATE RULES AND REGULATIONS

You must:

- Provide your national identify card or passport at the time of the test. This ID must contain a number, a signature, a date of birth and a photograph. It is the responsibility of the candidate to prove their identity. The identity card or passport used at the time of the test must be the same as the one used on this registration form.
- Ensure any electronic devices capable of recording are switched off and placed with personal belongings in the area designated by the test administrator. Any candidate who takes an electronic device into the test room will be disqualified.
- Notify the test personnel on the test day if test day conditions in any way impede your performance.
- Agree to have your photograph taken immediately before the test begins.
- Agree to have your test audio-recorded.

You must not:

- Attempt to cheat or disrupt the test in any way.
- Use, or attempt to use, a dictionary, pager, spell-checker, electronic recorder or mobile phone for the duration of the test. Any candidate doing so will be disqualified.
- Talk to or disturb other candidates once a test has started.
- Smoke or eat in the test room.
- Reproduce any part of the test in any format/medium, including attempting to record any part of the test. Any candidate doing so will have their test results disqualified and be liable to prosecution.
- Take any test materials. This includes, but is not limited to, test papers, CDs and audio recording devices.

Appeals

Candidates who are not satisfied with either the test day administration or their test scores must appeal to the test centre. Appeals must be made to the centre in writing no later than one month after certificates have been dispatched.

Disqualification warning

If you are caught breaking any of the candidate rules your test result will be invalid, you will not receive a test certificate, and notification of your disqualification will be sent to your national Civil Aviation Authority.

Limitation of Liability

The objective of this test is to assess your current English proficiency according to the ICAO scale. This assessment will be made entirely based on your performance during the test. No guarantees can be made or are implied about your future use of English.

CANDIDATE DECLARATION

"I hereby agree that the information I have provided is true and accurate, that I will abide by the rules and regulations included in this document, and I consent for certain personal data to be held in a secure manner according to The General Data Protection Regulation (GDPR). I also agree that TEA Ltd may contact me for test quality control purposes"

CANDIDATE ELECTRONIC SIGNATURE (print your full name)

DATE

INK SIGNATURE (to be signed in the presence of the TEA Administrator before your TEA test)

MY DATA

By applying to take the Test of English for Aviation (TEA) certain personal information will need to be processed. This data will be processed according to the principles of the *General Data Protection Regulation* (GDPR):

- We will process data lawfully, fairly and in a transparent manner
- We will collect the data for specified, explicit and legitimate purposes only
- We will limit the data collection to what is necessary for the purpose for which it is processed
- We will ensure that the data is accurate and kept up-to-date
- We will keep the data no longer than that necessary for the purpose for which it is processed
- We will ensure the integrity and confidentiality of personal data and use appropriate security measures to prevent loss, damage, destruction, unauthorised access or unlawful processing

WHAT DATA WILL BE PROCESSED?

- **In advance of the test:**

The *TEA Registration Form* gathers the following data about you ('the candidate'):

Name / Gender / Nationality / First language / Passport / ID Card Number / E-mail address / Postal address / Profession / Telephone No.

- **Immediately before the test begins:**

Your photo will be taken and you will be required to sign the *Attendance Register*.

- **During the test:**

An audio recording of your test is made.

- **After the test:**

Your test scores will be added to your data records.

HOW WILL THIS DATA BE HELD?

This data may be held in hard copy and / or electronically.

In both instances, secure access will be limited only to the TEA Administrator. For hard copies this means in a locked cupboard in a locked room, and for electronic data it means a secure database which can only be accessed with a valid user id and password.

WILL MY DATA EVER BE SHARED?

If a formal request is made, TEA test results may be shared with the relevant national aviation authority by means of the online Certificate Verification website ([here](#)). Other than this exception test candidate data (personal data and test results) will not be shared.

HOW LONG WILL THIS DATA BE HELD?

In order to meet the requirements of the national Aviation Authority and based on recommendations by ICAO, this data will be held for as long as is needed (this can mean up to 100 years).