

Australian Parachute Federation

# User Manual

APF Testing Website

## TABLE OF CONTENTS

Getting Started .....	2
Getting to the Examiner Homepage.....	3
Logging off when you are done .....	3
Setting up a new Pilot Candidate .....	4
Setting up a new Packer Candidate.....	6
Editing a Candidate .....	8
Starting a Theory Exam .....	10
Navigating through a Theory Exam .....	11
Voiding a Theory Exam .....	13
Navigating around the Theory Exam Summary Page .....	15
Viewing the Theory Exam Result Page .....	17
Retaking a Failed Theory Exam .....	17
Resuming a Theory Exam .....	18
Entering a Pilot Practical Result .....	19
Entering a Packer Demonstrated Pack .....	21
Submitting the Demonstrated Pack Records .....	23
Submitting an Exam .....	24

## GETTING STARTED

Make sure you have an active Examiner Account and your log in details ready. Contact the Administrator if you need to set up your account or reset your password.

1. Open your web browser (we recommend using the latest edition of Google Chrome or Mozilla Firefox)
2. Go to <http://b.programming.sit.edu.au>
3. If you have not previously logged onto the APF Testing website, you will be redirected to the 'Log in' page

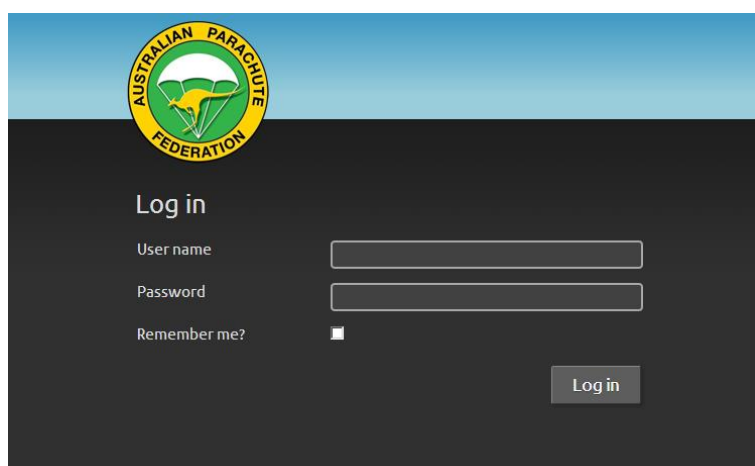
The image shows the login page for the Australian Parachute Federation. At the top left is the organization's logo, which is a circular emblem with a green border containing the text 'AUSTRALIAN PARACHUTE FEDERATION'. Inside the circle is a yellow parachute with a green kangaroo silhouette. Below the logo, the text 'Log in' is displayed. Underneath are three input fields: 'User name', 'Password', and a 'Remember me?' checkbox. The 'Log in' button is located at the bottom right of the form area.

Figure 1: Examiner login screen

4. Enter your login credentials and check the 'Remember me?' option if you would like your browser to remember your credentials. Your 'User name' will be your APF Number.

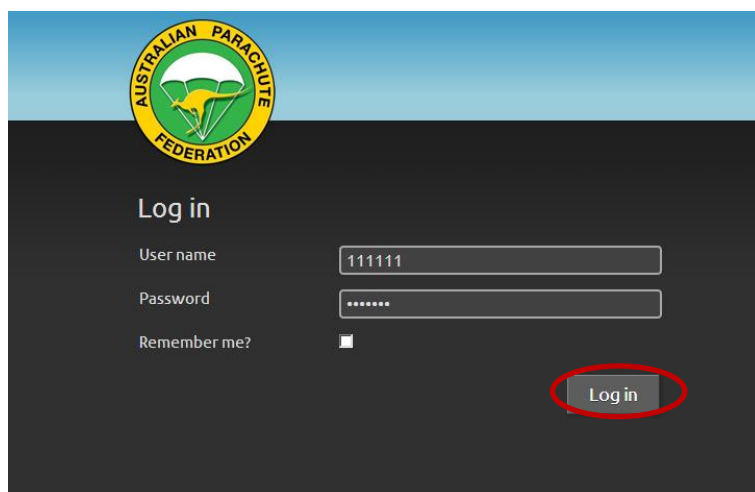
This image shows the same login page as Figure 1, but with sample credentials entered. The 'User name' field contains '111111' and the 'Password' field contains '\*\*\*\*\*'. The 'Remember me?' checkbox is checked. The 'Log in' button is highlighted with a red oval.

Figure 2: Examiner login screen with credentials

5. Click on the 'Login in' button to log into the website

## GETTING TO THE EXAMINER HOMEPAGE

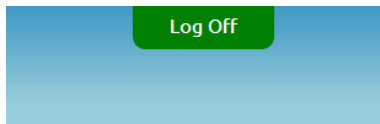
1. Click on the APF Logo to access the Examiner homepage



*Figure 3: Australian Parachute Federation logo*

## LOGGING OFF WHEN YOU ARE DONE

1. Click on the 'Log Off' link on the top right hand corner to log off the website



*Figure 4: Log off button*

## SETTING UP A NEW PILOT CANDIDATE

You will need to be logged in as an Examiner (Pilot) to create a Pilot Candidate.

1. Go to the Examiner homepage
2. To add a new Pilot Candidate click on the 'Add Pilot Candidate' button

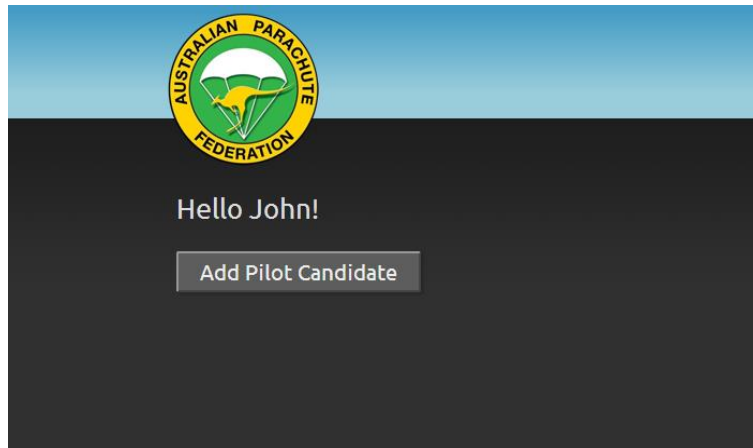


Figure 5: Examiner homepage with no active candidates

3. Fill in the 'Pilot Registration' form. The fields marked with the red asterisks (\*) are mandatory and must be filled in.
4. Click on the 'Create' button to submit the form

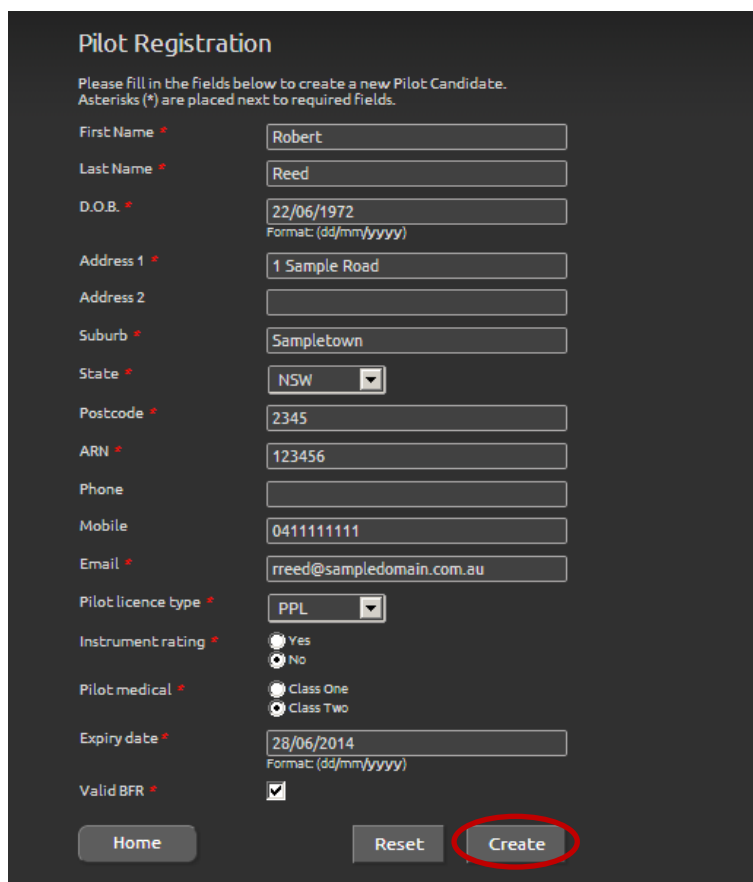
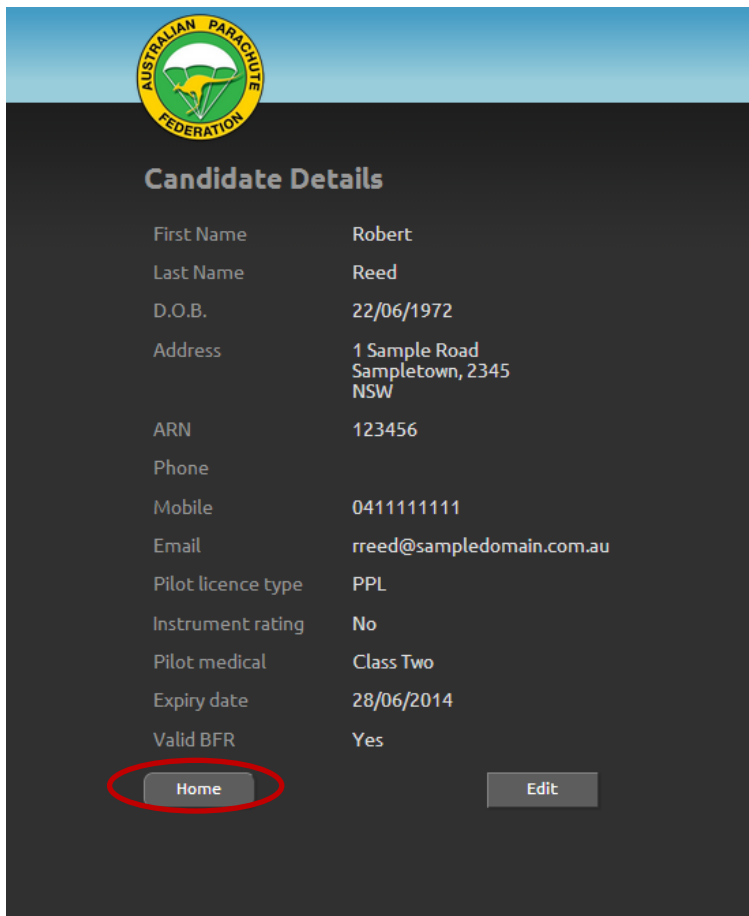
A screenshot of the 'Pilot Registration' form. The title 'Pilot Registration' is at the top. Below it is a note: 'Please fill in the fields below to create a new Pilot Candidate. Asterisks (\*) are placed next to required fields.' The form contains several fields, each with a red asterisk indicating it is mandatory. The fields and their values are: First Name (\*): Robert; Last Name (\*): Reed; D.O.B. (\*): 22/06/1972 (Format: dd/mm/yyyy); Address 1 (\*): 1 Sample Road; Address 2: (empty); Suburb (\*): Sampletown; State (\*): NSW (dropdown menu); Postcode (\*): 2345; ARN (\*): 123456; Phone: (empty); Mobile: 0411111111; Email (\*): rreed@sampledomain.com.au; Pilot licence type (\*): PPL (dropdown menu); Instrument rating (\*): Yes (radio button selected, No is also an option); Pilot medical (\*): Class One (radio button selected, Class Two is also an option); Expiry date (\*): 28/06/2014 (Format: dd/mm/yyyy); Valid BFR (\*): checked (checkbox). At the bottom of the form are three buttons: 'Home', 'Reset', and 'Create'. The 'Create' button is circled in red.

Figure 6: Pilot registration form with sample candidate details

5. Once the registration form has been successfully submitted a summary page will be displayed. Click on the 'Home' button to return to the Examiner homepage of the website. If the Candidate Details are incorrect, click on 'Edit' to update the candidate's details.



**Australian Parachute Federation**

### Candidate Details

First Name	Robert
Last Name	Reed
D.O.B.	22/06/1972
Address	1 Sample Road Sampletown, 2345 NSW
ARN	123456
Phone	
Mobile	0411111111
Email	rreed@sampledomain.com.au
Pilot licence type	PPL
Instrument rating	No
Pilot medical	Class Two
Expiry date	28/06/2014
Valid BFR	Yes

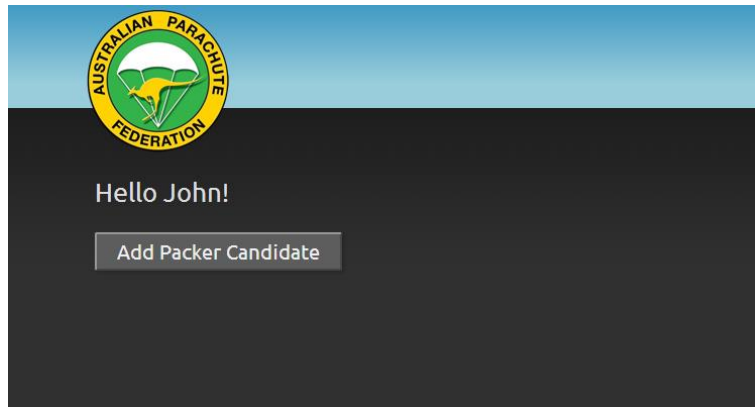
[Home](#) [Edit](#)

Figure 7: Pilot candidate details screen with sample candidate data

## SETTING UP A NEW PACKER CANDIDATE

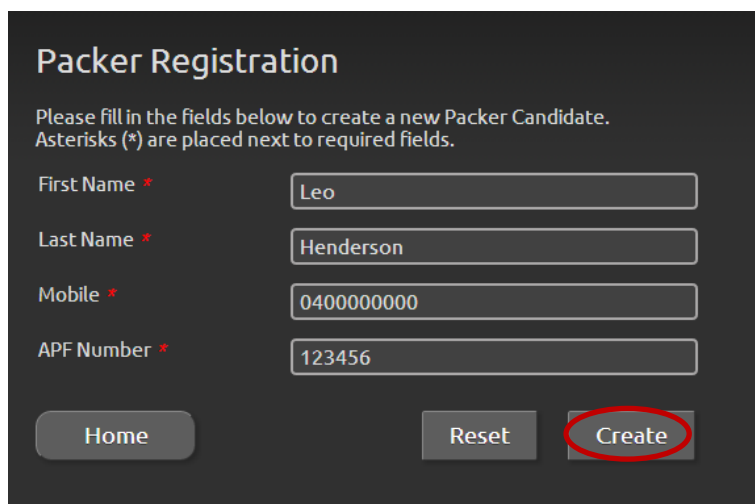
You will need to be logged in as an Examiner (Packer) to create a Packer Candidate. Once you are logged you will be presented with the following screen:

1. Go to the Examiner homepage
2. To add a new Packer Candidate click on the 'Add Packer Candidate' button



*Figure 8: Examiner homepage with no active candidates*

3. Fill in the 'Packer Registration' form. The fields marked with the red asterisks (\*) are mandatory and must be filled in.
4. Select 'Create' to submit the form. If you need to clear the form, select the 'Reset' button.

A screenshot of the 'Packer Registration' form. The title 'Packer Registration' is at the top. Below it is a instruction: 'Please fill in the fields below to create a new Packer Candidate. Asterisks (\*) are placed next to required fields.' There are four input fields: 'First Name \*' with the value 'Leo', 'Last Name \*' with the value 'Henderson', 'Mobile \*' with the value '0400000000', and 'APF Number \*' with the value '123456'. At the bottom are three buttons: 'Home', 'Reset', and 'Create'. The 'Create' button is circled in red.

*Figure 9: Packer registration form with sample candidate details*

5. Once the registration form has been successfully submitted a summary page will be displayed. Click on the 'Home' button to return to the Examiner homepage of the website. If the Candidate Details are incorrect, click on 'Edit' to update the candidate's details.



*Figure 10: Packer candidate details screen with sample candidate data*



## EDITING A CANDIDATE

1. Go to the Examiner homepage
2. Click on the name of the Candidate that you wish to edit

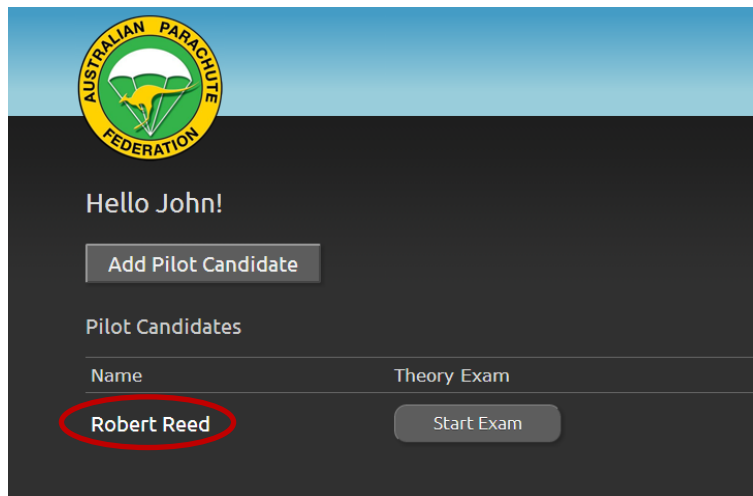


Figure 11: Examiner homepage with an active candidate

3. Click on the Edit link in the Candidate Detail page

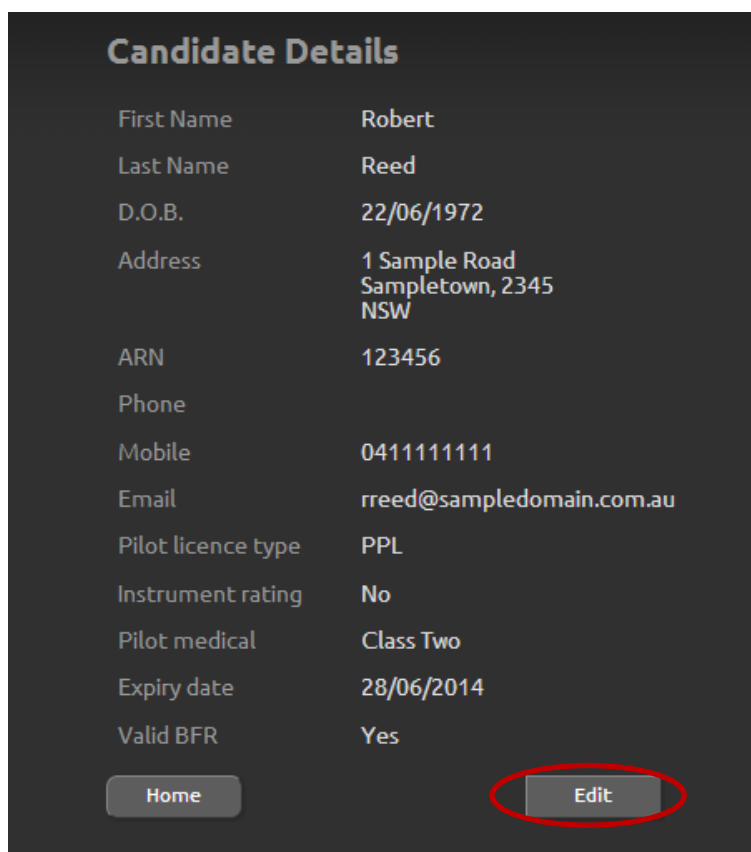
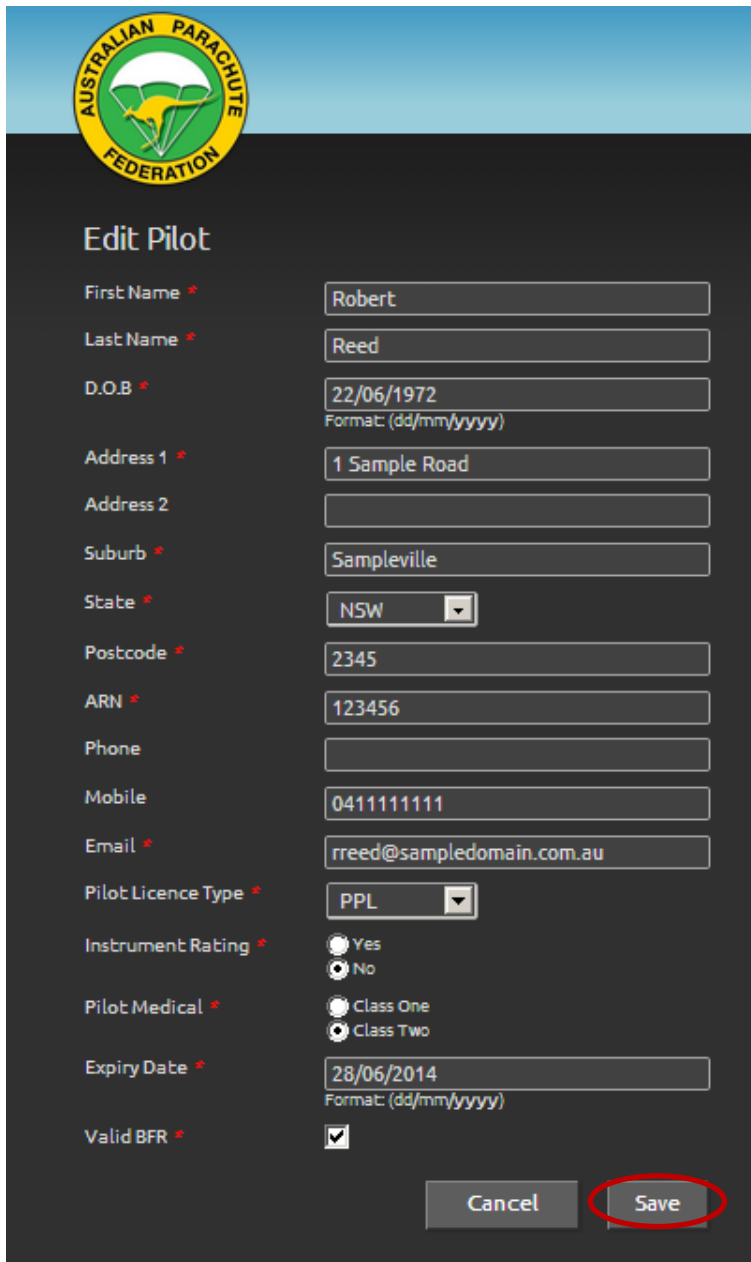


Figure 12: Candidate details page with sample data

4. Edit the fields that you wish to update and click on 'Save' when you are done



**Australian Parachute Federation**

### Edit Pilot

First Name \*

Last Name \*

D.O.B \*   
Format: (dd/mm/yyyy)

Address 1 \*

Address 2

Suburb \*

State \*

Postcode \*

ARN \*

Phone

Mobile

Email \*

Pilot Licence Type \*

Instrument Rating \* ☐ Yes ☒ No

Pilot Medical \* ☐ Class One ☒ Class Two

Expiry Date \*   
Format: (dd/mm/yyyy)

Valid BFR \* ☒

Figure 13: Form for editing candidate (pilot) details with sample data

## STARTING A THEORY EXAM

1. Go to the Examiner homepage
2. Click on the 'Start Exam' button next to the candidate's name

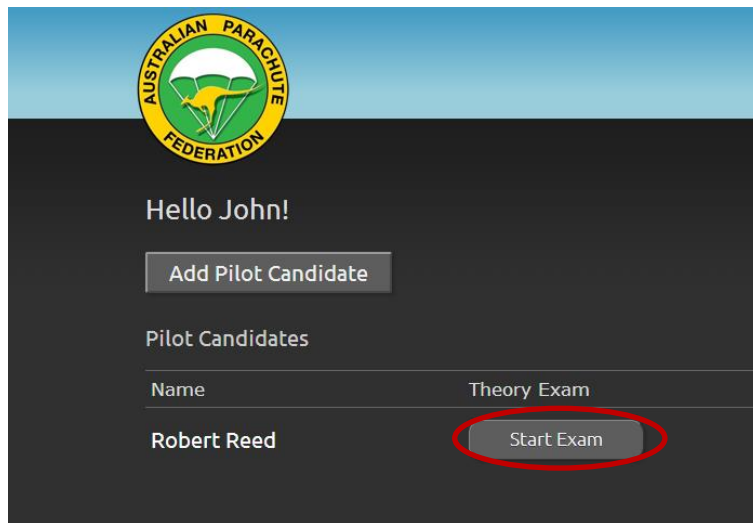


Figure 14: Examiner homepage with an active candidate

3. Read the Theory Exam details and instructions
4. Click on 'Start Exam' when you are ready to begin

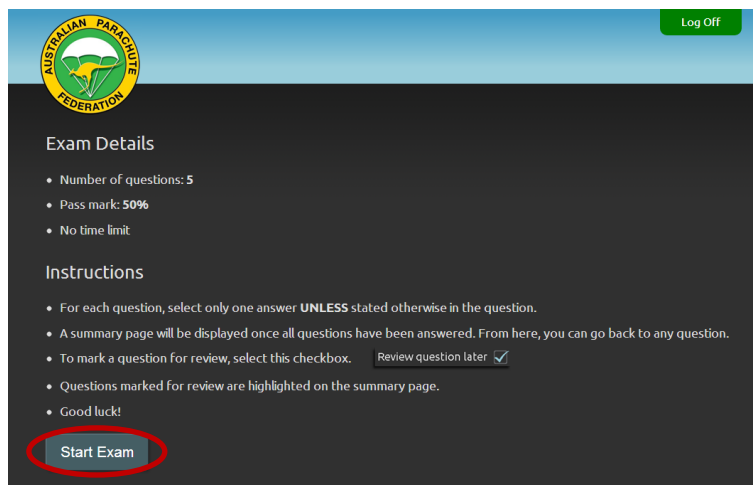


Figure 15: Exam detail page displaying theory exam details and instructions

## NAVIGATING THROUGH A THEORY EXAM

There are two types of multiple choice questions:

- Type 1: Questions with one correct answer will be displayed with radio buttons



Figure 16: Theory exam radio button

- Type 2: Questions with multiple correct answers will be displayed with check boxes



Figure 17: Theory exam checkboxes

1. Click on the radio button or checkbox to select an answer. You can uncheck checkboxes by clicking on them if they have been checked.
2. To save your answer and go to the next question click on the 'Next' button. You do not need to select an answer to move onto the next question. You will be able to go back to review all questions on the summary screen. If you wish to go back to the previous question, click on the 'Previous' button. You can mark a question for review by clicking on the 'Review question later' checkbox. The progress bar indicates how far along the Theory Exam you have progressed.

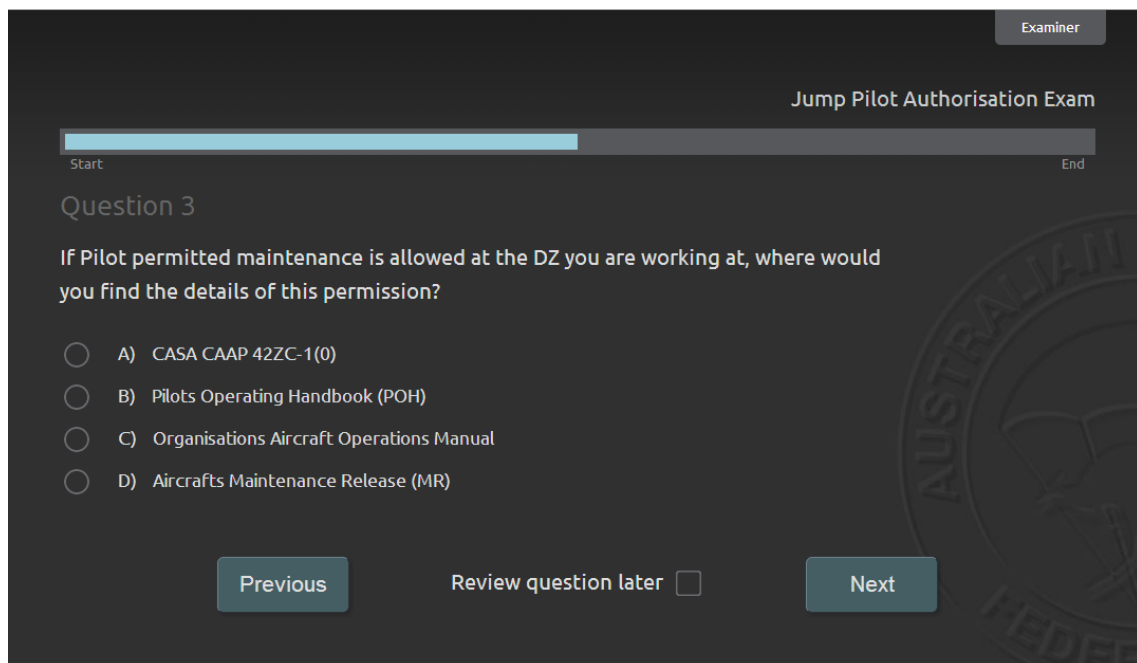
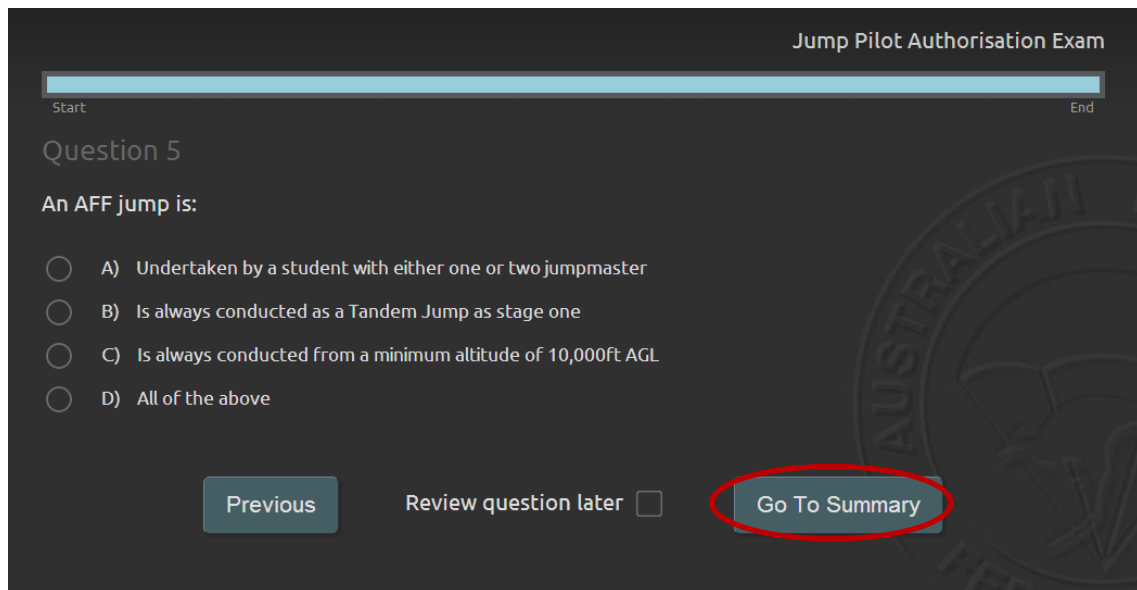


Figure 18: Theory exam question page

3. When you reach the final question of the Theory Exam, the 'Next' button will be replaced with a 'Go To Summary' button. Click on the 'Go to Summary' button to view a summary of the questions and answers of the exam. Your exam will not be submitted when you click on the 'Go To Summary' button.



The screenshot shows the 'Jump Pilot Authorisation Exam' interface. At the top, there is a progress bar with 'Start' and 'End' markers. Below the progress bar, the text 'Question 5' is displayed. The question text is 'An AFF jump is:'. There are four radio button options: A) Undertaken by a student with either one or two jumpmaster, B) Is always conducted as a Tandem Jump as stage one, C) Is always conducted from a minimum altitude of 10,000ft AGL, and D) All of the above. At the bottom, there are three buttons: 'Previous', 'Review question later' with an unchecked checkbox, and 'Go To Summary'. The 'Go To Summary' button is circled in red. A faint Australian Parachute Federation logo is visible in the background.

Figure 19: Theory exam question page

## VOIDING A THEORY EXAM

If a candidate cannot complete their exam (e.g. a sudden emergency occurs), the examiner may void the exam. The candidate can retake the exam at a later date.

1. At any time during the theory exam, click on the 'Examiner' button

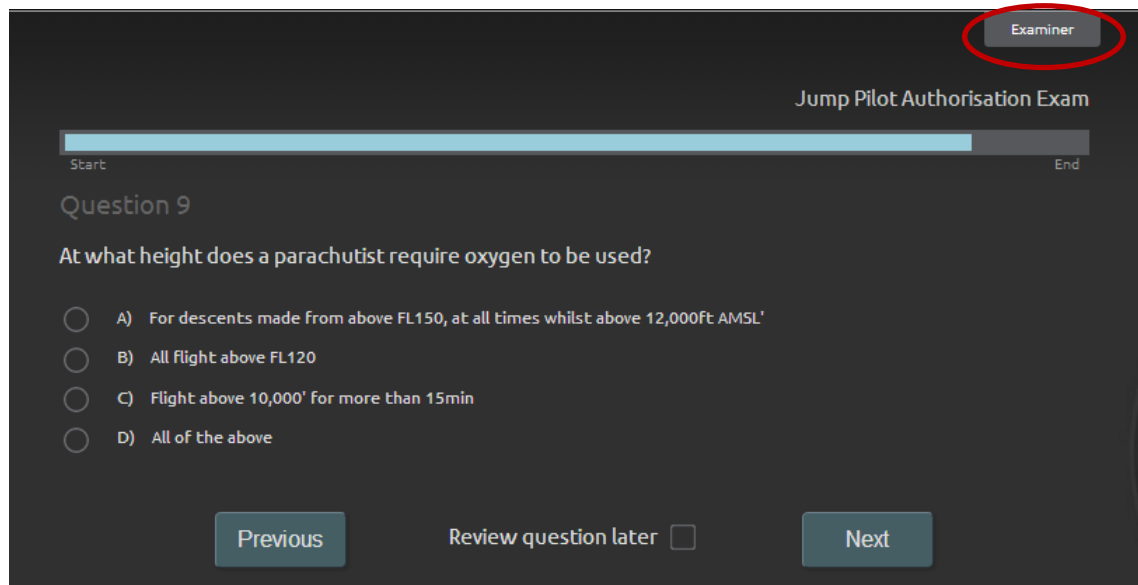


Figure 20: Theory exam question page

2. Click on the 'Void' button

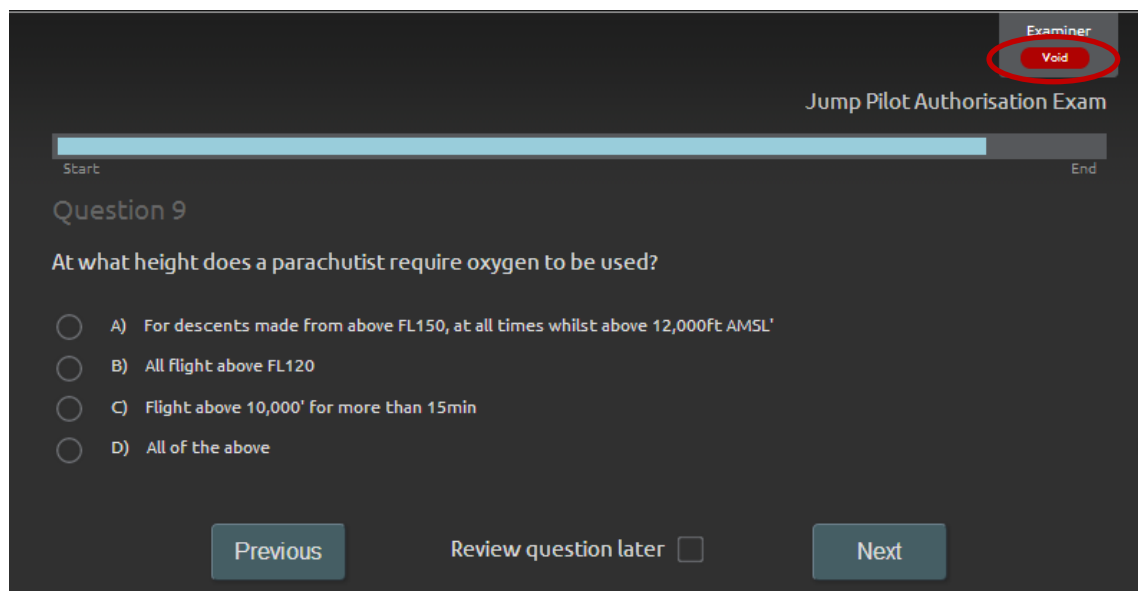


Figure 21: Theory exam question page

3. Enter your credentials in the box that pops up and click on the 'Confirm' button

Figure 22: Void exam pop up form

4. You will be redirected to the Examiner homepage and a 'Retake Exam' button should appear next to the candidate's name. Click on the 'Retake Exam' button to attempt another theory exam

Figure 23: Candidate record with 'Retake Exam' button displayed

## NAVIGATING AROUND THE THEORY EXAM SUMMARY PAGE

Once you click on the 'Go to Summary' button, you will be presented with the Theory Exam summary page. The summary page will display all the questions. Unanswered questions are flagged with a red highlight. Questions that have been marked for review will be flagged with a blue arrow. By clicking on a Question Title, the question detail will show/hide.

1. Click on a 'go to question' link to go to a specific question

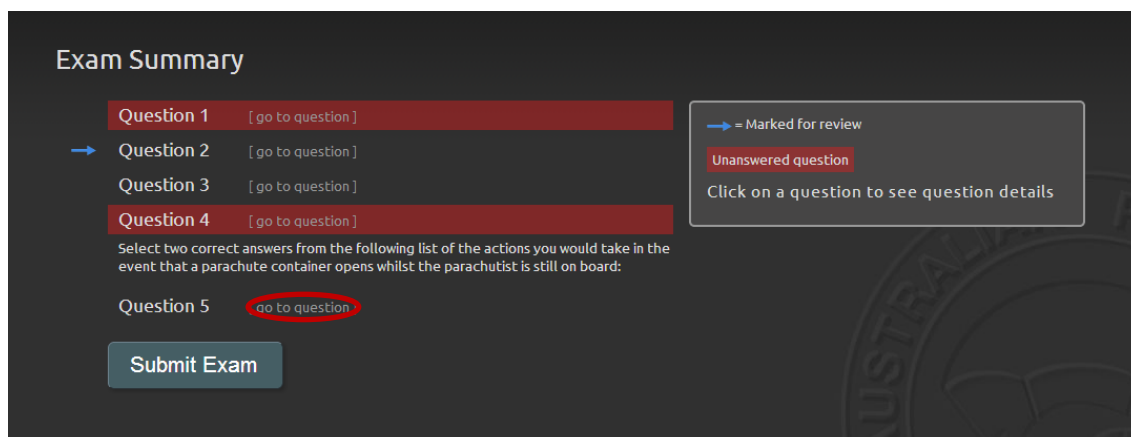


Figure 24: Theory exam summary page

2. The Question detail page will now display a 'Back to Summary' button to go back to the summary page. You may adjust your answer on this page. If the question has been previously marked for review, this flag will now be unchecked.

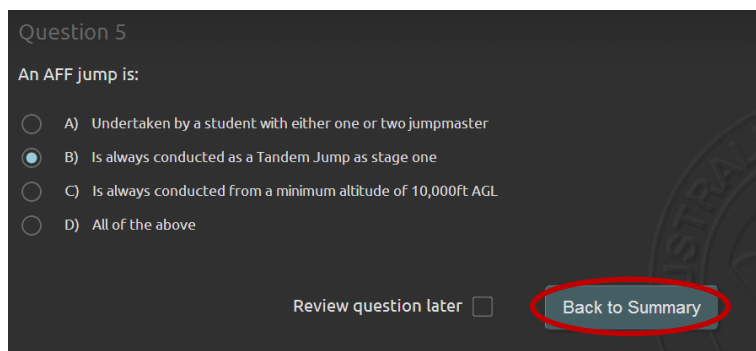
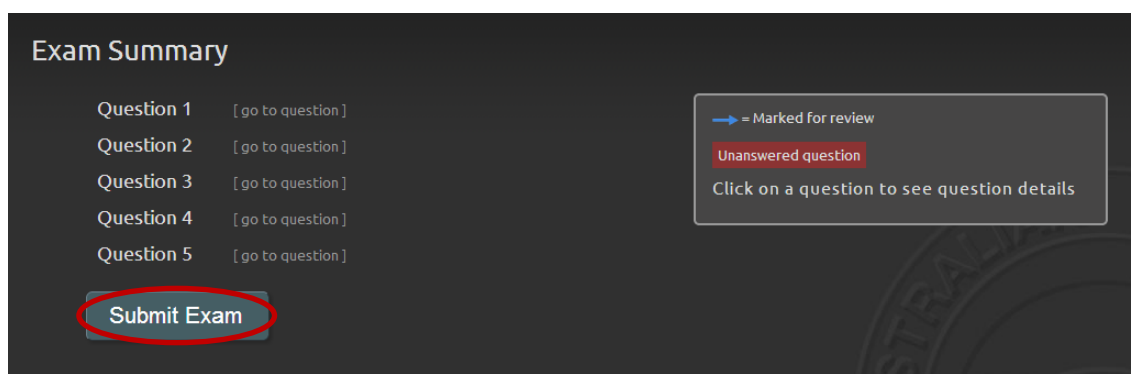


Figure 25: Revise a question screen

3. Click on the 'Submit Exam' button when you are ready to submit the theory exam





*Figure 26: Theory exam summary page*

## VIEWING THE THEORY EXAM RESULT PAGE

The Exam Result page displays the result of the theory Exam. It will present the score that the candidate has achieved and whether or not they have passed the theory exam. A green tick will be displayed next to correctly selected answers. A red cross will be displayed next to incorrectly selected answers. A blue arrow will be displayed next to correct answers that were not selected.

**Exam Result**

Unfortunately you did not pass  
You scored 20 %

Please notify your examiner.

- 1** Why must extra caution and vigilance be taken whilst dropping parachutists Involved In Canopy Relative Work (ICRS)?  
The high opening altitude may be a hazard for both yourself and other aircraft.  
Given their proximity, they have the potential to collide with one another and entangle their parachutes.  
The distance they may travel whilst under parachute.  
✓ All of the above
- 2** Jump Pilot emergency parachutes are required to be repacked every:  
12 months  
Only when the parachute has been used  
→ 6 months  
✗ Other
- 3** If Pilot permitted maintenance is allowed at the DZ you are working at, where would you find the details of this permission?  
→ CASA CAAP 422C-1(8)  
Pilot's Operating Handbook (POH)  
✗ Organisation's Aircraft Operations Manual  
Aircraft Maintenance Release (AMR)
- 4** Select two correct answers from the following list of the actions you would take in the event that a parachute container opens whilst the parachutist is still on board:  
→ Communicate with the loadmaster and do not allow the door to be opened  
✓ If there is an experienced parachutist on board who can ensure the canopy remains contained the remaining parachutists can continue with the planned exit.  
Do not allow anyone to exit and immediately bring the load down  
✗ Continue as usual as the parachutists are responsible for their equipment and your job is to fly the plane
- 5** An AFF jump is:  
→ Undertaken by a student with either one or two Jumpmaster  
Is always conducted as a Tandem jump as stage one  
Is always conducted from a minimum altitude of 10,000ft AGL  
✗ All of the above

Home

Figure 27: Theory exam result page with sample exam results

## RETAKING A FAILED THEORY EXAM

You can retake a failed exam by clicking on the 'Retake Exam' from the Homepage. You can also view the results page of a theory exam again by clicking on the 'View Results' button

Hello John!

Add Pilot Candidate

Pilot Candidates

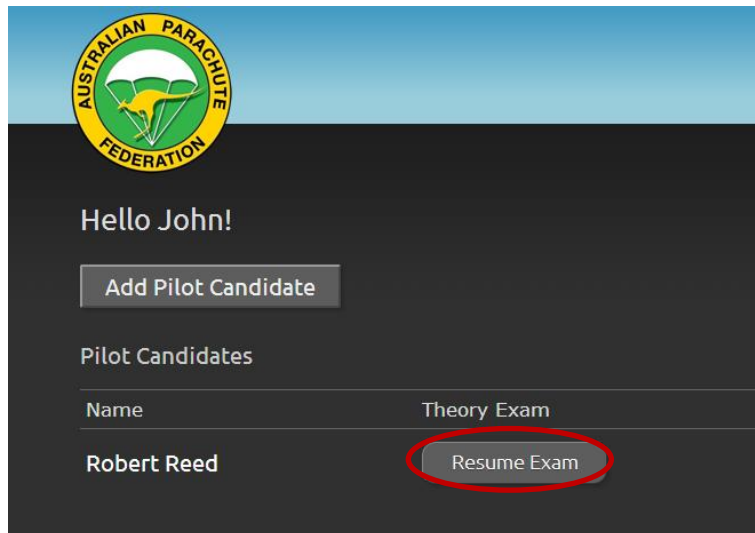
Name	Theory Exam
Robert Reed	<a href="#">Retake Exam</a> <a href="#">View Results</a>

Figure 28: Examiner homepage with a candidate whom has failed the exam

## RESUMING A THEORY EXAM

As an examiner you will be able to 'Resume' a theory exam that has been started but not completed e.g. if the candidate accidentally closes the browser.

1. Go to the APF Testing homepage
2. Click on the 'Resume Exam' button. You should be able to continue from the last question that was answered.



*Figure 29: Examiner homepage with a candidate whom has started but not completed theory exam*

## ENTERING A PILOT PRACTICAL RESULT

When the candidate has passed the theory exam, an 'Input Result' button will be displayed next to the candidate's name on the homepage.

1. Click on the 'Input Results'

Pilot Candidates		
Name	Theory Exam	Practical Exam
Robert Reed	Theory completed	<a href="#">View Results</a> <a href="#">Input Results</a>

Figure 30: Examiner homepage with a pilot candidate whom has passed the theory exam

2. You will be presented with a page displaying a series of assessment tasks. You will be able to enter a comment and a score for each task. Please note that you must enter a score for each assessment task before you can submit the Pilot Practical exam.

**Practical exam input**

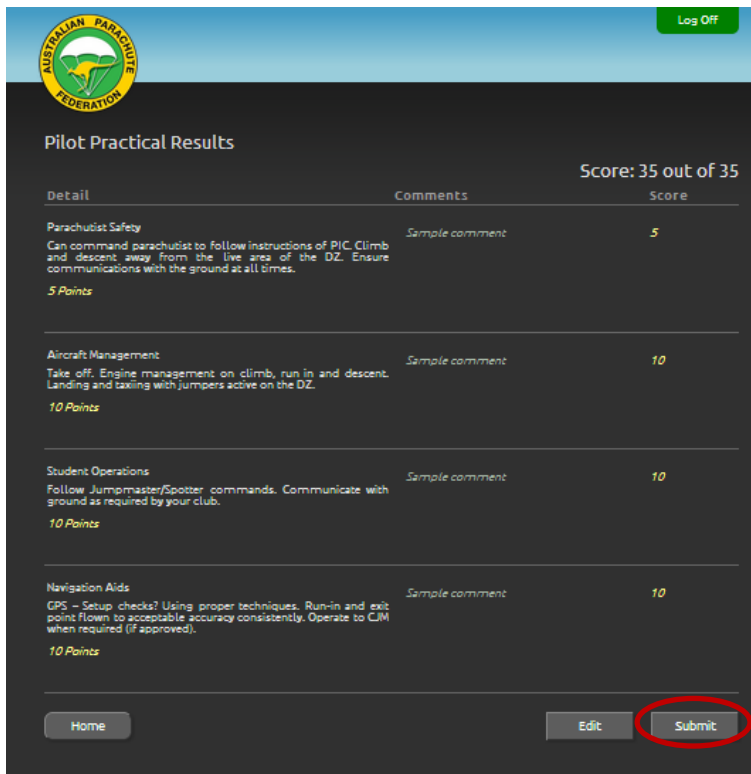
Detail	Comments	Score
<b>Parachutist Safety</b> Can command parachutist to follow instructions of PIC. Climb and descent away from the live area of the DZ. Ensure communications with the ground at all times. <i>5 Points</i>		
<b>Aircraft Management</b> Take off. Engine management on climb, run in and descent. Landing and taxiing with jumpers active on the DZ. <i>10 Points</i>		
<b>Student Operations</b> Follow Jumpmaster/Spotter commands. Communicate with ground as required by your club. <i>10 Points</i>		
<b>Navigation Aids</b> GPS - Setup checks? Using proper techniques. Run-in and exit point flown to acceptable accuracy consistently. Operate to CJM when required (if approved). <i>10 Points</i>		

[Home](#) [Submit](#)

Figure 31: Sample pilot practical result form

3. Click on the 'Submit' button at the bottom of the page when you are ready to submit the Practical Exam

4. You will be presented with a summary page displaying each assessment task along with the comments and scores you have entered. Click on 'Edit' if you wish to return to the previous page to make changes. If you are ready to submit the practical exam, click on 'Submit'.



**Australian Parachute Federation**

Log Off

### Pilot Practical Results

Score: 35 out of 35

Detail	Comments	Score
<b>Parachutist Safety</b> Can command parachutist to follow instructions of PIC. Climb and descent away from the live area of the DZ. Ensure communications with the ground at all times. <i>5 Points</i>	Sample comment	5
<b>Aircraft Management</b> Take off. Engine management on climb, run in and descent. Landing and taxiing with jumpers active on the DZ. <i>10 Points</i>	Sample comment	10
<b>Student Operations</b> Follow Jumpmaster/Spotter commands. Communicate with ground as required by your club. <i>10 Points</i>	Sample comment	10
<b>Navigation Aids</b> GPS – Setup checks? Using proper techniques. Run-in and exit point flown to acceptable accuracy consistently. Operate to CJM when required (if approved). <i>10 Points</i>	Sample comment	10

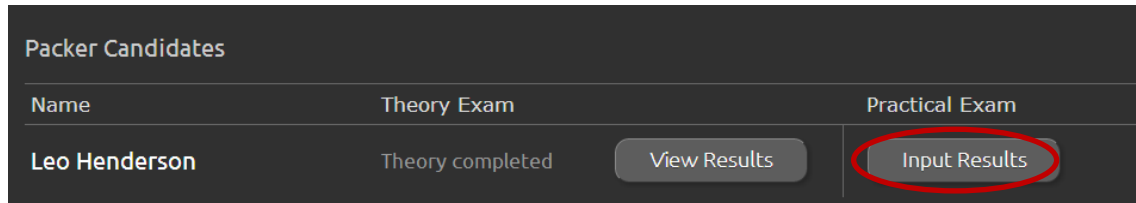
Home Edit **Submit**

Figure 32: Pilot practical review page with sample data

## ENTERING A PACKER DEMONSTRATED PACK

When the candidate has passed the theory exam, an 'Input Result' button will be displayed next to the candidate's name on the homepage.

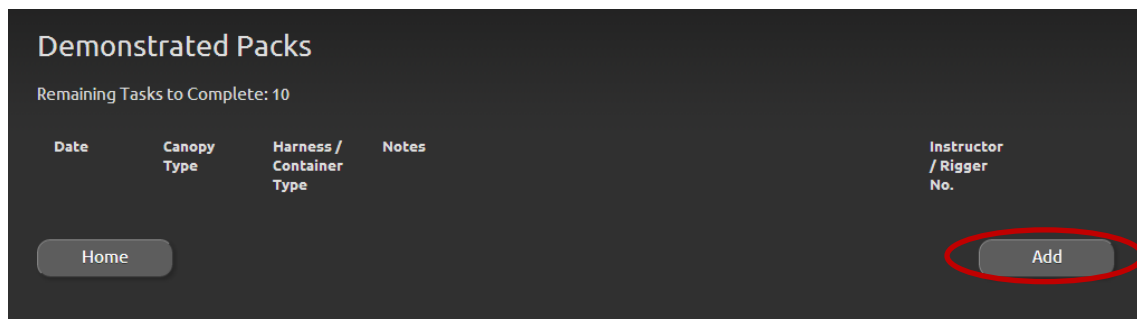
1. Click on the 'Input Results'



Packer Candidates		
Name	Theory Exam	Practical Exam
Leo Henderson	Theory completed <a href="#">View Results</a>	<a href="#">Input Results</a>

Figure 33: Examiner homepage with packer candidate whom has completed the theory exam

2. The next page will display any previous practical demonstrated packs. Below is a sample candidate with no previous packs. This page also specifies how many packs are required before the practical exam can be submitted. To add a new practical entry click on the 'Add' button.



Demonstrated Packs				
Remaining Tasks to Complete: 10				
Date	Canopy Type	Harness / Container Type	Notes	Instructor / Rigger No.
<a href="#">Home</a> <a href="#">Add</a>				

Figure 34: Packer practical page with no demonstrated packs

3. You will be presented with a page to enter the details for the demonstrated pack. Please note that if you need to add a canopy type or harness/container type that is not on the list, you will need to select the 'Other' option and then fill in the field beneath the drop-down menu.

### Packer Input

Date

Canopy Type

Harness/Container Type

Note

Instructor/Rigger No.

Figure 35: Demonstrated pack form with sample data

- Click on the 'Create' button at the bottom of the page when you are ready to submit the practical task entry
- You will return to the 'Demonstrated Packs' page with the new entry added. You can edit past demonstrated packs by clicking on the 'Edit' button. You can add more packs by selecting the 'Add' button again.

### Demonstrated Packs

Remaining Tasks to Complete: 9

Date	Canopy Type	Harness / Container Type	Notes	Instructor / Rigger No.	
1/06/2013	Ram Air	Sample other harness	sample note	123457	<input type="button" value="Edit"/>

Figure 36: Packer practical page with one demonstrated packs

## SUBMITTING THE DEMONSTRATED PACK RECORDS

1. When all required demonstrated packs are completed, a 'Submit' button will appear at the bottom of the demonstrated pack table. Click the 'Submit' button to submit the series of demonstrated packs.

**Demonstrated Packs**

Remaining Tasks to Complete: 0

Date	Canopy Type	Harness / Container Type	Notes	Instructor / Rigger No.	
1/06/2013	Ram Air	Sample other harness	sample note	123457	<a href="#">Edit</a>
3/06/2013	Ram Air	Tandem		123457	<a href="#">Edit</a>
3/06/2013	Ram Air	Sport		123258	<a href="#">Edit</a>
3/06/2013	Round	Student		123258	<a href="#">Edit</a>
3/06/2013	Round	Tandem		123457	<a href="#">Edit</a>
4/06/2013	Ram Air	Student		123457	<a href="#">Edit</a>
5/06/2013	Round	Student		123457	<a href="#">Edit</a>
7/06/2013	Round	Sport		123457	<a href="#">Edit</a>
9/06/2013	Round	Student		123455	<a href="#">Edit</a>
9/06/2013	Round	Sport		123258	<a href="#">Edit</a>

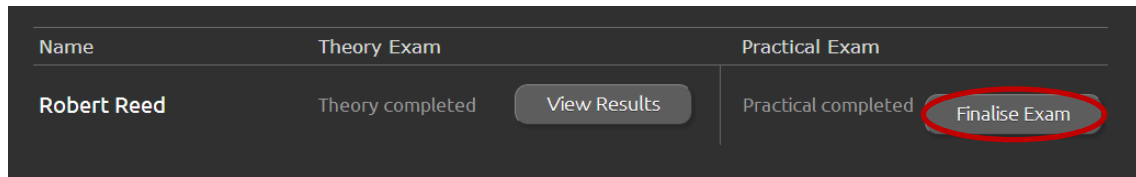
[Home](#) [Submit](#) [Add](#)

*Figure 37: Packer practical page with all required demonstrated packs*



## SUBMITTING AN EXAM

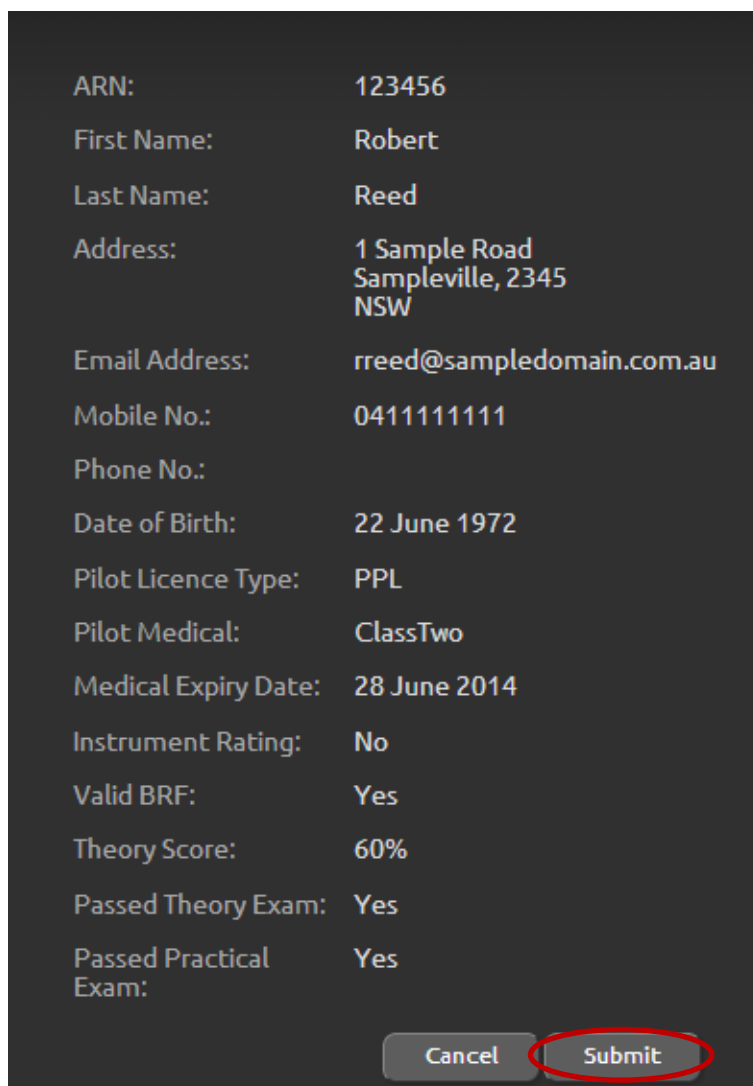
1. You can submit a candidate's exam by clicking on the 'Finalise Exam' on the homepage.



Name	Theory Exam	Practical Exam
Robert Reed	Theory completed <a href="#">View Results</a>	Practical completed <a href="#">Finalise Exam</a>

Figure 38: Examiner homepage with a candidate whom has completed both theory and practical components

2. You will be presented with the candidate's details. Please check that all the candidate's details are correct. Click on 'Submit' to submit the Exam.



ARN:	123456
First Name:	Robert
Last Name:	Reed
Address:	1 Sample Road Sampleville, 2345 NSW
Email Address:	rreed@sampledomain.com.au
Mobile No.:	0411111111
Phone No.:	
Date of Birth:	22 June 1972
Pilot Licence Type:	PPL
Pilot Medical:	ClassTwo
Medical Expiry Date:	28 June 2014
Instrument Rating:	No
Valid BRF:	Yes
Theory Score:	60%
Passed Theory Exam:	Yes
Passed Practical Exam:	Yes

[Cancel](#) [Submit](#)

Figure 39: Summary page of candidate details and results. (Pilot candidate displayed\*)

3. The status of the exam will be displayed on the homepage. 'Finalisation Pending' indicates that the system is preparing to send the exam results off to the head office.

Pilot Candidates		
Name	Theory Exam	Practical Exam
Robert Reed		Finalisation Pending

*Figure 40: Examiner homepage with a candidate whose exam has been completed*

4. When the exam result has been sent, the candidate's entry will disappear from the homepage. You may need to refresh the page to see any status updates.