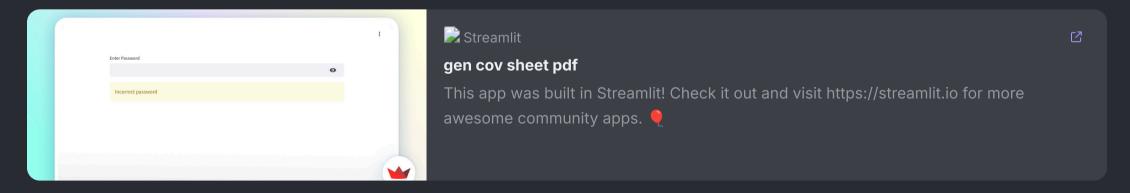


# **Theory Exam Coversheet Portal**

Generate Theory Exam Coversheets for students as per GACA regulations.

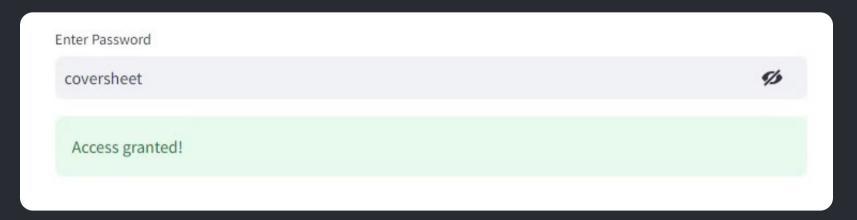
# Step 1: Accessing the Portal

Access the portal using the below link:



# **Step 2: Enter the Password**

Access the portal by entering the password: **coversheet** 



### Step 3: Enter the Student ID's

Input the IATC ID's of the students you want to generate coversheets for.

Type each ID followed by a comma like so: 151596, 156756, 154960

## **Generate Theory Exam Coversheets**

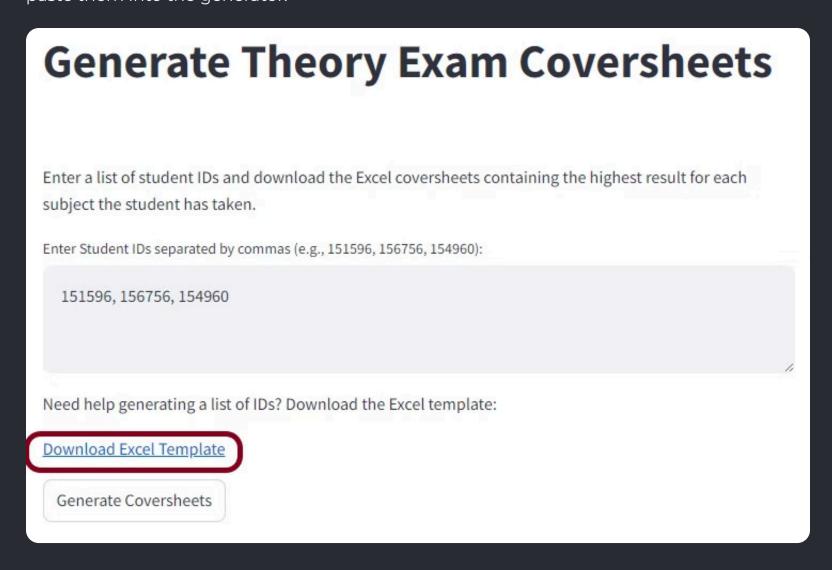
Enter a list of student IDs and download the Excel coversheets containing the highest result for each subject the student has taken.

Enter Student IDs separated by commas (e.g., 151596, 156756, 154960):

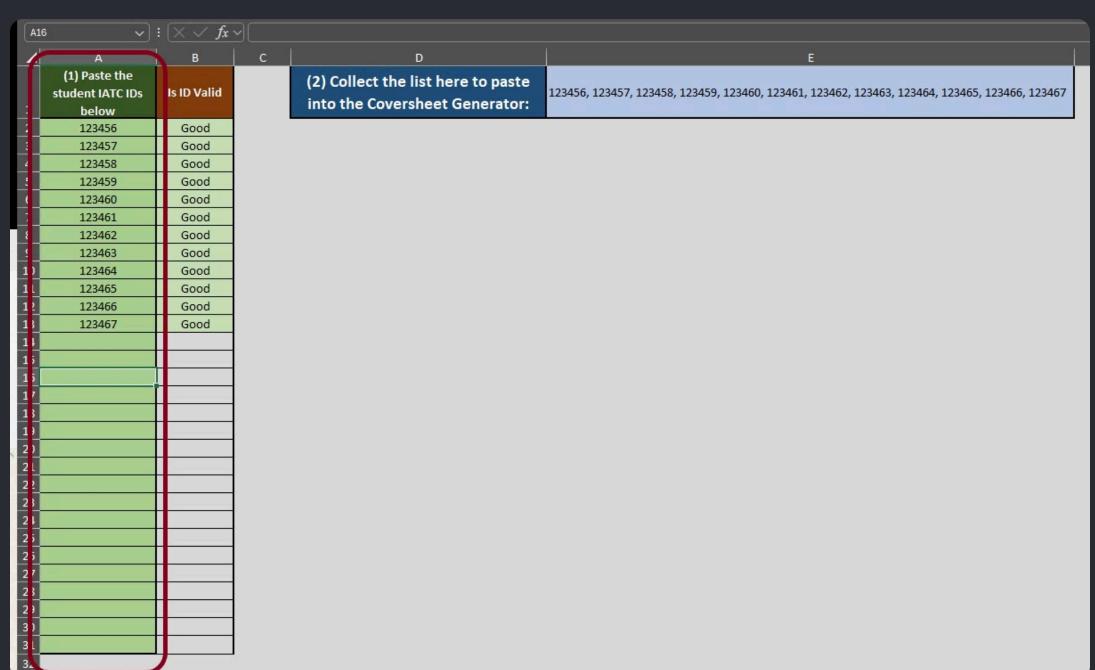
151596, 156756, 154960

### **Note:** Excel Tool to Combine ID's

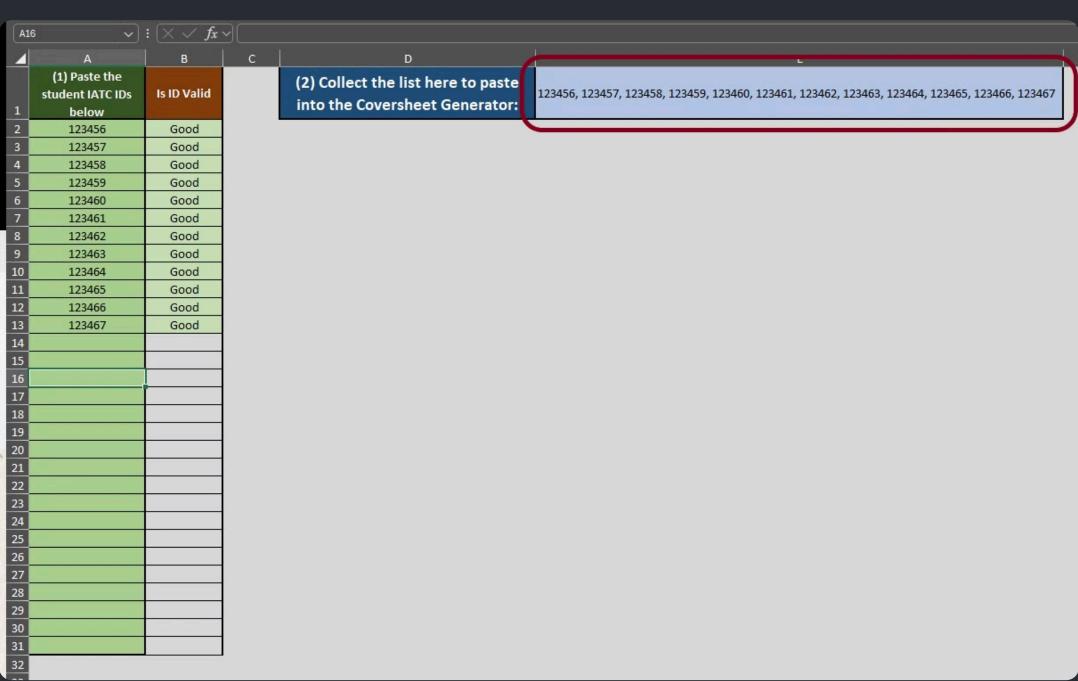
Click on the 'Download Excel Template' link to download a tool that will assist in combing the student ID's so you can then paste them into the generator.



#### Paste your student ID's in the green cells:



Then collect the ID's from the blue cell and paste them directly into the generator



### **Step 4: Generate the Coversheets**

1 Paste ID's

Paste the student ID's into the field

2 Generate the Coversheets
Click the button to generate the coversheets

# **Generate Theory Exam Coversheets**

Enter a list of student IDs and download the Excel coversheets containing the highest result for each subject the student has taken.

Enter Student IDs separated by commas (e.g., 151596, 156756, 154960):

151596, 156756, 154960

1

Need help generating a list of IDs? Download the Excel template:

**Download Excel Template** 

Generate Coversheets

2

## **Step 5: Download the Coversheets**

Click on the 'Download All Coversheets as ZIP' button to download the Excel coversheets.

## **Generate Theory Exam Coversheets**

Enter a list of student IDs and download the Excel coversheets containing the highest result for each subject the student has taken.

Enter Student IDs separated by commas (e.g., 151596, 156756, 154960):

151596, 156756, 154960

Need help generating a list of IDs? Download the Excel template:

**Download Excel Template** 

Generate Coversheets

Generating coversheets...

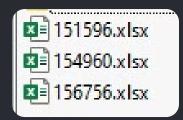
Download All Coversheets as ZIP

Coversheets zip generated successfully!

2

#### **File Names**

You will find the coversheets in the downloaded ZIP file, each with the student's ID as the file name



#### **Open in Excel**

Coversheets contain student's highest result for each subject taken as well as information about the student and and the exam attempt.

**Note**: Coversheets are locked to prevent the changing of any information found within.

H8		$\smile$ ] $: [\times \checkmark f_x \lor][$				
	A	В	c	D	E	F
1						
2		Student Name:	Ziyad Mohammed Alhaek			
3		Student IATC ID:	151596			
4		Student National ID:	1119349890			
5		Student Class:	17.01			
6						
7		Subject	Score	Result	Date	
8		GEN.a - Basic Electricity - PART 1	100	PASS	2023-05-04	
9		GEN.a - Basic Electricity - PART 2	100	PASS	2023-05-07	
10		GEN.b - Aircraft Drawings	88	PASS	2023-02-05	
11		GEN.c - Weight and Balance	100	PASS	2023-02-28	
12		GEN.d - Fluid Lines and Fittings	100	PASS	2023-04-04	
13		GEN.e - Materials and Processes	83	PASS	2023-03-16	
14	_	GEN.f - Ground Operations and Servicing	90	PASS	2023-05-23	
15		GEN.g - Cleaning and Corrosion Control	100	PASS	2023-03-22	
16		GEN.h - Mathematics	92	PASS	2023-01-31	
17		GEN.i&k - Maintenance Publications Forms and Records	75	PASS	2023-05-25	
18		GEN.j - Basic Physics	80	PASS	2023-02-19	
19		GEN.I - Mechanic Privileges and Limitations	100	PASS	2023-06-07	
20		GEN.m - Human Factors	80	PASS	2023-06-07	
21		GEN.n - Aircraft Electrical (Electronic) Introduction	79	PASS	2023-05-11	
22		GEN.o - Fire Protection Systems	100	PASS	2023-05-21	
23		AFI.a - Wood Structures	92	PASS	2023-06-08	
24		AFI.b - Aircraft Covering	100	PASS	2023-06-12	
25		AFL c. Aircraft Finishes	80	DASS	2023-10-22	

## **Benefits of the Coversheet Portal**

Efficiency	Offers a streamlined process for generating coversheets in bulk.
Accuracy	Each generation connects to a database that always contains the most updated and validated results.
Security	Coversheets are locked so as to prevent amendment of the coversheets' grades but can be saved and printed for record-keeping purposes.

