



**BRITISH MODEL FLYING ASSOCIATION  
THE R/C ACHIEVEMENT SCHEME**

A Guide to organising  
**Examiner Workshops**

**2016 Edition**



## A Guide to organising Examiner / Instructor Workshops

### Objective:

Consistency between examiners and instructors is important to the credibility of the BMFA Achievement Scheme. Examiner / Instructor Workshops provide a mechanism to improve consistency, stimulate interest and at the same time promote the achievement scheme. The primary objective of a workshop is to give Area Chief Examiners / Instructors and Club Examiners / Instructors a mechanism by which to maintain competency and currency, and also the opportunity to share information and discuss the requirements of the various Achievement Scheme tests, in a relaxed and informal environment. The promotion of Examiner / Instructor workshops is a nationwide initiative and has the backing of the BMFA Full Council, the ASRC and the Achievement Scheme Controller.

Workshops are generally organised by Areas and delivered by the Area Chief Examiners. They are usually one day events, although you could make a weekend of it if appropriate. At a workshop, Examiners are asked to 'score' individuals whilst they perform a mock test or tests, from whichever disciplines you wish to cover, following which there is the opportunity to compare notes and discuss the performance, as well as the test format etc.

There are many benefits in organising a workshop, these include:-

- They provide a 'refresher' for examiners to help them keep up to date. The guidelines for the various tests are reviewed annually and hence potentially change with time. Attendance at a workshop will identify to examiners any revisions that they may not otherwise have noticed.
- They improve consistency between examiners.
- Instructors can see exactly what examiners are looking for during a test, which should provide useful guidance for their activities.
- They provide the opportunity for examiners and instructors at all levels to meet, discuss the scheme, and share experiences.
- Workshops are a useful source of input and feedback into the review and development of the Guidance documents for the various tests.
- They provide potential candidates with first hand experience of the test environment and practical examples of exactly what the examiners will be looking for.

### Planning the event:

#### ***Programme & content***

Decide from the outset what tests you want to cover during the workshop, and whether you are going to make provision for any formal tests at the end. You may need to canvass local / regional opinion to decide which are the most appropriate tests for you to cover in the workshop. Don't forget you will need to hold more than one workshop if you want to capture all of the club examiners in your Area. The exact content of the programme should be designed to achieve your objectives. The workshop could be single or mixed disciplines, for example, a helicopter workshop for 'A' and 'B' tests, or a mixed workshop for fixed wing 'A' and helicopter 'A', or any other combinations, as appropriate. A sample / example programme of the day is included in **Appendix A**. The example shown is for a fixed wing 'A' & 'B' and helicopter 'A' workshop, but obviously the details will need to be modified according to the exact content of the workshop, as discussed above.

### ***Funding***

If you are considering organising a workshop, chances are that you are already involved in your area's activities, but if you aren't it's worth approaching your Area committee and asking if they would be prepared to provide some funding for the event. Every Area has a reasonable annual funding allocation from the BMFA and many Areas already provide a moderate level of funding to assist in the running of the event. Examiner / instructor workshops are generally organised by Areas as it's a good way to maintain contact with their clubs and promote the Achievement Scheme. A contribution figure of a few hundred pounds is not an unreasonable amount to consider.

It's also worth considering approaching local model shops and or some of the major UK importers and distributors for assistance in some form of sponsorship of the event, for example, prizes towards a raffle for attendees, free pens etc. This could be in exchange for recognition of their support in any advertisements and with display banners or other promotional materials on the day. If you eventually submit a write-up of the event to the BMFA News or any other modelling publication, you should also offer to mention any sponsors in the article.

### ***Venue***

Having established some level of support, the next step is to select and approach a suitable club, or clubs. Your area committee is probably a good place to start when looking for a venue. Good facilities and appropriate geographic locations within the Area are important things to consider. Some form of club hut is very useful, but don't discard a venue on this factor alone, as the BMFA can assist in loaning a reasonable sized marquee to use as a focal point and somewhere to have lunch etc., if the weather is less than perfect. Don't forget you could also borrow the new simulator trailer to potentially stimulate more interest in the event, dependent on availability.

### ***Scheduling***

Consider the time of year to hold the workshop. Many clubs organise club events during the flying season and many individuals will attend these and the various shows that are held as well. These are mostly concentrated during the summer months and potentially compete with attendance at a workshop. Holding a workshop in early spring (March, April or May) and or in the autumn (September / October etc.) is a good way of avoiding these other events and hence these times are more likely to find favour with both clubs and potential attendees. Spring workshops also have the advantage of preparing everyone for the coming season. Holding the workshop on a Saturday is a good way to minimise any impact the event might have on the activities of the host club, as Sunday is generally the most popular day for weekend flyers.

### ***Numbers***

Having selected a site or sites, think about the total number of attendees. A couple of dozen examiners is a good number to aim for and try to avoid having to turn anyone away. If initial uptake isn't great, don't worry, workshops with only a handful of examiner can still be productive. There is no problem in starting small, especially if it is your first workshop, and it is actually a very good way of finding out what works well for you and what doesn't. You will probably need a minimum of two or three helpers and up to five or six wouldn't be a problem, dependent on the number of attendees. It is strongly recommended that you seek assistance from the host club and particularly from their safety officer who, is probably the best person to deliver the site induction and safety briefing. Hopefully you will find that individuals from the host club are willing to assist with many of the tasks, such as preparing the teas/coffee and lunch etc., but if not, you will have to make alternative arrangements.

### ***Travel & Subsistence***

Some attendees may well ask about possible financial assistance with travel costs. Unfortunately, with a relatively modest budget, this might not be an option, especially for large numbers. However, what has worked well as an incentive for these events in the past, is the offer of free tea, coffee and biscuits throughout the day, as well as a free lunch, all of which is infinitely do-able within a relatively tight budget.

### ***Demonstration pilots***

The pilots who demonstrate the manoeuvres for the tests should ideally be drawn from your pool of Area Chief Examiners. Alternatively, you may be lucky and have other individuals come forward and volunteer, perhaps individuals who might like to formally take a test at the end of the workshop. Which ever route you go, it is much better to make arrangements in advance and agree the pilots who are willing to fly a dummy/demonstration tests. If these pilots are your ACEs and or other proficient individuals, they should be briefed to introduce deliberate errors into the schedule, as this is far more beneficial than a near perfect score when the examiners compare notes afterwards. Please note that these 'demonstration' flights are **not** an appropriate environment in which to conduct a formal test.

The programme of the day should ideally make provision for time, probably from early/mid afternoon onwards, for individuals to take any of the tests covered during the workshop. These tests should be conducted one-to-one with just one or two examiners, as appropriate to the test and detailed in the Achievement Scheme Handbook.

### ***Advertising***

Prepare a one page flyer/advert for the event, which should include all the key information, date, time, location etc. and how to register for the event. An example advert is shown in **Appendix B**. This should be circulated to all clubs and examiners within your area, and possibly adjacent areas as well. Give as much advanced notice as you can, preferably a few months and if you have sufficient time, advertise the event in the BMFA news.

Also send the details of the event to the BMFA office and ask that it be posted on the BMFA website. If you also ask for it to be included as an ASRC News Feed item, any examiners who have registered, will be sent an automatic e-mail to alert them to the event. If they aren't already, you should encourage all your Area Chief and Club examiners to register for these updates, it's simply a matter of providing your e-mail details and can be done on-line via the website.

Experience has shown that the most effective way of stimulating attendance at a workshops is via a mail shot. Many Areas have very effectively used the services of the BMFA Leicester office to do this. Thye cost is modest, little more than the postage, and all you need to do is prepare the letter/advert and provide them with a copy. They will then send hard copy in the post to all the club examiners and instructors in your area, and or to whoever you request.

The use of some form of booking form / return slip in with the letter has also proven to be useful in stimulating attendance.

You could also seek to advertise the event in one of the various modelling magazines, but this may only find favour if there is a particular appeal, for example, coverage was provided in RC Jet International for the workshops associated with the launch of the Gas Turbine (Jet 'C').

Don't forget to inform and invite the Achievement Scheme Controller, as appropriate. He can't promise to be able to attend all the events that will be organised, but whenever possible, he will be there to help out in any way he can.

Keep a log of all those who register for the event and record their contact details. From this prepare an attendance form and get everyone to sign in on the day. This provides a handy reference of all those who attended, which is useful to both the Area and the attendees, especially if it is circulated in any follow up report of the event. An example attendance form is shown in **Appendix C**.

## **On the day:**

### ***Arrival & Welcome***

Agree and arrange early access to the site with the host club, and aim to be there at least an hour or so before the start time to meet and brief the helpers and also to set up any facilities, get teas and coffees on the go etc. This might include erecting any marquee and setting up the simulator trailer, if appropriate.

If you haven't already, agree who will deliver the site induction and or safety brief, ideally it would be best if could be delivered by the safety officer of the host club.

Introduce yourself to individuals as they arrive and guide them to the teas and coffees and at the same time ask them to sign the attendance record and check that their contact details are correct.

At the appropriate start time gather the attendees together and welcome everyone to the workshop, thank them all for attending and confirm that everyone has signed in. State the aims and objectives of the day and ask all the attendees to briefly introduce themselves, starting with yourself and the Area ACEs, so everyone knows who everyone else is and which clubs / areas they represent.

### ***Documentation***

Have sufficient copies of the relevant guidance and other documents for the tests to be covered during the workshop, at least one for each attendee. These should be included in a 'briefing pack' for each attendee, which should usefully include:-

- Programme for the day
- Site layout and or safety briefing note
- Clipboard & pen
- Score sheet for each of the tests to be covered
- Guidance document for each of the tests to be covered
- Feedback form

Wherever possible, you should e-mail copies of the above documents to participants in advance. At this stage it's also worth reminding examiners to bring along their examiner log-books if they have them. Unfortunately, many examiners don't use these, which is a great shame, as they provide an easy way of recording activity throughout the year and act a useful reference when it comes to preparing any annual report.

A supply of clipboards is available on request from the RCPAS controller, if required.

Remember that the guidance documents are reviewed by the ASRC on an annual basis and hence it is essential that you ensure you are using the correct up to date documents for the year in question. If your workshop is in 2015 and the guidance documents you have are dated 2014, you've got the wrong ones !

### ***Pre flight briefing***

For each of the tests to be covered during the workshop, a discussion / briefing should take place for each element of the test. The easiest way of doing this is to read out each element of the test concerned, using the relevant guidance document, and ask for comment and or a description of how the examiners think the particular element or manoeuvre should be carried out. This should include all the pre and post flight checks and pit / startup discipline. A plane on a stick is a very useful prop for describing the manoeuvres and a flip chart or whiteboard is also handy for diagrams of flight paths, start-finish points, positioning etc. Only once this 'talk through' has been complete for all the elements, should any flying take place.

### ***The demonstration/dummy test***

Score sheets should be provided to each of the examiners, which they are then asked to complete during the demonstration flight(s). An example score sheet is provided in **Appendix D**. This example is for the fixed wing 'B' certificate and should provide a useful template for other tests, by simply inserting the manoeuvres from the relevant guidance document for the specific test being flown.

As every examiner should be aware, any form of scoring during a normal achievement scheme test is not advised and is inappropriate. However, for the purposes of a workshop, some form of arbitrary scoring system is essential to provide a mechanism for the comparison of the judgement between individual examiners. Scoring is loosely based on a 1 – 10 scale, with a score of 5 - 6 being roughly equivalent to a pass. Space is also provided on the score sheet for the examiners to provide any comments and or observations to support their scores.

Each examiner should score the manoeuvres independently from all the others i.e. there should be no group or individual discussions **during** the flight. Only after the pilot has landed and recovered the model etc. should any group discussions take place.

### ***Post flight de-brief***

In a similar manner to the initial briefing, it's probably best to go through the flight, manoeuvre by manoeuvre, and compare notes and scores collectively from all the examiners. Some may feel that this process is intimidating, but previous workshops have shown that generally examiners and instructors are not adverse to speaking their mind ! There are many benefits of having a group discussion in this way, which helps enormously in terms of establishing consistency. Of course those that perhaps feel less confident don't necessarily have to speak, as there is always much to learn from just listening.

Instructors aren't necessarily required to provide a score, but should be encouraged to make an input during these discussions.

Also, ask the pilot how they thought the test went, what they thought went well and where they thought they could perhaps have done better. It's important to get their view of the test process, for example, was the test conducted in the manner they were expecting ? did the examiners view of how the manoeuvres should be flown match the guidance ?

This is important, as another useful outcome from all of these discussions might be feedback to suggest changes (hopefully minor) to the manoeuvres and or the guidance document(s).

Any such outcomes should be feedback by the organiser to the ASRC and the PASC for consideration in future revisions.

Prepare and encourage the attendees to complete a feedback form for the event. This will help you in you planning for future workshops. As an incentive, you could offer to enter all those who hand in a form into a free prize draw, with perhaps a bottle of wine or modelling goods as the prize. At previous workshops this has proven to be a very effective method of ensuring a good return! An example feedback form is provided in **Appendix E**.

The individual examiner score sheets **do not** necessarily have to be collected in at the end.

The object is to allow examiners to compare scores during the group discussions, so individuals can see where they are perhaps being more or less critical than others in their markings, and hopefully identify the reasons why. The object is not to 'name and shame' examiners, it is to arrive at an agreed consensus regarding the performance of the test. Individual examiners can then draw their own conclusions as to where their views 'fit' in relation to those of others, and hopefully identify any appropriate changes to their thinking for future tests.

Remind examiners to put an entry in their log book and offer to sign it, if required.

### ***Formal tests***

Once the workshop element of the day has been completed, there will hopefully be a number of tests to conduct. Where possible, any of these formal tests should be conducted by the most appropriate examiners i.e. preferably those from the club of the individual wishing to take the test.

However, be aware that not all the examiners who attended, particularly those who have travelled any distance, may wish to stay for this element, so remember to thank everyone for attending before moving on to this element of the workshop. Don't forget to also thank the host club and any volunteers and finally don't forget to tidy up after the event. A follow up letter of thanks to the club secretary is also a thoughtful consideration.

### **Post workshop:**

#### ***Lessons learned***

Think about what worked well and what didn't. What would you change if you organised another? make a note of these observations for future reference. Given that you almost certainly won't have captured all the examiners within your area, you should think about holding another event some time in the future. The total number of examiners within most areas means that one workshop a year is probably a minimum, so try to include a workshop as a standing event on your yearly calendar.

#### ***Conclusions***

A written summary of the event (bullet points will be fine) with a record of the outcomes of the collective discussions would be a useful follow-up to send to all those who attended. This could also be circulated to any ACE's or club examiners who were unable to attend.

Also, a short account of the workshop, along with any photos you may have taken on the day, would provide an excellent article for the BMFA news. This would also help to promote both the achievement scheme in general and emphasise the usefulness of examiner / instructor workshops.

Please forward a short summary of any outcomes of your workshop to either the RC PASC or the ASRC, particularly if you have any suggestions for potential changes to any of the schedules and or the associated guidance documents.

Finally, if you do generate any additional and or amended documentation, that could usefully be used to support other workshops in the future, for example score sheets for other tests etc., please forward them to me and I will endeavour to have them added to the pool of documents available via the BMFA web site.

Duncan R McClure  
RC PAS Controller  
January 2015

## **Examiner Workshops**

Quick reference check list

### **Programme & content**

- *Decide tests to be covered in workshop - most appropriate for Area / demand*
- *Include provision for formal test yes/no*
- *Prepare programme of the day*

### **Funding**

- *Approach Area committee – a cost breakdown would be a useful detail*
- *Approach Local model shops – identify ‘what’s in it for them’*
- *Approach Importers / distributors – as above*

### **Venue**

- *Geographic location – reasonably central*
- *Facilities - club hut useful, but alternatives available - see below*
- *BMFA Marquee*
- *BMFA Simulator trailer*

### **Scheduling**

- *Spring or Autumn ? - timed to avoid other events*
- *Saturday to minimise disruption of club activities*

### **Numbers**

- *A few dozen a good target*
- *Avoid tuning people away*
- *Small can still be good – especially for your first event*
- *Secure helpers – host club ?*

### **Travel & Subsistence**

- *Contribution to travel cost could be significant*
- *Arrange for free tea/coffee/biscuits/crisps et. throughout day*
- *Arrange some form of free lunch – barbecue, sandwiches, pasties etc.*

### **Demonstration pilots**

- *Arrange for one or more in advance*
- *Experienced pilots should introduce errors*
- *No formal testing during demonstration flights*

### **Advertising**

- *Prepare advertising notice with all the details of the event – template in appendix*
- *Circulate to all ACEs and Club Examiners*
- *Circulate to all Area Clubs*
- *Circulate to adjoining Areas,*
- *Advertise on BMFA web site and or in BMFA News, where appropriate*
- *Advertise in model press, where possible / appropriate*

### **Arrival & Welcome**

- *Arrangements for early access to site*
- *Helpers, safety & site briefing – host club ?*
- *Everyone to introduce themselves*
- *Aims and objectives of the day*

### **Documentation**

- *Programme for the day*
- *Site layout and or safety briefing note*
- *Clipboard & pen*
- *Score sheet for each of the tests to be covered*
- *Guidance document for each of the tests to be covered*
- *Examiner log-books*
- *Feedback forms*

### **Pre flight briefing**

- *Read out and discuss each element of the test from the relevant Guidance document*
- *Ask for comment / input on how each element should be completed*
- *Discuss each element in turn & agree a consensus*
- *Stick plane useful to demonstrate manoeuvres*
- *White board or flip chart for diagrams etc.*
- *No flying until briefing completed*

### **The demonstration/dummy test**

- *Prepare score sheets*
- *Arbitrary 0 -10 scale, 5-6 equivalent to a pass*
- *Space for comments to support marking*
- *All elements of test scored independently – no comparing until after test*
- *Group discussion **only** after completion of test*

### **Post flight de-brief**

- *Discussion, element by element as per pre-brief*
- *Seek opinion of pilot*
- *Not a 'name and shame' exercise*
- *Note any feedback regarding schedule and or guidance document for ASRC & PASC*
- *Sign off log-books, as required*

### **Formal tests**

- *Close workshop and thank attendees and host club before any formal testing*
- *Tests conducted by the most appropriate examiner(s)*
- *Tidy when all tests completed*

### **Lessons learned**

- *What worked well and what didn't*
- *What would you do differently for your next workshop*

### **Conclusions**

- *Prepare brief report and circulate – include area examiners who could not attend*
- *Consider writing an article for BMFA News*
- *Feedback any suggestions for changes to schedules and or guidance to ASRC*
- *Copy any new additional documents (for example score sheets) that you generate to RC PASC*

**EXAMINERS WORKSHOPS**  
**Programme of the Day**

Start – **10.00**

1. Introduction & welcome to - Aim and format of the day
2. Safety Briefing (pit and flight line etc. Club representative)
3. Flight 1 - Fixed Wing 'A' Certificate
  1. Pre-flight briefing
  2. Scored flight – including pit / model safety etc.
  3. Post-flight review
4. Flight 2 - Fixed Wing 'B' Certificate
  1. Pre-flight briefing
  2. Scored Flight – including pit / model safety etc.
  3. Post-flight review
5. Lunch Break (**12.15 – 13.00**)
6. Flight 3 – Helicopter 'A'
  1. Pre-flight briefing
  2. Scored flight – including pit / model safety etc.
  3. Post-flight review
7. Discussion regarding questions element of test
8. Review of day
9. Tests
10. Close of Workshop (approximately **16.30**)



## British Model Flying Association

### South Midland Area Cordially Invite

### All Area & Club Examiners and Instructors to a Fixed Wing 'A' & 'B' and Helicopter 'A' Certificate Examiners / Instructors Workshop

Kindly hosted by  
Luton & District MFC on Saturday 24<sup>th</sup> May  
Commencing at 10.00  
Activities will finish at approximately 16.30

The site is located at **Offley**, just off the **A505** roughly half way between Luton and Hitchin. The closest post code is:- **SG5 3DZ** which is the **Red Lion** pub at the entrance to **Harris Lane**, which leads to the site.

This Examiner / Instructor workshop is being held to support the Achievement Scheme and to help improve consistency.

The purpose of the workshop is to allow Examiners, Instructors and pilots the opportunity to gain experience, share information and discuss the requirements of the 'A' and 'B' tests in a relaxed and informal environment. Examiners will be asked to 'score' individuals whilst they perform mock tests, following which there will be the opportunity to compare notes and discuss the flights and the test format in general.

Free refreshments will be provided throughout the day, along with sandwiches and snacks at lunchtime.

This is likely to be a popular event, but numbers are limited, so please contact Mick Eames, event organiser and South Midland ASC, as soon as possible for further details and to reserve your place; 01582 723112, 07773 607541 or e.mail [mick.eames@ntlworld.com](mailto:mick.eames@ntlworld.com)

There are also a limited number of places available for 'A' and 'B' test candidates who will be very welcome. Preference will be given to those who are prepared to have a go at demonstrating the manoeuvres during the workshop.

Appendix C

**BMFA ASRC Gas Turbine (Jet) 'C'  
Examiner Workshop Attendance List  
Merryfield – 20<sup>th</sup> April 2013**

<b>Name</b>	<b>Club / Area</b>	<b>Contact details</b>	<b>Status</b>
Duncan McClure Sig.	White Horse	<a href="mailto:duncanmcclure@hotmail.co.uk">duncanmcclure@hotmail.co.uk</a> 01793 851524 07816 468451	RCPASC
A N Other Sig.	South Midland		Club Examiner
Fred Bloggs Sig.			Area Chief
BMFA Bertie Sig.			Jet Flyer
Sig.			

**FW 'B' CERTIFICATE  
EXAMINERS SCORE SHEET**

Name:		Notes	Score – out of 10
BMFA No.	Status:		
<b>Task</b>			
	Suitable Model?		
	Understanding of club rules, No Fly Zone etc.		
	Role of helper.		
(a)	Carry out pre-flight checks as required by the BMFA Safety Codes		
(b)	Take off and complete a left (or right) hand circuit and overfly the take-off area.		
(c)	Fly a 'figure of eight' course with the crossover point in front of the pilot, height to be constant		
(d)	Fly into wind and complete one inside loop		
(e)	Fly downwind and complete one outside loop downwards from the top (a bunt).		
(f)	Complete two consecutive rolls into wind		
(g)	Complete two consecutive rolls downwind using the opposite direction of roll rotation to that used in (f) above		
(h)	Complete a stall turn either left or right		
(i)	Gain height and perform a three turn spin		
(j)	Fly a rectangular landing approach and overshoot from below 10 ft		
(k)	Fly a rectangular circuit in the opposite direction to that in (j) at a constant height of not more than 40 feet		
(l)	Fly a rectangular landing approach and land (wheels to touch within a pre-designated 30 metre boundary)		
(m)	Complete post-flight checks as required by the BMFA Safety Codes.		
	Answer a minimum of eight questions on safety matters from the BMFA Safety Codes and local flying rules.		



**BRITISH MODEL FLYING ASSOCIATION**

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