

REGULATION
ON THE ORGANIZATION AND IMPLEMENTATION OF AVIATION ENGLISH
LANGUAGE TESTING
AT “ARMATS” CJSC

I. General Provisions and Definitions

This Regulation on the organization and implementation of Aviation English language testing at “ARMATS” CJSC (hereinafter referred to as the Regulation) defines the procedures for organizing and conducting the professional Aviation English language test – Test of English for Aviation (hereinafter referred to as TEA) at “ARMATS” CJSC (hereinafter referred to as the Company), the payment procedures, as well as the issuance of certificates confirming test results.

This Regulation has been developed based on the agreement concluded between Test of English for Aviation Ltd. (hereinafter referred to as TEA Ltd.) and the Company, according to which the Company has completed the certification process to become a TEA center and has obtained an official TEA testing license authorizing it to organize and conduct TEA testing.

Definitions used within the scope of this Regulation:

Candidate – eligible participants of the TEA testing:

Airside Driver

ATCO – en-route

ATCO – approach / aerodrome

ATCO – student

FISO

Helicopter Pilot

Private Pilot (aeroplane)

Professional Pilot (aeroplane)

Radio Operator

Student Pilot

Administrator – a person certified by TEA Ltd. who is responsible for the operation of the TEA center and the organization of the testing procedure.

Interlocutor – a person certified by TEA Ltd. who conducts the TEA test.

Resit Candidate – a candidate who retakes the TEA test.

An announcement and online registration information regarding the testing provided under this Regulation shall be posted on the Company’s official website in order to inform interested persons (Annex 3).

II. Application Procedure for Testing

To participate in the test, the candidate must submit the following documents at least 10 working days prior to the test date:

1.1. Completed Registration Form (electronic version) (Annex 1)

1.2. Scanned copy of passport or ID card

1.3. Payment receipt

All required documents must be sent to the Administrator's email address: tea.armats@gmail.com

The Registration Form must be completed in full. Incomplete applications are subject to rejection.

If the applicant is a resit candidate, this must be indicated in advance in the email message.

Candidates with special requirements must inform the Company at least six weeks prior to the examination and attach supporting medical documentation to the Registration Form. The Administrator shall then contact the candidate to consult and determine the necessary accommodations to meet the specified needs.

III. Testing Schedule

Testing is conducted upon request.

The exact date and time of the test shall be communicated to the candidate by email at least 5 working days prior to the test.

IV. Payment Procedure

A testing fee shall be established in accordance with the requirements of TEA Ltd. (Annex 2).

1.1. If the candidate is a resident of the Republic of Armenia, the fees specified in Annex 2 shall be paid in AMD at the exchange rate set by the Central Bank of Armenia for the day of payment (www.cba.am).

Payment must be made by bank transfer prior to the test date.

In case of absence or withdrawal from the test, the fee is non-refundable, except upon submission of a valid medical document within 5 working days. If a medical certificate is submitted within five working days after the test date, the full amount may be refunded, excluding administrative costs amounting to 25% of the test fee, or, at the candidate's request, a new test date may be scheduled.

In case of re-testing, payment shall be made in full.

In case of appeal, fees shall be established in accordance with the requirements of TEA Ltd. (Annex 2).

If the candidate is an employee of the Company, the mandatory recurrent testing fee shall be covered by the Company, except in cases of resit or appeal.

V. Documents Required on the Test Day

On the day of testing, the candidate must present:

The original passport or ID card indicated in the Registration Form

A printed copy of the Registration Form

VI. Testing Procedure

The candidate's identity shall be verified by the Administrator against the information provided in the Registration Form.

Immediately prior to the test, the candidate shall be photographed by the Administrator.

The test shall be conducted by one Interlocutor and shall be fully audio and video recorded.

The average duration of the test is 20–30 minutes.

VII. Issuance of Test Results

TEA test results shall be issued in the form of an electronic certificate (e-certificate).

The certificate shall be issued within up to 10 working days after the test.

The authenticity of the certificate may be verified via QR code.

The certificates confirming test results shall be sent to the Administrator's email, after which the Administrator shall forward the certificate to the respective candidate.

VIII. Appeals

Candidates dissatisfied with their TEA test results may submit an appeal application to the Administrator for reassessment by an independent senior rater of TEA Ltd. Candidates must return the printed copy of the electronic certificate and pay the full appeal fee.

The candidate may appeal the results within one month after the certificate has been issued.

The appeal application must be submitted in writing.

To initiate the appeal process, the candidate must submit an application to the Administrator.

Appealed tests shall be reassessed by TEA Ltd., and the official appeal result shall be sent to the Administrator for forwarding to the appealing candidate. If the senior rater awards:

A higher and passing overall score (ICAO Level 4), the candidate shall receive an amended electronic certificate and the appeal fee shall be refunded.

An unchanged overall score, the candidate shall receive a copy of the electronic certificate, the original score shall remain unchanged, and the appeal fee shall not be refunded.

A lower overall score, the candidate shall receive a copy of the electronic certificate, the original score shall remain unchanged, and the appeal fee shall not be refunded.

Any complaint submitted by a candidate regarding the testing must be recorded by the Administrator, who shall immediately inform TEA Ltd. Certificates shall not be issued until the complaint has been reviewed and resolved.

IX. Final Provisions

This Regulation applies to all candidates participating in TEA testing organized and conducted by the Company.

In case of violation of the requirements of this Regulation, the candidate may be excluded from testing without refund of the fee.

Annex 1, Annex 2, and Annex 3 form an integral part of this Regulation.

This Regulation shall enter into force upon approval by order of the General Director.

ANNEX 1
to the Regulation
on the Organization and Implementation of
Aviation English Language Testing
at “ARMATS” CJSC

FEES RELATED TO TEA TESTING

The following fees are established for TEA testing services:

№	Service Name	Fee
1	TEA Testing	160 EUR
2	Re-testing	160 EUR
3	Appeal of Test Result	160 EUR
4	Issuance of Duplicate Electronic Certificate	15 GBP

**ANNEX 2
to the Regulation
on the Organization and Implementation of
Aviation English Language Testing
at “ARMATS” CJSC**

REGISTRATION FORM

REGISTRATION FORM



The information you provide will appear on your TEA certificate.
The spelling should be exactly the same as on your ID document.
You must agree to the Terms and Conditions.

FIRST

NAME(S)

SURNAME

(S)

SEX

Male

Female

Not given

DATE OF BIRTH (day / month / year)

NATIONALITY

FIRST LANGUAGE

PASSPORT / ID CARD NUMBER

EMAIL ADDRESS*

TELEPHONE

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

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):

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

PLEASE CONFIRM:

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:

I agree with all the Terms and Conditions detailed on Page 2 of this document ('CANDIDATE RULES, REGULATIONS and DATA')

YES NO

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, I consent to the Terms and Conditions contained in this document and that TEA Ltd may contact me for test quality control purposes"

CANDIDATE ELECTRONIC SIGNATURE (print your full name)

[Redacted signature area]

DATE (day / month / year)

[Redacted date area]

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

[Redacted ink signature area]

TERMS & CONDITIONS



CANDIDATE RULES , REGULATIONS and DATA

You must:

- Provide your national identity 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 that no electronic devices capable of recording are present in the test room. Any candidate who takes an electronic device into the test room will be disqualified.
- Agree to have a photo of you taken immediately before the test begins. This picture will be used on your certificate.
 - Agree to have your test audio-recorded.
- Notify the test personnel on the test day if the test day conditions in any way impede your performance.

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.
- 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.
 - Make copies of images of test materials.

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.

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.

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.

Your 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

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](#)).

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 / Phone 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 authentication, user id and password.

For how long will the 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).

How will your data be used?

When you take the Test of English for Aviation, your spoken responses are recorded. These recordings, together with written test data, are used carefully and responsibly for the following purposes:

1. Assessment
 - Examiners listen to your recordings to evaluate your English proficiency against the ICAO Language Proficiency Requirements.
 - The recordings provide a permanent and reliable record to support examiner scoring and moderation.
2. Quality Assurance
 - Recordings may be reviewed to check scoring consistency and fairness.
 - They are also used in examiner training and standardization, ensuring that all raters apply the same benchmarks.
3. Compliance & Record Keeping
 - Recordings are stored securely for the period required by regulatory authorities.
 - They provide an audit trail in case of appeals, complaints, or regulatory reviews.
4. Research & Development
 - Data and recordings may be used to improve test design, strengthen reliability, and develop new tools for aviation English training and assessment.
 - Data may also be used in wider research, including model training, testing, and evaluation of new systems.
 - Your recordings may be used to improve speech and language technologies, including artificial intelligence (AI). All personal identifiers (such as your name, employer, date of birth, or other information that could identify you) will be removed or anonymized before the data is shared. Your anonymized recordings may be licensed to organizations for AI/ML research and development. Licensees may use the data for training and testing AI models, but they are not allowed to resell, reassign, or redistribute the dataset.

Website Content

TEA Test and Purpose

The TEA test is an English language proficiency assessment designed for the aviation industry and is used for the certification of aviation specialists. It evaluates a candidate’s level of English proficiency in accordance with international ICAO requirements.

Main Objectives of the TEA Test

- To assess the candidate’s ability to communicate in English in accordance with ICAO language proficiency requirements
- To evaluate language skills in non-routine situations
- To help ensure and improve aviation safety in an international environment
- To provide an official certificate of English language proficiency that may be submitted to the licensing authority for the issuance or validation of an ATCO (Air Traffic Controller) license

Structure of the TEA Test

The TEA test lasts approximately 25–30 minutes and is conducted face-to-face with one interlocutor/examiner. It consists of three parts:

Part 1: Interview

The candidate answers questions related to their aviation activities and general aviation topics. There are no “right” or “wrong” answers; what matters is responding fully and clearly.

Part 2: Interactive Listening Comprehension

Part 2 consists of three sub-parts: 2A, 2B, and 2C. In each sub-part, you will listen to recordings in English.

The recordings will be played once. Upon the candidate’s verbal request, they may be played a second time. It is not permitted to request a third replay. Frequent repetition may indicate weaker listening skills and could negatively affect the score.

Part 2A

You will hear 6 recordings in which a pilot or air traffic controller is speaking in a non-routine aviation situation.

After each recording, you must fully answer the following two questions:

- “What was the message?”
- “Who do you was speaking – a pilot or a controller?”

You will be given a task card with these two questions printed on it. After the interlocutor’s instruction, “Report what you can,” you must describe the situation using your own words or the wording used in the recording.

If the full information is not provided, this will negatively affect the score.

Part 2B

You will hear 4 recordings in which a pilot or a controller describes a problem.

The interlocutor will provide a pen so that the candidate may take notes on the task card while listening. After each recording, you will be instructed to “Report what you can.”

You must present the message as fully as possible and provide as many details as you can. Failure to provide complete information may negatively affect your score.

Part 2C

You will hear 3 recordings involving more general non-routine situations.

After each recording, the interlocutor will instruct you to:

- “Ask questions” within 20 seconds
- Then give advice (“What advice would you give to this speaker?”) within 20 seconds

Part 3: Description & Discussion

The candidate will be given two pictures on a similar theme to describe and compare.

First, a picture will be shown, and the candidate will be instructed to describe it within 30 seconds. Then, the second picture will be shown, and several questions will be asked about both pictures.

Useful Links for TEA Test Preparation

The TEA test website (Learning Advice – AviationEnglish.com) contains useful information and guidance for exam-day preparation.

To prepare effectively, it is recommended to visit www.tea-test.com and:

- Listen to the sample test
- Study the guide
- Complete the Part 2 task

TEA Test Organization and Administration Process

Candidates must arrive at the TEA Centre (“ARMATS” CJSC, 33 I. Gasparyan Street) at least thirty minutes before the exam so that the administrator can verify the candidate’s details and take a photograph (which will appear on the certificate). There is no need to bring a photo.

Candidates must bring the passport or ID document used for registration. Without it, they will not be allowed to take the test. No other items are required. Recording devices and mobile phones must remain outside the examination room.

The test will be audio-recorded for security and quality assurance purposes. If a candidate is dissatisfied with any aspect of the exam-day procedures, they must speak with the administrator on the day of the exam.

Test results will not be available on the exam day, so please do not request them.

The interlocutor will not provide any indication of your performance. If there are any concerns regarding the exam day, including complaints, a formal written complaint must be submitted to the administrator within 48 hours after the exam.

Assessment Criteria

The TEA test is assessed according to six criteria (pronunciation, structure, vocabulary, fluency, comprehension and interaction) based on the ICAO Language Proficiency Rating Scale, with levels ranging from 1 to 6.

The final level is determined by the lowest score achieved in any of the six criteria.

Who Is the TEA Test Intended For

The TEA test is intended for the following aviation specialists:

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