
INFORMATION CIRCULAR

INTRODUCTION OF ONLINE BOOKING FOR WORKSHOP CERTIFYING STAFF EXAMS AND RADIO TELEPHONY EXAMS (GROUND STAFF)

Purpose

- 1 This Information Circular informs candidates of the implementation of online booking for Workshop Certifying Staff (WCS) and Radio Telephony (RT) (Ground Staff) examinations.

Overview of the Online Booking

- 2 CAAS has implemented online booking for WCS and RT examinations. With this implementation, the existing manual booking over the counter (or by mail) for such examinations will be discontinued.
- 3 Candidates will continue to sit for these examinations in paper-based format, and at the usual examination centre located in the Singapore Aviation Academy (SAA).
- 4 All candidates need to register for the examinations through <https://tasman-caas-candidate.aspeq.com/>. First-time users of this system will need to create an account with the online booking system. The online account will allow the user to:
 - a. Book an examination;
 - b. Reschedule or cancel a booked examination;
 - c. Make payment;
 - d. Print examination notification;
 - e. Print payment receipt; and
 - f. Print examination result slip.
- 5 Candidates will be issued a Username/ Customer number upon successful registration. Candidates have to remember this Username/ Customer number to log on to the system.
- 6 Payment for the examination is to be made at the point of booking. The system only accepts payment by Visa or Mastercard credit/ debit cards.
- 7 The examination results will normally be released within 5 working days from the date of the examination. The candidate will have to log on to his account in the system to retrieve and print the results.

Exam Sessions

- 8 The WCS and RT examinations will be available for online booking with immediate effect.
- 9 Candidates will be able to view the examination schedule online.

Queries

- 10 If you have any enquiries, please contact:

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