

REGISTRATION FORM



1. The information you provide will appear on your TEA certificate.
2. The spelling should be exactly the same as on your ID document.
3. 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:

- ① 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:

- ② My Authority requires the test to be conducted under UK CAA
approval (if you are not sure, we advise you to select YES)

YES NO

- ③ 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)

DATE (day / month / year)

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

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.