



UK Civil Aviation Authority e-examinations Terms and Conditions

Flight Crew Licence (FCL) and Aircraft Maintenance Licence (AML) Electronic Examinations

Preamble

The UK Civil Aviation Authority (CAA) operates a strict code of conduct in the administration and delivery of all examinations. E-Examinations is a regulated service that must comply with CAA and EASA regulations. Candidates are required to review and abide by the following terms and conditions.

Reporting Time and Identification

Present your Examination Booking Confirmation slip to the exam Invigilator at your confirmed venue at least THIRTY MINUTES prior to the start of each examination. You will also be required to prove your identity by producing the photographic identification which must be the same document as stated during your examination registration and as verified by the CAA.

Your identity document will be checked at the time of your examination and the document must be valid (current) at that time. You will not be allowed to sit the examination and you will forfeit your fee if you do not produce this identification document.

Failure to attend the scheduled test or late arrival will result in you not being allowed to sit and forfeiture of the full examination fees.

If you are not the person named in the examination booking confirmation advice slip, you will not be permitted to sit the exam.

Examination Transfers and Cancellations

Deadlines for cancellations/transfers and closing sessions to future bookings:

- Cancellations and transfers are for calendar days;
- All times and dates for actions are based on the local time zone and calendar days where the examination is being held. Cancellations and transfers work from the session start time.
- All venues will be closed for bookings and changes in the e-Exams system 72 hours prior to the first day of the examination sitting. A sitting shall be a period of examinations as determined by the CAA.

Flight Crew Examinations (FCL) e-Examinations:

Action	£	Rules	Notes
Transfer Fee	£0.00	After booking and up to 7 calendar days before the session start time	No charge applicable
	Full loss	Within 7 calendar days of the examination session start time	Payment will be deducted from the fee paid.
Cancellation Fee	£0.00	After booking and up to 7 calendar days before the session start time	No charge applicable
	Full loss	Within 7 calendar days of the examination session start time	Payment will be deducted from the fee paid.
Did Not Attend (DNA)	Full loss	DNAs are fully chargeable.	Please contact the CAA Examinations Administration Team if you have a medical certificate or compassionate reasons for not attending. *

Aircraft Maintenance Licence (AML) e-Examinations:

Action	£	Rules	Notes
Transfer Fee	£0.00	After booking and up to 14 calendar days before the session start time	No charge applicable
	Full loss	Within 14 calendar days of the examination session start time	Payment will be deducted from the fee paid.
Cancellation Fee	£0.00	After booking and up to 14 calendar days before the session start time	No charge applicable
	Full loss	Within 14 calendar days of the examination session start time	Payment will be deducted from the fee paid.
Did Not Attend (DNA)	Full loss	DNAs are fully chargeable.	Please contact the CAA Examinations Administration Team if you have a medical certificate or compassionate reasons for not attending. *

Fees are as published in the CAA Scheme of Charges (visit www.caa.co.uk) which is currently in force, reissued annually in April, or as stated on the www.caainternational.com website for International venues.

*If the candidate is unable to attend the examination due to medical reasons or other reasons which may be considered acceptable to the CAA, the candidate must contact the CAA with a medical certificate or other supporting document(s). This must be received no later than 5 days after the examination date. The CAA has the sole discretion to accept or reject the reason for the absence. If this is accepted the candidate will be rebooked to another session.

Results and Knowledge Deficiency Reporting

Results of examinations are available once the examination sitting is closed by the CAA Administration Team. A 'sitting' shall be a period of examinations as scheduled by the CAA to occur within a working week.

An e-mail notification will be sent to the candidate (and ATO for flight crew where a membership relationship exists) to advise once the results are available in the candidate's e-Exams TASMAN account. To obtain the result information the candidate must log onto the examination system, via the CAA portal website, and download the result notification. The candidate will receive a separate result notification for each examination they have completed.

Note: The result notification for AML essay examinations will be available 10 working days after the examination sitting.

Each result notification will provide a statement of the candidate's knowledge deficiency, this report is generated by matching questions failed by the candidate to the published learning objectives from the EASA Syllabus. Candidates whose score is less than 50% will not receive a knowledge deficiency report.

Note: This does not apply to AML essay examinations.

Examination validity periods and pass rules for flight crew are published in CAP 804. For AML these details are described in EASA Part-66.

Examination Rules and Instructions

You are required to observe the terms and conditions of examinations conduct, including all Invigilator instructions, at all times. Failure to do so will result in sanctions being applied to the candidates for misconduct.

The following rules are for you to read prior to arriving at the examination centre. Failure to follow these rules may lead to your disqualification from the examination.

- All examinations are conducted in a secure and invigilated environment. You will be greeted by the Lead Invigilator on the day of sitting. You are required to present your identification document and booking confirmation slip to the Invigilator at the examination centre. You will be required to sign the Attendance Register, and by doing so, you are also confirming that you have read and understood the "Notice to Candidate" which appears on the last page of the booking confirmation slip.
- All examination desks are equipped with a monitor, keyboard, a mouse and all CAA supplied materials ready for the e-Examinations to commence.
- You must deposit all belongings (coats, headwear and bags) in the area specified by the Invigilator. You are only allowed to bring to the examination room items that are specified in the permitted list of materials. You will have

received in your booking confirmation a list of permitted, prohibited and supplied materials for the specific examination subject being sat. Only permitted or supplied materials will be available for use, no other items.

- A verbal briefing will be delivered to all candidates by the Invigilator and you will be asked to read and accept (by signing) the examinations conditions presented in an e-Examinations Candidate login form available on each candidate's designated desk. Your examinations will be invalidated if you fail to sign the login form. The **Examination Candidate Login Form** carries information such as your Name, Workstation No., Client ID, Login Pin, and instructions to candidates. You may use the reverse side of this form for your rough work. You must return this form to the Invigilator before you leave the examination centre.
- At your assigned workstation, place your booking confirmation and identification document on the top left hand corner of the table to facilitate routine checking by the Invigilator during the examination.
- You will be instructed by the Invigilator to enter your login details. Do not click the 'start' button until instructed. Once you have logged on, check that your name and the examination displayed on your screen are correct. Alert the Invigilator if any of these details are wrongly displayed. You may click the start button only when the Invigilator gives the permission for you to do so. The examination will then continue until the duration is completed or the examination is ceased early by you.

Note: For AML essay examinations, candidates will be provided with dedicated 'essay answer paper' on which the candidate must hand write their answer.

- When an examination is completed by you, you will be required to raise your hand to attract the attention of the Invigilator who will then finalise the examination to permit you to leave.

NOTE: THE FOLLOWING IS STRICTLY PROHIBITED:

- CANDIDATES USING ANY ITEMS NOT DESCRIBED IN THE PERMITTED OR SUPPLIED MATERIALS LIST. CALCULATORS ARE NOT PERMITTED FOR ANY AML EXAMINATIONS.
- ANY MOBILE PHONE, COMMUNICATIONS DEVICE, STORAGE DEVICE, ELECTRONIC OR OTHERWISE.
- ANY VIDEO IMAGING OR AUDIO RECORDING DEVICES.
- THE REMOVAL OF ANY MATERIALS SUPPLIED BY THE CAA.
- OFFENSIVE OR AGGRESSIVE BEHAVIOUR TOWARDS CAA STAFF OR ANY CAA CONTRACTORS.

Where permissible under applicable local law CCTV may be used to record the examination for the purposes of ensuring candidates' and invigilators' safety and monitoring the behaviour of candidates.

If you choose to leave the examination room before you have finished your examination you must be accompanied by an Invigilator. Your allotted examination time will continue to run and no additional time will be permitted.

Reference may only be made during examinations to publications listed as "permitted" or "supplied" materials in your booking confirmation.

FAILURE TO COMPLY WITH EXAMINATION REGULATIONS

Any infringement of examination regulations may result in the candidate being disqualified in any subject that has been taken and barred from further participation in future examinations. If a candidate chooses to ignore any of these regulations, immediate removal from the examination room may be imposed.

On attendance at the Examination Venue you will be required to sign the Attendance Register, in signing this you are agreeing not to be involved in any behaviour considered by the CAA as Malpractice.