

# **Safety and Airspace Regulation Group**

General Aviation Unit



## **Standards Document 11 - Version 15**

**Procedures & conduct for all GA Theoretical Knowledge Examinations  
(Paper-based and electronic)**

**Requirements for the grant of Ground Examiner and Custodian of Examination Papers  
Authorisation.**

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## 1 Amendment Status

Date	Version	Pages	Summary
November 2017	13	Complete revision	<ul style="list-style-type: none"> <li>• Update with ANO 2016.</li> <li>• Updating CEP and GR requirements.</li> <li>• Updating examination procedures to include sanctions for cheating or failure to follow procedures.</li> <li>• Inclusion of all current examinations.</li> </ul>
December 2020	14	Complete revision	<ul style="list-style-type: none"> <li>• CAA address details updated and removal of telephone numbers.</li> <li>• Update to EASA/EU references.</li> <li>• CEP application changes.</li> <li>• Removal of the number of sittings within validity requirements.</li> <li>• Procedure for FRTOL and Communications paper.</li> <li>• Update to NPPL(A) Microlight examinations.</li> <li>• Transition for NPPL(A) Microlight examination papers to new examination papers.</li> <li>• Conduct of eExams.</li> <li>• Exam supervision for eExams.</li> <li>• Post examination administration for eExams.</li> <li>• Candidates who are proven to be cheating in eExams.</li> <li>• Examiner briefing to include that all answers must be on the answer sheet and not on roughworking paper.</li> <li>• Current eExams listed.</li> <li>• Updated NPPL(A) Microlight examinations with new examination numbers.</li> <li>• Updated PPL(G) examinations with new examination numbers.</li> </ul>
May 2022	15	Complete revision	<ul style="list-style-type: none"> <li>• New Annex added for Part-BFCL BPL e-exams</li> <li>• New Annex added for Part-66L AML e-exams</li> <li>• Full revision of existing information</li> </ul>
December 2023	15	Page 3 Page 12	<ul style="list-style-type: none"> <li>• Update to amendment status.</li> <li>• Removal of transitional arrangements for new NPPL(A) microlight Examinations.</li> <li>• Addition of transitional arrangements for PPL(BA) new examinations.</li> <li>• New PPL(BA) examinations.</li> </ul>
August 2024	15	Page 9	<ul style="list-style-type: none"> <li>• Removal of Electronic Flight Computer as permitted material</li> </ul>

## 2 Scope

The UK Regulation (EU) No. 1178/2011, lays down the technical requirements and administrative procedures for the licensing of pilots. Annex VI (Part-ARA) is the Authority Regulations, ARA.FCL.300 Examinations Procedures states:

- (a) The CAA shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.
- (b) The CAA shall establish appropriate procedures to ensure the integrity of the examinations.

Article 168 of the Air Navigation Order 2016 (as amended);

The CAA may, for the purpose of articles 36 and 187 and Chapter 3:

- (a) Approve any course of training or instruction;
- (b) Authorise a person to conduct such examinations or test as it may specify; and
- (c) Approve a person to provide any course of training or instruction.

In accordance with those provisions, this document sets out the requirements for the grant of the Ground Examiner and Custodian of Examination Papers Authorisations and the arrangements and procedures for the conduct of the following theoretical knowledge examinations in the UK:

1. Part-FCL Light Aircraft Pilot Licence (Aeroplanes and Helicopters),
2. Part-FCL Private Pilot Licence (Aeroplanes and Helicopters),
3. NPPL (Simple Single Engine Aeroplanes (SSEA), Self-Launching Motor gliders (SLMG) and Microlights),
4. Private Pilot Licence (Balloons and Airships),
5. Private Pilot Licence (Gyroplanes),
6. Instrument Meteorological Conditions (IMC) Rating/Instrument Rating (Restricted).
7. Seamanship Rating
8. Part-BFCL BPL Balloon Pilot Licence

The UK Regulation (EU) No. 1321/2014, lays down the technical requirements and administrative procedures for the licensing of aircraft maintenance personnel. Subpart C to Section B of Annex III (Part 66) is the Procedures for the CAA.

66.B.200 Examinations state the procedures to be followed for the examinations conducted by the CAA for the issue of:

1. Part-66L Aircraft Maintenance Licence

## UK-EU Transition

At 23:00 on 31 December 2020 the UK left the European Union aviation system, and as such is no longer part of European Union aviation institutions, including the European Union Aviation Safety Agency (EASA).

Some CAA website pages, publications and application forms will continue to refer to EU law or provide links to EU law websites, including the European Union and EASA. There is a rolling programme of updates underway to replace these references.

Please note that EU law no longer applies to the UK, and references and links to any EU web pages will not be an accurate description of your obligations or rights under UK law.

The CAA has published the law that applies on a new site at <https://www.caa.co.uk/uk-regulations>

## GA e-Exams - An Introduction

The GA e-Exams platform now covers Part-BFCL BPL, Part-66L AML as well as the 9 core PPL (A) and (H) TK exams relevant to the issue of a Part-FCL PPL or a Part-FCL LAPL in accordance with:

1. AMC1 FCL.210 for PPL(A) & AMC1 FCL.215 for PPL(H)
2. AMC1 FCL.115 for LAPL(A) & AMC1.FCL.120 for LAPL(H)

Additionally, PPL e-exams should also be used for the following UK National Pilot Licence TK exams as there is no change to these existing licensing arrangements. In summary:

1. Part-FCL PPL(A) e-Exams are used for LAPL(A), PPL(A) and NPPL (SSEA / SLMG) TK exams.
2. Part-FCL PPL(H) e-Exams are used for LAPL(H) and PPL(H) TK exams.

All theoretical knowledge ground examinations for private pilot licences and associated ratings and certificates are only conducted in English.

Upon satisfactory completion of the procedures laid down in this document, persons will be authorised to conduct and if required mark the exams and where applicable take responsibility for the security, upkeep and use of the examination papers. The continuation of this authorisation is dependent upon its validity being maintained and compliance with the procedures for conduct of the exams, as laid down in this document and any supplementary instruction issued by the CAA.

If, after reading this document, you still have general queries, please contact the General Aviation Unit:

Civil Aviation Authority  
Aviation House  
Beehive Ring Road  
Crawley  
West Sussex  
RH6 0YR

Email: [ga.ga@caa.co.uk](mailto:ga.ga@caa.co.uk)

For enquires relating to PPL e-Exams please contact the CAA Exams team:

Tel: 0330 022 1972  
Email: [PPLExams@caa.co.uk](mailto:PPLExams@caa.co.uk)

### 3 Requirements for Custodians of Examinations Papers (Hard Copy Paper)

In accordance with Article 168 of the UK Air Navigation Order 2016 (as amended) the UK CAA may authorise a person to conduct such examinations or tests as it may specify.

#### Requirements for Custodians of Examination Papers (CEP) Authorisation

- 3.1.1 CEP is the formal title given to the nominated person at each training organisation holding responsibility for the papers. Only one CEP can be allocated per training organisation [per category of aircraft].
- 3.1.2 To qualify for acceptance as a CEP the applicant must hold an authorisation as a Ground Examiner (GR) or be nominated as the Head of Training (HoT) at an Approved Training Organisation (ATO) or Declared Training Organisation (DTO) in the category of aircraft for which examinations are to be conducted.
- 3.1.3 The CEP shall not have been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the Basic Regulation and its Implementing Rules during the last 3 years.
- 3.1.4 The CEP shall be nominated by either the Accountable Manager, Head of Training, Chief Flight Instructor or other Accountable Representative at the nominating training organisation, as a person of integrity who will take responsibility for the security and upkeep of the papers.
- 3.1.5 Examiners conducting examinations for the NPPL or PPL(G) do not require a supporting training organisation.
- 3.1.6 The CEP will be required to acknowledge their acceptance of responsibility for the security and upkeep of the examination papers on the application form as detailed in section 3.
- 3.1.7 It is the responsibility of the CEP to ensure that their GR authorisation remains current and valid, if applicable, while they hold this role. If the CEP is no longer employed by a training organisation, or their GR authorisation expires, the examination papers and answer booklet must be returned to the CAA
- 3.1.8 The examination papers remain the property of the CAA. As such if they leave the role of CEP/GR at the training organisation, the examination papers and answer booklet must be returned to the CAA.

## 4 The Privileges and Requirements of the Ground Examiner (GR) Authorisations

### General Requirements for Ground Examiner (GR) Authorisation

- 4.1.1 The GR shall have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the Basic Regulation and its Implementing Rules during the last 3 years.
- 4.1.2 The CAA requires a GR(A) and (H) to be sponsored by a training organisation in order to conduct Part-FCL LAPL and PPL examinations. Sponsorship must be made by a nominated post holder within the training organisation.
- 4.1.3 A training organisation may sponsor as many GR (A) and (H) as required to meet their operational need and each GR shall make an individual application to the CAA.
- 4.1.4 A GR (A) and (H) can be sponsored by multiple training organisations. Each sponsorship will require an individual GR application to the CAA. Sponsorship is not required for a GR solely conducting examinations for the NPPL, PPL(BA) and PPL(G).
- 4.1.5 It is the responsibility of the GR to ensure that their authorisation remains current and valid while they hold this role. If a GR authorisation has expired and theoretical knowledge examinations have been conducted following the expiry of the GR authorisation, the theoretical knowledge examinations will not be accepted towards licence issue.
- 4.1.6 The application for the grant of a GR is shown at section 5. In order that they may be kept informed of any changes to including updates to examination papers or changes to e-Exams, all examiners are required to advise Licensing, Shared Service Centre, of any change of permanent, postal and e-mail addresses.

### Specific Requirement and Privileges for Each Category of GR Authorisation

#### 4.1.1 Ground Examiner Authorisation (Aeroplane) (GR (A))

The GR (A) examiner is required to hold or have held a Flight Instructor's Certificate (Aeroplanes) or an AOPA Ground Instructor Certificate.

The GR (A) examiner is authorised, for a period not exceeding 3 years, to conduct written e-Exams theoretical knowledge examinations for the grant of:

- Part-FCL LAPL(A) and PPL(A)
- NPPL(A) SSEA, SLMG and Microlights and will include the conduct of the ground examination for the IMC Rating/IR(R) if the Examiner holds or has held the privilege to instruct for the IMC Rating or Instrument Rating.

Authorisation will include the conduct of the ground examination for the Seaplane Rating if the Examiner holds or has held the privilege to instruct for the Seaplane Rating.

#### 4.1.2 Ground Examiner Authorisation (Helicopter) (GR (H))

The GR (H) examiner is required to hold or have held a Flight Instructor Certificate (Helicopters) or an AOPA Ground Instructor Certificate.

The GR (H) examiner is authorised, for a period not exceeding 3 years, to conduct written e-Exams theoretical knowledge examinations for the grant of:

- Part-FCL LAPL(H) and PPL(H)
- PPL(G)

#### 4.1.3 Ground Examiner Authorisation (Balloon and Airship) (GR (BA))

The GR (BA) examiner is required to hold or have held a BBAC Flight Instructor Certificate or a Part-BFCL Flight Instructor's Certificate (Balloons).

The GR (BA) is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of;

- Part-BFCL BPL
- PPL(BA)

#### 4.1.4 Ground Examiner Authorisation (Part-66L) – Sailplane/Glider examiner

The ground examiner for Part-66L e-exams must hold a current and valid FE(S) / FE(SFCL) certificate along with an authorisation email that states they have invigilator privileges in order to conduct Part-66L exams.

#### 4.1.5 Ground Examiner Authorisation (Gyroplane) (GR (G))

The GR (G) examiner is required to hold or have held a Flight Instructor Certificate (Helicopters) or (Gyroplane) or an AOPA Ground Instructor Certificate.

The GR (G) is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of;

- PPL(G)

#### 4.1.6 Flight Radio Telephony Operators Licence (FRTOL)

The GR may not conduct the ground based practical examinations for the issue of the FRTOL unless specifically authorised. For more information on the RT Examiner please see CAP 2118.

## 5 Application for the Grant of a CEP and GR Authorisations

### Application for the Grant of the CEP

5.1.1 The applicant for a CEP must send a written request to CAA with the required information to Licensing, Shared Service Centre CAA and is only required for physical paper exams.

### Application for the Grant of a GR Authorisation

Applications for grant of the GR should be made on SRG 1128 for Aeroplanes and Helicopters, SRG 1182 for Balloons and on the SRG 2102 for Gyroplanes and submitted with the required information and charge to:

Email: [examiners@caa.co.uk](mailto:examiners@caa.co.uk)

5.1.2 **Application for the grant of GR(A) to conduct only the UK NPPL(A) Microlight examinations should be made on form SRG1128 and submitted with the required information and application fee to:**

British Microlight Aircraft Association (BMAA)

Deddington

Banbury

Oxfordshire

OX15 0TT

Telephone: +44 (0) 1869 338888 Fax: +44 (0) 1869 337116 web: [www.bmaa.org](http://www.bmaa.org)

5.1.3 **Application for the grant of GR(A) to conduct only the UK NPPL(A) SLMG examinations should be made on form SRG 1128 and submitted with the required information and application fee to:**

British Gliding Association (BGA)

8 Merus Court

Meridian Business Park  
Leicester  
LE19 1RJ

Telephone: +44 (0) 116 289 2956 e-mail: office@gliding.co.uk  
web: www.gliding.co.uk

Fees for grant of the GR are laid down in the CAA Personnel Licensing Scheme of Charges and are payable on application. The CAA Personnel Licensing Scheme of Charges can be found on the CAA website.

**5.1.4 Application for the grant of GR(BA) should be made on the forms SRG 1182 and submitted to:**

British Balloon and Airship Club (BBAC)  
Cushy Dingle  
Watery Lane  
Llanishen  
Monmouthshire NP16 6QT  
e-mail: information@bbac.org  
web: www.bbac.org

**5.1.5 Registration for an AOPA Ground Instructor Course should be made through:**

Aircraft Owners and Pilots Association (AOPA)  
1 Jason Close  
Orsett  
GRAYS  
RN16 3DY  
Telephone: +44 (0) 20 7834 5631  
web: www.aopa.co.uk

## 6 Conduct of the Theoretical Knowledge Examinations - Paper-Based Exams

### Distribution of the Theoretical Knowledge Examination Papers

- 6.1.1 The CAA will send to the CEP at the training organisation an examination pack in paper format containing the following;
- Examination papers
  - Answer sheets
  - Answer booklet
  - Workbook for NPPL(A) Microlights

The CEP must confirm receipt of the examination pack to the CAA at pplexams@caa.co.uk.

### Security of the Theoretical Knowledge Examination Papers

- 6.1.2 The CEP and the GR must take adequate precautions to ensure that candidates are not able to obtain prior knowledge of the contents of the theoretical knowledge examination papers or answers. The CEP and GR are to:
- ALWAYS** ensure that examination papers are stored in a locked cabinet to which only they have access at the training organisation.
- NEVER** under any circumstances allow question papers or the master answers to be photocopied or copied in any way. All CAA theoretical knowledge examination papers are subject to copyright and unauthorised copying is a breach of this copyright. However, it is permissible to photocopy skeleton flight plans, provided that all copies are treated as securely as the question papers and answers and to photocopy blank answer sheets.
- NEVER** allow anybody else to have any access to the master answers.



**NEVER** allow anybody other than the invigilator referred to in section 5 and the candidate sitting the examinations at the time, to see the examination paper. Questions contained in examination papers are not to be revealed to, nor discussed with, other persons.

- 6.1.3 Any queries regarding the examination questions should be referred to the General Aviation Unit using pplexams@caa.co.uk.
- 6.1.4 Correct handling of the marked answer sheet is of paramount importance to the maintenance of the integrity of the examination questions. Please ensure that the procedures in section 5 are always followed.
- 6.1.5 In the event of a breach of security or unauthorised access to the examination papers, the CAA Examinations team must be notified immediately in writing using pplexams@caa.co.uk.

## Examination Facilities and Equipment

- 6.1.6 Ideally a separate room will be available for the candidate sitting the examination. If this is not available, then a quiet area within the facilities available must be set aside and clearly marked to show that an examination is taking place. A suitable table and chair must be provided for the candidate. Invigilators shall ensure that the examination facilities are appropriate for use:
  - a) If more than one candidate is sitting an examination, they should be seated so that they cannot read each other's screen.
  - b) Providing a suitable location where candidates' unauthorised materials such as personal devices can be kept during the examination and are inaccessible to candidates during the examination.
  - c) Making available to candidates any scrap paper and writing material, which must be collected at the end of the examination, regardless of whether it is used.
  - d) Ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
  - e) Toilet breaks: the invigilator must explain that there are no provisions for toilet breaks and the timer on a GA e-Exam cannot be stopped.
- 6.1.7 **ALWAYS:** ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
- 6.1.8 If more than one candidate is sitting an examination, they should be seated in a way so that they cannot read each other's examination papers. They should not speak to any person other than the invigilators.
- 6.1.9 Candidates may use the following equipment during an examination:
  - (a) a scientific calculator, or
  - (b) a mechanical navigation slide rule (DR calculator)
  - (c) a protractor
  - (d) a pair of compasses and dividers
  - (e) a ruler
- 6.1.10 Except equipment specified above, candidates should not use any other electronic equipment during the examination(s).
- 6.1.11 **NEVER:** permit any reference material or notes in the examination room, with the exception of the UK AIP for the IMC rating examination. Only the examination paper, specific documents and tools needed for the examination should be available to the candidate during the examination.

## Pre-Examination Administration

- 6.1.12 The identity of the candidate must be confirmed by photographic identification before an examination is taken.
- 6.1.13 The GR must ensure that the candidate has been recommended by the HoT or CFI at the training organisation where the candidate is completing their training for the theoretical knowledge examinations prior to attempting the examination.
- 6.1.14 **NEVER:** allow a candidate to sit the same paper twice. Any candidate who has failed a subject in three attempts must follow the procedure in section 11.

## Invigilation and Conduct During Examination

- 6.1.15 ALWAYS: Invigilation of the examination must be conducted either by the authorised GR or by a responsible person within the training organisation, appointed for the purpose by the GR.
- 6.1.16 Examination papers are provided to the invigilator by the CEP only.
- 6.1.17 Persons who are training towards the grant of a licence must not be used for invigilation duties.
- 6.1.18 ALWAYS: The invigilator must give the candidate an examination briefing prior to attempting the examination, this must include:
- (a) Confirmation of the examination to be attempted.
  - (b) Confirmation of the time limits and number of questions for this examination.
  - (c) Remind the candidate that the pass mark is 75%.
  - (d) Remind the candidate that all answers must be written or annotated on the answer sheet. Answers written on rough working paper will not be accepted.
  - (e) Remind the candidate that any infringement of examination rules may result in disqualification.
  - (f) Remind the candidate that any cheating may result in disqualification, as per the procedure in section 12.
  - (g) Confirm to that candidate that they will be given a five-minute warning before the end of the examination time limit.
- 6.1.19 ALWAYS: ensure the time limits printed at the head of each question paper are strictly observed.
- 6.1.20 ALWAYS: ensure that the candidates are given a five-minute warning before the end of their examination period.
- 6.1.21 ALWAYS: ensure that during the examination strict discipline and silence is maintained.
- 6.1.22 NEVER: enter into discussion about the content or interpretation of any question with the candidate during the examination.
- 6.1.23 All examination papers, associated documents and additional papers handed out to the candidates for the examination shall be handed back to the invigilator at the end of the examination.

A record should be kept by the invigilator of any circumstances i.e., noise or disturbance which may have affected the conduct of the examination. This will be required in the case of an appeal and must be kept with the examination result paperwork.

## 7 Theoretical Knowledge PPL VHF Communications (Comms) Examination Paper-based Exam

FRTOL examining arrangements are not part of PPL e-Exams implementation. FRTOL examiners may hold a PPL VHF Communications Theoretical Knowledge (TK) examination paper (Subject 090).

As FRTOL is not in the scope of e-Exams:

- (a) FRTOL examiners should continue to use the paper hard copy VHF Communications paper (Subject 090) to which they have access.
- (b) FRTOL Examiners should recognise a TK exams pass achieved in Communications (Subject 090) delivered by e-Exams.
- (c) A paper-based VHF Comms paper pass undertaken by an FRTOL Examiner will always count towards BOTH pilot licence and FRTOL issue.

Applicants for a stand-alone FRTOL, or where the examinations do not include a communications paper, are still required to take both the written and practical tests with an Authorised FRTOL Examiner. For further information on the FRTOL please see CAP2118.

## Validity Periods for the Acceptance of the Theoretical Knowledge Examinations: Paper-based and e-Exams for pilot licences only

- 7.1.1 Following the introduction of e-Exams there are no material changes to the number of TK Exam subjects, the TK syllabus from which the exams are referenced, the number of exam questions (total per exam set and total per subject), the examination time duration, pass mark, number of attempts or time period in a series.
- 7.1.2 For all Part-FCL licences the requirements of FCL.025 'Theoretical knowledge examinations for the issue of licences and ratings' are applicable.
- 7.1.3 Candidates and GR are reminded that the validity periods in FCL.025(b)(2) and (c)(1)(i) are fixed periods, not rolling validity periods:

FCL.025(b)(2): Unless otherwise determined in this Part, an applicant has successfully completed the required theoretical knowledge examination for the appropriate pilot licence or rating if he or she has passed all the required theoretical knowledge examination papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.

FCL.025(c)(1)(i): The successful completion of the theoretical knowledge examinations will be valid for the issue of a light aircraft pilot licence or a private pilot licence, for a period of 24 months counted from the day when the pilot successfully completes the theoretical knowledge examination in accordance with (b)(2).

- 7.1.4 For NPPL, PPL(BA) and PPL(G) the following validity periods apply for licence issue;
  - (a) Applicants for the NPPL(A) for SSEA/SLMG shall pass the same theoretical knowledge examinations as are required for a Part-FCL LAPL or PPL, to the same pass standards and within the same validity periods as required in FCL.025.
    - i. **Applicants for the NPPL(A) Microlights shall pass the theoretical knowledge examinations in the following subjects:**
      1. Aviation Law
      2. Human Factors
      3. Navigation
      4. Meteorology
      5. Microlight Technical
      6. Aircraft (Type) (Oral as part of the NPPL(A) Microlight GFT).

An applicant for a NPPL(A) Microlight shall pass all the examinations within a period of 24 months counted from the end of the calendar month when the candidate first attempted an examination, prior to applying for the licence.

- ii. **Applicants for the UK PPL(BA) shall pass the theoretical knowledge examinations in the following subjects:**
  - 1) Aviation Law
  - 2) Meteorology
  - 3) Airmanship and Balloon Systems (Hot Air Balloons)
  - 4) Navigation
  - 5) Human Performance and Limitations
  - 6) Airmanship and Aerostatics (Gas-filled Balloons)

An applicant for a PPL(BA) shall pass all the examinations within a period of 24 months counted from the end of the calendar month when the candidate first attempted an examination, prior to applying for the licence.

**iii. Applicants for the UK PPL(G) shall pass the theoretical knowledge examinations in the following subjects:**

1. Aviation Law,
2. Human Factors
3. Navigation
4. Meteorology
5. Gyroplane Technical.

An applicant for a PPL(G) shall pass all the examinations within a period of 24 months counted from the end of the calendar month when the candidate first attempted an examination, prior to applying for the licence.

### Transitional arrangements for PPL(BA) Examination papers to new Examination papers

- 7.1.5 From 1 December 2023, the new examination papers will be made available to Balloon Examiners.
- 7.1.6 From 1 January 2024, only the new examination papers may be used.
- 7.1.7 Any old examination papers used after 31 December 2023, will not be accepted for licence issue.
- 7.1.8 If a retake is required after 31 December 2023, the candidate must use the new examination paper. (If a candidate has already attempted a subject, the number of attempts count may be made up from a combination of old and new examination papers).
- 7.1.9 The validity period specified in paragraph 7.1.4 (a)(ii) for licence issue will also apply to candidates who have passed their examinations using a combination of old and new examination paper sets.
- 7.1.10 The old examination paper numbers.

Subject	Set Exam Numbers (old examinations)		
Aviation Law, Flight Rules and Procedures	B 01A	B 01B	B 01C
Meteorology	B 02A	B 02B	B 02C
Navigation	B 04A	B 04B	B 04C
Human Performance & Limitations	B 05A	B 05B	B 05C
Airmanship and Balloon Systems (for Hot-air Balloons only)	B 03A	B 03B	B 03C
Airmanship and Aerostatics (for Gas filled Balloons only)	TBC	TBC	TBC

- 7.1.11 If Examiners have any questions about the new set of examination papers, please contact [pplexams@caa.co.uk](mailto:pplexams@caa.co.uk).

## 8 Current Paper-Based Theoretical Knowledge Exams

8.1.1 The following specific subject papers are valid for **UK NPPL(A) Microlight** examinations:

Subject	Set Exam Numbers		
Aviation Law	M19A	M19B	M19C
Meteorology	M19A	M19B	M19C
Navigation	M20A	M20B	M20C
Human Factors	M19A	M19B	M19C
Microlight (Technical)	M20A	M20B	M20C

8.1.2 The following specific subject papers are valid for **UK PPL(BA)** examinations:

Subject	Set Exam Numbers		
Aviation Law	B 11A	B 11B	B 11C
Meteorology	B 12A	B 12B	B 12C
Navigation	B 14A	B 14B	B 14C
Human Performance & Limitations	B 15A	B 15B	B 15C
Airmanship and Balloon Systems (for Hot-air Balloons only)	B 13A	B 13B	B 13C
Airmanship and Aerostatics (for Gas filled Balloons only)	TBC	TBC	TBC

8.1.3 The following specific subject papers are valid for **UK PPL(G)** examinations:

Subject	Set Exam Numbers		
Aviation Law, Flight Rules and Procedures	GA18A	GA18B	GA18C
Meteorology	M99A	M99B	M99C
Navigation	M09A	M09B	M09C
Human Performance & Limitations	M96A	M96B	M96C
Gyroplane Technical	GA18A	GA18B	GA18C

8.1.4 UK Instrument Meteorological Conditions (IMC) Rating or Instrument Rating (Restricted) (IR(R)) examinations:

Subject	Set Exam Numbers		
IMC/IR(R)	IMC01	IMC02	IMC03

8.1.5 The following specific subject papers are valid as from for Seaplane rating examinations:

Subject	Set Exam Numbers		
Seaplane	One	N/A	N/A

8.1.6 The examination set numbers quoted here are those currently being issued. Examination results achieved on sitting earlier examination set numbers remain valid for licence issue in accordance with the validity timescales in this Standards Document.

## 9 Conduct of the GA Theoretical Knowledge e-Examinations

### IT System Requirements

- 9.1.1 The GA e-Exams system is an internet-based exams system accessible on a device with an internet connected Google Chrome browser. This means that no additional bespoke software is required. IT specifications have been kept to a base-level to accommodate a range of devices and networks. As the GA e-Exams system is a webpage, the system does not require significant computer processing power. Recommended specification for both computers and tablets are below.
- 9.1.2 For a non-technical specification, any computer or tablet that can comfortably run Microsoft Office applications such as Word and Excel should have no operating issues. An internet connection that provides reliable and stable internet browsing without slowing down (buffering) and can use applications without delay e.g. (weather, email, web browser, Facebook etc rather than games) should be adequate.

#### **Laptop / Desktop PC**

CPU speed	1.10 Ghz
Cores	4
RAM	4 Gb
Screen Size	13" min, ideally 15.1"
Screen Resolution	1280x800 or higher
Storage	128GB
Storage speed	5400 rpm (or SSD)
Operating System	Windows 10 – Earlier versions of Windows will still work

#### **Tablet**

CPU speed	1.10 Ghz
Cores	4
RAM	2 Gb
Screen Size	10.1" min, ideally larger
Screen Resolution	1280x800 or higher
Graphics	Hardware accelerated 2D graphics
Storage	16GB SSD
Operating System	Android 8.0 (Orio) or iOS 10

### PPL e-Exams User Instructions

- 9.1.3 Detailed instructions on how to use the PPL e-Exams system are available on the CAA website here:  
<https://www.caa.co.uk/general-aviation/pilot-training-organisations/ga-theoretical-knowledge-e-exams/>

The instructions are provided in CAP format as follows, including quick start guides:

1. GA e-Exams candidate Tasman guide: [CAP 1903A](#)
2. GA e-Exams candidate quick guide: [CAP 1903G](#)
3. GA e-Exams organisation Tasman guide [CAP 1903B](#)
4. GA e-Exams quick guide: Accessing the portal: [CAP 1903C](#)
5. GA e-Exams quick guide: Managing memberships: [CAP 1903D](#)
6. GA e-Exams quick guide: Booking and results: [CAP 1903E](#)
7. Professional and GA e-Services Terms and Conditions: [CAP 1903F](#)

These procedures are for pilot examinations undertaken using the e-Exams system. For Part 66L examinations please see Annex A to this document.

## Candidate Registration

- 9.1.4 GA e-Exams candidates are required to register on the CAA Portal. This is where a candidate's personal details and identification are confirmed by the CAA. This has a lead time of up to 10 working days and has no cost. Once candidate registration is confirmed on the CAA portal, GA e-Exams are an on-demand service managed by the candidate's training organisation.

## Organisation Registration

- 9.1.5 An organisation wishing to provide GA e-Exams needs to be set up on the GA e-exams IT system by the CAA. This is straightforward and can be arranged by contacting the CAA at [PPLExams@caa.co.uk](mailto:PPLExams@caa.co.uk)

## Examination Facilities and Equipment

- 9.1.6 Ideally a separate room will be available for the candidate sitting the examination. If this is not available, then a quiet area within the facilities available must be set aside and clearly marked to show that an examination is taking place. A suitable table and chair must be provided for the candidate.
- 9.1.7 **ALWAYS** ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
- 9.1.8 If more than one candidate is sitting an examination, they should be seated in a way so that they cannot see each other's screens. They should not speak to any person other than the Ground Examiner.
- 9.1.9 Each exam has different permitted, supplied and prohibited materials and is detailed in the candidates' booking confirmation accessible by the training organisation and also the candidate.
- 9.1.10 Except equipment specified explicitly in the exam, candidates should not use any other electronic equipment during the examination(s).
- 9.1.11 **NEVER** permit any unauthorized reference material or notes in the examination room. Specific documents and tools needed for the examination should be available to the candidate during the examination.

## VFR Navigation Chart for PPL e-Exams

- 9.1.12 Where an examination requires reference to a paper VFR Navigation chart this will be:
- 9.1.13 The current edition 1:500,000 Southern England & Wales VFR navigation chart can be found on the NATS website
- 9.1.14 It will always be the current edition rather than a specific edition number.

## Pre-Examination Administration

- 9.1.15 The identity of the candidate must be confirmed by photographic identification before an examination is taken.
- 9.1.16 The GR must ensure that the candidate has been recommended by the HoT or CFI at the training organisation where the candidate is completing their training for the Theoretical Knowledge examinations prior to attempting the examination.
- 9.1.17 **ALWAYS:** The Ground Examiner must give the candidate an examination briefing prior to attempting the examination, this must include:
- Confirmation of the examination to be attempted.
  - Confirmation of the time limits and number of questions for this examination.
  - Remind the candidate that the pass mark is 75%.
  - Remind the candidate that any infringement of examination rules may result in disqualification.
  - Remind the candidate that any cheating may result in disqualification, as per the procedure in Section 12.



- f) Confirm to that candidate that they will be given an advance on-screen warning before the end of the examination time limit.
- 9.1.18 **ALWAYS:** ensure that during the examination strict discipline and silence is maintained.
- 9.1.19 **NEVER:** enter discussion about the content or interpretation of any question with the candidate during the examination.
- 9.1.20 All rough working paper, associated documents and additional papers handed out to the candidates for the examination shall be handed back to the Ground Examiner at the end of the examination.
- 9.1.21 A record should be kept by the invigilator of any circumstances i.e., IT system failure, noise or disturbance which may have affected the conduct of the examination. This will be required in the case of CAA follow up.

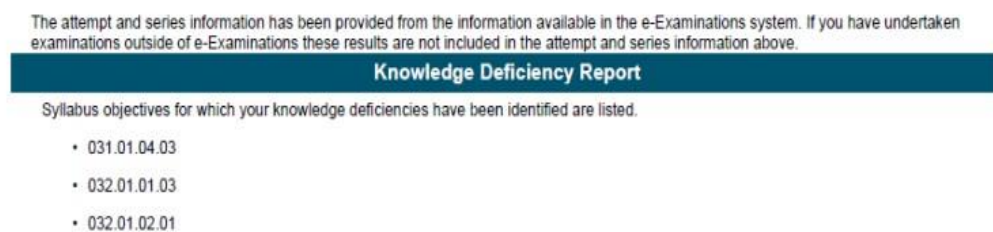
## 10 Exam Supervision during a GA e-Exam

### Introduction

- 10.1.1 The GR is responsible for supervision of the exam candidate during the entire exam.
- 10.1.2 Remotely conducted examinations are not permitted e.g., candidate located elsewhere, and exam taken on a video telephony software system e.g., Zoom.
- 10.1.3 As GA e-Exams is an internet-based platform the GR shall ensure the exam candidate does not access other internet material whilst taking the exam. Accessing other material during an exam should be considered as cheating.
- 10.1.4 Invigilators shall ensure that the examination facilities are appropriate for use:
  - a) That all e-Exam equipment including computer(s), installed applications, and internet access are secure and sufficiently serviceable to conduct an e-Exam.
  - b) A separate room shall be made available for the candidate(s) sitting the examination(s).
  - c) A suitable table and chair must be provided for the candidate. If more than one candidate is sitting an examination, they should be seated so that they cannot read each other’s screen.
  - d) Providing a suitable location where candidates’ unauthorised materials such as personal devices can be kept during the examination and are inaccessible to candidates during the examination.
  - e) Making available to candidates any scrap paper and writing material, which must be collected at the end of the examination, regardless of whether it is used.
  - f) Ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
  - g) Toilet breaks: the invigilator must explain that there are no provisions for toilet breaks and the timer on a Part-66L e-Exam cannot be stopped.

### Candidate exams debrief by Ground Examiner

- 10.1.5 Provided the candidate has achieved a mark more than 50% the exam results slip ‘Knowledge Deficiency Report’ (KDR) will provide the Syllabus Objective (LO) reference of any question incorrectly answered. For example:



By cross referencing the Results slip KDR syllabus reference to the TK syllabus the candidate’s area of weak knowledge can be identified. The Results slip KDR reference to TK syllabus cross referencing table can be found in the Organisation portal, clicking on the ‘Documents’ tab, then clicking ‘Documents’ underneath (both highlighted).

- 10.1.6 As part of safety improvement, the GR supervising the exam should provide an opportunity for the exam candidate to discuss and review any areas of TK knowledge weakness to understand and fill any knowledge gaps.

# 11 Post Examination Administration for pilot licensing - Paper and e-Exams

## Introduction

- 11.1.1 The regulations stated in Part-FCL.025 apply to all flight crew examinations
- 11.1.2 Candidates have a maximum of 4 attempts at each subject, and 18 months to complete all exams in the series, counted from the end of the calendar month when the applicant first attempted an examination.
- 11.1.3 The successful completion of the theoretical knowledge examinations will be valid for the issue of a licence for a period of 24 months from the date the examinations were completed.
- 11.1.4 The exam results are stored electronically on the CAA GA e-Exams system. As GA e-Exams is not part of an integrated GA e-licensing system, the GR should also record the exam result on the relevant licensing/rating application form as they would do for a paper-based exam. Where examination results are required to be notified to another pilot training organisation e.g., student moves flying schools, the candidate is to switch their training organisation membership on their portal account, and this must be approved by the training organisation to view the exam results.
- 11.1.5 Paper examination answer sheets are to be marked by the GR only. Examination papers must not be marked in any way. If an examination paper becomes marked, the CEP should contact Licensing, Shared Service Centre, for a replacement.
- 11.1.6 If the invigilation of the examination has been delegated, papers and answer sheet must be returned to the GR immediately at the end of the examination.
- 11.1.7 Answer sheets must bear the names in BLOCK CAPITALS and signatures of the candidate, the invigilator and the GR who marked the paper and also the date of the examination.
- 11.1.8 Completed answer sheets must be regarded as “Examination in Confidence” and retained by the GR. On no account are the marked answer sheets to be given to the candidate, held with the student records, or sent to other schools as proof of passing an examination.
- 11.1.9 The GR is personally responsible for retaining the completed answer sheets for at least 3 years (36 months). Where examination results are required to be notified to another school, the candidate is to be given the results on the relevant licence/rating application form.

## Action following a GA paper or e-Exam PASS

- 11.1.10 The GR should review the results slip with the candidate and confirm the pass result.
- 11.1.11 The e-exam automated result slip is the official record of the GA e-Exam.
- 11.1.12 The GR should indicate areas where weakness has been found and should ensure that the candidate's knowledge is corrected.
- 11.1.13 The GR should complete the relevant section of the licence application form and the relevant section in the candidate's training records (if applicable).

## Action following a GA paper or e-Exam FAILURE

- 11.1.14 The GR should review the results slip or paper with the candidate and confirm the failure result.
- 11.1.15 The GR must tell the candidate that they have failed.
- 11.1.16 The GR should indicate areas where weakness has been found but should not discuss answers to specific questions.
- 11.1.17 For paper failed exams the candidate must be presented by the GR with form SRG 2155 - Examination Report in respects of failure of Theoretical Knowledge Examinations, a copy is available on the CAA website, clearly stating the candidates full name and date of birth and CAA reference number if known, the which examination subject and set number for the failed examination.
- 11.1.18 The GR is to retain a copy of form SRG 2155, they must give the candidate a copy and a copy must be sent to the General Aviation Department within 14 working days
- 11.1.19 The candidate may choose to exercise their right to appeal against the conduct of the examination under Regulation 6(5) of the Civil Aviation Act if they feel that the examination was incorrectly conducted.
- 11.1.20 If the candidate wishes to appeal against the **conduct** of the examination, they must do so in writing within 14 days of failing the examination at PPLExams@caa.co.uk. Further information on appeals can be found in CAP1048, which is available on the CAA website.

11.1.21 If the Candidate wishes to request a review of the examination questions, the GR is to write to [PPLexams@caa.co.uk](mailto:PPLexams@caa.co.uk) requesting the review. The GR must state the candidate's name, CAA reference number, examination to be reviewed and date the examination was taken. There is a fee for this service.

### Action following a THIRD ATTEMPT FAILURE for PPL e-Exams

11.1.22 Before the 4<sup>th</sup> attempt, the candidate must undertake further training as necessary as determined by the training organisation.

11.1.23 Once the training organisation is satisfied the candidate has a TK training plan in place then they can book in the candidate for their 4<sup>th</sup> attempt as normal to be taken in the organisation.

11.1.24 There is NO requirement for a candidate to attend CAA offices at Gatwick for a fourth PPL e-Exam attempt.

### Action following a THIRD ATTEMPT FAILURE for Paper exams

11.1.25 The candidate must undertake further training as necessary to be determined by the training organisation.

11.1.26 The candidate must be recommended by the HoT at a training organisation to attempt a fourth sitting. The candidate and the training organisation must complete form SRG 1165, which is available on the CAA website, to book the fourth examination.

11.1.27 The candidate can only sit the fourth examination at the CAA offices at Aviation House, Beehive Ring Road, Crawley, West Sussex, RH6 0YR.

11.1.28 Form SRG 1165 must be sent to Exam Support, Shared Service Centre for booking of the examination. Fees for booking of the examination are laid down in the CAA Personnel Licensing Scheme of Charges and are payable on application. The CAA Personnel Licensing Scheme of Charges can be found on the CAA website.

11.1.29 On receipt of the form and fee, the Shared Service Centre at the CAA will contact the candidate to arrange a convenient examination date.

11.1.30 The Shared Service Centre will confirm the agreed examination sitting in writing to the candidate.

### Action following the FAILURE of the FOURTH Attempt of a Paper or PPL e-Exam

11.1.31 The PPL e-Exams system will automatically place the exam candidate in stand-down meaning they cannot take further PPL e-Exams.

11.1.32 A candidate failing the fourth exam attempt will be barred from making any further attempts.

11.1.33 ALL previous examination passes, in ALL subjects currently being sat are rendered null and void by a fourth attempt failure.

11.1.34 The candidate will be required to undertake further theoretical Knowledge training at a training organisation and receive a further recommendation from the training organisation stating that they are ready to attempt the examinations again.

11.1.35 Once the training organisation is satisfied the candidate has a TK training plan in place then they should contact the CAA at [PPLexams@caa.co.uk](mailto:PPLexams@caa.co.uk) using subject header 'PPL e-Exam 4th Attempt Failure' with the candidate's name, CAA reference number, brief details of training plan and anticipated date by which the training plan will be completed.

11.1.36 The CAA will then release the candidate from stand-down and the candidate can commence a new series of exams at the training organisation. There is NO requirement for a candidate to attend CAA offices at Gatwick for a new exam series following a 4th attempt failure.

## 12 Candidates Who Are Proven to be Cheating – All GA e-Exams

ARA.FCL.300 requires the CAA to ban any candidate proven to be cheating from taking any further examination for at least 12 months.

- 12.1.1 GR are therefore requested that, if a candidate is caught cheating, they must document the events and notify the CAA within 3 working days of the examination by contacting the CAA at [PPLExams@caa.co.uk](mailto:PPLExams@caa.co.uk) with subject header 'PRIORITY: GA E-Exams CANDIDATE SUSPECTED MISCONDUCT'.
- 12.1.2 The GR must supply the CAA with the following information:
- (1) Name of the candidate
  - (2) CAA Reference Number (if known)
  - (3) Date of Birth of candidate.
  - (4) Address and contact details of the candidate
  - (5) Date and location the examination took place.
  - (6) Examinations subject
  - (7) Brief details of the event.
- 12.1.3 The CAA will conduct an investigation and if exam cheating is confirmed then the CAA will notify the candidate in writing that they will be banned from all examinations for a period of 12 months.
- 12.1.4 The CAA will then place the candidate in stand-down meaning no further GA e-Exams can be taken for the duration of the ban. All previously attempted exams will be null and void.
- 12.1.5 The CAA reserves the right to inform any Licensing Authority in another country, if the CAA has reason to believe that the candidate may seek to conduct examinations in that country for the gaining of a pilot's licence.

## 13 Current Examinations PPL e-Exams

### Part-FCL LAPL/PPL (A) and (H) Examinations

- 13.1.1 Part-FCL PPL(A) e-Exams are used for LAPL(A), PPL(A) and NPPL (SSEA / SLMG) TK exams.
- 13.1.2 Part-FCL PPL(H) e-Exams are used for LAPL(H) and PPL(H) TK exams.
- 13.1.3 The PPL e-Exams are those currently being used. Examination results achieved on any paper examination set numbers remain valid for licence issue if passed prior to 5<sup>th</sup> January 2021 and in accordance with the validity timescales of FCL.025.
- 13.1.4 A candidate can therefore have a valid set of exam passes made up from any combination of paper and e-Exams within the prescribed validity periods to make a complete exam set.

## **14 ANNEX A – Conduct of Part-66L Aircraft Maintenance Licence e-Exams**

### **Safety and Airspace Regulation Group**

General Aviation Unit



### **ANNEX A to Standards Document 11**

**Requirements for individual invigilator authorisation, responsibilities of invigilators, and conduct of all CAA Part-66L e-Exams**

## Overview and background

Annex III (Part-66) of UK Regulation (EU) No.1321/2014 as retained and amended into UK domestic law under the European Union (Withdrawal) Act 2018 lays down the technical and administrative requirements for the licensing of aircraft maintenance personnel. The regulation includes the requirements for the category 'L' [hereafter 'Part-66L'] licence categories listed in Appendices VII for the maintenance of Part-21 ELA1 aeroplanes not involved in commercial operations as well as aircraft other than aeroplanes and helicopters (namely Part-21 balloons and sailplanes). It came into force on 1 October 2019.

In accordance with the provisions described in Part-66, Section 66.A.25(b) and GM 66.A.25(b), the CAA offers theoretical knowledge examinations listed in the basic knowledge requirements set out at Appendix VII; and in accordance with the examination syllabus detailed in Appendix VIII.

This document concerns the latter channel, namely the delivery of CAA e-Exams, and describes:

- Standards and requirements for invigilators of UK Part-66L e-Exams; and
- The responsibilities of invigilators during these examinations and procedures to be followed.

Upon satisfactory completion of the requirements set out in this document, persons will be authorised to conduct the exams and where applicable take responsibility for the security, upkeep and use of the examinations. The continuation of this authorisation is dependent upon its validity being maintained and compliance with the procedures for conduct of the exams as laid down in this document and any supplementary instruction issued by the CAA.

**Important note:** this document only concerns individuals invigilating Part-66L examinations, which are offered by the CAA e-Exam system. Individuals or organisations intending to invigilate other categories of Part-66 examinations outside the CAA examination system must comply with Part-147 (Annex IV) of that Regulation.

If, after reading this document, you still have queries, please be in touch with your CAA point of contact through your organisation. If you have any queries regarding the use of the e-Exam system, please contact Portal Registration Support on 0330 022 1972.

Please ensure you have read the complete Standards Document 11 above to familiarise yourself with the procedures and conduct. This Annex lays out requirements specific to Part-66L e-exams.

## Amendment status

Date	Version	Pages	Summary
03/2022	1.0	5	Initial issue of Annex A – Conduct of Part-66L e-exams

## Standards and oversight for Part-66L e-Exam Invigilators

- This section sets out the standards and requirements for the grant of invigilator status for CAA Part-66L e-Exams.
- 14.1.1 **What is an examination invigilator?**
- An examination invigilator is someone responsible for ensuring the proper conduct of an examination in accordance with agreed procedures to uphold the necessary standards.
- 14.1.2 **Who can invigilate CAA e-Exams?**
- The ground examiner for Part-66L e-exams must hold a current and valid FE(S) / FE(SFCL) certificate along with an authorisation email that states they have invigilator privileges in order to conduct Part-66L exams.
- 14.1.3 These individuals do not need to have the relevant engineer licence subject matter knowledge.
- 14.1.4 The Examiners shall have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the Basic Regulation and its Implementing Rules during the last 3 years.
- 14.1.5 The individual shall possess or acquire at their own expense a computer and internet access, both of minimum technical standard specified in page 12 of Standards Document 11.
- 14.1.6 Invigilators found to be complicit in candidate unauthorised behaviour in a Part-66L e-Exam will face investigation which could result in their wider Examiner authorisation being suspended or revoked.

## What training would invigilators require?

- 14.1.7 There is no formal training for invigilators over and above that required to be CAA GR or FE. Information on how to operate the GA e-Exam system as an invigilator is available in the published CAA Invigilator Portal Guide.

## Responsibilities of UK Part-66L e-Exam Invigilators

- 14.1.8 General responsibilities:
- The invigilator shall be completely impartial. In particular, this means that the invigilator:
- a) Shall not be permitted to provide any additional information beyond the basic briefing to the candidate, including commenting, discussing, interpreting any aspects of the questions; or
  - b) Interpreting any alleged errors perceived in the questions; and
  - c) Who is training towards the grant of any licence should not be used for invigilation duties.

## Examination invigilation responsibilities

- 14.1.9 Invigilators are responsible for the overall supervision of examinations. This shall include the following activities:
- a) Maintaining the security of the examination material throughout.
  - b) Ensuring the computers, and internet access are sufficiently serviceable and secure to conduct an e-Exam.
  - c) Ensuring that only those persons entitled to sit an examination are present in the examination room during the sitting time.
  - d) Preparing the examination room in accordance with this standards document.
  - e) Briefing the candidates prior to the examination.
  - f) Carrying out effective observation throughout the examination to ensure no candidate is cheating.
  - g) Maintaining discipline in the examination room to prevent cheating, misconduct and other activity that could bring the e-Exam system into disrepute.
  - h) Adequately dealing with unforeseen events before, during and after the examination, such as network or power loss.
  - i) Properly compiling all reports, session rolls and other administrative documentation associated with invigilating the examinations.
  - j) Ensuring that the examination venue is clean, tidy and set up properly prior to the commencement of any examination.
  - k) Commencing examinations on time and ensuring that the prescribed examination times are complied with.
  - l) Ensuring that all examination material is handed in at the completion of the examination.

## Occupational health and safety responsibilities

14.1.10 For e-Exams not undertaken at CAA venues by CAA invigilators, the e-Exam invigilator shall be responsible for ensuring the health and safety of the candidates. This includes assuming the responsibility of safety controller/evacuation warden with respect to the persons under their control, complying fully with health and safety policies (where they exist) of the location where they are carrying out examinations, and where these do not exist complying with the basic health and safety consistent with a normal office environment.

## Conduct of the UK Part-66L e-Exams

14.1.11 Booking and sitting an e-Exam

14.1.12 Booking an e-Exam is not an invigilator responsibility. Information on how the e-Exam system operates from a candidate and organisational perspective is published on the CAA website. This includes detailed and quick guides to registering and for an e-Exam, accessing the Tasman portal and booking results. Users wishing the access the Part-66L e-Exams would select the 'Aircraft Maintenance e-Exams' option on the 'Your services' screen.

## Examination facilities and equipment

14.1.13 Invigilators shall ensure that the examination facilities are appropriate for use:

- a) That all e-Exam equipment including computer(s), installed applications, and internet access are secure and sufficiently serviceable to conduct an e-Exam.
- b) A separate room shall be made available for the candidate(s) sitting the examination(s).
- c) A suitable table and chair must be provided for the candidate. If more than one candidate is sitting an examination, they should be seated so that they cannot read each other's screen.
- d) Providing a suitable location where candidates' unauthorised materials such as personal devices can be kept during the examination and are inaccessible to candidates during the examination.
- e) Making available to candidates any scrap paper and writing material, which must be collected at the end of the examination, regardless of whether it is used.
- f) Ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
- g) Toilet breaks: the invigilator must explain that there are no provisions for toilet breaks and the timer on a Part-66L e-Exam cannot be stopped.

## Candidate preparation

14.1.14 Each candidate's identity shall be confirmed prior to the start of the examination. Passport or Driving licence should be produced to the invigilator for this purpose.

14.1.15 Ensuring the candidate understands all the on-screen information presented prior to the start of the examination. This information includes:

- a) the examination module to be attempted;
- b) the time limits and number of questions in this examination (specific to the module attempted);
- c) the multiple-choice nature of the examination: the best answer of the four choices is the correct answer and negative points for incorrect answers is not used;
- d) that the pass mark is 75%;
- e) that candidates may not speak to any person other than the invigilator;
- f) that the invigilator will not engage in any form of dialog with the candidates during the examination, nor assist or clarify any of the e-Exam content;
- g) actions to be taken in the event of interruption, e.g., fire alarm, internet disruption, etc.
- h) that calculators or other equivalent devices are neither permitted nor are necessary for Part-66L examinations;
- i) that candidates found to be cheating or contravening the examination rules shall be banned from taking any further examination within at least 12 months of the date of the examination in which they were found cheating;
- j) that all examination material including candidate notes will be collected by the invigilator at the end of the examination; and
- k) no access of any other application shall be permitted on the device during the conduct of the examination.



## Vigilance against unauthorised behaviour or cheating

14.1.16 Invigilators shall ensure the security of all questions:

- a) Any candidate found during an e-Exam to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from the examination and may not take any examination for at least 12 months after the date of the incident. The CAA shall be informed of any such incident together with the details of any enquiry within one week.
- b) Any invigilator found during an examination to be complicit in candidate cheating or unauthorised behaviour shall be disqualified from acting as an invigilator and the examination declared void. The CAA must be informed of any such occurrence within one week, and this could have implications on the individual's wider Ground Examiner authorisation (refer to paragraph 2.3.6).

14.1.17 The invigilator shall take necessary steps to ensure that candidates adhere to examination conditions and are not covertly cheating. This includes:

- a) Checking work areas and toilets to ensure that candidates only have the permitted and included material.
- b) Moving regularly throughout the room in a non-routine fashion looking for signs of inappropriate examination behaviour.
- c) The invigilator is not to conduct any other work whilst monitoring the examination.

## Post exam administration

14.1.18 The exam results are stored electronically on the CAA GA e-Exams system. As GA e-Exams is not part of an integrated GA e-licensing system, the GR should also record the exam result on the relevant licensing/rating application form.

## Action following a PASS

14.1.19 The GR should review the results slip with the candidate and confirm the pass result.

14.1.20 The e-exam automated result slip is the official record of the GA e-Exam.

14.1.21 The GR should complete the relevant section of the licence application form and the relevant section in the candidate's training records (if applicable).

## Action following a FAILURE

14.1.22 A failed module may not be retaken for at least 90 days following the date of the failed module examination, candidates will be placed in to stand down and unable to re-attempt the exam without the training organisation contacting the CAA first.

14.1.23 The time periods required by point 66.A.25 apply to each individual module examination, with the exception of those module examinations which were passed as part of another category licence, where the licence has already been issued.

14.1.24 The maximum number of consecutive attempts for each module is three. Further sets of three attempts are allowed with a 1 year waiting period between sets

14.1.25 Further information on the Part-66 Category L licence can be found in the Appendices to Annex III (Part-66), Appendix VII

## Other examination administration

All examinations content are the sole intellectual property and copyright of the CAA. It should not be retained, duplicated or plagiarised without the prior written consent of the CAA.

## **15 ANNEX B - Conduct of Part-BFCL BPL Theoretical Knowledge e-Exams**

### **Safety and Airspace Regulation Group**

General Aviation Unit



### **ANNEX B to Standards Document No.11**

**Requirements for individual invigilator authorisation, responsibilities of invigilators, and conduct of all CAA UK Part-BFCL BPL e-Exams**

## Overview and background

Annex III (Part-BFCL) of UK Regulation (EU) No.2018/395 as retained and amended into UK domestic law under the European Union (Withdrawal) Act 2018 lays down the technical and administrative requirements for the licensing of balloon flight crew. The regulation includes the requirements for the UK Part-BFCL Balloon Pilot Licence [hereafter 'BPL']. It came into force on 8 April 2020.

In accordance with the provisions described in Part-BFCL, Section BFCL.135 and AMC1 BFCL.135, the CAA offers theoretical knowledge examinations listed in the basic knowledge requirements set out in AMC1 BFCL.135(c); and in accordance with the examination syllabus detailed in AMC1 BFCL.130(b).

This document concerns the latter channel, namely the delivery of CAA e-Exams, and describes standards and requirements for invigilators of Part-BFCL BPL e-Exams; and the responsibilities of invigilators during these examinations and procedures to be followed.

Upon satisfactory completion of the requirements set out in this document, persons will be authorised to conduct the exams and where applicable take responsibility for the security, upkeep and use of the examinations. The continuation of this authorisation is dependent upon its validity being maintained and compliance with the procedures for conduct of the exams as laid down in this document and any supplementary instruction issued by the CAA.

**Important note:** this document only concerns individuals invigilating Part-BFCL BPL examinations, which are offered by the CAA e-Exam system.

If, after reading this document, you still have queries, please get in touch with your CAA point of contact through your organisation. If you have any queries regarding the use of the e-Exam system, please contact Portal Registration Support on 0330 022 1972.

Please ensure you have read the complete Standards Document 11 above to familiarise yourself with the procedures and conduct. This Annex lays out requirements specific to Part-BFCL BPL e-exams.

### Amendment status

Date	Version	Pages	Summary
03/2022	1.0	5	Initial issue of Annex B – Conduct of BFCL BPL e-exams

## Standards and oversight for UK Part-BFCL BPL e-Exam Invigilators

- This section sets out the standards and requirements for the grant of invigilator status for CAA Part-BFCL BPL e-Exams.
- 15.1.1 **What is an examination invigilator?**
- An examination invigilator is someone responsible for ensuring the proper conduct of an examination in accordance with agreed procedures to uphold the necessary standards.
- 15.1.2 **Who can invigilate CAA e-Exams?**
- To be granted CAA e-Exam invigilator status, those individuals must already possess a valid authorisation issued and maintained in accordance with CAA Standards Document 11.
  - The Examiner authorisation could be any of the following:
    - Ground Examiner (Balloon & Airship): GR(BA)
    - Flight Examiner whose authorisation includes ground examinations
- 15.1.3 The Examiners shall have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the Basic Regulation and its Implementing Rules during the last 3 years.
- 15.1.4 The individual shall possess or acquire at their own expense a computer and internet access, both of minimum technical standard specified in Appendix 1 of this document.
- 15.1.5 Invigilators found to be complicit in candidate unauthorised behaviour in a Part-BFCL BPL e-Exam will face investigation which could result in their wider Examiner authorisation being suspended or revoked.

## What training would invigilators require?

- 15.1.6 There is no formal training for invigilators over and above that required to be CAA GR. Information on how to operate the CAA e-Exam system as an invigilator is available in the published CAA Invigilator Portal Guide.

## Responsibilities of UK Part-BFCL BPL e-Exam Invigilators

- 15.1.7 General responsibilities
- (a) All invigilators must adhere to the following responsibilities.
  - (b) The invigilator shall be completely impartial. In particular, this means that the invigilator:
  - (c) Shall not be permitted to provide any additional information beyond the basic briefing to the candidate, including commenting, discussing, interpreting any aspects of the questions or
  - (d) interpreting any alleged errors perceived in the questions; and
  - (e) who is training towards the grant of any licence should not be used for invigilation duties.

## Examination invigilation responsibilities

- 15.1.8 Invigilators are responsible for the overall supervision of examinations. This shall include the following activities:
- a) Maintaining the security of the examination material throughout.
  - b) Ensuring the computers, and internet access are sufficiently serviceable and secure to conduct an e-Exam.
  - c) Ensuring that only those persons entitled to sit an examination are present in the examination room during the sitting time.
  - d) Preparing the examination room in accordance with this standards document.
  - e) Briefing the candidates prior to the examination.
  - f) Carrying out effective observation throughout the examination to ensure no candidate is cheating.
  - g) Maintaining discipline in the examination room to prevent cheating, misconduct and other activity that could bring the e-Exam system into disrepute.
  - h) Adequately dealing with unforeseen events before, during and after the examination, such as network or power loss.
  - i) Properly compiling all reports, session rolls and other administrative documentation associated with invigilating the

examinations.

- j) Ensuring that the examination venue is clean, tidy and set up properly prior to the commencement of any examination.
- k) Commencing examinations on time and ensuring that the prescribed examination times are complied with.
- l) Ensuring that all examination material is handed in at the completion of the examination.

## Occupational health and safety responsibilities

15.1.9 For e-Exams not undertaken at CAA venues by CAA invigilators, the e-Exam invigilator shall be responsible for ensuring the health and safety of the candidates. This includes assuming the responsibility of safety controller/evacuation warden with respect to the persons under their control, complying fully with health and safety policies (where they exist) of the location where they are carrying out examinations, and where these do not exist complying with the basic health and safety consistent with a normal office environment.

## Conduct of the Part-BFCL BPL e-Exams

15.1.10 Booking an e-Exam is not an invigilator responsibility. Information on how the e-Exam system operates from a candidate and organisational perspective is published on the CAA website. This includes detailed and quick guides to registering and for an e-Exam, accessing the Tasman portal and booking results. Users wishing to access the Part-BFCL BPL e-Exams would select the 'Flight Crew Licence e-Exams' option on the 'Your services' screen.

## Examination facilities and equipment

15.1.11 Invigilators shall ensure that the examination facilities are appropriate for use:

- a) That all e-Exam equipment including computer(s), installed applications, and internet access are secure and sufficiently serviceable to conduct an e-Exam.
- b) A separate room shall be made available for the candidate(s) sitting the examination(s).
- c) A suitable table and chair must be provided for the candidate. If more than one candidate is sitting an examination, they should be seated so that they cannot read each other's screen.
- d) Providing a suitable location where candidates' unauthorised materials such as personal devices can be kept during the examination and are inaccessible to candidates during the examination.
- e) Making available to candidates any scrap paper and writing material, which must be collected at the end of the examination, regardless of whether it is used.
- f) Ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
- g) Toilet breaks: the invigilator must explain that there are no provisions for toilet breaks and the timer on a Part-BFCL BPL e-Exam cannot be stopped.
- h) Prior to commencing the Navigation exam – the candidate must be in possession of the latest ICAO Air Chart provided by either the invigilator or the candidate, as well as the OS Maps which are provided by the CAA to the invigilator.

## Candidate preparation

15.1.12 Each candidate's identity shall be confirmed prior to the start of the examination. Copies of passports or UK Driving licence should be produced to the invigilator for this purpose.

15.1.13 Ensuring the candidate understands all the on-screen information presented prior to the start of the examination. This information includes:

- a) the examination module to be attempted;
- b) the time limits and number of questions in this examination (specific to the module attempted);
- c) the multiple-choice nature of the examination: the best answer of the four choices is the correct answer and negative points for incorrect answers is not used;
- d) that the pass mark is 75%;
- e) that candidates may not speak to any person other than the invigilator;
- f) that the invigilator will not engage in any form of dialog with the candidates during the examination, nor assist or clarify any of the e-Exam content;
- g) actions to be taken in the event of interruption e.g., fire alarm, internet disruption, etc.

- h) that candidates found to be cheating or contravening the examination rules shall be banned from taking any further examination within at least 12 months of the date of the examination in which they were found cheating;
- i) that all examination material including candidate notes will be collected by the invigilator at the end of the examination; and
- j) no access of any other application shall be permitted on the device during the conduct of the examination.

## Vigilance against unauthorised behaviour or cheating

15.1.14 Invigilators shall ensure the security of all questions:

- a) Any candidate found during an e-Exam to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from the examination and may not take any examination for at least 12 months after the date of the incident. The CAA shall be informed of any such incident together with the details of any enquiry within one week.
- b) Any invigilator found during an examination to be complicit in candidate cheating or unauthorised behaviour shall be disqualified from acting as an invigilator and the examination declared void. The CAA must be informed of any such occurrence within one week, and this could have implications on the individual's wider Ground Examiner authorisation (refer to paragraph 2.3.6).

15.1.15 The invigilator shall take necessary steps to ensure that candidates adhere to examination conditions and are not covertly cheating. This includes:

- a) Checking work areas and toilets to ensure that candidates only have the permitted and included material.
- b) Moving regularly throughout the room in a non-routine fashion looking for signs of inappropriate examination behaviour.
- c) The invigilator is not to conduct any other work whilst monitoring the examination.

## Post exam administration

15.1.16 The validity and acceptance period for the theoretical knowledge examination for the issue of the Part-BFCL BPL are in BFCL.135 BPL Candidates have a maximum of 4 attempts at each subject, and 18 months to complete all exams in the series, counted from the end of the calendar month when the applicant first attempted an examination.

15.1.17 The successful completion of the theoretical knowledge examinations will be valid for the issue of a BPL for a period of 24 months counted from the day when the candidate successfully passes all of the theoretical knowledge examinations.

15.1.18 The exam results are stored electronically on the CAA GA e-Exams system. As GA e-Exams is not part of an integrated GA e-licensing system, the GR should also record the exam result on the relevant licensing/rating application form as they would do for a paper-based exam.

15.1.19 Where examination results are required to be notified to another pilot training organisation e.g., student moves flying schools, the candidate is to switch their training organisation membership on their portal account, and this must be approved by the training organisation to view the exam results.

## Other examination administration

15.1.20 All examinations content are the sole intellectual property and copyright of the CAA. It should not be retained, duplicated or plagiarised without the prior written consent of the CAA.