


GA e-Exams Quick Guide Booking and Results

CAP1903E

A large, abstract graphic composed of overlapping blue and purple shapes, resembling a stylized wing or a modern architectural element, occupies the bottom half of the page. It features a gradient from light blue to dark purple.

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

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Enquiries regarding the content of this publication should be addressed to: PPLExams@caa.co.uk

Making a Booking for a GA e-Exam

PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

Home Organisation Documents

Details Orders Bookings Transactions

Summary Of PPL Training Organisation (Private Pilot Licence Training Organisation (GBR.DTO.0222))

Name: PPL Training Organisation
Description: Private Pilot Licence Training Organisation (GBR.DTO.0222)
Status: Active
Sponsor: FCL (Flight Crew Licence)

Edit Reports

Candidate Memberships
Please click the 'Show All' button below to view all the memberships for the organisation.
▶ Show All ▶ Create New

Orders
#1042675: #1044532: PP...
#1042676: #1044533: PP...
#1042677: #1044534: PP...
#1042679: #1044536: PP...
#1042682: #1044539: PP...
More...
▶ Show All

Bookings
If you know about the details of a booking's **session, exam or status**, you can use the quick search below to search for it.
Quick Search:
Try typing the bookings code, exam, etc...
▶ Show All ▶ Create New

Transactions
Please click the 'Show All' button below to view all the transactions information.
▶ Show All

Addresses
Please click the 'Show All' button below to view all the addresses for the organisation.
▶ Show All ▶ Create New

Contact Channels
Please click the 'Show All' button below to view all the contact information for the organisation.
▶ Show All ▶ Create New

Contact Persons
Please click the 'Show All' button below to view all the contact persons for the organisation.
▶ Show All ▶ Create New

Organisation Staff
Aspeq Invigilator
Jim Stewart
Linda Cook
Otto Octavius
PPL Invigilator
▶ Show All ▶ Create New

- To create a booking go to Organisation/Details and click on “Create New” in the Bookings tab
- Note: Before a Training Organisation is able to make a booking the candidate and TO must have an approved membership

Select the Exam to be Booked

Home **Organisation** Documents

Details Orders Bookings Transactions

Place Booking - Select Exam

Select the exam you would like to sit below then click next to continue.

1. Select Exam 3. Select Location & Time 4. Select Candidates 5. Confirmation


Search Specialisation: **Part-FCL (Flight Crew Licence)** License: **PPL(A)** Code: Name:

	Code	Name	Specialisation	License
	PPL090A	PPL 090 Communications (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL080A	PPL 081 Principles of Flight (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL070A	PPL 070 Operational Procedures (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL060A	PPL 060 Navigation (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL050A	PPL 050 Meteorology (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL040A	PPL 040 Human Performance (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL030A	PPL 030 Flight Planning & Performance (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL020A	PPL 020 Aircraft General Knowledge (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)
	PPL010A	PPL 010 Air Law (Aeroplane)	Part-FCL (Flight Crew Licence)	PPL(A)

Page 1 of 1 30 View 1 - 9 of 9

- Select licence specialisation under Specialisation
- Select correct licence category under License and click “Apply”
- Click on the exam to be booked and click “Next”

Select the Venue for the Exam to be Sat

 **PPL Training Organisation**
Private Pilot Licence Training Organisation (GBR.DTO.0222)

[Home](#) | [Organisation](#) | [Documents](#)

[Details](#) | [Orders](#) | [Bookings](#) | [Transactions](#)

[View Membership](#) ▶ [My Organisation](#) ▶ [Organisation Memberships](#) ▶ [View Membership](#) ▶ [My Organisation](#) ▶

Place Booking - Select Location & Time

Select the session you would like to attend below then click next to continue.


1. Select Exam
2. Select Location & Time
3. Select Candidates
4. Confirmation

Exam Summary

Code: PPL070A	Name: 070 Operational Procedures (A)	Assessment System: QUAD, Quadrant Assessment Delivery System	Duration: 30 minute(s)
-------------------------	--	--	----------------------------------

Location & Time Details

Venue:

	Name: PPL Test Venue: PPL Test Venue
	Location: [Unknown]
	Opening hours: 12:00 AM - 11:59 PM ((UTC) Dublin, Edinburgh, Lisbon, London)
	Opening days: Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday <input checked="" type="checkbox"/>

[◀ Previous](#) [Next ▶](#)

- The default venue is presented automatically and if the exam is to be sat at this venue click “Next”
- If the exam is to be sat at a different venue type the venue name into the venue box and select the venue
- Once the correct venue is on-screen click “Next”

Select the Candidate(s) who will be sitting the Exam

Home Organisation Documents

Details Orders Bookings Transactions

Organisation Bookings ▶ My Organisation ▶ Organisation Memberships ▶ View Membership ▶ Organisation Bookings ▶

Place Booking - Select Candidates

Search the memberships you want place booking for then click next to continue.

1. Select Exam
2. Select Location & Time
3. Select Candidates
4. Confirmation

Exam Summary

Code: PPL070A	Name: 070 Operational Procedures (A)	Assessment System: QUAD, Quadrant Assessment Delivery System	Duration: 30 minute(s)
------------------	---	---	---------------------------

Memberships

Search:

Memberships:

[Remove All](#)

[Previous](#) [Next](#)

- Type the candidate's name in the Search box. All candidates with an approved membership with your organisation can be selected
- When you have selected the required candidate(s) click on "Next"

Review Booking and Add to Cart



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)



Cart



Home



Inbox (30)



Log Off

Home

Organisation

Documents

Details

Orders

Bookings

Transactions

Organisation Bookings ▶ My Organisation ▶ Organisation Memberships ▶ View Membership ▶ Organisation Bookings ▶

Place Booking - Confirmation

Confirm the booking details are correct then click 'Add to Cart' to place the booking to shopping cart.

 1. Select Exam	 2. Select Location & Time	 3. Select Candidates	 4. Confirmation
--------------------	-------------------------------	--------------------------	---------------------

Customer Number	Status	Name	Username
590024A	Active	590024A: Roadshow Candidate	590024A

Will all be booked into...

Exam Summary

Code: PPL070A	Name: 070 Operational Procedures (A)	Assessment System: QUAD, Quadrant Assessment Delivery System	Duration: 30 minute(s)
------------------	---	---	---------------------------

Booking Summary

Venue: PPL Test Venue (PPL Test Venue)	Validity: 90 day(s)	Duration: 30 minutes
---	------------------------	-------------------------

[◀ Previous](#)
[✔ Add to Cart](#)

- Review booking details and if all information is correct, click “Add to Cart”

Review Booking Summary (1)

Home Organisation Documents

Details Orders Bookings Transactions

My Organisation > Organisation Memberships > Organisation Bookings >

Shopping Cart - Summary

1. Summary


2. Details

3. Payment

4. Complete

Order Details

Organisation: Balloon Club Test
Description: Balloon Club Test ATO.9870
Sponsor: FCL

Session	Assessment	User	VAT	Fee (excl. VAT)
 Not yet determined.	071 Operational Procedures (Hot Air) BPL071H	Ppl Pptest1	£0.00 GBP [0.00%]	£11.00 GBP
			Subtotal:	£11.00 GBP
			VAT:	£0.00 GBP
			Total:	£11.00 GBP

Promotional Code:

- Review booking summary and if all information is correct, click "Next"

Review Booking Summary (2)

Home **Organisation** Documents

Details Orders Bookings Transactions

My Organisation ▶ Organisation Memberships ▶ Organisation Bookings ▶

Shopping Cart - Details

1. Summary

2. Details

3. Payment

4. Complete

Order Details

Organisation: Balloon Club Test
Description: Balloon Club Test ATO.9870
Sponsor: FCL

Address Details

Billing Address:

1 test street, liverpool, la11sp, Wakefield, United Kingdom

Session	Assessment	User	VAT	Fee (excl. VAT)
Not yet determined.	071 Operational Procedures (Hot Air) BPL071H	Ppl Ppltestf	£0.00 GBP [0.00%]	£11.00 GBP
			Subtotal:	£11.00 GBP
			VAT:	£0.00 GBP
			Total:	£11.00 GBP

I accept the terms and conditions [\(display\)](#)

◀ Previous
Next ▶

- Agree to the Terms and Conditions and click “Next”
- The Terms and Conditions can be viewed by clicking on “Display”

Select Payment Option

Home **Organisation** Documents


Details Orders Bookings Transactions

My Organisation > Organisation Memberships > Organisation Bookings >

Shopping Cart - Payment

1. Summary 2. Details 3. Payment 4. Complete


Order Details


Organisation: Balloon Club Test
Description: Balloon Club Test ATO 9870
Sponsor: FCL

Payment Details

Payment Method:
 Account Credit

Available Funds:
 £111.00
Order Total:
 £11.00
Payment Amount:
 £11.00

Session	Assessment	User	VAT	Fee (excl. VAT)
 Not yet determined.	071 Operational Procedures (Hot Air) BPL071H	Ppl Ppltest1	£0.00 GBP [0.00%]	£11.00 GBP
			Subtotal:	£11.00 GBP
			VAT:	£0.00 GBP
			Total:	£11.00 GBP

- If the TO has credit on their account, the option to pay by Account Credit will appear automatically
- If no credit on account and to pay by credit card, click on “Proceed to Worldpay”
- Use drop-down box to select which method of payment is preferred
- No Credit Card details are retained in the Training Organisation Portal

Enter Your Credit Card Information



Test Mode - This is not a live transaction.

▼ Order summary

English ▼

Reference: 1c219f4d-5251-4c49-beaa-9df047694d3f
Description: FCL order #1022234
Amount (GBP): £11.00

Payment details

* Indicates a required field



Card number *

Cardholder's name *

Expiry date *

 /

Security code

3 digits on the back of the card or 4 digits on the front of card

Cancel

Make Payment

Booking Information



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

Cart Home Inbox (30) Log Off

[Home](#) | **Organisation** | [Documents](#)

[Details](#) | [Orders](#) | **Bookings** | [Transactions](#)

[Organisation Bookings](#) ▶ [My Organisation](#) ▶ [Organisation Memberships](#) ▶ [View Membership](#) ▶ [Organisation Bookings](#) ▶

Shopping Cart - Complete

1. Summary 2. Details 3. Payment 4. Complete

 Your booking(s) have been placed! For future reference, your order number is #1062939.

Thank you for your order. A confirmation e-mail has been sent to the candidates (if they have an e-mail address configured) with their order details. A copy of this message is also available to view in their user messages.

Note: Identity document will be checked at the time of your exams and must be valid (current) at that time.

[Print Order Summary and Invoicing](#) [Print Booking Confirmations](#) [View Order](#)

- Once the exam booking has been paid for, the exam is available to be sat
- The TO can access the Order Summary and Booking Confirmation reports
- The booking information including the booking confirmation is available to the candidate in their Candidate Portal

Accessing Results (1)

The screenshot displays the PPL Training Organisation website. At the top left is the logo for PPL Training Organisation, Private Pilot Licence Training Organisation (GBR.DTO.0222). To the right are navigation icons for Cart, Home, Inbox (30), and Log Off. Below the logo is a navigation menu with 'Home', 'Organisation' (selected), and 'Documents'. Under 'Organisation', there are sub-tabs for 'Details', 'Orders', 'Bookings', and 'Transactions'. A breadcrumb trail reads: Organisation Bookings > My Organisation > Organisation Memberships > View Membership > Organisation Bookings >. The main heading is 'Summary Of PPL Training Organisation (Private Pilot Licence Training Organisation (GBR.DTO.0222))'. Below this is a profile card with an airplane icon and the following details: Name: PPL Training Organisation, Description: Private Pilot Licence Training Organisation (GBR.DTO.0222), Status: Active, and Sponsor: FCL (Flight Crew Licence). There are 'Edit' and 'Reports' buttons. Below the profile card are four main sections: 'Candidate Memberships' (with a 'Show All' and 'Create New' button), 'Orders' (with a list of order IDs and a search icon), 'Bookings' (with a 'Quick Search' input field), and 'Transactions' (with a 'Show All' button).

PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

Home Organisation Documents

Details Orders Bookings Transactions

Organisation Bookings > My Organisation > Organisation Memberships > View Membership > Organisation Bookings >

Summary Of PPL Training Organisation (Private Pilot Licence Training Organisation (GBR.DTO.0222))

Name: PPL Training Organisation
Description: Private Pilot Licence Training Organisation (GBR.DTO.0222)
Status: Active
Sponsor: FCL (Flight Crew Licence)

Edit Reports

Candidate Memberships

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Show All Create New

Orders

#1042675: #1044532: PP...
#1042676: #1044533: PP...
#1042677: #1044534: PP...
#1042679: #1044536: PP...
#1042682: #1044539: PP...

Bookings

If you know about the details of a booking's **session, exam or status**, you can use the quick search below to search for it.

Quick Search:

Try typing the bookings code, exam, etc...

Transactions

Please click the "Show All" button below to view all the transactions information.

Show All

- To access the candidate's results, go to Organisation/Details and select "Show All" in the Candidate Memberships tab

Accessing Results (2)

Home **Organisation** Documents

Details Orders Bookings Transactions

View Membership ▶ Organisation Bookings ▶ Create Booking ▶ My Organisation ▶ Organisation Memberships ▶

Manage Candidate Memberships

This screen allows you to add/modify the candidate memberships within the system.

Organisation Summary




PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)





Search								
Customer Number:		First Name:		Family Name:		Show Inactive:		Apply Reset
Customer Number	Title	First Name	Family Name	State	Valid From	Valid Till		
501909E	Mr	Ronan (Ronan)	Sharpe	Approved	02 October 2019	01 October 2021		i
223401G	Mr	Misael (Misael)	Peters	Approved	31 October 2019	30 October 2021		i
654321L	Mrs	Two	Testing	Approved	31 October 2019	30 October 2021		i
218147J	Mr	Jaylen (Jaylen)	Kelley	Approved	20 December 2019	19 December 2021		i
123456A	Mr	PPL	ExamsTest1	Approved	20 December 2019	19 December 2021		i
590024A	Mr	Roadshow	Candidate	Approved	06 February 2020	05 February 2022		i

- Double click on the candidate who you wish to view the results for

Accessing Results (3)



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)




Cart Home Inbox (30) Log Off

Home **Organisation** Documents

Details Orders Bookings Transactions

Organisation Bookings ▶ Create Booking ▶ My Organisation ▶ Organisation Memberships ▶ View Membership ▶

View Membership

 **Organisation:** [Private Pilot Licence Training Organisation \(GBR.DTO.0222\) \(PPL Training Organisation\)](#)
Candidate: Roadshow Candidate
Customer Number: 590024A
Username: 590024A
Date Of Birth: 18 December 1988
Valid: 06 February 2020 - 05 February 2022
State: Approved

[Cancel Membership](#)


Addresses



Please click the 'Show All' button below to view all the addresses for the user.

▶ [Show All](#)


Contact Channels



Please click the 'Show All' button below to view all the contact information for the user.

▶ [Show All](#)


Identities



Passport


▶ [Show All](#)

Results



Description
040 Human Performance (A)
(PPL040A)

▶ [Show All](#)

Actions


- To access result details, click “Show All” on the Results tab

Accessing Results (4)

Home Organisation Documents

Details Orders Bookings Transactions

Create Booking ▶ My Organisation ▶ Organisation Memberships ▶ View Membership ▶ Organisation Memberships ▶

Exam Results

Candidate Summary

Customer Number: 590024A Name: Roadshow Candidate Username: 590024A Sponsor: Flight Crew Licence (FCL)

Search Start: 06 February 2010 End: 06 February 2020 Apply Reset

	Assessment	Specialisation	License	Series	Attempt	Status	Result	Mark / Grade	Award Date	
✓	PPL040A: 040 Human Performance (A)	EASA Part- FCL (Flight Crew Licence)	PPL(A)	1	1	Active	Complete	67, Failed	23 December 2019	ⓘ

- To see more details regarding a particular result, double click on the result

Accessing Results (5)



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

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[My Organisation](#) ▶ [Organisation Memberships](#) ▶ [View Membership](#) ▶ [Organisation Memberships](#) ▶ [View Membership](#) ▶

040 Human Performance (A) (PPL040A) (23 December 2019)



Booking: [#1054690: PPL040A: 040 Human Performance \(A\) @ PPL Test Venue, 23 December 2019](#)
Exam: PPL040A: 040 Human Performance (A)
Description: 040 Human Performance (A) (PPL040A)
Result: Complete
Mark / Grade: 67, Failed
Awarded: 23 December 2019
Series: 1
Attempt: 1

[Print this transcript](#)[Back](#)

- To view the Result Transcript including the Knowledge Deficiency Report click on “Print This Transcript”