

ADVISORY CIRCULAR

No. : AC- 28 -04-008

Amendment (1)

Date : 01 October 2018

A. SUBJECT:

Theoretical Knowledge Examinations Rules and Procedures.

B. PURPOSE:

This Advisory Circular (AC) provides guidance for flight training organizations (FTOs) details for theoretical knowledge examinations rules and procedures.

C. STATUS:

This is Amendment (1) of AC - 28 -04- 008, which was originally issued on 1 March 2017, replaces AC-28-016. It will remain current until withdrawn or superseded.

D. CONTENTS:

- 1.0 Introduction.
- 2.0 Identification.
- 3.0 Examination Hall.
- 4.0 Examinations Conduct.
- 5.0 Pass Rules.

E. REFERENCES:

The following documents were used as reference material:

- JCAR FCL 1
- JCAR FCL 2

THEORETICAL KNOWLEDGE EXAMINATIONS RULES & PROCEDURES

1.0 INTRODUCTION

The purpose of the AC is to outline the rules that must be followed when sitting Examinations set by the Civil Aviation Regulatory Commission. These rules are valid for all candidates for the theoretical knowledge examinations held. Where a rule is specific to a particular exam this will be specified. Additional rules may be implemented if required. Such additional rules will be advised prior to the commencement of an examination.

2.0 IDENTIFICATION

When signing the attendance sheet before any examination, candidates shall produce suitable evidence of their identity to the Examination Superintendent. Such evidence shall consist of an official document, bearing both the candidate's photograph and signature e.g. a driving license, passport, applicant's license (if with photograph). Candidates who fail to produce suitable identification will be refused entry to the examinations.

3.0 EXAMINATION HALL.

- 3.1 Candidates shall be in attendance at the Examination Hall at least 20 minutes before the time fixed for the commencement of an examination. Candidates will not be admitted to any examination after 20 minutes has elapsed from the time fixed for the commencement of the examination. Candidates cannot leave the examination until 20 minutes has elapsed from the time fixed for the commencement of the examination.
- 3.2 A candidate entering the Examination hall shall be subject to CARC instructions. A candidate in breach of any of these examination rules may be asked to leave the examination hall and will be subject to (Rule 3.18) .
- 3.3 A candidate shall occupy the place in the examination hall allocated by the superintendent.
- 3.4 Whilst every attempt is made to ensure a reasonable standard of comfort in examination halls, CARC cannot be held responsible for extraneous noise or for any breakdown or fluctuation in heating, lighting or ventilation facilities in any examination Halls which are operated on hire or lease arrangements and over which CARC, as a result, has no direct control.

- 3.5 Personal coats, bags, briefcases, etc must be placed at the assigned area, under the direction of the Examination Superintendent. Any bags, etc., may be removed if left unattended outside the examination room.
- 3.6 A candidate who leaves the examination hall after commencement of an examination and who has submitted his examination paper shall not be entitled to return to the examination hall for the duration of that said exam.
- 3.7 Any candidate:
- (a) Who, after commencement of any examination paper, is in possession of any book.
 - (b) Manuscript, drawing or other article not specifically permitted by the superintendent of the examination from which, in the opinion of the superintendent, irregular assistance might be derived; or
 - (c) Who, in the opinion of the superintendent, copies from the paper of any other candidate, or permits his/her papers to be copied, or gives, or attempts to give, or obtains, or attempts to obtain irregular assistance of any description will be subject to(Rule 3.18) .
- 3.8 Reference books and tables are not allowed for all subjects.
- 3.9 Candidates are required to provide themselves with all the necessary drawing and calculating instruments, e.g. dividers, compasses, protractors and navigational computers. Candidates may use their own pens, pencils, highlighters etc on the rough working paper provided and/or on their own documents; documents provided by CARC must not be marked in any way. No pencil boxes, containers or instrument cases are permitted to the examination tables.
- 3.10 The candidate shall use the computer calculator for the duration of each examination. No other calculator or electronic device may be used.
- 3.11 Candidates are not allowed to use any loose/rough paper other than that provided at the examination. All papers issued and documents provided by the examination superintendent are to be returned to the examination superintendent.
- 3.12 Silence is to be observed in the examination room at all times. Electronic alarms and key rings are not permitted. Mobile telephones, pagers etc must be switched to silent or off and left with the candidates' personal belongings.

- 3.13 If a candidate wishes to speak to the examination superintendent, he/she should remain seated and raise his/her hand. It should be noted that the examination superintendent will consider only those questions from candidates which relate to the general conduct and rules of the examinations and will not enter into discussion on the interpretation of words or questions contained in the examination papers.
- 3.14 A candidate may leave the examination room with the permission of the examination superintendent if he/she finishes an examination before the time set, except during the last minute before the end of the examination. Candidates are to stop work and put pencils down when so directed by the examination superintendent and must remain seated and silent until superintendent print two copies of his/her results and a signed and stamped copy is given to the candidate.
- 3.15 Any candidate who attempts to remove unauthorized examination materials from the room will be liable for disqualification from those examinations which have been taken, and may be subject to special arrangements for any future examinations.
- 3.16 Candidates are advised to read each question carefully.
- 3.17 Smoking is not permitted in the examination hall.
- 3.18 A candidate guilty of any breach of these Examination Rules, shall be excluded from writing further examinations for a period of (4) months and is consider to fail that exam .

4. EXAMINATIONS CONDUCT.

4.1 Examination period.

A candidate pilot is required to complete all examination papers within a period of 18 months, calculated from when the applicant first attempted an examination.

- 4.2 (a) For ATPL, CPL and IR only. A candidate is limited to not more than 4 attempts at any single examination subject. Failure at the fourth attempt will result in a loss of any passes acquired and will require the candidate to re-enter the complete examination as though for an initial attempt.

(b) For PPL the number of sittings available to a candidate is 2 sittings.

(c) PPL A candidate is limited to not more than 2 attempts at any single



examination subject. Failure at the second attempt will result in a loss of any passes acquired and will require the candidate to re-enter the complete examination as though for an initial attempt.

- 4.3 (a) For ATPL, CPL and IR only. Before re-entry a candidate shall undertake further training, 10% from the total of approved syllabus . The number of sittings available to a candidate within the 18 month period referred to above is 6 sittings. Failure to achieve a pass in all examination subjects within 6 sittings will require the candidate to re-enter the complete examination as though for an initial attempt.

(b) For PPL only. Before re-entry a candidate shall undertake further training, as determined 10% from the total of approved syllabus . The number of sittings available to a candidate within the 18 month period referred to above is 2 sittings. Failure to achieve a pass in all examination subjects within 2 sittings will require the candidate to re-enter the complete examination as though for an initial attempt.

(c) The FTO shall establish procedure in the training manual reflecting the 10% of further training to allow the candidate re-enter the complete examination.

- 4.4 (a) For LAPL Light Airplane Pilot licenses the number of sittings available to a candidate within 18 months period is(4)sittings. Failure to achieve a pass in all examination subjects within 4 sittings will require the candidate to re-enter the complete examination as though for an initial attempt.

(b) For LAPL A candidate is limited to not more than 4 attempts at any single examination subject . Failure at the fourth attempt will result in a loss of any passes acquired, And will require the candidate to re-enter the complete examination as though for an Initial attempt.

5.0 PASS RULES

- 5.1 The examination pass rules are based on the results achieved by a candidate in each of the examination papers attempted. The pass mark in an examination paper is 75% for pilots/flight dispatches . To achieve a pass in the examination as a whole, the applicant is required to achieve a pass in each of the individual papers required to be taken.
- 5.2 An applicant who does not achieve 75% for pilots/flight dispatches will be deemed to have failed in that paper.
- 5.3 Signed stamped examination results will be handed over to the student after he/she finished the exam.



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