THE RULES OF TAKING EXAMS

IN THE COMPUTER SYSTEM

1. The computer examination sitting usually lasts 9 days. The schedule of examination sittings for the whole year is available on the ULC website and on the Aviation Examination Board bulletin board.
    Exams are held from 9 am until 3 pm. All exams must be closed at 3 pm therefore the subjects need to be open early enough to be closed by 3 pm.

2. Candidates need to register themselves for the exams at room **no 2**. They need to show their ID and sign into the list. When putting themselves on the list they acknowledge that they know the rules of taking exams. ID needs to be taken by the candidate into the examination room.

3. Candidates are obliged to sign into the list and register themselves every day they take exams.

4. Candidates decide how many exams they want to take in the session. ATPL, CPL and IR candidates, during registration, declare which subjects are to be activated for the particular day of exams (no more than three subjects per one entrance to the examination room). Total maximum time of selected subjects cannot be longer than the time remaining until the end of the sitting on the given day.

5. Candidates, before entering the examination room, leave their belongings in the locker (on their own responsibility).

6. IT IS FORBIDDEN to take into the examination room:

    - mobile phones
    - any equipment that allows to copy, skan, transfer, record etc.:
    - the content displayed on monitors

- other materials used during the exam

- <u>any unacceptable materials.</u>

Before entering the examination room all own examination aids should be shown to the exam personnel, to get a permission for bringing them into the examination room.

7. Examination room is constantly monitored.

8. Paper and pens are available at the examination room. When leaving the examination room the candidate's notes and all used annexes should be left in the designated place.

9. When entering the examination room the candidate sits by freely chosen computer and logs into the system using the PIN and password.

10. Candidates decide which subject they want to take. The questions in the exam are multiple choice questions with one answer correct. The clock showing the time remaining to the end of the exam is visible in the right upper corner of the computer screen. The answers to the questions can be changed and candidates can go back to the previously answered questions as long as it stays in the examination time limit.

11. Once all the answers are given the candidate closes the subject. Exam can be ended by pushing „Finish the exam" button. The result of the exam is shown on the screen (in percent). Getting 75% of points for the exam makes the exam passed. In the administration panel there is an option of previewing wrongly given answers from closed exams. This option is valid for ten minutes after closing the subject. Next it is possible to continue the exam by opening another subject or to log out from the system and leave the examination room.

12. Every subject can be only taken once within one session. In case of failing the exam, it can be retaken next session the earliest (within the four attempts available for each subject).

13. Candidates taking ATPL, CPL and IR exams use the annex base that is available on the screen of the computer. If there is a need to get the paper version of the annex the candidate should ask the exam personnel to print the annex by preparing the list of all essential annexes. It is also essential to put on the list the number of the seat.

14. **If the candidate passed the whole exam (all the subjects) he is asked to inform about this fact the person who is in charge of the exams (in room no 4) in order to get the results of the examination. The report with the exam results is essential for the practical test.**

15. Time available for taking exams and number of sittings as well as attempts to the subject are shown in the table below:

License	Number of sittings	Time available to accomplish exam	Number of attempts to the subject
LAPL(A)/(H)/(S)/(B) **SPL** **BPL** **PPL(A)/(As)/(H)**	-	18 months	4
ATPL(A)/(H) **CPL(A)/(As)/(H)** **MPL** **IR(A)/(As)/(H)** **EIR, CB(IR)**	6		

16. Exams for ATPL, CPL, IR are being conducted in English language using up-to-date European Central Question Bank (ECQB).

17. Exams for PPL, SPL, BPL, LAPL are being conducted in Polish language using National Question Bank. PPL(A) and PPL(H) exams are also available with the English translation.

18. Please do remember to give back the key to the locker having finished the exam.

19. **ECQB questions and annexes are confidential. They are owned by EASA. Candidates are obliged to keep them in secret. Any attempt of breaching the confidentiality (theft of questions or annexes) will be subject to criminal liability.**

20. **Please be informed that cheating during the examination is subject to criminal liability in accordance to art. 272 of the Polish Penal Code. Please also be aware that in consideration of the provisions of ARA.FCL.300(e) and ARA.FCL.300 (f) of Commission Regulation (EU) No. 1178/2011 breaking the rules of taking exams results in closing the entire exam for the particular license as well as a 12- month suspension for sitting a test. The suspension applies to all European Authorities.**