

## Information Leaflet

### Theoretical knowledge examinations according to Regulation (EU) 1178/2011, Part FCL; Regulation (EU) 2018/395, Teil BFCL as well as Implementing Regulation (EU) 2018/1976, Part SFCL

Legal basis: FCL.025, FCL.120, FCL.215, BFCL.135, SFCL.135, ARA.FCL.300, AMC1 ARA.FCL.300

#### 1. General

The theoretical knowledge examinations to obtain licences in the field of competence of the Civil Aviation Authority Berlin-Brandenburg usually take place **in the office building Mittelstraße 5/5 a, 12529 Schönefeld, (access via Building A) on Wednesdays.**

The examinations consist of individual examination papers in

- **the common subjects** (to be completed by applicants of all aircraft categories): air law, human performance, meteorology and communication,
- **the specific subjects** (content varies according to the different categories of aircraft, i.e. aeroplanes, helicopters, sailplanes, balloons): Principles of flight (aerodynamics / aerostatics), operational procedures (including behaviour in abnormal situations), flight performance and planning, aircraft general knowledge (technology) and navigation.

#### 2. Requirements

Admission to the examination shall be granted upon application and only if a recommendation for the examination (valid for 12 months) is given by the training organization (ATO/DTO) being responsible for the training after having determined the readiness for the examination.

The examination can be taken in the form of partial examinations, but is only completed successfully if the individual examinations will be passed in all required subjects within the statutory maximum number of examination sessions and deadlines (cf. no. 4: termination, evaluation in this respect).

The invitation to the examination is done in writing. The requested dates are considered as far as possible. If more than ten interested persons have applied for a desired date, the time of having submitted the application shall be decisive. If an examination date cannot be kept, it shall be cancelled immediately, so that another person can take the examination.

#### 3. Execution

The examination usually starts at 09.00 a.m. and lasts in case of a "full examination" (examination in all subjects) for a maximum of 4:44 hours (pure examination time, without any breaks). For partial examinations in individual subjects, a later commencement may also occur.

To bring along for the examination:

- Official ID-card
- Writing utensils (pencil, eraser, note paper), ruler, navigational triangle etc. (navigation instruments)
- Mechanical navigation slide-rule (DR calculator, e.g. "Aviat") without instructions, i.e. all instructions which are printed on the calculator have to be obliterated.
- Scientific, non-programmable, non-alphanumeric calculator without specific aviation functions (!).

All programmable, Internet-enabled electronic devices and electronic devices usable for data storage (e.g. Smartphones, Smartwatches, iPad, Tablet PCs etc.) may not be used during the examination and have to be switched off. Textbooks, aviation manuals, own records etc. are certainly not allowed for use as well.

The execution of all examinations is PC-based as a pure multiple-choice examination. All multiple choice-questions have only one correct answer. In case of any problem, the examination supervisor will assist you.

At the beginning of the examination, a registration card is issued with name and PIN required to sign in for the individual examination session at the computer. After registration, an overview of the individual examination papers to be completed in the different subjects will be displayed. After choosing the subject the choice of German or English as examination language for this special subject will be offered. Once the examination has been commenced, the remaining processing time for this subject will be displayed on the top right part of the screen. The sequence of processing the papers is optional. All notes, which have been done during the examination, have to be handed over to the invigilator in the end of the examination session.

A break can be taken at one's own discretion, but always only after completion of the examination in one subject. All examination records etc. must remain in the examination room during the breaks. Consuming food in the examination room is not allowed; beverage bottles should be put down (closed) on the floor. Smoking is not allowed in the entire office building. Overall, the greatest possible consideration shall be shown for the other participants (e.g. by quietly leaving the examination room for breaks).

#### **4. Termination, Evaluation, Re-examinations**

After completion of the entire individual examination session, the evaluation and notification of the results will be carried out by the examination supervisor (interim results on individual examination papers during the current session will not be notified). The examination in a subject will be rated as passed if at least 75% of the obtainable points have been obtained; the overall examination will be passed if the examinations have been passed in all subjects.

Individual failed examination papers can be retaken up to three times. Admission to the re-examination will be granted upon a new application and only if a renewed recommendation for the examination is given by the training organization (ATO/DTO) for the appropriate subject.

The whole examination is passed if all the required theoretical knowledge examination papers (subjects) are passed within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination paper. Exceeding the period of 18 months will result in further training requirement and a re-take of the whole examination.

Any passed examination remains valid for a period of 24 months from the date on which the examination was completely passed.

### **5. Attempts of cheating**

If an attempt of cheating will be found, the examination will be stopped and considered to be failed as a whole. In addition, applicants who are proven to be cheating are banned from taking any further examination for a period of 12 months from the date of the examination in which they were found cheating. Attempts of cheating are among other things

- Using other than the permissible examination means (cf. 3)
- Any communication with other participants during the examination,
- Taking away examination papers and / or records from the examination room.

### **6. Note on the practical skill test (flight examination)**

The examiner for the practical skill test will be selected upon application if, after completion of the flight training, a recommendation for the skill test (confirmation of examination level) has been given by the training organization (ATO/DTO).

The examiner's assignment is usually made by e-mail stating the contact details of the examiner. The date for the flight examination shall then be agreed directly with the examiner.

### **7. Final note**

All examinations for a special license must be under the responsibility of the same competent authority of an EU Member State, i.e. a (partial) examination passed abroad will not be recognized.