



## **CIVIL AVIATION ADVISORY PUBLICATION**

### **CAAP 7 PILOT EXAMINATIONS (Revised 16 June 2010)**

#### ***GUIDANCE AND POLICY REGARDING PILOT EXAMINATIONS***

#### **1. PURPOSE.**

The purpose of this CAAP is to provide guidance information to all UAE flying schools, operators, organisations and candidates on the procedure for application and conduct of written examinations required for the issuance of a UAE pilot licence or rating. For standardisation purposes, there is guidance material, included here within, for exam supervisors.

#### **2. STATUS OF THIS CAAP.**

This is the revised third issue of CAAP 7, PILOT EXAMINATIONS dated 14<sup>th</sup> March 2010. It will remain current until withdrawn or superseded.

#### **3. APPLICABILITY.**

This guidance and policy material applies to all applicants for a UAE pilot licence, either as a graduate from a UAE training school, or holder of a foreign licence seeking reciprocal recognition. This CAAP will also apply to applicants for an instructor or instrument rating and to UAE licence holders, whose licence has expired for more than two years.

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#### 5. REFERENCES.

This CAAP should be read in conjunction with CAAP 4 – LICENSING.

#### 6. POLICY.

##### 6.1 General.

All applicants for the initial issue of a UAE Pilot Licence, instructor rating or instrument rating shall undergo the applicable written examination prior to any required flight test. An applicant for reciprocal recognition of a valid foreign licence is required to pass a proficiency check, which may be conducted prior to, or after, the required exam. Applicants should refer to UAE GCAA CAAP 4 for full details of this process.

##### 6.2.1 Eligibility Requirements.

(a) Air Law Exam.

- (i) All initial foreign licence conversions
- (ii) All UAE licences which have lapsed for more than 24 months from the date of issue or last renewal.

(b) Private Pilot Written Exam

- (i) Applicants who undergo a UAE approved PPL course.

- (c) Commercial Pilot written Exam.
  - (ii) Applicants who undergo a UAE approved CPL course; or
  - (iii) UAE PPL holders, who apply for a CPL upgrade on the basis of a valid foreign CPL, whose PPL was issued on the basis of GCAA reciprocal recognition of a foreign licence.
- (d) Airline Transport Pilot License written Exam.
  - (i) UAE CPL/IR holders, who apply for ATPL upgrade on the basis of completing a UAE GCAA approved course of training.
- (e) Ratings (Instrument/Flight Instructor).
  - (i) Applicants who undertake a GCAA approved helicopter instrument rating course, or
  - (ii) Applicants who complete a GCAA approved Flight Instructor course.
  - (iii) Applicants who hold a valid foreign instructor rating.

### **6.3 Examination Validity.**

Written test results for an examination required for the issuance of a UAE licence or rating shall be valid for 24 months from the date of examination. Pilots undergoing training must be scheduled for the applicable flight test within 24 months of the examination date.

### **6.4 Failure.**

Applicants who fail the written examination may sit the examination again after 48 hours provided the applicant has received further instruction and a further recommendation in accordance with Section 8 (c) is submitted. Applicants who fail any written examination twice must wait a minimum of 30 days after the last failure before becoming eligible to resit the exam. A fee is required to be paid on each attempt. An applicant is only afforded three attempts in total for an exam.

### **6.5 Failure trends.**

Should any candidate fail more than twice, or a trend develops whereby candidates from a particular training organisation (or a specific instructor) has a poor pass rate, the GCAA will assess the suitability of that organisation (and/or instructor), to retain their approvals for their approved courses.

## 6.6 Custody and Security.

A delegated Licensing Assistant/Administrator in both the Abu Dhabi and Dubai GCAA offices is responsible for the custody and security of all examinations. All examination booklets and answer templates are kept in a locked cabinet and are only accessible to the authorised staff.

## 6.7 Examination Results.

Examination papers are marked using designated templates and the result annotated on the answer sheet. The copy of the standard written exam result letter (Appendix 2) is either handed to the Director of Operations/Chief Pilot/Chief Flight Instructor or faxed/mailed/e-mailed, for inclusion in the subsequent licence application. The original written results is retained by the GCAA Licensing Department. The results are based only on the marks for correctly answered questions and marks are not deducted for incorrect answers or for any other reason.

## 6.8 Non-eligibility.

Pilots not required to undergo an examination are not eligible to sit for an examination, Additionally pilots may only sit the written exam for the applicable licence or rating applied for.

## 6.9 Results Sheet Records.

All result sheets are placed on file and locked in the secure examination cabinets. The results are sent to the GCAA archival section after 5 years.

## 6.10 Cheating.

Any candidate found to be talking to other candidates for whatever reason will be removed from the examination room immediately and not permitted to resit any exam for a minimum of 30 days. A candidate found to be cheating will not be permitted to resit any exam for a minimum of 1 year. A candidate who is found to be copying questions and answers for outside use will face a similar penalty.

## 7. AVAILABLE EXAMINATIONS.

The following policy applies only to flight and cabin crew licences processed and controlled by the GCAA Licensing Department.

### 7.1 Private Pilot License.

The examination is a 100 question multiple choice examinations developed from the subject areas listed in the PPL syllabus sections of CAR Part II, (which conforms to ICAO Annex 1) as well as publications used by approved Flight Training Schools Study references and include but not limited to:

- (a) UAE Civil Aviation Regulations.
- (b) UAE Aeronautical Information Publication.

## **7.2 Commercial Pilot License.**

The examination is a 100 question multiple choice examination developed from the subject areas listed in CAR Part II, the lesson objectives relating to the issuance of a CPL License – (Refer to the current JAA Theoretical Knowledge Lesson Objectives list) and the study references listed in paragraph 7.1 above. The time limit is 4 hours with a minimum pass mark of 75%.

## **7.3 ATPL - Aeroplane & Helicopter.**

The examination is a 100 question multiple choice examination developed from the subject areas listed in CAR Part II, the lesson objectives relating to the issuance of an ATPL License – (Refer to the current JAA Theoretical Knowledge Lesson Objectives list) and the study references listed in paragraph 7.1 above. The time limit is 4 hours with a minimum pass mark of 75%. There are two separate exams, one for aeroplane and one for helicopter. Questions on aircraft are general in nature, whilst the applicable aeroplane and helicopter questions are specific to the kind of aircraft.

## **7.4 Air Law Examination - Aeroplane & Helicopter.**

The examination is a 50 question multiple choice examinations developed from the UAE CAR Parts II, III and IV and the UAE AIP. The time limit is 2 hours with a minimum pass mark of 75%. All questions from these references are either generic to all aircraft and licence holders, or specific to the licence level and either for aeroplane or helicopter licences. Separate Air Law examinations have been produced for the following candidates;

- (a) Private Pilot Licence Holders.
- (b) Commercial Pilot Licence Holders.
- (c) Air Transport operators (Aeroplane).
- (d) Air Transport operators (Helicopter).

## **7.5 Instrument Rating.**

The candidate must hold a valid UAE PPL or CPL in the applicable category and class of aircraft and be undertaking a course of instrument training instruction with a GCAA approved UAE Instrument Instructor (IRI). The examination is a 50 question multiple choice examination, developed from the UAE GCAA regulations and the ICAO Instrument procedures (PANS-OPS). The time limit is 2 hours with a minimum pass mark of 75%.

## **7.6 Flight Instructor Rating (FI).**

The candidate for Flight Instructor Knowledge written exam must at least hold a current Commercial Pilot Licence and have successfully completed within the last 24 months a UAE approved Flight Instructor Course, and obtained a Completion Certificate and/or hold a valid foreign flight instructor rating. The examination is a 50 question multiple choice exam, developed from the UAE Civil Aviation Regulations and the Instructor Handbook on "Principles of Instruction". The time limit is 2 hours with a minimum pass mark of 75%.

### **7.7 Instrument Flight Instructor Rating (IRI).**

The candidate for Instrument Flight Instructor knowledge written exam must at least hold a current UAE Commercial Pilot Licence with a current, valid Instrument Rating and an "Unrestricted" Flight Instructor Rating. Additionally applicants must have successfully completed within the last 24 months UAE approved Flight Instructor Course and obtained a Course Completion Certificate and/or hold a valid foreign Instrument Flight Instructor Rating. The examination is a 50 question multiple choice exam, developed from the UAE Civil Aviation Regulations, ICAO Instrument procedures and the Instructor Handbook on "Principles of Instruction". The time limit is 2 hours with a minimum pass mark of 75%.

## **8. APPLICATION.**

Pre-requisites for eligibility to take any examination include;

- (a) A covering letter from the Operator (including completion of GCAA Lic. Form 01), attaching the documents specified on the aforementioned forms' checklist.
- (b) A legal identification card in English with photograph (e.g. passport, or UAE driver's licence).
- (c) A letter from the CFI of the flying training organisation or chief pilot of the aviation organisation on company letterhead and signed by a recognised managerial appointment (e.g. CFI, Chief Pilot, Operations Director) stating that the candidate has received the required instruction, and is prepared for the examination.
- (d) Payment of the appropriate fee of Dhs.200/-.

## **9. CONDUCT.**

### **9.1 Facilities.**

The written examinations are conducted in an area designated by the supervisor of the exam as satisfactory. The supervisor considers the following when evaluating an examination site:

- (a) Climate controlled environment (suitable air conditioning).
- (b) Noise free environment acceptable to the supervisor.

- (c) Access controlled environment.
- (d) Suitable furniture (adequate number of tables and chairs to accommodate the number of exam candidates).
- (e) Uninterrupted period of time available at that location to accommodate the exam period.

## 9.2 Supervisor Procedures.

This section outlines the requirements that must be followed when administering a test.

### 9.2.1 Pre-Examination Procedures.

Prior to administering the test to any candidate, the following procedure should be carried out by the supervisor:

- (a) Establish positive identification of the applicant. A photo ID, passport, UAE driver's licence with photo are acceptable. All Identification documents must be in English or English & Arabic.
- (b) Establish that the applicant is eligible to take the exam and that the applicant has not taken the exam before, or within the previous 30 days.
- (c) Collect the applicable fee.
- (d) Establish that the applicant has received the required ground school training for the licence or rating he/she is pursuing. The applicant must have a recommendation from the instructor or organisation to take the exam.
- (e) Request the applicant to read the instructions for the test and fill-in the required details. The answer sheet is on the reverse side of these instructions.
- (f) For the PPL, CPL and ATPL exams, provide one clear plastic sheet (for protecting charts) and two sheets of clean white scratch paper to each applicant. The candidate is allowed to utilise a flight computer or an electronic flight data calculator, but without the manufacturer's instructions as to how to use the electronic flight data calculator. All scratch papers must be returned to the supervisor of the exam immediately after completing the exam.
- (g) The candidate should be positioned at the testing table in such a manner that it would be difficult for one candidate to copy from another candidate's examination paper. Advise the candidates that they must do their own work and use no outside references during the exam.
- (h) Ensure all non essential items, such as brief cases, bags, mobile phones are left outside the exam room in a secure location.

- (i) Ensure all of the candidates are aware of the conduct of the exam.

### 9.2.2 During Examination Procedures.

All examinations must be actively supervised to ensure there is no cheating and in particular:

- (a) Ensure the candidates have a noise free environment throughout the exam.
- (b) Ensure no talking or taking of notes.
- (c) Allow only one person at a time to make a bathroom visit without disturbing other candidates.
- (d) During the examination, maintain the answer template in a secure location at all times.
- (e) Advise candidates 10 minutes to go before the time limit.
- (f) Collect all answer sheets and exams at the end of the time limit.
- (g) Allow any candidate who finishes early, to leave the examination room, but not to re-enter.

### 9.2.3 Post Examination Procedures.

Upon completion of the test:

- (a) Collect the exam booklet, answer sheet, and sheets of scratch paper from each candidate. Notify the applicant that the exam will be graded and the results will be posted to the Director of Operations/Chief Pilot/Chief Flight Instructor. Discussing the exam questions with the candidates is discouraged except where the candidate believes a question to be poorly written or outside the study syllabus. Some of the questions are very technical and can only be explained with lengthy presentations. Such a presentation would disturb other candidates in the examination room who have not completed their exam.
- (b) When not in use, retain the exam booklet, answer sheets, and answer template in a secured area not accessible to anyone except authorised personnel.
- (c) The exam should be graded utilising the answer templates provided. Mark each incorrect answer with a red pen. The final exam score should be entered on the administrative side of the answer sheet along with the name of the exam invigilator and the date the results were posted to the applicant.



- (d) The exam results shall be posted to the candidate within 7 working days, or, if time is available, the inspector conducting the exam may score the exam immediately and declare the results to the operator by letter, fax, email or ordinary mail.

### 9.3. Instructions to the Candidate.

All candidates must follow the instructions outlined below:

- (a) Read the instructions and sign in ink signifying that you understand the examination procedures. Complete the requested information placing the title of the exam in the block for "Title of the Exam".
- (b) Mark your answers in pencil on the answer sheet which has been provided on the reverse side of the instructions to candidate sheet.
- (c) No other material except a pencil with eraser is required for the Air Law exam. The PPL, CPL, ATPL and instrument exam requires a pencil, eraser, plotter, ruler and calculator to be brought by the candidate. Scratch paper and a clear plastic work sheet for covering charts and maps will be provided by the GCAA.
- (d) Mark over your answer by completely blackening the appropriate letter or number, or putting a cross through it. This may be either A, B, C, or D; (a), (b), (c), (d) or 1, 2, 3, 4 , depending on the exam. Do not circle your answer it may not be seen when using the marking template. Only one answer should be marked for each question. Marking more than one answer for each question will automatically result in the answer being deemed as incorrect.
- (e) Each question is worth (1) mark and only correct answers are counted. The examinee is not penalised for incorrect answers. Choose the most correct answer if in doubt.
- (f) The minimum pass mark is 75%.
- (g) Do not write in the test booklets.
- (h) No talking during the exam otherwise the exam will be terminated.
- (i) Once you have left the exam room after completion of your examination, you will not be allowed to return until all the examinees have completed their examinations.
- (j) Do your own work. There are many versions of the exam. Yours will be different from those seated near you.
- (k) When you have completed the exam, put your answer sheet inside your exam booklet, close the booklet and it will be collected from you. At that time quietly leave the exam room.

- (l) Only a copy of the written examination results letter will be sent to the operator/school and original will be retained by the Licensing Section as evidence of the successful completion of the exam. It must be included with the documentation of the pilot's application for licence or rating.

## APPENDIX 1

**INSTRUCTIONS FOR THE EXAM**

Before beginning the exam, ensure that you enter your full name, the date, and your UAE address in the space provided at the bottom of this page. The answer sheet is printed on the reverse side of this page. Use the answer sheet to record your answers to the corresponding question in the written exam. Use a pencil for marking the answers and erase fully any marks made by you if you desire to change your answer. Do not write in the exam booklet. Mark only one answer for each question by completely blacking out the correct letter (a, b, c, or d). Marking more than one answer for each question will result in an incorrect answer for that question.

**The minimum passing score is 75 percent**

A time limit for four hours is established for PPL/CPL/ATPL and two hours for the Air Law examination. The exam supervisor will notify you 10 minutes before the time limit has expired and again when the limit is expired.

**Warning**

**Utilizing unauthorised materials during this exam is prohibited. You may use only those materials directed by the Supervisor. You may not remove any material from the exam room. You may not copy or reproduce any part of the exam. Cheating or obtaining answers from any other source is prohibited and if detected will result in immediate suspension of the exam and one year suspension of eligibility to retake the exam. Use of mobile telephones / PDA's is prohibited.**

The results of your examination will be faxed/email/mailed to your Director of Operations/Chief Pilot/Chief Flight Instructor within seven days of the date of the examination.

I hereby accept and agree to the terms and conditions under which this exam is administered.

\_\_\_\_\_  
Signature

Please Print

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Mail the exam results to this address \_\_\_\_\_

Written Exam Title \_\_\_\_\_ Version \_\_\_\_\_ Date of Exam \_\_\_\_\_

***For Official Use only***

Score \_\_\_\_\_ Graded by \_\_\_\_\_ Date results mailed \_\_\_\_\_

## APPENDIX 2

SAMPLE WRITTEN EXAMINATION RESULTS

To. \_\_\_\_\_

PO Box \_\_\_\_\_

\_\_\_\_\_, UAE.

Dear \_\_\_\_\_,

Enclosed are the results of your written exam which you took on \_\_\_\_\_. Minimum passing score is 75%. When you apply for a UAE Licence or rating, you must present this letter to the GCAA as evidence of successfully completing the written examination.

In the event your score was not 75% or greater, you may retake the examination after 48 hours upon presenting a written recommendation from a licensed UAE flight instructor or management appointment that you have received additional ground instruction in the applicable subject areas and have demonstrated adequate knowledge to pass the written exam. However, if a second failure occurs, you must wait 30 days to again take the examination. Total three attempts will be allowed for a candidate to sit for the exam. In case, the candidate fails in all the three attempts, he will have to wait for one year to resit the examination.

**Title of Examination** \_\_\_\_\_.

**Your written exam score is** \_\_\_\_\_.

Should your test score be less than 75% and you elect to retake the examination, the areas in which you may need to devote specific study emphasis are listed below;

_____	Area 1,	Meteorology
_____	Area 2,	Aircraft General Knowledge
_____	Area 3,	Air Law
_____	Area 4,	Flight Performance Planning
_____	Area 5,	Operational Procedures
_____	Area 6,	Principles of Flight
_____	Area 7,	Radio/Telephony
_____	Area 8,	Navigation
_____	Area 9,	Human Performance and Limitations
_____	Area 10,	Instructional Techniques

If you require further information you may contact the Licensing Section at Dubai on 04 2111662. Thank you.