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AIC

H12/03

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THE AUSTRALIAN CIVIL AVIATION SAFETY AUTHORITY (CASA) FLIGHT CREW EXAMS

1. INTRODUCTION

1.1 **Purpose.** This AIC revises the advice previously notified through AIC H11/02, effective 26 Dec 02.

1.2 **The CyberExams System.** This system delivers CASA flight crew examinations (exam) via the Internet to approved exam venues throughout Australia. It allows candidates to deal directly with the approved exam supervisors, for all exam bookings, postponements of exam sessions, payment of exam fees, issue of exam results and Knowledge-Deficiency-Reports (KDR), and the reissue of these documents.

1.3 **CASA Website.** This AIC only provides general information on the CyberExams system. For more detailed information, aeronautical knowledge instructors and students (exam candidates) are advised to refer to the CyberExams page on the CASA website (www.casa.gov.au).

1.4 **Updated Information.** Flight crew exam information presented in this AIC is current only at time of publishing. For exam information that may have been updated, instructors and candidates should refer regularly to the CASA website. CASA strongly advises candidates to do this prior to taking up an aeronautical knowledge training course (or embarking on a self-study course), and particularly before attempting an exam.

2. FLIGHT CREW EXAM STANDARDS

2.1 **Ownership of the Flight Crew Exams System.** CASA has ownership of the CyberExams system. For simplicity, the system may be con-

sidered as two integrated components - Exam Standards and Exam Delivery.

2.2 Exam Standards. CASA retains direct control of Exam Standards. This includes standards development and setting, including the promulgation of syllabi, development of exam questions, exam setting and assessment, and the release and recording of results.

2.3 Aeronautical Knowledge Syllabi. The aeronautical knowledge syllabi for flight crew exams are available on the CASA website and/or in hard-copy CASA publications, available through a number of aviation book stores. Instructors and students should be aware of the published exam rules and procedures, and the scope of the required aeronautical knowledge. Every item in the syllabus is examinable, and courses of study should address the complete syllabus.

2.4 Exam Types. CASA manages the different exams types under two categories - Professional Exams and the Private Pilot Licence (PPL) exams:

- a. **Professional Exams.** These exams include those for the Commercial Pilot Licence (CPL), Air Transport Pilot Licence (ATPL), Flight Engineer Licence (FE), as well as the Flight Instructor, Agricultural and Command Instrument ratings.
- b. **PPL Exams.** These exams include those for the Aeroplane PPL, Helicopter PPL, and conversion for overseas PPL Aeroplane and Helicopter licences, and the Private IFR rating.

2.5 Exam Codes. The codes for the current exam types are as follows:

ATPL

AALW	Flight Rules & Air Law (Aeroplane & Helicopter)
AHUF	Human Factors (Aeroplane & Helicopter)
AMET	Meteorology (Aeroplane & Helicopter)
ANAV	Navigation (Aeroplane & Helicopter)
AASA	Aerodynamics & Aircraft Systems (Aeroplane)
AASH	Aerodynamics & Aircraft Systems (Helicopter)
AFFA	Flight Planning (Aeroplane)
AFPH	Flight Planning (Helicopter)
APLA	Performance & Loading (Aeroplane)
APLH	Performance & Loading (Helicopter)

FE

FEAL	Air Legislation
FEBA	Basic Airframe & Associated Systems 1
FEBB	Basic Airframe & Associated Systems 2
FEBE	Basic Electrical
FEBN	Basic Instruments
FEBT	Basic Engines – Gas Turbines
FEBX	Basic Propellers

Note: CASA does not set, nor deliver, FE Basic Piston Engine exam.

CPL

CHUF	Human Factors (Aeroplane & Helicopter)
CMET	Meteorology (Aeroplane & Helicopter)
CNAV	Navigation (Aeroplane & Helicopter)
CADA	Aerodynamics (Aeroplane)
CADH	Aerodynamics (Helicopter)
CFPA	Operation, Performance & Flight Planning (Aeroplane)
CFPH	Operation, Performance & Flight Planning (Helicopter)
CLWA	Flight Rules & Air Law (Aeroplane)
CLWH	Flight Rules & Air Law (Helicopter)
CSYA	Aircraft General Knowledge (Aeroplane)
CSYH	Aircraft General Knowledge (Helicopter)
BCEX	CPL (Balloons)
BCAL	Conversion of Overseas CPL licence (Balloons)

PPL

PPLA	PPL (Aeroplane)
PPLH	PPL (Helicopter)
PAOS	Conversion of Overseas PPL licence (Aeroplane)
PHOS	Conversion of Overseas PPL licence (Helicopter)

Ratings

IREX	Command Instrument Rating
AFR1	Grade 1 Flight Instructors Rating
AGRC	Agricultural Rating
PIFR	Private IFR

3. EXAM DELIVERY

3.1 Exam Delivery. Exam Delivery comprises the tasks of processing exam applications, the collection of fees, organising and administering

exam venues and procedures, dialling up the required exams for the candidates, supervising the conduct of exams, and issuing (and reissuing) result advice and KDR achieved under the CyberExams system. Exam delivery is performed by the industry. Candidates should contact exam delivery providers direct on these issues, and not CASA.

3.2 Assessment Services Proprietary Limited (ASL). CASA has delegated the task of Exam Delivery of the professional exams to ASL. ASL may also deliver the PPL exams.

3.3 PPL Exams. CASA has also approved Chief Flying Instructors (CFIs) of approved flying training schools throughout Australia to deliver PPL exams for the aircraft category (airplane or helicopter) that is authorised on the school's AOC. The PIFR exams set by CASA may also be available at schools that are approved to conduct instrument flying training.

3.4 Exams by Arrangement. Due to the availability, by arrangement, of the professional exams throughout the working week, there is no CASA scheduled exam. The PPL exams are available, also by arrangement, at approved flying training schools. Some schools conduct the PPL exams on weekends as well.

3.5 Delivery of PPL Exams. For PPL exams, apart from the ASL venues, there are approximately 300 locations throughout Australia at approved flying training schools. PPL candidates may contact any of these centres directly to arrange for an exam session that is convenient to their needs.

3.6 Less Frequently Used Exams. A limited number of exam types that are less frequently used, such as the FE subjects, AFR1, AGRC and CPL Balloons continue to be available as hard-copy exams, by arrangement, until these too go on-line.

4. EXAM DELIVERY BY ASL

4.1 ASL Delivery Procedures. The ASL website is www.aslexam.com. It contains information and advice on the application procedures for flight crew exams. Candidates intending to book exams should visit this site. CASA advises candidates to read carefully the ASL web information and conditions on exam delivery. ASL may be contacted at:

Assessment Services Pty Ltd
214 Northbourne Avenue
Braddon

GPO Box 286
CANBERRA ACT 2601
Telephone: 02 6262 8820
Facsimile: 02 6262 8830

4.2 **ASL Exam Venues.** ASL currently has exam venues at any the following locations.

Adelaide (Parafield Airport) Maroochydore
Alice Springs Melbourne (Moorabbin)
Ayers Rock Mildura
Brisbane Mount Isa
Broome Newcastle
Canberra Nhulunbuy
Cairns Nowra
Coffs Harbour Perth
Darwin Rockhampton
Kalgoorlie Seymour
Karratha Sydney (Bankstown)
Kununurra Tamworth
Launceston Townsville
Mackay Wagga Wagga

4.3 **ASL Business Hours.** ASL conducts exam business during weekdays between 0800 hours to 1800 hours (local time), except on public holidays. However, the business hours for these venues vary from location to location depending on local usage patterns. At major (busier) venues, these venues are open most weekdays. The ASL website contains detailed information.

4.4 **Group Bookings.** Training organisations with significant student numbers are advised to liaise directly with ASL for their professional exam needs. Prior arrangements ensure that these needs may be satisfactorily fulfilled.

5. EXAM ELIGIBILITY FOR CANDIDATES

5.1 **Exclusion on Qualification.** Candidates should be aware that the purpose of CASA flight crew exams is to qualify for the issue of a licence or rating. Once the exam is passed, or the qualification issued, there is no

further entitlement to sit that exam. CASA does not normally permit candidates to resit exams under these circumstances. Candidates who may have special reasons may apply to CASA to do so. However, they should be aware that failure of the exam would raise the question of their competency to continue holding the licence, and require CASA to take due process to invalidate a previous pass or to consider action against a licence or rating held.

5.2 Suspension. A candidate who has been suspended from CASA exams will not be permitted to attempt any exam until the suspension period is completed, or has been lifted.

5.3 Pre-requisite Qualifications. A candidate must possess the Pre-requisite (Australian) qualifications before being permitted to sit the following CASA exams:

EXAM	PRE-REQUISITE QUALIFICATION
PPLA	BAK Aeroplane pass
CPLA	BAK Aeroplane pass
ATPL Aeroplane	CPL* Aeroplane exam pass, CPL(A) licence
ATPL Helicopter	CPL* Helicopter exam pass, CPL(H) licence
IREX	PPL or CPL licence
PIFR	PPL or CPL licence
AFR1	Flight Instructor Rating

(*full, and not partial, exam pass – for multi-part exams, a full exam pass means that all multi-parts have been passed within the permitted period)

5.4 Proof of BAK Pre-requisite Qualification. Candidates using the BAK as a pre-requisite qualification to sit an exam are personally responsible for presenting evidence of the required BAK pass to the supervisor for sighting before they may be permitted to attempt the exam.

5.5 Acceptable Proof of BAK Pass. The only acceptable proof of a BAK (Aeroplane) pass shall be a log book entry on the Theory Examination Pass Record section of the candidate’s pilot log book, signed by the candidate’s CFI.

5.6 Conversion for Overseas Licences. The holder of an overseas licence should refer to the CASA website for advice on the documentation, procedures, fees and exam(s) required to convert to an Australian licence.

6. EXAM FEES

6.1 **Fees.** There are two components of fees associated with a flight crew exam. These are the CASA exam fee, and the supervision fee. Candidates normally pay both components to the exam supervisor who would forward the CASA fee to CASA. CASA does not receive any part of the supervision fee.

6.2 **CASA Exam Fee.** The CASA exam fee is set in accordance with the Civil Aviation (Fees) Regulation. This document is available at any CASA Office and on the CASA website. ASL website also lists the CASA exam fees. The published CASA exam fees do not require any GST addition from the candidate. Currently, CASA has absorbed the GST cost.

6.3 **Exam for a Licence.** The Civil Aviation (Fees) Regulation publishes the cost for an “exam” by defining this as an “exam for the purpose of qualifying for the issue of [a particular flight crew] licence”. Therefore, a payment of a CASA exam fee provides one such “exam” for the purpose of qualifying for the issue of a licence as defined by the Regulations.

6.4 **Fees for Multi-part Exams.** For some licences such as the CPL, ATPL or FE, the licence exam has a number of subject parts, which must be sat separately. However, these subject parts are collectively identified as an “exam” as per the definition in paragraph 6.3 above. Payment of the CASA fee for an “exam” with separate subject parts entitles a candidate to sit once for each subject part.

6.5 **Payment.** The candidate may only make one payment for an “exam” at a time. The CyberExams business practice does not accept two, or more, payments for an “exam” at any one time. When the candidate has failed an exam, he/she may then make another payment for a fresh exam, if he/she intends to resit the exam. The CyberExams system will only hold one “exam” for a candidate at any one time.

6.6 **Application for Multi-part Exams.** Candidates attempting exams with multi-subject parts must book to sit each subject part separately. ASL will charge a supervision fee for each subject part involving an exam session, but the CASA fee provides one each of all subject parts. Postponement or inability to attend a booked exam sitting does not attract any additional CASA fee, but may affect the supervision fee. Candidates are advised to confirm with ASL its fee policy for such events.

6.7 Failing a Subject Part. Candidates are advised that after failing a subject part of a Multi-part “exam”, they have two options:

- a. continue sitting the other subject parts of the exam not yet attempted without paying another CASA fee, or
- b. purchase a new “exam” by paying another CASA fee (see paragraph 6.8 below).

6.8 Resitting Failed Subject Parts. A candidate who wishes to resit a failed subject part must purchase a new “exam” in order to obtain a fresh same subject part. Once a new “exam” is purchased, the previous “exam” expires regardless of whether or not the candidate had attempted all of its subject parts. The candidate may only sit for those subject parts of the “exam” that have not already been passed, therefore CyberExams will only allocate, on payment for an “exam”, one each of the subject parts that has yet to be passed.

6.9 Supervision Fees. ASL supervision fees are published on its website, and are inclusive of GST. ASL sets its fee for an exam based on the time required to prepare for and conduct the exam. The supervision fee set by the CFI supervisor of a flying school may vary from school to school. Candidates are advised to determine what the fee is prior to booking an exam at that venue.

6.10 ASL Booking Procedures. Candidates sitting an exam with ASL are urged to familiarise themselves with the ASL booking and payment requirements, particularly in regard to changing booked exam sessions. Full details are available on the ASL website.

7. INTERRUPTED EXAMINATION SESSIONS

7.1 Causes of Interruptions. CASA exams are delivered to, and retrieved from the exam venues via the Internet, and may be subjected to interruptions and failures associated with systems beyond the control of CASA. The performances of Internet Service Providers (ISP), local electrical supply, configuration and serviceability of Personal Computers (PC) used, and/or candidates not adhering to the supervisor’s instructions, may cause these interruptions and failures.

7.2 Responsibility for Failures. CASA and ASL cannot accept responsibility for interruptions and failures caused by factors outside their control, or by a candidate not following the supervisor’s instructions. However, when

such an interruption occurs, CASA and ASL will attempt to resume normal exam sessions as soon as possible.

7.3 Recovering Exams After Interruptions. If an exam has been interrupted, continuation of that exam after the interruption would not be possible. However, there is a facility to recover the candidate's answers up to the point of interruption. The supervisor will assess the situation, and make the decision whether or not the exam is to be recovered. Normally, an exam will be recovered if a significant portion has been completed to allow it to be marked.

7.4 Marking Recovered Exams. All recovered exams are counted as exam attempts, but CASA will assess the circumstances relating to the interruption for each exam to ensure that marking will be completed fairly. For instance, under certain situations, CASA may decide to delete a small number of unanswered questions from the marking process. If the exam is marked on the basis of a reduced number of questions, then CASA may require the deleted material to be examined at the flight test as part of the KDR test. A "recovered" exam result is only valid when CASA has released the result after assessment.

7.5 Limitation. The current version of the "recovery" facility will not be able to recover an interrupted exam if a power failure occurs unexpectedly. To provide some degree of mitigation, ASL has installed emergency backup electrical supplies at some locations, but these only enable the exam to continue for relatively short periods. These installations are principally for the purpose of enabling almost-completed exams to be completed and recovered.

7.6 Exam Not Recovered. If the exam is not recovered, then provided the interruption was not due to the candidate's actions, the candidate will be able to sit the same exam again without any further payment.

7.7 Resuming Exam Sitting. When the restoration of services to re-enable exam sitting is likely to take a while, the supervisor may offer the candidate a choice of sitting the same exam immediately after resumption of services or at a later date. This shall be the candidate's choice. CASA will not accept a decision to sit again immediately after the resumption of services as a mitigating factor in the marking of that exam.

8. REQUEST FOR RE-MARKING OF EXAMS

8.1 There are two separate processes for candidates to address any dissatisfaction with the exam outcome. These are the “re-marking” process, and the “post-exam comment” process which provides a facility for reporting on dissatisfaction with aspects of exam content after the exam sitting.

8.2 **Re-marking.** The CyberExams marking process is very accurate and re-marking an exam is unlikely to alter the result. Nevertheless, candidates may request a remark of an exam at a cost of \$70 as specified in Civil Aviation (Fees) Regulations. Payment of this fee may be by cheque or credit card authorisation, but cash should not be sent. The application for a remark must be accompanied with the correct fee and addressed to:

Civil Aviation Safety Authority
(Flight Crew Licensing Section)
(Exam Re-mark)
PO Box 2005
ACT 2601

Facsimile application (to 02 6217 1664) will require credit card payment. Therefore, a credit card number and validity date with an authority for CASA to debit this account will be required.

8.3 **Post-exam Comments.** The following will apply in respect of post-exam comments:

- a. Basically, the “post-exam comment” process facilitates post-exam appeals by candidates. After an exam, a candidate who wishes to report on any aspect of the exam, including any question that he/she feels could have adversely affected the exam result, may do so by e-mail to fcl.postexam_comments@casa.gov.au. This service is provided free of charge.
 - b. Candidates without e-mail facility may submit the post exam comments by post to the CASA address stated in paragraph 8.2 above, or by facsimile to 02 6217 1664, titling the report as “Post-exam Comment”. The same procedures applying to the e-mail post-exam comments facility will apply to normal mail or facsimile reports.
 - c. All post-exam comments will be assessed by CASA and appropriate action taken as necessary. However, candidates should realise that CASA does not have the resources to reply to all comments. Candidates will only be advised when action has been taken as the result of their post exam comments.
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- d. Candidates should not expect to use the post-exam comments facility as a training service. The KDR provides advice to candidates on topics requiring further training, and this should be arranged through the candidate's aeronautical knowledge instructor.

9. RE-TRAINING PERIODS

9.1 Importance of Adequate Preparation for Exam. CyberExams allows more frequent and convenient access to professional exams than the scheduled exam system that it replaces. However, candidates are advised to fully prepare before attempting an exam.

9.2 Addressing Knowledge Deficiencies. Failing an exam is indicative of inadequate preparation and CASA imposes retraining periods to ensure that candidates take adequate time to prepare before resitting an exam. CASA requires the unsuccessful candidate to undergo adequate re-training to address the deficiencies before re-attempting the exam. Full details of the re-training policy are described on the CASA website.

9.3 Re-attempting Without Satisfactory Re-training. Candidates are strongly advised not to re-attempt an exam unless they have re-trained to a satisfactory standard. If a candidate ignores this and fails repeatedly, the resultant poor performances will carry the consequence of increased intervals between sittings.

10. THE EXAM SESSION

10.1 The Supervisor. The exam supervisor acts on behalf of CASA. Candidates are required to adhere to his/her instructions. Failure or refusal to do so may result in the exam being declared invalid.

10.2 Reporting Time. The exam supervisor may require a candidate to be present by a certain time to facilitate briefing and familiarisation with the computer navigation of a typical exam.

10.3 Exam Details. Candidates are advised to refer to the CASA (and ASL) website for exam details, materials required and provided, and exam procedures.

10.4 Photographic ID. A candidate must provide a valid photographic Identification Document (ID) as proof of identity before he/she may be permitted to sit an exam. An acceptable ID is limited to one of the following documents:

- Driver's licence from any Australian State.
- Australian Government ID (either Commonwealth or State).
- Australian police/military ID.
- International passport.
- A "Proof of Age" or "Proof of Identity" ID issued by the Australian State/Federal Police, or an Australian State or local Government shop-front.

Photographic ID from commercial or private companies, clubs or schools are not acceptable. All non-photographic ID such as credit cards, Medicare cards, etc, are not acceptable. A photographic ID issued by a foreign authority, other than an international passport, is not acceptable.

10.5 Dictionaries & Commercial Index. Dictionaries and commercial indexes for air law (and other permitted) publications are not permitted in any CASA exam.

10.6 Reading Time. The time allowed for the sitting of a CASA flight crew exam includes reading time.

11. EXAM CREDIT FOR A MULTIPLE-PART EXAM

11.1 Exam Credit. The CPL and ATPL exams are Multi-part exams, with each subject part being tested separately as a subject exam. To be awarded a "full" and perpetual credit for either the CPL or ATPL exam, a candidate must pass all subject exams within three (3) years, counting from the first attempt, successful or otherwise. Once awarded, the exam credit is perpetual.

11.2 Time-expiry. The candidate is advised to only attempt a subject exam when he/she is fully prepared, as the time for this three-year period will be counted from the first attempt. If a candidate does not pass all subject exams within the permitted time frame, all subject passes will become time expired and invalid. This means that the candidate will be required to start the full process again.

11.3 Incomplete Exam From Previous Systems. There shall be no "carry-over" of a subject exam pass from any previous exam systems (eg, ExamFAX system) as partial "credit" for the CyberExams version, as these previous exam versions would be structurally different, or were based on different syllabi.

12. QUERIES ON PERSONAL EXAM DETAILS

12.1 **Australian Privacy Act.** Due to Privacy legislation, a candidate's personal exam details may not be given out over the telephone. For the same reason, a reprint of results may not be issued without the written authority of the candidate.

12.2 **Re-print of CyberExams Results.** A candidate who passed an exam attempted under the CyberExams system may, on his/her personal instructions to the supervisor, have a reprint issued at the exam venue. CASA does not reprint results achieved under the CyberExams.

12.3 **Details of Exams Under Previous Exam Systems.** For results achieved under an exam system previous to CyberExams, the candidate may, in writing, instruct CASA to reprint his/her personal exam result, KDR (where available), exam/licensing history record, or any personal exam detail.

13. CANCELLATION

13.1 This AIC replaces AIC H11/02, and remains current UFN.

14. DISTRIBUTION

By AVFAX and Airservices Australia website only.
