



Standards Document 11, Version 14

Requirements for the grant of Ground Examiner and Custodian of Examination Papers Authorisation.

Procedure and conduct for all Theoretical Knowledge (paper-based and electronic) Examinations for -

- **UK Part-FCL LAPL and PPL,**
- **UK NPPL and National private pilot licences,**
- **Instrument Meteorological Conditions (IMC) Rating/Instrument Rating (Restricted)**
- **Seamanship.**

The latest version of this document can be viewed on the CAA website.

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Amendment Status

Date	Version	Pages	Summary
November 2017	1	Complete revision	<ol style="list-style-type: none"> 1. Update with ANO 2016. 2. Updating CEP and GR requirements. 3. Updating examination procedures to include sanctions for cheating or failure to follow procedures. 4. Inclusion of all current examinations.
December 2020	2	Complete revision	<ol style="list-style-type: none"> 1. CAA address details updated and removal of telephone numbers. 2. Update to EASA/EU references. 3. CEP application changes. 4. Removal of the number of sittings within validity requirements. 5. Procedure for FRTOL and Communications paper. 6. Update to NPPL(A) Microlight examinations. 7. Transition for NPPL(A) Microlight examination papers to new examination papers. 8. Conduct of eExams. 9. Exam supervision for eExams. 10. Post examination administration for eExams. 11. Candidates who are proven to be cheating in eExams. 12. Examiner briefing to include that all answers must be on the answer sheet and not on roughworking paper. 13. Current eExams listed. 14. Updated NPPL(A) Microlight examinations with new examination numbers. 15. Updated PPL(G) examinations with new examination numbers.

Foreword

The European Commission Regulation (EU) No. 1178/2011 as amended by the Aviation Safety (EU Exit) Regulation No. 2019/645, known as the UK Aircrew Regulation, lays down the technical requirements and administrative procedures for the licensing of pilots.

Annex VI (Part-ARA) is the Authority Regulations, ARA.FCL.300 Examinations Procedures states:

- (a) The competent authority shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.

and

- (d) The competent authority shall establish appropriate procedures to ensure the integrity of the examinations.

Article 168 of the Air Navigation Order 2016 (as amended);

The CAA may, for the purpose of articles 36 and 187 and Chapter 3:

- (a) Approve any course of training or instruction;
- (b) Authorise a person to conduct such examinations or test as it may specify; and
- (c) Approve a person to provide any course of training or instruction.

In accordance with those provisions, this document sets out the requirements for the grant of the Ground Examiner and Custodian of Examination Papers Authorisations and the arrangements and procedures for the conduct of the following theoretical knowledge examinations in the UK:

1. UK-Part FCL Light Aircraft Pilot Licence (Aeroplanes and Helicopters),
2. UK-Part FCL Private Pilot Licence (Aeroplanes and Helicopters),
3. UK NPPL (Simple Single Engine Aeroplanes (SSEA), Self Launching Motorgliders (SLMG) and Microlights),
4. UK Private Pilot Licence (Balloons and Airships),
5. UK Private Pilot Licence (Gyroplanes),
6. Instrument Meteorological Conditions (IMC) Rating/Instrument Rating (Restricted).
7. Seamanship Rating

UK-EU Transition

At 23:00 on 31 December 2020 the UK left the European Union aviation system, and as such is no longer part of European Union aviation institutions, including the European Union Aviation Safety Agency (EASA).

Some CAA website pages, publications and application forms will continue to refer to EU law or provide links to EU law websites, including the European Union and EASA. There is a rolling programme of updates underway to replace these references.

Please note that EU law no longer applies to the UK, and references and links to any EU web pages will not be an accurate description of your obligations or rights under UK law.

The CAA has published the law that applies on a new site at info.caa.co.uk/UK-regulations

More information from the CAA is available at info.caa.co.uk/EU-exit/

PPL e-Exams - Internet-Based Electronic Exams- An Introduction

During 2020 the CAA transitioned some paper-based Theoretical Knowledge (TK) exams to a digital internet-based platform (PPL e-Exams). As part of the safety and service improvements offered by a digital platform, different arrangements are required for the delivery and supervision of e-Exams, which are explained in this document.

PPL e-Exams cover the 9 core (A) and (H) TK exams relevant to the issue of a UK Part-FCL PPL or a UK Part-FCL LAPL in accordance with:

1. AMC1 FCL.210 for PPL(A) & AMC1 FCL.215 for PPL(H)
2. AMC1 FCL.115 for LAPL(A) & AMC1.FCL.120 for LAPL(H)

Additionally, PPL e-exams should also be used the following UK National pilot licence TK exams as there is no change to these existing licensing arrangements. In summary:

1. UK Part-FCL PPL(A) e-Exams are used for LAPL(A), UK PPL(A) and NPPL (SSEA / SLMG) TK exams.
2. UK Part-FCL PPL(H) e-Exams are used for LAPL(H) and UK PPL(H) TK exams.

PPL e-Exams Core Subjects: Aeroplane & Helicopter

1. Subject: 010 – Air Law
2. Subject: 021-022 – Aircraft General Knowledge Airframe/Systems/Power Plant/Instruments
3. Subject: 031-034 – Flight Planning and Performance
4. Subject: 040 – Human Performance
5. Subject: 050 – Meteorology
6. Subject: 061 – Navigation
7. Subject: 070 – Operational Procedures
8. Subject: 081- Principles of Flight (A)
9. Subject 082 – Principles of Flight (H)
10. Subject: 090 – Communications (See section 5)

All theoretical knowledge ground examinations for private pilot licences and associated ratings and certificates are only conducted in English.

Upon satisfactory completion of the procedures laid down in this document, persons will be authorised to conduct and if required mark the exams and where applicable take responsibility for the security, upkeep and use of the examination papers. The continuation of this authorisation is dependent upon its validity being maintained and compliance with the procedures for conduct of the exams, as laid down in this document and any supplementary instruction issued by the UK CAA.

If, after reading this document, you still have general queries, please contact the General Aviation Unit:

Civil Aviation Authority Aviation House
Beehive Ring Road
Crawley
West Sussex
RH6 0YR

Email: ga@caa.co.uk

For enquires relating to PPL e-Exams please contact the CAA Exams team:

Tel: 0330 022 1972
Email: PPLExams@caa.co.uk

1 Requirements for Custodians of Examinations Papers (Hard Copy Paper)

1.1 Introduction

1.1.1 In accordance with Article 168 of the UK Air Navigation Order 2016 (as amended) the UK CAA may authorise a person to conduct such examinations or tests as it may specify.

1.2 Requirements for Custodians of Examination Papers (CEP) Authorisation

1.2.1 CEP is the formal title given to the nominated person at each training organisation holding responsibility for the papers. Only one CEP can be allocated per training organisation [per category of aircraft].

1.2.2 To qualify for acceptance as a CEP the applicant must hold an authorisation as a Ground Examiner (GR) or be nominated as the Head of Training (HoT) at an Approved Training Organisation (ATO) or Declared Training Organisation (DTO) in the category of aircraft for which examinations are to be conducted.

1.2.3 The CEP shall have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the UK Basic Regulation and its Implementing Rules during the last 3 years.

1.2.4 The CEP shall be nominated by either the Accountable Manager, Head of Training, Chief Flight Instructor or other Accountable Representative at the nominating training organisation, as a person of integrity who will take responsibility for the security and upkeep of the papers. Examiners conducting examinations for the NPPL only do not require a supporting training organisation.

1.2.5 The CEP will be required to acknowledge their acceptance of responsibility for the security and upkeep of the examination papers on the application form as detailed in section 3.

1.2.6 It is the responsibility of the CEP to ensure that their GR authorisation remains current and valid, if applicable, while they hold this role. In the event that the CEP is no longer employed by a training organisation, or their GR authorisation expires, the examination papers and answer booklet must be returned to the UK CAA

1.2.7 The examination papers remain the property of the UK CAA. As such if they leave the role of CEP/GR at the training organisation, the examination papers and answer booklet must be returned to the UK CAA.

2 The Privileges and Requirements of the Ground Examiner (GR) Authorisations

2.1 General Requirements for Ground Examiner (GR) Authorisation

2.1.1 GR should have relevant knowledge, background and appropriate experience related to the privilege of an examiner.

2.1.2 The GR shall have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the UK Basic Regulation and its Implementing Rules during the last 3 years.

2.1.3 The UK CAA requires a GR(A) and (H) to be sponsored by a training organisation in order to conduct UK Part-FCL LAPL and PPL examinations. Sponsorship must be made by a nominated post holder within the training organisation.

2.1.4 A training organisation may sponsor as many GR (A) and (H) as required to meet their operational need and each GR shall make an individual application to the CAA.

2.1.5 A GR (A) and (H) can be sponsored by multiple training organisations. Each sponsorship will require an individual GR application to the CAA.

- 2.1.6 Sponsorship is not required for a GR solely conducting examinations for the NPPL, UK PPL(BA) and UK PPL(G).
- 2.1.7 It is the responsibility of the GR to ensure that their authorisation remains current and valid while they hold this role. If a GR authorisation has expired and theoretical knowledge examinations have been conducted following the expiry of the GR authorisation, the theoretical knowledge examinations will not be accepted towards licence issue.
- 2.1.8 The application for the grant of a GR is shown at section 3. In order that they may be kept informed of any changes to including updates to examination papers or changes to e-Exams, all examiners are required to advise Licensing, Shared Service Centre, of any change of permanent, postal and e-mail addresses.

2.2 Specific Requirement and Privileges for Each Category of GR Authorisation

2.2.1 Ground Examiner Authorisation (Aeroplane) (GR (A))

The GR (A) examiner is required to hold or have held a UK or Part-FCL Flight Instructor's Certificate (Aeroplanes) or an AOPA Ground Instructor Certificate.

The GR (A) examiner is authorised, for a period not exceeding 3 years, to conduct written and e-Exams theoretical knowledge examinations for the grant of

- UK Part-FCL LAPL(A) and PPL(A)
- UK NPPL(A) SSEA, SLMG and Microlights

and will include the conduct of the ground examination for the IMC Rating/IR(R) if the Examiner holds or has held the privilege to instruct for the IMC Rating or Instrument Rating.

Authorisation will include the conduct of the ground examination for the Seaplane Rating if the Examiner holds or has held the privilege to instruct for the Seaplane Rating.

2.2.2 Ground Examiner Authorisation (Helicopter) (GR (H))

The GR (H) examiner is required to hold or have held a UK or Part-FCL Flight Instructor Certificate (Helicopters) or an AOPA Ground Instructor Certificate.

The GR (H) examiner is authorised, for a period not exceeding 3 years, to conduct written and e-Exams theoretical knowledge examinations for the grant of;

- UK Part-FCL LAPL(H) and PPL(H)
- UK PPL(G)

2.2.3 Ground Examiner Authorisation (Balloon and Airship) (GR (BA))

The GR (BA) examiner is required to hold or have held a BBAC Flight Instructor Certificate or an EASA Flight Instructor's Certificate (Balloons).

The GR (BA) is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of;

- UK Part-BFCL BPL
- UK PPL(BA)

2.2.4 Ground Examiner Authorisation (Gyroplane) (GR (G))

The GR (G) examiner is required to hold or have held a UK Flight Instructor Certificate (Helicopters) or (Gyroplane) or an AOPA Ground Instructor Certificate.

The GR (G) is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of;

- UK PPL(G)

2.2.5 Flight Radio Telephony Operators Licence (FRTOL)

The GR may not conduct the ground based practical examinations for the issue of the FRTOL unless specifically authorised. For more information on the RT Examiner please see Standards Document 04.

3 Application for the Grant of a CEP and GR Authorisations

3.1 Application for the Grant of the CEP

- 3.1.1 The applicant for a CEP must send a written request to CAA with the required information to Licensing, Shared Service Centre CAA at the details in paragraph 3.2.1

3.2 Application for the Grant of a GR Authorisation

- 3.2.1 Applications for grant of the GR should be made on SRG 1128 for Aeroplanes and Helicopters and on the SRG 2102 for Gyroplanes and submitted with the required information and charge to:

Licensing, Shared Service Centre,
Civil Aviation Authority
Beehive Ring Road
Crawley
West Sussex
RH6 0YR

Email: fclweb@caa.co.uk

- 3.2.2 Application for the grant of GR(A) to conduct only the UK NPPL(A) Microlight examinations should be made on form SRG1128 and submitted with the required information and application fee to:

British Microlight Aircraft Association (BMAA)
Deddington
Banbury
Oxfordshire
OX15 0TT

Telephone: +44 (0) 1869 338888
Fax: +44 (0) 1869 337116
web: www.bmaa.org

- 3.2.3 Application for the grant of GR(A) to conduct only the UK NPPL(A) SLMG examinations should be made on form SRG 1128 and submitted with the required information and application fee to:

British Gliding Association (BGA)
8 Merus Court
Meridian Business Park
Leicester
LE19 1RJ

Telephone: +44 (0) 116 289 2956
e-mail: office@gliding.co.uk
web: www.gliding.co.uk

- 3.2.4 Fees for grant of the GR are laid down in the CAA Personnel Licensing Scheme of Charges and are payable on application. The CAA Personnel Licensing Scheme of Charges can be found on the CAA website.

- 3.2.5 Application for the grant of GR(BA) should be made on the forms SRG 1182 and submitted to:

British Balloon and Airship Club (BBAC)
Cushy Dingle
Watery Lane
Llanishen
Monmouthshire
NP16 6QT

e-mail: information@bbac.org
web: www.bbac.org

3.2.6 Registration for an AOPA Ground Instructor Course should be made through:

Aircraft Owners and Pilots Association (AOPA)
1 Jason Close
Orsett
GRAYS
RN16 3DY

Telephone: +44 (0) 20 7834 5631
web: www.aopa.co.uk

4 Theoretical Knowledge Examination Procedures - Paper-Based Exams

4.1 Language

4.1.1 All theoretical knowledge ground examinations for private pilot licences and associated ratings and certificates are only conducted in English.

4.2 Distribution of the Theoretical Knowledge Examination Papers

4.2.1 The CAA will send to the CEP at the training organisation an examination pack in paper format containing the following;

- Examination papers
- A copy of this Standards Document,
- Answer sheets
- Answer booklet
- Workbook for NPPL(A) Microlights
- A receipt which the CEP must complete and return to the CAA.

4.3 Security of the Theoretical Knowledge Examination Papers

4.3.1 The CEP and the GR must take adequate precautions to ensure that candidates are not able to obtain prior knowledge of the contents of the theoretical knowledge examination papers or answers. The CEP and GR are to:

- ALWAYS** ensure that examination papers are stored in a locked cabinet to which only they have access at the training organisation.
- NEVER** under any circumstances allow question papers or the master answers to be photocopied or copied in any way. All CAA theoretical knowledge examination papers are subject to copyright and unauthorised copying is a breach of this copyright. However, it is permissible to photocopy skeleton flight plans, provided that all copies are treated as securely as the question papers and answers and to photocopy blank answer sheets.
- NEVER** allow anybody else to have any access to the master answers.
- NEVER** allow anybody other than the invigilator referred to in section 5 and the candidate sitting the examinations at the time, to see the examination paper. Questions contained in examination papers are not to be revealed to, nor discussed with, other persons.

4.3.2 Any queries regarding the examination questions should be referred to the General Aviation Unit.

4.3.3 Correct handling of the marked answer sheet is of paramount importance to the maintenance of the integrity of the examination questions. Please ensure that the procedures in section 5 are always followed.

4.3.4 In the event of a breach of security or unauthorised access to the examination papers, Licensing, Shared Services Centre must be notified immediately in writing.

5 The Theoretical Knowledge PPL VHF Communications (Comms) Examination Paper-Based Exam

5.1 Introduction

- 5.1.1 FRTOL examining arrangements are not part of PPL e-Exams implementation. FRTOL examiners may hold a PPL VHF communications Theoretical Knowledge (TK) examination paper (Subject 090).
- 5.1.2 As FRTOL is not in the scope of e-Exams:
- (a) FRTOL examiners should continue to use the paper hard copy VHF Communications paper (Subject 090) to which they have access.
 - (b) FRTOL Examiners should recognise a TK exams pass achieved in VHF Communications (Subject 090) delivered by e-Exams.
 - (c) A paper-based VHF Comms paper pass undertaken by an FRTOL Examiner will always count towards BOTH pilot licence and FRTOL issue.
- 5.1.3 Applicants for a stand-alone FRTOL, or where the examinations do not include a communications paper, are still required to take both the written and practical tests with an Authorised FRTOL Examiner. For further information on the FRTOL please see Standards Document 04.

5.2 Validity Periods for the Acceptance of the Theoretical Knowledge Examinations: Paper-Based and e-Exams

- 5.2.1 Following the introduction of e-Exams there are no material changes to the number of TK Exam subjects, the TK syllabus from which the exams are referenced, the number of exam questions (total per exam set and total per subject), the examination time duration, pass mark or number of attempts/series.
- 5.2.2 For all UK Part-FCL licences the requirements of FCL.025 'Theoretical knowledge examinations for the issue of licences and ratings' are applicable.
- 5.2.3 Candidates and GR are reminded that the validity periods in FCL.025(b)(2) and (c)(1)(i) are fixed periods, not rolling validity periods:
- FCL.025(b)(2): Unless otherwise determined in this Part, an applicant has successfully completed the required theoretical knowledge examination for the appropriate pilot licence or rating if he or she has passed all the required theoretical knowledge examination papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.
- FCL.025(c)(1)(i): The successful completion of the theoretical knowledge examinations will be valid for the issue of a light aircraft pilot licence or a private pilot licence, for a period of 24 months counted from the day when the pilot successfully completes the theoretical knowledge examination in accordance with (b)(2).
- 5.2.4 For UK NPPL, PPL(BA) and PPL(G) the following validity periods apply for licence issue;

- (a) Applicants for the UK NPPL(A) for SSEA/SLMG shall pass the same theoretical knowledge examinations as are required for a UK Part-FCL LAPL or PPL, to the same pass standards and within the same validity periods as required in FCL.025.
- (b) Applicants for the UK NPPL(A) Microlights shall pass the theoretical knowledge examinations in the following subjects:
 1. Aviation Law
 2. Human Factors
 3. Navigation
 4. Meteorology
 5. Microlight Technical
 6. Aircraft (Type) (Oral as part of the NPPL(A) Microlight GFT).

An applicant for an NPPL(A) Microlight shall pass all the examinations within a period of 24 months counted from the end of the calendar month when the candidate first attempted an examination, prior to applying for the licence.

(c) Applicants for the UK PPL(BA) shall pass the theoretical knowledge examinations in the following subjects:

1. Aviation Law, Flight Rules and Procedures
2. Human Performance and Limitations
3. Navigation
4. Meteorology
5. Airmanship and Balloon Systems (Hot Air Balloons)
6. Airmanship and Aerostatics (Gas-filled Balloons)

An applicant for an PPL(BA) shall pass all the examinations within a period of 24 months counted from the end of the calendar month when the candidate first attempted an examination, prior to applying for the licence.

(d) Applicants for the UK PPL(G) shall pass the theoretical knowledge examinations in the following subjects:

1. Aviation Law,
2. Human Factors
3. Navigation
4. Meteorology
5. Gyroplane Technical.

An applicant for an PPL(G) shall pass all the examinations within a period of 24 months counted from the end of the calendar month when the candidate first attempted an examination, prior to applying for the licence.

5.3 Transition for NPPL(A) Microlight Examination papers to New Examination Papers

- 5.3.1 From 1 November 2020, the new examination papers have been available for dispatch to Examiners.
- 5.3.2 The Examiner will need to contact the BMAA and order the new set of examination papers. The old set of examination papers must be returned to the BMAA prior to the new set being dispatched.
- 5.3.3 The new examination papers now have a mixture of multiple choice and written answers for the candidate to complete. More time has been allocated per examination paper to accommodate this change.
- 5.3.4 The answers for the Examiner are now in an answer booklet. The Examiner will also be supplied with a workbook which contains the entries from the AIP used in the navigation examinations. The workbook will be supplied to the candidate for the examination.
- 5.3.5 An example candidate answers sheet will be included in the pack and is available as a download on the BMAA website. The Examiner may make further copies of the candidate answer sheets as necessary.
- 5.3.6 From 1 December 2020, only the new examinations papers may be used by candidates.
- 5.3.7 Any old examination papers used after 30 November 2020 will not be accepted for licence issue.
- 5.3.8 If a retake was required after 30 November 2020, the candidate must use the new examination paper. The four attempts at any one subject will restart, allowing the candidate the full number of attempts with the new examination papers.
- 5.3.9 The validity period specified in paragraph 5.2.4(b) for licence issue will also apply to candidates who have passed their examinations using a combination of old and new paper sets.
- 5.3.10 If Examiners have any questions about the new set of examination papers, please contact the BMAA, on the contact details in paragraph 3.2.2.

6 Conduct of the Theoretical Knowledge Examinations - PPL e-Exams

6.1 IT System Requirements

- 6.1.1 The PPL e-Exams system is an internet-based exams system accessible on a device with an internet connected Google Chrome browser. This means that no additional bespoke software is required. IT specifications have been kept to a base-level to accommodate a range of devices and networks. As PPL e-Exams is a webpage, the system does not require significant computer processing power. Recommended specification for both computers and tablets is below.
- 6.1.2 For a non-technical specification, any computer or tablet that can comfortably run Microsoft Office applications such as Word and Excel should have no operating issues. An internet connection that provides reliable and stable internet browsing without slowing down (buffering) and can use applications without delay e.g. (weather, email, web browser, Facebook etc rather than games) should be adequate.

Laptop / Desktop PC

CPU speed	1.10 Ghz
Cores	4
RAM	4 Gb
Screen Size	13" min, ideally 15.1"
Screen Resolution	1280x800 or higher
Storage	128GB
Storage speed	5400 rpm (or SSD)
Operating System	Windows 10 – Earlier versions of Windows will still work

Tablet

CPU speed	1.10 Ghz
Cores	4
RAM	2 Gb
Screen Size	10.1" min, ideally larger
Screen Resolution	1280x800 or higher
Graphics	Hardware accelerated 2D graphics
Storage	16GB SSD
Operating System	Android 8.0 (Orio) or iOS 10

6.2 PPL e-Exams User Instructions

- 6.2.1 Detailed instructions on how to use the PPL e-Exams system are available on the CAA website here:

<https://www.caa.co.uk/General-aviation/Pilot-licences/Training-organisations/PPL-e-exams/>

- 6.2.2 The instructions are provided in CAP format as follows, including quick start guides:

1. PPL candidate Tasman guide: [CAP 1903A](#)
2. PPL candidate quick guide: [CAP 1903G](#)
3. PPL organisation Tasman guide [CAP 1903B](#)
4. PPL quick guide: Accessing the portal: [CAP 1903C](#)
5. PPL quick guide: Managing memberships: [CAP 1903D](#)
6. PPL quick guide: Booking and results: [CAP 1903E](#)
7. Professional and Private e-Services Terms and Conditions: [CAP 1903F](#)

6.3 Candidate Registration

- 6.3.1 A PPL e-Exams candidate is required to register on the CAA Portal (See CAP1903C above). This is where a candidate's personal details and identification are confirmed by the CAA. This has a lead time of a few days and has no cost. Once candidate registration is confirmed on the CAA portal PPL, e-Exams are an on-demand service managed by the candidate's training organisation.

6.4 Organisation Registration

- 6.4.1 An organisation wishing to provide PPL e-Exams needs to be set up on the PPL e-exams IT system by the CAA. This is straightforward and can be arranged by contacting the CAA at PPLExams@caa.co.uk

6.5 Examination Facilities and Equipment

- 6.5.1 Ideally a separate room will be available for the candidate sitting the examination. If this is not available, then a quiet area within the facilities available must be set aside and clearly marked to show that an examination is taking place. A suitable table and chair must be provided for the candidate.
- 6.5.2 **ALWAYS:** ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
- 6.5.3 If more than one candidate is sitting an examination, they should be seated in a way so that they cannot see each other's screens. They should not speak to any person other than the Ground Examiner.
- 6.5.4 Candidates may use the following equipment during an examination:
1. a scientific calculator, or
 2. a mechanical navigation slide rule (DR calculator), or
 3. an electronic flight computer, and
 4. a protractor;
 5. a pair of compasses and dividers;
 6. a ruler
- 6.5.5 Except equipment specified above, candidates should not use any other electronic equipment during the examination(s).
- 6.5.6 **NEVER:** permit any unauthorized reference material or notes in the examination room. Specific documents and tools needed for the examination should be available to the candidate during the examination.

6.6 VFR Navigation Chart for PPL e-Exams

- 6.6.1 Where an examination requires reference to a paper VFR Navigation chart this will be:
- 6.6.2 The current edition 1:500,000 Southern England & Wales VFR navigation chart listed [here](#)
- 6.6.3 It will always be the current edition rather than a specific edition number.

6.7 PPL e-Exams Exam Conduct Supervision Arrangements

- 6.7.1 The safety improvement and standardised exam security arrangements that PPL e-Exams brings requires each examination to be conducted by a GR in accordance with their Ground Examiner authorisation. There is no delegated invigilator option for PPL e-Exams. This is different to the arrangements for paper-based Theoretical Knowledge exams. A GR is a trusted and competent person authorised by the CAA for this purpose. The process and criteria to become a GR is detailed in Section 3.
- 6.7.2 To support the uptake of GRs the CAA has significantly reduced the Scheme of Charges certification and re-certification fee in 2020.

6.7.3 An organisation may have as many GRs as required to meet their e-Exams' operational need and each will have their own e-Exam log-in credentials. Each GR will require a separate application to the CAA.

6.8 Pre-Examination Administration

6.8.1 The identity of the candidate must be confirmed by photographic identification before an examination is taken.

6.8.2 The GR must ensure that the candidate has been recommended by the HoT or CFI at the training organisation where the candidate is completing their training for the Theoretical Knowledge examinations prior to attempting the examination.

6.8.3 Any candidate who has failed a subject in three attempts must follow the procedure in Section 8.

6.8.4 **ALWAYS:** The Ground Examiner must give the candidate an examination briefing prior to attempting the examination, this must include:

- a) Confirmation of the examination to be attempted.
- b) Confirmation of the time limits and number of questions for this examination.
- c) Remind the candidate that the pass mark is 75%.
- d) Remind the candidate that any infringement of examination rules may result in disqualification.
- e) Remind the candidate that any cheating may result in disqualification, as per the procedure in Section 9.
- f) Confirm to that candidate that they will be given an advance on-screen warning before the end of the examination time limit.

6.8.5 **ALWAYS:** ensure that during the examination strict discipline and silence is maintained.

6.8.6 **NEVER:** enter into discussion about the content or interpretation of any question with the candidate during the examination.

6.8.7 All rough working paper, associated documents and additional papers handed out to the candidates for the examination shall be handed back to the Ground Examiner at the end of the examination.

6.8.8 A record should be kept by the invigilator of any circumstances i.e. IT system failure, noise or disturbance which may have affected the conduct of the examination. This will be required in the case of CAA follow up.

7 Exam Supervision during a PPL e-Exam

7.1 Introduction

7.1.1 The GR is responsible for supervision of the exam candidate during entire the exam.

7.1.2 Remotely conducted examinations are not permitted e.g. candidate located elsewhere and exam taken on a video telephony software system e.g. Zoom.

7.1.3 As PPL e-Exams is an internet-based platform the GR shall ensure the exam candidate does not access other internet material whilst taking the exam. Accessing other material during an exam should be considered as cheating.

7.2 Action Following the PPL e-Exam

7.2.1 PPL e-Exam marking and results notification

Once completed, the PPL e-Exam will be automatically marked electronically and instantly. The exam result slip will then be available on the candidate portal and will be accessible to the training organisation providing the exam.

7.2.2 Candidate exam debrief by Ground Examiner

Provided the candidate has achieved a mark more than 50% the exam results slip 'Knowledge Deficiency Report' (KDR) will provide the Syllabus Objective (LO) reference of any question incorrectly answered. For example:

The attempt and series information has been provided from the information available in the e-Examinations system. If you have undertaken examinations outside of e-Examinations these results are not included in the attempt and series information above.

Knowledge Deficiency Report

Syllabus objectives for which your knowledge deficiencies have been identified are listed.

- 031.01.04.03
- 032.01.01.03
- 032.01.02.01

7.2.3 By cross referencing the Results slip KDR syllabus reference to the TK syllabus the area of weak candidate's knowledge can be identified. The Results slip KDR reference to TK syllabus cross referencing table can be found in the Organisation portal, clicking on the 'Documents' tab, then clicking 'Documents' underneath (both highlighted).

The screenshot shows the 'RG Flying Test' portal for 'RG Flying Test ATO. 1234'. The navigation menu includes 'Home', 'Organisation', and 'Documents' (highlighted in green). Below the menu, there is a 'PPL Documents' section and a 'Documentation' section. A 'Documents' button is highlighted in green. Underneath, the 'Learning Objectives' section lists the following:

- PPL 010 Air Law A H Learning Objectives
- PPL 020 Aircraft General Knowledge A H Learning Objectives
- PPL 030 Flight Performance and Planning A H Learning Objectives
- PPL 040 Human Performance A H Learning Objectives
- PPL 050 Meteorology A H Learning Objectives
- PPL 060 Navigation A H Learning Objectives
- PPL 070 Operational Procedures A H Learning Objectives
- PPL 081 Principles of Flight Aeroplane Learning Objectives
- PPL 082 Principles of Flight Helicopter Learning Objectives
- PPL 090 Communications Learning Objectives

7.2.4 As part of safety improvement, the GR supervising the exam should provide an opportunity for the exam candidate to discuss and review any areas of TK knowledge weakness to understand and fill any knowledge gaps.

8 Post Examination Administration

8.1 Introduction

8.1.1 The exam results are stored electronically on the CAA PPL e-Exams system. As PPL e-Exams is not part of an integrated PPL e-licensing system, the GR should also record the exam result on the relevant licensing/rating application form as they would for a paper-based exam. Where examination results are required to be notified to another pilot training organisation, e.g. student moves flying schools, the candidate is to be given the exam results on the relevant licence/rating application form as they would for paper-based exams.

8.2 Action Following a PPL e-Exams PASS

8.2.1 The GR should review the results slip with the candidate and confirm the pass result.

8.2.2 The automated exam result slip is the official record of the PPL e-Exam.

- 8.2.3 The GR should indicate areas where weakness has been found and should ensure that the candidate's knowledge is corrected.
- 8.2.4 The GR should complete the relevant section of the licence application form (SRG1105A for fixed wing and SRG1105H for helicopters) and the relevant section in the candidate's training records (if applicable).

8.3 Action following a PPL e-Exam FAILURE

- 8.3.1 The GR should review the results slip with the candidate and confirm the fail result.
- 8.3.2 The GR must tell the candidate that they have failed.
- 8.3.3 The GR should indicate areas where weakness has been found but should not discuss answers to specific questions.
- 8.3.4 The candidate may choose to exercise their right to appeal against the conduct of the examination under Regulation 6(5) of the Civil Aviation Act if they feel that the examination was incorrectly conducted.
- 8.3.5 If the candidate wishes to appeal against the conduct of the examination they must do so in writing within 14 days of failing the examination at PPLExams@caa.co.uk. Further information on appeals can be found in CAP1048, which is available on the CAA website.
- 8.3.6 The candidate is allowed three attempts to pass each examination subject. If the candidate fails on the third attempt, refer to section 8.4.

8.4 Action following a THIRD ATTEMPT FAILURE PPL e-Exams

- 8.4.1 The PPL e-Exams system will automatically place the exam candidate in stand-down meaning they cannot take further PPL e-Exams.
- 8.4.2 The stand-down enables the candidate and training organisation to devise a TK training plan to give the candidate the best opportunity to succeed.
- 8.4.3 The candidate must undertake further training as necessary as determined by the training organisation.
- 8.4.4 Once the training organisation is satisfied the candidate has a TK training plan in place then they should contact the CAA at PPLExams@caa.co.uk using subject header '*PPL e-Exam 4th Attempt*' with the candidate's name, CAA reference number, brief details of training plan and anticipated date by which the training plan will be completed.
- 8.4.5 The CAA will then release the candidate from stand-down and the candidate can then take the fourth exam attempt at the training organisation. There is NO requirement for a candidate to attend CAA offices at Gatwick for a fourth PPL e-Exam attempt.

8.5 FAILURE of the FOURTH Attempt of a PPL e-Exam

- 8.5.1 The PPL e-Exams system will automatically place the exam candidate in stand-down meaning they cannot take further PPL e-Exams.
- 8.5.2 A candidate failing the fourth exam attempt will be barred from making any further attempts for a period of 3 months from the date of the last examination.
- 8.5.3 ALL previous examination passes, in ALL subjects currently being sat are rendered null and void by a fourth attempt failure.
- 8.5.4 The candidate will be required to undertake further Theoretical Knowledge training at a training organisation and receive a further recommendation from the training organisation stating that they are ready to attempt the examinations again.

- 8.5.5 Once the training organisation is satisfied the candidate has a TK training plan in place then they should contact the CAA at PPLExams@caa.co.uk using subject header '*PPL e-Exam 4th Attempt Failure*' with the candidate's name, CAA reference number, brief details of training plan and anticipated date by which the training plan will be completed, which must be at least 3 months from the date of the 4th attempt failure.
- 8.5.6 The CAA will then release the candidate from stand-down and the candidate can commence a new series of exams at the training organization. There is NO requirement for a candidate to attend CAA offices at Gatwick for a new exam series following a 4th attempt failure.

9 Candidates Who Are Proven to be Cheating PPL e-Exams

- 9.1 ARA.FCL.300 requires the CAA to ban any candidate proven to be cheating from taking any further examination for at least 12 months.
- 9.2 GR are therefore requested that, if a candidate is caught cheating, they must document the events and notify the CAA within 3 working days of the examination by contacting the CAA at PPLExams@caa.co.uk with subject header 'PRIORITY: PPL E-Exams CANDIDATE SUSPECT CHEATING'.
- 9.3 The GR must supply the CAA with the following information:
- (1) Name of the candidate
 - (2) CAA Reference Number (if known)
 - (3) Date of Birth of candidate.
 - (4) Address and contact details of the candidate
 - (5) Date and location the examination took place.
 - (6) Examinations subject
 - (7) Brief details of the event.
- 9.4 The CAA will conduct an investigation and if exam cheating is confirmed then the CAA will notify the candidate in writing that they will be banned from all examinations for a period of 12 months.
- 9.5 The CAA will then place the candidate in stand-down meaning no further PPL e-Exams can be taken for the duration of the ban.
- 9.6 If the candidate will be applying to another Competent Authority for licence issue the CAA will inform that Competent Authority that the candidate has been banned from the examinations.

10 Conduct of the Theoretical Knowledge Examinations - Paper-Based Exams

10.1 Examination Facilities and Equipment

- 10.1.1 Ideally a separate room will be available for the candidate sitting the examination. If this is not available, then a quiet area within the facilities available must be set aside and clearly marked to show that an examination is taking place. A suitable table and chair must be provided for the candidate.
- 10.1.2 **ALWAYS:** ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the candidate, are removed from the examination room, or covered up.
- 10.1.3 If more than one candidate is sitting an examination, they should be seated in a way so that they cannot read each other's examination papers. They should not speak to any person other than the invigilators.

10.1.4 Candidates may use the following equipment during an examination:

- (1) a scientific calculator, or
- (2) a mechanical navigation slide rule (DR calculator), or
- (3) an electronic flight computer, and
- (4) a protractor;
- (5) a pair of compasses and dividers;
- (6) a ruler

10.1.5 Except equipment specified above, candidates should not use any other electronic equipment during the examination(s).

10.1.6 **NEVER:** permit any reference material or notes in the examination room, with the exception of the UK AIP for the IMC rating examination. Only the examination paper, specific documents and tools needed for the examination should be available to the candidate during the examination.

10.2 Pre-Examination Administration

10.2.1 The identity of the candidate must be confirmed by photographic identification before an examination is taken.

10.2.2 The GR must ensure that the candidate has been recommended by the HoT or CFI at the training organisation where the candidate is completing their training for the theoretical knowledge examinations prior to attempting the examination.

10.2.3 **NEVER:** allow a candidate to sit the same paper twice. Any candidate who has failed a subject in three attempts must follow the procedure in section 6.

10.3 Invigilation and Conduct During Examination

10.3.1 **ALWAYS:** Invigilation of the examination must be conducted either by the authorised GR or by a responsible person within the training organisation, appointed for the purpose by the GR.

10.3.2 Examination papers are provided to the invigilator by the CEP only.

10.3.3 Persons who are training towards the grant of a licence must not be used for invigilation duties.

10.3.4 **ALWAYS:** The invigilator must give the candidate an examination briefing prior to attempting the examination, this must include:

- (a) Confirmation of the examination to be attempted.
- (b) Confirmation of the time limits and number of questions for this examination.
- (c) Remind the candidate that the pass mark is 75%.
- (d) Remind the candidate that all answers must be written or annotated on the answer sheet. Answers written on rough working paper will not be accepted.
- (e) Remind the candidate that any infringement of examination rules may result in disqualification.
- (f) Remind the candidate that any cheating may result in disqualification, as per the procedure in section 7.
- (g) Confirm to that candidate that they will be given a five-minute warning before the end of the examination time limit.

10.3.5 **ALWAYS:** ensure the time limits printed at the head of each question paper are strictly observed.

10.3.6 **ALWAYS:** ensure that the candidates are given a five-minute warning before the end of their examination period.

10.3.7 **ALWAYS:** ensure that during the examination strict discipline and silence is maintained.

10.3.8 **NEVER:** enter into discussion about the content or interpretation of any question with the candidate during the examination.

- 10.3.9 All examination papers, associated documents and additional papers handed out to the candidates for the examination shall be handed back to the invigilator at the end of the examination.
- 10.3.10 A record should be kept by the invigilator of any circumstances i.e. noise or disturbance which may have affected the conduct of the examination. This will be required in the case of an appeal and must be kept with the examination result paperwork.

11 Action Following the Examination Sitting

11.1 Post Examination Administration

- 11.1.1 Examination answer sheets are to be marked by the GR only. Examination papers must not be marked in any way. If an examination paper becomes marked, the CEP should contact Licensing, Shared Service Centre, for a replacement.
- 11.1.2 If the invigilation of the examination has been delegated, papers and answer sheet must be returned to the GR immediately at the end of the examination.
- 11.1.3 Answer sheets must bear the names in BLOCK CAPITALS and signatures of the candidate, the invigilator and the GR who marked the paper and also the date of the examination.
- 11.1.4 Completed answer sheets must be regarded as "Examination in Confidence" and retained by the GR. On no account are the marked answer sheets to be given to the candidate, held with the student records, or sent to other schools as proof of passing an examination.
- 11.1.5 The GR is personally responsible for retaining the completed answer sheets for at least 3 years (36 months). Where examination results are required to be notified to another school, the candidate is to be given the results on the relevant licence/rating application form.

11.2 Action Following a PASS

- 11.2.1 The GR must tell the candidate that they have passed.
- 11.2.2 The GR should indicate areas where weakness has been found, if applicable and should ensure that the candidate's knowledge is corrected.-
- 11.2.3 The GR should complete the relevant section of the relevant section in the candidates training records.
- 11.2.4 Holders of FE(PPL) or FE(CPL) certificates who do not also hold GR authorisation are not permitted to sign off ground examinations.

11.3 Action Following a FAILURE

- 11.3.1 The GR must tell the candidate that they have failed.
- 11.3.2 The GR should indicate areas where weakness has been found but should not discuss answers to specific questions.
- 11.3.3 The candidate must be presented by the GR with form SRG 2155 - Examination Report in respects of failure of Theoretical Knowledge Examinations, a copy is available on the CAA website, clearly stating the candidates full name and date of birth and CAA reference number if known, the which examination subject and set number for the failed examination.
- 11.3.4 The GR is to retain a copy of form SRG 2155, they must give the candidate a copy and a copy must be sent to Licensing, Shared Service Centre within 14 working days.
- 11.3.5 The candidate may choose to exercise their right to appeal against the conduct of the examination under Regulation 6(5) of the Civil Aviation Act if they feel that the examination was incorrectly conducted.

11.3.6 If the candidate wishes to appeal against the conduct of the examination, they must do so in writing within 14 days of failing the examination. Further information on appeals can be found in CAP1048, which is available on the CAA website.

11.3.7 **The candidate is allowed three attempts to pass each examination subject. If the candidate fails on the third attempt, refer to section 11.4.**

11.4 Action Following a THIRD ATTEMPT FAILURE

11.4.1 The GR must follow the actions in section 11.5.

11.4.2 The candidate must undertake further training as necessary to be determined by the training organisation.

11.4.3 The candidate must be recommended by the HoT at a training organisation to attempt a fourth sitting. The candidate and the training organisation must complete form SRG 1165, which is available on the CAA website, to book the fourth examination.

11.4.4 The candidate can only sit the fourth examination at the CAA offices at Aviation House, Beehive Ring Road, Crawley, West Sussex, RH6 0YR.

11.4.5 Form SRG 1165 must be sent to Exam Support, Shared Service Centre for booking of the examination. Fees for booking of the examination are laid down in the CAA Personnel Licensing Scheme of Charges and are payable on application. The CAA Personnel Licensing Scheme of Charges can be found on the CAA website.

11.4.6 On receipt of the form and fee, the Shared Service Centre at the CAA will contact the candidate to arrange a convenient examination date.

11.4.7 The Shared Service Centre will confirm the agreed examination sitting in writing to the candidate.

11.5 FOURTH Examination Paper Attempt

11.5.1 The candidate should arrive for their examination attempt at least 30 minutes before the scheduled time.

11.5.2 No changes will be made to the examination booking in the week prior to the examination.

11.5.3 Cancellations will only be accepted if received in writing at least five working days before the examination; within five working days the full fee will be lost.

11.5.4 A refund of fees for cancellations, or non-attendance within 5 working days of the examination will only be given if a valid doctor's certificate is provided, together with a letter of explanation.

11.5.5 After marking the examination paper, the Shared Service Centre will notify the candidate of the result in writing within 10 working days of the examination.

11.6 FAILURE of the FOURTH Attempt of an Examination Paper

11.6.1 A candidate failing the fourth paper will be barred from making any further attempts for a period of 3 months from the date of the examination.

11.6.2 ALL previous examination passes, in ALL subjects currently being sat are rendered null and void.

11.6.3 The candidate will be required to undertake further theoretical knowledge training at a training organisation and receive a further recommendation from the training organisation that they are ready to attempt the examinations again.

11.6.4 ALL further examinations will be required to take place at CAA Aviation House.

12 Candidates Who Are Proven to be Cheating - Paper-Based Exams

- 12.1 ARA.FCL.300 requires the CAA to ban any candidate proven to be cheating from taking any further examination for at least 12 months.
- 12.2 GR are therefore requested that, if a candidate is caught cheating, they must document the events and notify the CAA in writing with 10 working days of the examination.
- 12.3 The GR must supply the CAA with the following information:
- (1) Name of the candidate
 - (2) CAA Reference Number (if known), Date of Birth of candidate.
 - (3) Address and contact details of the candidate
 - (4) Date and location the examination took place.
 - (5) Examinations subject and set number.
 - (6) Brief details of the event.
- 12.4 The CAA will conduct an investigation and if exam cheating is confirmed then the CAA will notify the candidate in writing that they will be banned from all examinations for a period of 12 months.
- 12.5 The CAA will contact all GR to inform them that the candidate has been banned from the examinations.

Appendix 1

Current Examinations PPL e-Exams v1 Release

UK Part-FCL LAPL/PPL (A) and (H) Examinations

1. UK Part-FCL PPL(A) e-Exams are used for LAPL(A), UK PPL(A) and NPPL (SSEA / SLMG) TK exams.
2. UK Part-FCL PPL(H) e-Exams are used for LAPL(H) and UK PPL(H) TK exams.

Exam Subject and Reference	Exam Duration	Number of Questions
010 – Air Law (A) and (H)	35 mins	16
021-022 – Aircraft General Knowledge (A) and (H)	35 mins	16
031-034 – Flight Planning and Performance (A) and (H)	45 mins	12
040 – Human Performance (A) and (H)	25 mins	12
050 – Meteorology (A) and (H)	50 mins	16
061 – Navigation (A) and (H)	45 mins	12
070 – Operational Procedures (A) and (H)	30 mins	12
081 – Principles of Flight (A)	35 mins	12
082 – Principles of Flight (H)	35 mins	12
090 – Communications (A) and (H)	20 mins	12
		Total Questions (A) or (H): 120

The PPL e-Exams listed above are those currently being used. Examination results achieved on any paper examination set numbers remain valid for licence issue in accordance with the validity timescales of FCL.025.

A candidate can therefore have a valid set of exam passes made up from any combination of paper and e-Exams within the prescribed validity periods to make a complete exam set.

Current Paper-Based Theoretical Knowledge Exams

UK NPPL(A) Microlight

The following specific subject papers are valid for **UK NPPL(A) Microlight** examinations:

Subject	Set Exam Numbers		
Aviation Law	M19A	M19B	M19C
Meteorology	M19A	M19B	M19C
Navigation	M20A	M20B	M20C
Human Factors	M19A	M19B	M19C
Microlight (Technical)	M20A	M20B	M20C

The following specific subject papers are valid for **UK PPL(BA)** examinations:

Subject	Set Exam Numbers		
Aviation Law, Flight Rules and Procedures	B 01A	B 01B	B 01C
Meteorology	B 02A	B 02B	B 02C
Navigation	B 04A	B 04B	B 04C
Human Performance & Limitations	B 05A	B 05B	B 05C
Airmanship and Balloon Systems (for Hot-air Balloons only)	B 03A	B 03B	B 03C
Airmanship and Aerostatics (for Gas filled Balloons only)	TBC	TBC	TBC

The following specific subject papers are valid for **UK PPL(G)** examinations:

Subject	Set Exam Numbers		
Aviation Law, Flight Rules and Procedures	GA18A	GA18B	GA18C
Meteorology	M99A	M99B	M99C
Navigation	M09A	M09B	M09C
Human Performance & Limitations	M96A	M96B	M96C
Gyroplane Technical	GA18A	GA18B	GA18C

The examination set numbers quoted here are those currently being issued. Examination results achieved on sitting earlier examination set numbers remain valid for licence issue in accordance with the validity timescales of this Standards Document.

The following specific subject papers are valid for **UK Instrument Meteorological Conditions (IMC) Rating or Instrument Rating (Restricted) (IR(R))** examinations:

Subject	Set Exam Numbers		
IMC/IR(R)	IMC01	IMC02	IMC03

The examination set numbers quoted here are those currently being issued. Examination results achieved on sitting earlier examination set numbers remain valid for licence issue in accordance with the validity timescales in this Standards Document.

The following specific subject papers are valid as from for Seaplane rating examinations:

Subject	Set Exam Numbers		
Seaplane	One	N/A	N/A

The examination set numbers quoted here are those currently being issued.