



CIVIL AVIATION AUTHORITY OF SRI LANKA

Personnel Licensing

EXAMINATION PROCEDURES MANUAL

Second Edition – 2018



Personnel licensing

EXAMINATION PROCEDURES MANUAL











Control Number: 000



CIVIL AVIATION AUTHORITY OF SRILANKA

PERSONNEL LICENSING SECTION

LIST OF GUIDANCE MATERIAL ISSUED BY THE PERSONNEL LICENSING SECTION

		
PERSONNEL LICENSING PROCEDURES MANUAL (SLCAP 3010)		MEDICAL PROCEDURES MANUAL (SLCAP 3020)
		
PEL OFFICE PROCEDURES MANUAL (SLCAP 3030)		ELPC PROCEDURE MANUAL (SLCAP 3040)
		
FLIGHT TEST EXAMINERS MANUAL (SLCAP 3050)		ATC LICENCE PROCEDURES MANUAL (SLCAP 3060)
		
AIRCRAFT MAINTANANCE LICENCE PROCEDURE MANUAL (SLCAP 3070)		EXAMINATION PROCEDURES MANUAL (SLCAP 3080)
		
APPROVED TRAINING ORGANIZATION CERTIFICATION MANUAL (SLCAP 3090)		PERPETUAL LICENCE PROCEDURE MANUAL (SLCAP3100)



List of Effective Pages

Page No	Effective Date	Page No	Effective Date	Page No	Effective Date
i.	15 th -March-2018			11-1	15 th -March-2018
ii.	15 th -March-2018				
iii.	15 th -March-2018	3-1	15 th -March-2018		
iv.	15 th -March-2018	3-2	15 th -March-2018	12-1	15 th -March-2018
v.	15 th -March-2018	3-3	15 th -March-2018	12-2	15 th -March-2018
vi.	15 th -March-2018			12-3	15 th -March-2018
vii.	15 th -March-2018				
viii.	15 th -March-2018	4-1	15 th -March-2018		
ix.	15 th -March-2018	4-2	15 th -March-2018	13-1	15 th -March-2018
x.	15 th -March-2018	4-3	15 th -March-2018	13-2	15 th -March-2018
xi.	15 th -March-2018			13-3	15 th -March-2018
1-1	15 th -March-2018	5-1	15 th -March-2018		
1-2	15 th -March-2018	5-2	15 th -March-2018	14-1	15 th -March-2018
1-3	15 th -March-2018	5-3	15 th -March-2018	14-2	15 th -March-2018
1-4	15 th -March-2018				
1-5	15 th -March-2018				
1-6	15 th -March-2018			15-1	15 th -March-2018
1-7	15 th -March-2018	6-1	15 th -March-2018	15-2	15 th -March-2018
1-8	15 th -March-2018	6-2	15 th -March-2018		
1-9	15 th -March-2018				
1-10	15 th -March-2018			16-1	15 th -March-2018
1-11	15 th -March-2018	7-1	15 th -March-2018	16-2	15 th -March-2018
1-12	15 th -March-2018	7-2	15 th -March-2018		
1-13	15 th -March-2018	7-3	15 th -March-2018		
1-14	15 th -March-2018			17-1	15 th -March-2018
1-15	15 th -March-2018			17-2	15 th -March-2018
1-16	15 th -March-2018	8-1	15 th -March-2018		
1-17	15 th -March-2018	8-2	15 th -March-2018		
1-18	15 th -March-2018	8-3	15 th -March-2018	18-1	15 th -March-2018
1-19	15 th -March-2018			18-2	15 th -March-2018
1-20	15 th -March-2018				
1-21	15 th -March-2018	9-1	15 th -March-2018		
1-22	15 th -March-2018	9-2	15 th -March-2018	19-1	15 th -March-2018
1-23	15 th -March-2018	9-3	15 th -March-2018	19-2	15 th -March-2018
1-24	15 th -March-2018				
1-25	15 th -March-2018				
		10-1	15 th -March-2018	20-1	15 th -March-2018
		10-2	15 th -March-2018		
2-1	15 th -March-2018	10-3	15 th -March-2018		
2-2	15 th -March-2018				
2-3	15 th -March-2018				



Table of Contents

Record of Revision	iv
List of Effective Pages	v
History of Revision	vi
Table of Contents	vii
Foreword	xii
Chapter 1.1 GENERAL	1-1
1.2 List of Abbreviation	1-2
1.3 INSTRUCTIONS TO CANDIDATE.....	1-4
1.3.1 ATTENDANCE AT THE EXAMINATION	1-4
1.3.2 EXAMINATION DATES AND BOOKINGS	1-4
1.3.3 AMENDING AN EXAMINATION BOOKING.....	1-5
1.3.4 MATERIALS USED IN THE EXAMINATION.....	1-5
1.3.5 RULES APPLICABLE FOR THE CONDUCT OF EXAMINATIONS	1-6
1.3.6 EXAMINATION RESULTS.....	1-7
1.3.7 FAILURE TO COMPLY WITH EXAMINATION REGULATIONS	1-8
1.4 CONDUCT OF EXAMINATION.....	1-8
1.4.1 PREPARATION	1-8
1.4.2 THE EXAMINATION ROOM	1-8
1.4.3 PRELIMINARIES	1-9
1.4.4 DURING THE EXAM.....	1-11
1.4.5 CIRCUMSTANCES FOR A CANDIDATE TO VACATE EXAMINATION ROOM	1-12
1.4.6 CANDIDATE UNWELL.....	1-12
1.4.7 IMPROPER CONDUCT.....	1-13
1.4.8 CHEATING.....	1-13
1.4.10 ON COMPLETION OF EXAM.....	1-14



Chapter -02 EXAMINATION MANAGEMENT SYSTEM.....	2-1
2.1.1 SETTING UP STUDENT PROFILES	2-1
2.1.2 DILIVERING AN EXAMINATON PAPER	2-1
2.2 EXAMINATION RESULT SHEETS.....	2-2
2.3 CLARIFICATION /RE-MARKING EXAMINATIONS.....	2-2
2.4 SECURITY OF EXAMINATION EQIPMENT AND DOCUMENTS	2-3
2.5 APPEALS.....	2-3
2.6 EXAMINATION PANEL / BOARD.....	2-3
2.6.7 PROSEDURE FOR APPOINTING KNOWLEADGE EXAMINERS.	2-4
2.7 THE QUESTION BANK	2-4
2.8 SYLLABUSES & LEARNING OBJECTIVES	2-8
2.9 AMENDMENTS TO THE SYLLABUS, LEARNING OBJECTIVES AND MCQS	2-8
2.10 METHODS OF EXAMINATION.....	2-9
Chapter 3.0 PRIVATE PILOT LICENCE GROUND EXAMINATION (AEROPLANE) / PPL(A)	3-1
3.1 INTRODUCTION	3-1
3.2 GROUND EXAMINATION FORMAT:	3-1
3.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS	3-1
3.4 SYLLABUS	3-1
3.5 GROUND EXAMINATION ENTERY CONDITIONS:	3-2
3.6 PASS STANDARDS	3-2
3.7 EXEMPTIONS FROM GROUND EXAMINATIONS	3-3
Chapter 4.0 COMMERCIAL PILOT LICENCE (AEROPLANE) GROUND EXAMINATIONS / CPL (A).....	4-1
4.1 INTRODUCTION	4-1
4.2 FORMAT OF EXAMINATION	4-1
4.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS	4-1
4.4 SYLLABUS	4-2
4.5 GROUND EXAMINATION ENTRY CONDITIONS.....	4-2



4.6 PASS STANDARDS	4-2
4.7 EXEMPTION FOR GROUND EXAMINATIONS	4-3
Chapter 5 COMMERCIAL PILOT LICENCE (AEROPLANE) GROUND EXAMINATIONS.....	5-1
5.1 INTRODUCTION	5-1
5.2 FORMAT OF EXAMINATION	5-1
5.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS.....	5-1
5.4 SYLLABUS	5-2
5.5 GROUND EXAMINATION ENTRY CONDITIONS.....	5-2
5.6 PASS STANDARDS	5-2
5.7 EXEMPTION FOR GROUND EXAMINATIONS	5-3
Chapter 6.0 AIRLINE TRANSPORT PILOT LICENCE (AEROPLANE) GROUND EXAMINATIONS / ATPL (A).....	6-1
6.1 INTRODUCTION	6-1
6.2 FORMAT OF EXAMINATION	6-1
6.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS	6-1
6.4 SYLLABUS	6-2
6.5 GROUND EXAMINATION ENTRY CONDITIONS	6-2
6.6 PASS STANDARDS	6-2
6.7 EXEMPTION FOR GROUND EXAMINATIONS.....	6-3
Chapter 7.0 INSTRUMENT RATING (AEROPLANE/HELICOPTER) GROUND EXAMINATIONS / IR (A/H)	7-1
7.1 INTRODUCTION	7-1
7.2 FORMAT OF EXAMINATION	7-1
7.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS	7-1
7.5 GROUND EXAMINATION ENTRY CONDITIONS	7-2
7.6 PASS STANDARDS	7-2
7.7 Exemption for Ground Examinations	7-3
Chapter 8.0 PRIVATE PILOT LICENCE (HELICOPTER) GROUND EXAMINATIONS / PPL (H).....	8-1
8.1 INTRODUCTION	8-1



8.2	FORMAT OF EXAMINATION	8-1
8.3	SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS	8-1
8.4	SYLLABUS	8-2
8.5	GROUND EXAMINATION ENTRY CONDITIONS.....	8-2
8.6	PASS STANDARDS.....	8-2
8.7	EXEMPTION FOR GROUND EXAMINATIONS	8-3
Chapter 9.0 COMMERCIAL PILOT LICENCE (HELICOPTER) GROUND EXAMINATIONS / CPL (H).....		9-1
9.1	INTRODUCTION	9-1
9.2	FORMAT OF EXAMINATION	9-1
9.3	SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS	9-1
9.5	SYLLABUS	9-2
9.5	GROUND EXAMINATION ENTRY CONDITIONS	9-2
9.6	PASS STANDARDS	9-2
9.7	EXEMPTION FOR GROUND EXAMINATIONS	9-3
Chapter 10.0 AIRLINE TRANSPORT PILOT LICENCE ATPL (H) GROUND EXAMINATION.....		10-1
10.1	INTRODUCTION	10-1
10.2	FORMAT OF EXAMINATION	10-1
10.3	SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS.....	10-1
10.4	SYLLABUS	10-2
10.5	GROUND EXAMINATION ENTRY CONDITIONS.....	10-2
10.6	PASS STANDARDS	10-2
10.7	EXEMPTION FOR GROUND EXAMINATIONS	10-3
Chapter 11.0 AIRLINE TRANSPORT PILOT LICENCE/ INSTRUMENT RATING (HELICOPTER) GROUND EXAMINATIONS / ATPL/IR(H).....		11-1
11.1	INTRODUCTION	11-1
11.2	FORMAT OF EXAMINATION	11-1
11.3	SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS.....	11-1



11.5	GROUND EXAMINATION ENTRY CONDITIONS.....	11-2
11.6	PASS STANDARDS	11-2
11.7	EXEMPTION FOR GROUND EXAMINATIONS	11-3
Chapter 12 GUIDE LINES FOR EXAMINERS ON HOW TO PREPARE KNOWLEADGE EXAMINATIONS		12-1
12.1	INTRODUCTION	12-1
12.2	STANDERDS FOR KNOWLEADGE EXAMINATIONS (PILOT LICENSE).....	12-1
12.3	STANDERDS FOR KNOWLEADGE EXAMINATIONS (AML LICENSE).....	12-1
12.4	STANDERDS FOR KNOWLEADGE EXAMINATIONS (ATC LICENSE).....	12-1
12.5	STANDERDS FOR KNOWLEADGE EXAMINATIONS (FOO LICENSE).....	12-1
Chapter 13 AIRCRAFT MAINTENANCE LICENCE EXAMINATIONS / AML		13-1
Chapter 14 AIR TRAFFIC CONTROL LICENCE EXAMINATIONS / ATC.....		14.1
Chapter 15 FLIGHT OPERATION OFFICER LICENCE EXAMINATIONS / FOO.....		15-1



Foreword

Civil Aviation Authority of Sri Lanka being the regulatory body empowered to conduct certifications & surveillance on civil Aviation activities, its Licensing Section is entrusted to conduct certification of personnel involved in these activities whose job functions require such certification to perform their jobs.

Conducting of examinations to determine the knowledge requirement for the issuance of a personnel license is conducted in the examination center established with in Licensing Section.

Purpose of this manual is to document procedures and standards applicable for conducting of examinations for the issuance of varies types of licenses. This manual also contains instructions for the management of Computer Based Examination Management System and other vital information pertaining to management of newly established examination center in CAASL with a capacity of twenty one examinations positions.

Also included in it some useful chapters on Qualification requirement, Appointment procedures of knowledge examiners , all other pertinent documents such as applications, syllabuses, distribution of examination questions, list of examiners, applications and forms have been made available in this manual as attachments.

This Manual SLCAP 3080 is approved by me as the Director General of Civil Aviation of Sri Lanka on powers vested upon me by Civil Aviation Act No 14 of 2010, on the date indicated below for the use & guidance of all applicable personnel for its intended purpose.

Contents of this manual may be changed if needed without prior notification & the right to change is reserved with DGCA.

H M C Nimalsiri
Director General of Civil Aviation & Chief Executive Officer
No 151/2 Minuwangoda Road
Katunayake

15th March 2018



1.0 GENERAL

1.2 List of Abbreviation

Abbreviations	Meaning
(A)	Aeroplane
A/C	Aircraft
AIS	Aeronautical Information Services
AMC	Acceptable Means of Compliance
AMC	Aeromedical Centre
AME	Authorised Medical Examiner
AMS	Aeromedical section
ATC	Air Traffic Control
ATP	Airline Transport Pilot
AML	Aircraft Maintenance Licence
ANR	Air Navigation Regulations
ATS	Air Traffic Services
ASN	Aviation Safety Notice
ATC	Air Traffic Controller
ATPL	Airline Transport Pilot Licence
CAASL	Civil Aviation Authority Of Sri Lanka
CFI	Chief Flying Instructor
CGI	Chief Ground Instructor
CPL	Commercial Pilot Licence
CAI-PLES	Civil Aviation Inspector PL Examinations
DGCA	Director General of Civil Aviation
DDGFSR	Deputy Director General Flight Safety Regulations
DTOPL	Director Training Org & Personnel Licensing



Abbreviations	Meaning
EO	Examination Officer
FCL	Flight crew licensing
FE	Flight Examiner
FI	Flight Instructor
FIE	Flight Instructor Examiner
FNPF	Flight and Navigation Procedures Trainer
FS	Flight Simulator
FTD	Flight Training Device
FT	Flight Test
FLVC	Foreign Licence Validation Certificate
FOO	Flight Operations Officer
FTO	Flying Training Organisation
H	Helicopter
HT	Head of Training
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
EASA	European Aviation Safety Agency
JAR	Joint Aviation Requirements
LOFT	Line Oriented Flight Training
LSST(E)	Licensing Sub-sectional Team (Exam)



Abbreviations	Meaning
MCC	Multi Crew Co-operation
MCQ	Multiple Choice Questions
ME	Multi-engine
MEP	Multi-engine Piston
MET	Multi-engine Turboprop
MPA	Multi-pilot Aeroplane
MPH	Multi-pilot Helicopter
NOTAM	Notice to Airman
nm	Nautical miles
OML	Operational Multicrew Limitation
OSL	Operational Safety Pilot Limitation
OTD	Other training devices
OPM	Office Procedures Manual
PF	Pilot Flying
PIC	Pilot-In-Command
PICUS	Pilot-In-Command under Supervision
PNF	Pilot Not Flying
PEL Section	Personnel Licensing Section
PPL	Private Pilot Licence
RT	Radio Telephony
SE	Single-engine
SCAIPLES	Senior Inspector –Examination & Standard
SET	Single-engine turboprop
SFE	Synthetic Flight Examiner



1.3 INSTRUCTIONS TO CANDIDATE

1.3.1 ATTENDANCE AT THE EXAMINATION

1.3.1.1 Candidates should be present at the examination centre with photographic proof of Identity* at least 20 minutes before the scheduled time for the commencement of each examination. A candidate who fails to provide authorised identification shall not be permitted to take the respective examination paper. Candidates may enter the examination room only when directed by an Invigilator

A candidates should not remain in the examination room after the finishing the examination paper.

*acceptable forms of photographic ID are:- Valid passport, SriLankan National ID, Photographic Driving License, SPL, PPL, CPL, ATPL, FOOL, AML, AMEL, ATCL.

All forms of ID must be photographic.

1.3.1.2 Coats, bags, books, briefcases, etc., must be placed at the front or rear of the examination room, or as directed by the invigilating officer. Any bags books, etc., may be removed if left unattended outside the examination room.

NOTE: CAASL will accept no responsibility for any personal items/equipment which a candidate brings to the CAASL and which he/she is not permitted to retain during an examination.

1.3.1.3 Candidates should be also advised that, at non-smoking rule applies in all examination centres of CAASL. Further, candidates shall not be permitted to take photographs at examination centers.

1.3.2 EXAMINATION DATES AND BOOKINGS

1.3.2.1 Applicants wishing to sit an examination must complete the necessary Application form and submit it to the Personnel Licensing section indicating the preferable date & time. Dates for pilot examinations shall be booked by sending an e-mail to (pilotexaminations@caa.lk). Evaluation of applications and granting examinations is described in Attachment - L

1.3.2.2 Person in charge of the CAASL examination branch shall inform examination schedule to candidates.

1.3.2.3 CAI-PL is responsible to informing candidates by an e-mail and all examination appointments and same to be recorded in examination calendar.



1.3.3 AMENDING AN EXAMINATION BOOKINGS

1.3.3.1 When an examination booking is confirmed an amendment can only be entertained with an advance notice of 05 working days . As such if an applicant wishes to amend an examination same is to be informed five working days prior to the date of examination. Examination dates when once book is not cancellable or transferable. Nevertheless, a candidate may request for a cancellation due to medical reason in such situations candidate is to provide a valid medical certificate with a letter of request to CAASL.

Note: Working days are Monday to Friday (excluding public holidays).

1.3.3.2 Where a candidate does not show for a booked examination, fee for that particular subject is not refundable or transferable.

1.3.3.3 In an event of disruption to public transport services, natural disaster, civil riot which is not with in the control of the applicant, candidates are required to give formal notice of their inability to attend indicating reasons. In such case, considering circumstances DTOPL will determine granting a fresh date without an additional payment.

1.3.4 MATERIALS USED IN THE EXAMINATION

1.3.4.1 When necessary the following reference books and tables will be supplied to each candidate but they must not be marked in any way or removed from the examination room:

- a) Mass and Balance supplement as approved by the DGCA
- b) Flight Planning Manual as approved by the DGCA
- c) Performance Manual as approved by the DGCA
- d) Student Pilot Route Manual as approved by the DGCA
- e) A scientific, non-programmable, non-alphanumeric calculator without specific aviation functions

1.3.4.2 Candidates are required to bring all the necessary drawing and calculating instruments, e.g. dividers, compasses, protractors, parallel rules, slide rules and navigational computers. Candidates may use their own pens, pencils, highlighters etc, on rough working paper provided by CAASL. Documents provided by the CAASL must not be marked in any permanent way (if pencils are used in CAA-SL supplements, all marks must be erased before they are collected by the invigilator). No pencil boxes, containers or instrument cases are permitted on tables.



- 1.3.4.3 The use of slide rules or instruments containing printed information on critical point, Point of no Return, distance to the horizon, convergence, conversion angle, dep/d'long, conversion factors, etc. are not permitted.

1.3.5 RULES APPLICABLE FOR THE CONDUCT OF EXAMINATIONS

- 1.3.5.1 Candidates will not be allowed to use any loose paper other than that provided at the examination by CAASL. All papers issued and documents provided by the CAASL shall be returned with the answer sheet to the Invigilator on completion. Failure to comply with this rule may result in disciplinary action being taken.
- 1.3.5.2 Answer sheets must be completed using pens (preferably blue colour or black colour) candidates shall not use red colour on examination documents. Candidates may use other writing implements on the rough working paper or on their own documents.
- 1.3.5.3 Demonstration on how to attend to a computerized examinations session & applicable Rules and Regulations about computer based examinations should be provided to applicants before starting each computer based examination paper (Guidance for candidates to take computer base examinations is described in Attachment – B1).
- 1.3.5.4 Silence is to be observed in the examination room at all times. Alarms from wristwatches and key rings are not permitted. Mobile telephones, pagers etc. must be switched off and left in the candidate's personal belongings and must not be taken in to the examination hall.
- 1.3.5.5 If a candidate wishes to speak to an invigilating officer, they should remain seated and raise their hand. The invigilating officer will consider only those questions from candidates which relate to the general conduct of the examinations and both parties should not enter into discussion on the interpretation of words or questions contained in the examination papers.
- 1.3.5.6 A candidate shall leave the room only with the permission of the invigilating officer if he/she has finished an examination paper before time, except during the last 5 minutes (after the warning is given) before the end of any paper.
- 1.3.5.7 In computer based examination, applicant should not cause any damage to hardware or software of the computer and shall not try to open any application other than the one assigned for him/her to do the examination.



- 1.3.5.8 Candidates are to stop work when so directed by examination staff and must remain seated until all examination material has been collected. Candidate shall log out from the computer once the examination is completed.
- 1.3.5.9 Any candidate who attempts to remove unauthorised examination materials/papers from the room will be liable to disqualification from those examination paper which have been taken and may be subjected for special arrangements for any future examinations.
- 1.3.5.10 Candidate may make his note of marks obtained for his/her own information and shall apply to re-take the examination in the event of an unsuccessful attempt.

1.3.6 EXAMINATION RESULTS

- 1.3.6.1 A result sheet will be provided to the candidate after completing all applicable knowledge examinations.
- 1.3.6.2 Candidates shall make a written request to obtain a result sheet.
- 1.3.6.3 The result sheet will be handed over to the applicant or to a person nominated by the applicant to collect the result sheet.

Examination results cannot be communicated via telephone.

- 1.3.6.4 Candidates may apply for any paper to be re-marked except in computer based examinations on payment of the fee as stated in the Scheme of fees and levied by CAASL, together with a written request.
- 1.3.6.5 Result sheet should be included at least the following information
- I. Logo of the Authority
 - II. Name of the Authority
 - III. The type, level and date of examination
 - IV. Name of Candidate
 - V. Index No
 - VI. A breakdown of subject/s
 - VII. The score
 - VIII. The margin of pass mark IX.
The signature of examiner
 - X. Sitting order number
- 1.3.6.6 after complete examination related to the each Level, candidate may request for an examination completion certificate. Candidate should make the applicable payment.



1.3.7 FAILURE TO COMPLY WITH EXAMINATION REGULATIONS

Any infringement of examination regulations may result in the candidate being disqualified in any subject paper that has been taken and barred from further participation in future examinations. Immediate removal from the examination room may be imposed if a candidate chooses to ignore any of these rules.

1.4 CONDUCT OF EXAMINATIONS

1.4.1 PREPARATION

1.4.1.1 The invigilator shall be at the examination centre in sufficient time before an exam begins in order to address adequately the necessary administrative preliminaries. An Invigilator unable to attend the exam due to unforeseen circumstances shall inform SCAI – Examinations as soon as possible. The Invigilator shall NOT employ/utilize a non-approved person as a substitute. The invigilator must not engage in other activities likely to reduce the standard of the primary task of supervision or distract candidates.

1.4.1.2 The invigilator shall ensure effective supervision over candidates and invigilator shall be available in the examination center throughout the examination period. Candidates shall NOT be left unsupervised during an examination or in the examination room.

1.4.1.3 The invigilators shall strictly adhere to Invigilator Roster published by DTO&PL

1.4.2 THE EXAMINATION ROOM

1.4.2.1 The Invigilator is responsible for ensuring that the examination centre is properly equipped and prepared for the exam sitting, with particular emphasis on:

- I. observance of relevant building, health and sanitation regulations;
- II. Safety for the occupants;
- III. Emergency considerations;
- IV. Control of access;
- V. Cleanliness;
- VI. No unnecessary material lying around, particularly those that may lend unfair assistance to the candidates. This includes charts, diagrams or textual information on boards and walls;
- VII. A wall clock or other time indicator so candidates can be aware of the time available to them;
- VIII. Correct level of lighting;



- IX. Correct level of air-conditioning;
- X. an environment free from unacceptable noise level, distraction and non-exam activity (place sign stating **Do Not Disturb – Examination in Progress** on all doors during the exam session);
- XI. Telephones set to *call diversion enabled* or ringer muted;
- XII. Comfortable seating for candidates;
- XIII. Clean toilet facilities nearby;
- XIV. Rough papers duly singed by the invigilator;
- XV. All PCs used by candidates are in good working order with USP power supply;
- XVI. Allocation of candidates to seating that will minimize disturbance if some have a shorter examination than others;
- XVII. General security aspects.

1.4.3 PRELIMINARIES

1.4.3.1 Prior to the exam sitting, carry out the administrative ‘preliminaries’ by recording the following details in the attendance sheet:

- I. Index Number and name of candidate;
- II. Date and time of sitting;
- III. Attendance sheet is signed by both candidate and the examiner.
- IV. Instruct the candidate to sign in the attendance book;
- V. Instruct the candidate to place all other personal belongings at the front of the room or in a secure location where these may not be accessed during the exam sitting;
- VI. Ensure that each candidate is correctly seated at the assigned cubical which has the correct exam supporting documents, where required, for the relevant exam type. This is important when different exam types are being sat at the same time;
- VII. Check that each candidate has only the permitted material for the exam. Permitted documents should be examined for hidden unauthorised material or notation; this may be carried out before and during the sitting but ensure that, in the case of the latter, the candidate is not unduly distracted nor interrupted. Check permitted documents e.g. AIP, SLCAP, for falsified pages;
- VIII. Instruct the candidate to actuate the ON/OFF switch of any



electronic calculator, and perform any other function that enables erasure of any data stored in memory circuits.

- IX. Advise the candidate(s) that they may read the “Instructions to Candidates” before commencing the examination.
- X. Check whether the candidate knows how to use computer base examination system used in CAASL i f he/she doesn’t, then, inform SCAI or CAI examinations so that he can guide the candidate.
- XI. Advise the candidate how to log in to the examination system utilizing the assigned username and password. In an event where candidates finds difficulties in log in inform the same to the examiner.
- XII. Inform the candidate that the PC should be operated only to perform functions necessary to complete the exam.
- XIII. When all is ready, draw the candidates’ attention to the time, advice the finishing time(s) and give a clear instruction to start the examination.



1.4.4 DURING THE EXAM

1.4.4.1 No unauthorized person shall be allowed to enter the examination hall.

1.4.4.2 Allow only one candidate to visit toilet at any one time.

Note: Candidates have been known to secrete unauthorized material in toilets, and view these on visits during the exam period – check the toilet for any such material.

1.4.4.3 Ask candidates to leave contents of pockets in invigilators care or ask candidates to reveal pocket contents before exam.

1.4.4.4 Invigilator must monitor and control the candidates continuously during the exam. He/ she should:

- I. ensure a candidate remains seated at their assigned place, unless visiting the toilet;
- II. ensure candidates do NOT talk among themselves or carry out a discussion (on any matter) while in or nearby the exam room;
- III. Not permit any candidate to carry out disruptive activities (e.g. whistling, humming loudly, singing, grumbling, voicing aloud an exam question, tapping on the table). If these activities still continue after an appropriate warning, instruct the candidate to leave the exam room and record the event in the Invigilator Log Book;
- IV ensure a candidate does **NOT** use a smart watch, headset, 'Walkman' portable CD players, mobile telephone (particularly for SMS or text messaging), pager, or any communication/electronic device (other than the provided and/or permitted electronic calculator);



- V. not permit candidates to borrow or share required reference books or any materials (pencils, rulers, erasers, etc.) from other candidates;
- VI. if necessary, explain that it is NOT the invigilators responsibility to provide or source material for the candidate that should have been self-supplied;
- VII. Ensure that there is be NO communication whatsoever between/among candidates during the exam sessions;
- VIII. Periodically walk around the room to check that candidates meeting all requirements for fairness and security and are not cheating.
- IX. Not hesitate to exercise your authority to expel a candidate from the exam room for misbehavior, should the situation warrant such action and as invigilator to control the exam sitting.


1.4.5 CIRCUMSTANCES FOR A CANDIDATE TO VACATE EXAMINATION ROOM:

1.4.5.1 During an exam session, other than in an emergency requiring the evacuation of the room, a candidate may only leave the exam room for following reasons:

- I. When the exam has been completed – standard procedures apply.
- II. When visiting the toilet. If this is requested:
 - (i) Only one candidate at a time shall be allowed to the toilet. As far as is practical, supervise/escort the candidate and do **not** permit any exam material to be taken out of the exam room;
 - (ii) advise the candidate that the allocated time for the exam will continue to run.
- III. When deciding to prematurely end the sitting.

1.4.6 CANDIDATE UNWELL

- 1.4.6.1 If a candidate is unwell the Invigilator should ask whether the candidate wishes to continue the examination or sit afresh at another date. It should be made clear that if the candidate chooses to continue no allowance can be given for the assigned time. If the candidates wishes to re-take the same examination the candidates is required to pay the fee applicable to the particular subject and it is counted as a new sitting. If an exam is disturbed due to a technical failure or due to an administrative reason of CAASL, a re-sit is may be given free of charge and the interrupted sitting is not counted. In such situation the candidate is required to make an entry in examination record book. SCAI examinations is to note his remarks pertaining to that incident.


	Personnel Licensing Examination Procedures Manual		SLCAP 3080
			Chapter : 1 Page : 1-13

1.4.7 IMPROPER CONDUCT

- 1.4.7.1 If it becomes evident that a candidate is, or has been cheating, the fact that it has been observed should be brought to the attention of the candidate. Unless the Invigilator considers an irregularity to be so serious that it warrants an immediate ending to the examination, the candidate should be told that the matter will be reported and then allowed to continue if he wishes to do so. A warning should be given that this matter will be considered when the paper is marked.
- 1.4.7.2 It is left to the discretion of the Invigilator as to what action to take particularly considering the nature of the improper conduct. Invigilator is to make a note in the attendance sheet. The incident shall be brought to the notice of DTPOL/SCAIPLES if further action is required.

1.4.8 CHEATING

- 1.4.8.1 During an examination, candidates may attempt to acquire information illegally which will be of assistance to them in answering questions. Such attempts may include:
- i) Openly viewing another candidate's script;
 - ii) Talking or whispering;
 - iii) Signaling to each other;
 - iv) Note on piece of paper or in pencil cases;
 - v) Information deliberately displayed on walls and ceilings;
 - vi) Notes written on various parts of the body;
 - vii) Notes slipped from one candidate to another;
 - viii) Notes left in toilets;
 - ix) Covertly recording oral examinations for passing to other candidates;
 - x) Bags containing notes or books left open near the desk;
 - xi) Removal of notes or questions from the exam room to pass to other candidates.
- 1.4.8.2 Action to be taken by Personnel Licensing section on Cases of Suspected Cheating:
- i) Provide all details pertaining to the candidate and previous examination record;
 - ii) Provide all details pertaining to the examination under question;
 - iii) Provide a copy of the invigilator report;
 - iv) Provide details of any internal Authority investigation;
 - v) Make recommendations to the Director General of Civil Aviation & Chief Executive Officer as to the action could be taken.
- 1.4.9 PENALTIES


	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 1	Page : 1-14

1.4.9.1 Penalties resulting from improper conduct or cheating will be determined by Director of the Personnel Licensing branch.

1.4.10 ON COMPLETION OF EXAM

1.4.10.1 At the end of the exam, when the allowable time has expired or after the candidate has submitted the exam papers and before permitting the candidate to leave their exam station, ensure that:

- I. Attendance sheet, Supplements Multi-choice Answer Sheets and Essay Papers have been handed over to the invigilator;
(Note: The signature is the primary proof of identity; the date is important in case of appeals)
- II. All supplied exam documents are retrieved and fully accounted for;
- III. details of any matters that made the particular examination different from normal in any way are noted in pencil on the candidate's paper (e.g. Candidate arrived 15 minutes late and examination commenced late)
- IV. when an electronic calculator has been permitted and used, instruct the candidate to actuate the ON/OFF switch of the electronic calculator, and perform any other function that enables erasure of any data stored in memory circuits
- V. Candidate is logged out from his/her profile that was used to take the examination.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-1

Chapter -02 EXAMINATION MANAGEMENT SYSTEM

2.1 COMPUTER BASED EXAMINATION SYSTEM

A computer based examination system is used to conduct knowledge examinations for issuance of PPL, CPL, CPL I/R, ATPL (Aeroplane and Helicopter) and free Balloon licenses.

Examination system which is established at the Examination Centre located first floor of CAASL is managed by SCAIPLES under the guidance of DTOPL.

All administrative developments of the examination system is to be recorded on “Examination system record book” which is at the custody of SCAIPLES.

All feed backs of students pertaining to knowledge examinations are to be recorded in “Feedback book” which is at the custody of SCAIPLES.

Manager IT of CAASL is responsible for maintenance, smooth operations of software and hardware of examination management system.

2.1.1 SETTING UP STUDENT PROFILES


A student profile to be setup in the examination system after a candidate is approved by SCAI Examinations to take examinations and applicable payment is made by the candidate:

- I. Candidate is to assign a username which is to be used for all examinations;
- II. A serial number is to be assigned in the chronological order as per type of pilot examinations that the candidate has applied for (e.g. PPL/A/454, ATPL/A/634);
- III. A password to be assigned for each individual examination paper and same is to be indicated in the attendance sheet (e.g. Aa18042345#)
- IV. Examination data base is to be updated when new student profile is created.

2.1.2 DELIVERING AN EXAMINATION PAPER

2.1.2.1 Examination papers are to be delivered as per the details given in the attendance sheet (format of the attendance sheet is given in Attachment –A): following guide lines are to be followed when delivering an examination paper. (Steps to deliver an Examination paper is given in Attachment – B).

- I. Correct candidate profile ID to identify by username, and examination index number.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-2

- II. Profile of the candidate is to be updated with password assigned for the examination paper .
- III. Candidate shall be assigned with role – “student”.
- IV. Correct examination paper is to be delivered to the candidate as per the attendance sheet.

2.1.2.2 Examination paper shall be delivered after confirming that following requirements are satisfied.

- I. Ensure applicable payment is done.
- II. Ensure identity of the candidate is verified.
- III. Candidate has signed both examination attendance book /attendance sheet.
- IV. Attendee sheet is duly signed both by examiner and candidate.
- V. Examination record book is duly signed by the invigilator and the examiner.

2.2 EXAMINATION RESULT SHEETS


2.2.1 Candidate can view his/her own results after completing an examination paper in computer based examination system. Result sheet of the examination is provided to each candidate after completing all subjects that are applicable for the issuance of a particular license. SCASIPLES is authorized to view abstract results from the examination system. A candidate may apply for a result sheet on completion of all subjects or a result sheet that contains subjects that he/she has completed. Format of result sheet is attached as Attachment – C.

2.2.2 Following procedure is to be adopted for the issuance of a result sheet.

- I. Results of individual subjects (print outs) to be obtained from the examination system.
- II. Consolidated result sheet is to be prepared as given in appendix – C.
- III. Result sheet is to be recommended by SCAI/CAI examinations and to be signed by DTOPL.

2.3 CLARIFICATION /RE-MARKING EXAMINATIONS

- 2.3.1 Candidates who dispute their results may request a clarification.
- 2.3.2 The request must be made in writing to DTOPL.
- 2.3.3 The relevant officer re-marks the examination and notifies the candidate of the results of the clarification/re-mark in writing.
- 2.3.4 All correspondence associated with the clarification/re-mark is filed in the candidates personnel file.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-3

2.4 SECURITY OF EXAMINATION EQUIPMENT AND DOCUMENTS


- 2.4.1 The master copies of all examination documents are stored in a lockable cabinet in the Examination Office. Question Banks, Attendance Sheets, Result Sheets, Special Requests are to be treated as “Confidential Documents”.
- 2.4.2 Examination Centre, Server room is out of bounds for unauthorized personnel with strict control of access.

2.5 APPEALS

- 2.5.1 A candidate may only appeal against the conduct of the examinations and not against the technical content, therefore it is important that the guidelines contained within this procedure are adhered to. It will then be possible for the Authority to address any possible appeal in the most effective manner. The Authority will have to determine whether the examination was properly conducted.
- 2.5.2 On receipt of a written appeal, the CAASL will:
- i.) Register particulars pertaining to the appeal
 - ii.) Advise candidate that appeal is received and have been sent for action;
 - iii.) Liaise with relevant Officers regarding the matter
 - iv.) Arrange appeal hearing date and venue.

2.6 EXAMINATION PANEL / BOARD

- 2.6.1 Examination Panels/Boards are appointed by DGCA and should not exceed five members. The examination panels/Boards member’s qualification as per the Attachment– D. The DGCA has powers to terminate examination panel member appointments if they are unsatisfactory in their performance. Panel members are required to attend examination work as required by DTOPL.
- 2.6.2 Qualification of Examiners
Basic qualification required to be appointed as an examiner is to have a Personnel license in same discipline, additional requirements is described in Attachment- D
- 2.6.3 In addition experience on ground Instructions with proven track record.
- 2.6.4 Industry recommended pillars.
- 2.6.5 Examination Panels/Boards are teams of experts whose overall tasks are defined within the scope detailed below. The personnel licensing section is responsible for coordinating, supervising and reviewing the work of the Examination Panels/boards. Their specific tasks are to:

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-4

- a) Process validation of questions in the QB of personnel licensing section in the subject(s) for which they are responsible;
- b) review the syllabus, learning objectives, related QB questions and the distribution of examination questions, and advise the personnel licensing section on the need for any changes;
- c) Censure the quality of associated appendices to QB questions;
- d) Initiate reviews to QB questions in accordance with the feedback and amendment procedure to ensure the quality control of the QB;
- e) make written reports to the personnel licensing section on work in progress for review at each Panels/Boards meeting; and
- f) Advise the personnel licensing section on matters of fact in any dispute.
- g) Preparation of examination papers and marking of answer scripts.


2.6.6 At least once a year a joint meeting will be arranged between the relevant officers of PEL section and the Examination Panels/Boards. This meeting will be an open forum to discuss all aspects of the theoretical knowledge process.

2.6.7 Procedure for appointing knowledge examiners.

- a) Fit and proper individuals who are suitable to perform duties as knowledge examiners are to be identified by DTO&PL/SCAIPLES as per qualification/experience requirement prescribed in attachment – D.
- b) Knowledge examiners are to be recommended by DTOPL.
- c) Knowledge examiners are to be approved by DDGFSR.
- d) Knowledge examiners are to be appointed by DGCA, by issuing a letter of appointment and such appointment is valid for a period of 03 years.
- e) Knowledge examiners are to undergo awareness training at least once in two years pertaining to examination standards.
- f) Format of the letter of approval is given in Attachment - H, subsequent for an evaluation as given in Attachment H-1.

2.7 THE QUESTION BANK

- 2.7.1 The Question Bank (QB) for the Pilot examinations will be administered and maintained in personnel licensing section of CAASL and will have overall responsibility for the technical contents of the questions.
- 2.7.2 The Question Bank (QB) for the Aircraft maintenance License examinations will be administered and maintained in Air worthiness section of CAASL and will have overall responsibility for the technical contents of the questions.
- 2.7.3 Until such time that a Computer Based Examination system is established, safe custody of Questions & setting up of Question papers is considered as the sole responsibility of D/AW & his team.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-5


2.7.4 Multiple-Choice Questions (MCQs) which have been provided throughout the industry or suitable expert or any other suitable foreign civil aviation organization, are verified and validated by examination panels for inclusion in the QB. The MCQs provided should be written in English using the methodology described in Attachment-E. The QB authority will utilize software computer technology to store all the questions within the bank, and will ensure technical compatibility with CAASL software systems.

2.7.5 Each MCQ is intended for use in CAASL theoretical knowledge examinations, and is identified by a unique number - its MCQ number. Some questions require reference to the use of graphs, diagrams and charts. In such instances, appendices or DGCA approved manuals will be used. A cross-reference is made between the question and the appendix by printing the MCQ number on the top right hand corner of each appendix. When a question refers to the use of one or more appendices this is specified in the question.


2.7.6 Only questions contained in the QB may be used for CAASL theoretical knowledge examinations and no others. Authorities should compile examination papers according to the distribution parameters shown in Attachments F1, F2,(as applicable)to this Chapter, and conduct the entire examination. Attachments F1 and F2 contain the distribution profiles for the main Aeroplane and Helicopter examinations. The number of required MCQs in each subject is fixed, and the time allowed for the examination shall not be exceeded. Each MCQ must be treated as entirely separate from any other, and caution must be exercised in avoiding compiling examination papers with similar or complementary MCQs. The content of each MCQ will not be changed. The style of answer to MCQs requiring numerical computation or graphical interpretation may be varied to other forms considered appropriate by the DGCA. Examination papers must be treated as confidential and given only the minimum necessary circulation from the time they are compiled until they are scored.

2.7.7 Validation Process: All MCQs are approved at the outcome of a validation procedure. The purpose of this validation procedure is to apply a means of quality control. The content and parameters of each MCQ are validated by the examination panel/board responsible for each one of the subjects. This validation procedure is detailed below:

- a) **Introduction:** The validation process is carried out by the responsible examination panel/board and is intended to ensure the integrity of the questions used by CAASL. Questions are to be processed in batches for each subject. The number of questions in each batch is not fixed but, in order to allow time for thorough consideration of the questions should be limited to no more than seventy five. The final decision regarding the validity of individual question is the examination panel/board duly appointed by the DGCA. The standard means by which questions are exchanged within the validation process is determined by an appropriate software programme controlled by the QB authority.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-6

- b) **Submission of questions:** The responsible person in PEL section shall Request the Industry or individual expert or foreign aviation Organizations to submit questions. Questions must be composed in English. Ideally, questions should be submitted in the correct format with correct syllabus and textual references as applicable to each question. The multiple questions should be comprised with four answers and one of these four answers should be the most appropriate answer. Where appropriate, a justification rather than a textual reference may be acceptable. Where a calculation is involved the originator should include an explanation of the sums used.
- d) Validation Phase 1: At intervals, the newly submitted questions will be sent from the QB authority to the respective examination panel/board. Once these questions are received, the examination panel/board is required to select the questions for validation. The examination panel/board will highlight the MCQ identification numbers that have been selected for validation. The QB authority will then allocate a unique identification code for those MCQs (number and date)
- I. This validation process requires that the Panel/board:
Ensures that each question is correctly referenced to the syllabus.
 - II. ensures that the question content is covered by the learning Objectives.
 - III. ensures that in all respects the question meets the requirements of attachment -E 'Construction of computer compatible questions'
 - IV. nsures that the question is factually correct, appropriate to the cence type and level indicated and that the correct answer is that indicated s the first choice. Where a calculation is involved, the panel/Board member must satisfy himself that the solution is correct.
 - V. ensures that the academic level is appropriate to the licence level indicated and that the score and length allowed for each question are realistic compared to the work involved in deriving the answer. There should be some relationship between the work involved, the time allowed and the score.
 - VI Ensures that the question is not already in the bank. (each examination panel/board has the relevant validated questions to date)ensures, as well as can be achieved at this stage, that the English language is correct, unambiguous and grammatically correct
- F) Having addressed the batch of questions, the examination panel/board may accept or reject questions. Individual questions may be modified, where necessary, to meet the requirements. These modifications should be highlighted and returned to the QB authority where the QB will be updated. Where modifications have been made, this should be indicated to the bank separately in order to allow a final check.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-7

Note 1: All questions must be returned to the bank whatever their status (accepted in its original form, accepted after modification, deleted). The bank must be kept up to date with this information.

- g) The examination panel/board has two months after the examination panel/board initial decision to validate these questions. If any delays are expected, then an extension to this time must be requested of the QB authority in writing. Once finally satisfied with the batch of questions, the examination panel/board will return them to the QB authority with their status. (Validated with or without modification or rejected).

Note: All the questions must be returned. Otherwise, the status of individual questions decided by the examination panel/board will not be able to be integrated into the computer software programme.

Warning: The MCQ must be dealt with in batches as and when received. All the MCQs present in a batch must be considered. None should be added to the initial batch (e.g. to make it up to 75 during the validation process)

2.7.8 To ensure that all MCQs in the QB remain valid, and reflect technical developments and changes in aeronautical regulations, a feedback system and amendment procedure is required. Revisions to MCQs will be made within the scope defined as follows:


When DGCA decides that, in its opinion, a MCQ is unsuitable for use or considered a doubtful question (either during compilation or after the examination has been taken), that DGCA will ask the examination panel to review the MCQs. Doubtful questions are considered as; not in the syllabus, have no correct answer, have unclear language, have no syllabus reference, or are not part of the Learning Objectives. The information will be reported with a full justification as to the reason why the MCQ is required to be deleted or amended. When the examination panel/board has completed its work, it will send its evaluation back to DGCA and the QB to be updated accordingly. The reporting of this feedback will be logged in examination feedback book that is kept in the examination Centre.

2.7.9 Changes made to MCQs during an amendment period will be highlighted in the QB when the updated release is distributed. This will prevent Authorities utilizing out of date or obsolete MCQs.

2.7.10 Maintaining the Question Bank

All the questions included in the question bank shall be updated every five years.

1. Annual addition of 5% or more questions is required through a validation process.
2. Modification/ Alteration for questions shall be done with recommendations of subject expert with approval of DTOPL.
3. All information pertaining to question bank shall be treated as confidential and to be kept in safe custody at all time.
4. Maintenance of Question Bank is the responsibility of DTOPL and SCAIPLES.


	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-8

2.8 SYLLABUSES & LEARNING OBJECTIVES

- 2.8.1 The Learning Objectives document contained the CAASL personnel licensing theoretical knowledge requirements and represent an indication of the depth and scope of theoretical knowledge required. (Refer, Attachment G)
- 2.8.2 The expression 'Learning Objectives', as used in the document, refers to measurable statements of the skills and/or knowledge that a student should be able to demonstrate following a defined element of training.
- 2.8.3 The Learning Objectives document is intended for use by the training industry when developing CAASL Personnel Licensing theoretical knowledge courses. It should be noted, however, that the Objectives do not provide a ready-made ground training syllabus for individual flying training organisations, and should not be viewed by organisations as a substitute for thorough course- design.

2.9 AMENDMENTS TO THE SYLLABUS, LEARNING OBJECTIVES AND MCQS

- 2.9.1 Amendments to the Syllabus, Learning Objectives and MCQs will be necessary from time to time in order to act on proposals for changes from all parties involved in the theoretical knowledge training and examination process.. In such instances, an amendment cycle has been developed and is detailed in paragraphs (a), (b) and (c). It should be noted that a proposal for an amendment to the Syllabus, Learning Objectives or MCQs could impact a change to the other(s).
- a) **Amendment to the Syllabus:** When a proposal for amendment to the syllabus is made, DGCA will then forward the proposal to the relevant examination panel/board to review the proposal. After consideration and justification of the proposals, the relevant examination panel/board is authorised to send the final draft proposal to the DGCA for further action in accordance with the procedures for changes to CAASL-PEL requirements. In cases where the examination panel/board does not justify the proposal for amendment to the syllabus, the DGCA shall be informed and will advise the proposer of the final outcome.
- Note: When a proposal is made directly from an examination panel/board responsible for its own subject, the proposal can be forwarded directly to the DGCA.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-9

- b) **Amendment to the Learning Objectives:** When a proposal for amendment to the Learning Objectives is made, the DGCA will then forward the proposal to the examination panel/board to review the proposal. After consideration and justification of the proposals, the examination panel/board is authorised to send the final draft proposal to the DGCA. DGCA will incorporate the amendment into the Learning Objectives, and will publish this information by suitable means. In cases where the examination panel/board does not justify the proposal for amendment to the Learning Objectives, the DGCA shall be informed and will advise the proposer of the final outcome.
- Note: When a proposal is made directly from an examination panel/board responsible for its own subject, the proposal can be forwarded directly to the DGCA-SL.

- c) **Amendment to MCQs:** As a result of amendments to the syllabus and/or learning objectives, or, as a result of ongoing monitoring of questions in its own subject, an examination panel/board may identify the need for changes to MCQs. In this instance the examination panel/board will send the updated MCQs to the SCAIPLES for incorporation into the QB. The task of notifying amendments and changes to official and legal documents (EASA, ICAO Annexes and Documents, etc.) to each examination panel/board rests with the DGCA or representative of DGCA. The DGCA will make appropriate arrangements for examination panel/board to have direct access to the relevant documentation.


Note: If there is a need to change MCQs resulting from the feedback procedure, then the procedure stated in 1.11.6 will be applicable.

- 2.9.2 Any new or amended MCQs generated as a result of changes to the Learning Objectives cannot be included in an examination for a minimum period of 6 months after publication of the Learning Objectives. This notice period is intended to permit FTOs time to adjust their teaching and amend all training courseware to reflect the change.

2.10 METHODS OF EXAMINATION


- 2.10.1 The method of presenting the examination may vary according to the facilities available within individual examination. Some examinations questions and answers shall be in the computer system directly accessed by the candidate or computer generated hardcopies.

- 2.10.2 Scoring for each question should be indicated with the question. The pass mark to be indicated on the instructions page of computer base examination system. Minus marks will not be deducted for incorrect answers

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 2	Page: 2-10

2.10.3 Statistics of examinations

Authorised officer in CAASL-PEL section is responsible for keeping statistics of every examinations. It may be computerized or manual.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 3	Page: 3-1

3.0 PRIVATE PILOT LICENCE GROUND EXAMINATION (AEROPLANE) / PPL(A)

3.1 INTRODUCTION

The applicant for a PPL (A) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of a Private Pilot Licence (Aeroplane).

3.2 GROUND EXAMINATION FORMAT:

All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately

Note: Not applicable for applicants who already passed the RT practical test and those who have been exempt as per paragraph '2.7'

In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.


3.3SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 2.7 applicants for PPL (A) will be required to pass ground examination in the following subjects.

	Theory Subject	Duration (6 hrs)	No. of Questions
1	Air Law, ATC Procedures & Operational Procedures	01hr & 15 min.	45 (30 +15)
2	Aircraft General Knowledge & Principles of Flight	01hr & 15 min.	40 (15 + 25)
3	Flight Performance and Planning	01 hr	30
4	Human Performance and Limitations	30 min.	20
5	Meteorology	30 min.	20
6	Navigation & Communication Theory	01 hr & 30 min	45 (30 + 15)

3.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 3	Page: 3-2

3.5 Ground Examination Entry conditions:

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

3.5 Ground Examination Entry conditions:

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

3.5.1 Applicant shall not be less than 16 years old.

(Note: minimum age requirement for issue of a PPL (A) is 17 years)

3.5.2 Applicant shall hold valid Student Pilot Licence issued by DGCA of Sri Lanka.

3.5.3 Applicants shall forward their applications on form CAA/PL/E3 . In case of applicants referred to a paragraph "2.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor.

3.5.4(a) Applicant shall have complete approved theoretical ground school course in PPL(A)

(b) Applicant has held a PPL (A) or higher licence in aeroplane category.

Or

(c) Applicant has successfully completed an approved flying training integrated course up to equivalent level of PPL (A).

Or

(d) Applicant has been disqualified to obtain a PPL (A) due to the reason mentioned in paragraph "2.6.5".

Or

(e) Applicant has followed a formal flying training course in aeroplane category up to equivalent level of PPL (A) in Sri Lanka Air Force.

Or

(f) Applicant who are qualified under military experience who require to sit one or more papers.


3.5.5 Applicant shall have 05 hours flying experience before appearing for Radio Telephone communication practical Test.

3.6 Pass standards

3.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

3.6.2 Applicant should sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination.

3.6.3 Applicant will be deemed to have successfully completed the PPL (A) theoretical knowledge examination when awarded a pass in all six subjects within a period of

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 3	Page: 3-3

12 months counted from the end of the calendar month when the applicant first attempted the examination.

3.6.4 If an applicant couldn't complete his/her examination during the period mentioned in paragraph "2.6.3" above he/she shall re-sit all theory subjects. Before re-sitting the examination the applicant shall undertake further training as determined by the school and approved by the DGCA.

3.6.5 A pass in the theoretical knowledge examination will be accepted for the grant of the PPL (A) during the period of 2 years from the date the applicant has successfully completed the theoretical knowledge examination.

3.7 Exemption from Ground Examinations

Exemption from having to take certain of the Ground Examinations may be given to:

3.7.1 Sri Lanka Military Pilots (A)

A pilot in the Sri Lankan Armed Force will normally be exempt from having to take the ground examination subjects as per the conditions Specified in ASN 062

3.7.2 Non – Sri Lankan Pilot's Licences (A)

Holder of aeroplane pilot licence issued by an another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the Sri Lankan licence, Other than:

3.7.2.1 Holder of a Aeroplane Pilot licence issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL PPL (A) other than "Air Law & Operational Procedures".

3.7.2.2 Where the holder of non-Sri Lankan aeroplane pilot licence can saw that, in gaining the licence, he was examined to the same standard as for the equivalent Sri Lankan licences, he/she may qualify for exemption from the remaining ground examinations, other than Air Law & Operational Procedures

3.7.3 Holder of Sri Lankan Pilot licence (H)


The holder of a valid Sri Lankan helicopter licence will be exempt from taking the examinations in:

- I. Air Law, ATC Procedures & Operational Procedures
- II. Meteorology
- III. Navigation & Communication Theory


3.7.4 Holders of Non – Sri Lankan Pilot's Licences (H)

3.7.4.1 Holder of a helicopter Pilot licence issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL PPL(A) as per paragraph "2.7.3"

3.7.4.2 Where the holder of non-Sri Lankan helicopter pilot licence can saw that, in

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 3	Page: 3-4

gaining the licence, he was examined to the same standard as for the equivalent SriLankan licences, he/she may qualify for exemption from the remaining ground examinations as per paragraph “2.7.3”

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 4	Page: 4-1

4.0 COMMERCIAL PILOT LICENCE (AEROPLANE) GROUND EXAMINATIONS / CPL (A)

4.1 INTRODUCTION

The applicant for a CPL (A) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of a Commercial Pilot Licence (Aeroplane).

4.2 FORMAT OF EXAMINATION

All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately


Note: Not applicable for applicants who already passed the RT practical test and those who have been exempt as per paragraph '3.7' .

In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.

4.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 3.7 applicants for CPL (A) will be required to pass ground examination in the following subjects.

	Theory Subject	Duration (12hrs & 15min)	No. of questions
1	Air law & Operational Procedures	01 hr & 30 min. (45 + 45 min)	63 (33 + 30)
2	Aircraft General Knowledge, Principle of Flight <i>Part 01 - Airframe/Systems/Power plant</i> <i>Part 02 - Instrument/electronics</i> <i>Part 03 - Principles of Flight (A)</i>	03 hrs 15 min. (1 hr. 30 min.) (1 hr.) (45 min)	133 60 40 33
3	Flight Performance & Planning <i>Part 01 - Mass and balance</i> <i>Part 02 - Performance(A)</i> <i>Part03- Flight planning and monitoring</i>	03 hrs. 15 min. (1 hr.) (45 min.) (1 hr. 30 min.)	83 25 25 33
4	Human Performance & Limitations	45 min.	36
5	Meteorology	01 hr. 30 min.	63
6	Navigation <i>Part 01 - General Navigation</i> <i>Part 02 - Radio Navigation</i>	01 hr. 30 min (1 hr.30 min.) (30 min.)	67 (45) (22)
7	Communication (VFR)	30 min	24

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 4	Page: 4-2

4.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)


4.5 GROUND EXAMINATION ENTRY CONDITIONS

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

- 4.5.1 Applicant shall not be less than 17 years old.
(Note : minimum age requirement for issue of a CPL(A) is 18 years)
- 4.5.2 Applicant shall hold valid Student Pilot Licence or Private Pilot Licence. issued by DGCA of Sri Lanka
- 4.5.3 Applicants shall forward their applications on form CAA/PL/04 In case of applicants referred to at paragraph “3.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor.
- 4.5.4 (a) Applicant shall have completed approved theoretical ground school course for CPL(A)
- Or
- (b) Applicant has held a CPL or higher licence in aeroplane category.
- Or
- (c) Applicant has successfully completed an approved flying training integrated course up to equivalent level of CPL(A).
- Or
- (d) Applicant who has been disqualified to obtain a CPL(A) due to the reason mentioned in paragraph “3.6.6”.
- Or
- (e) Applicant has followed a formal flying training course in aeroplane category up to equivalent level of CPL(A) in Sri Lanka Air Force.
- Or
- (f) Persons who Applicant who are qualified under military experience who require to sit one or more papers.

4.6 PASS STANDARDS

- 4.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.
- 4.6.2 Applicant shall sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination.


	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 4	Page: 4-3

- 4.6.3 For subjects 2 & 3, at least 02 parts are required to be successful for consideration of partial pass (If applicant has failed 2 parts in each subject 2 or subject 3, then applicant has to sit all parts. If applicant has failed one part in each subject 2 or subject 3, then applicant has to re-sit only the failed part.)
- 4.6.4 Applicant will be deemed to have successfully completed the CPL (A) theoretical knowledge examination when awarded a pass in all of the required subjects in six attempts within a period of 18 months counted from the end of the calendar month when the applicant first attempted the examination.
- 4.6.5 If an applicant couldn't complete his/her examination during the period mentioned at paragraph "3.6.4" he/she shall re-sit all theory subjects. Before re-sit the examinations the applicant shall undertake further training as determined by the school and approved by the DGCA.
- 4.6.6 A pass in the theoretical knowledge examination will be accepted for the grant of the CPL (A) during the period of 3 years from the date applicant has successfully completed the theoretical knowledge examination.

4.7 EXEMPTION FOR GROUND EXAMINATIONS


Exemption from having to take certain ground examinations may be given to:

- 4.7.1 Holders of a SriLankan PPL with Instrument Rating
Holders of a SriLankan Private Pilot's Licence with a valid Instrument Rating will normally be exempt from having to take the examinations in:
- I. Communication (VFR)
 - II. Radio Telephony Practical Test.
- 4.7.2 SriLankan Professional Pilots (H)
Holder of a valid SriLankan CPL (H) or ATPL (H) or ATPL (H)/IR will normally be required to take only the:
- I. Airframe/ Systems/Powerplant
 - II. Principle of Flight
 - III. Performance (A)
 - IV. Aircraft (Type)
- 4.7.3 SriLankan Military Pilot's
Certain SriLankan military pilots may be exempt from having to take the ground examinations as per the conditions Specified in ASN 062
- 4.7.4 Holder of non-SriLankan CPL (A)
Holder of CPL(A) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan CPL(A), Other than:
- 4.7.4.1 Holder of a CPL(A) issued by EASA member state will normally be exempt from having to

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 4	Page: 4-4

take the ground examinations for grant of a CAASL CPL(A) other than “Air Law & Operational Procedures”.

- 4.7.4.2 Aircraft (Type), Performance and Mass & Balance examinations in relation to any aeroplane types included in the non-SriLankan licence in respect of which written evidence can be produced to show that the examinations in these subjects were set, marked and invigilated by a SriLankan surveyor, provided that the most recent Certificate of Test or Certificate of Experience was signed within a period of five years prior to the date of receipt in the CAASL of the application.
- 4.7.5 Holder of non- SriLankan CPL/IR(A), ATPL (A)
Holder of CPL/IR(A), ATPL(A) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan CPL(A), Other than:
- 4.7.5.1 Holder of a CPL/IR(A), ATPL(A) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL CPL(A) other than “Air Law & Operational Procedures”.
- 4.7.5.2 Aircraft (Type), Performance and Mass & Balance examinations in the circumstances provided for in paragraph “3.7.4.2”.
- 4.7.6 non-SriLankan professional pilots (H)
- 4.7.6.1 Holder of a CPL(H) or ATPL(H) or ATPL(H)/IR issued by another ICAO Contracting state will normally be required to pass all the ground examination for grant of a CAASL CPL(A), other than in communication theory in cases where the non –Srilankan licence contains a valid Instrument Rating. Where, however the holder of a non-Srilankan ATPL (H) or ATPL/IR (H) can show that in gaining the licence he/she was examined to the same standard as for the equivalent aeroplane licence, he/she may qualify for exemption as provided for in paragraph “3.7.5”.
- 4.7.6.2 Holder of a CPL (H) or ATPL (H) or ATPL (H)/IR issued by EASA member state will normally be exempt as per the paragraph “3.7.2”.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 5	Page: 5-1

5.0 COMMERCIAL PILOT LICENCE/ INSTRUMENT RATING (AEROPLANE) GROUND EXAMINATIONS / CPL/IR (A)

5.1 INTRODUCTION

The applicant for a CPL/IR (A) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of a Commercial Pilot Licence/Instrument Rating (Aeroplane). CPL/IR (A).

5.2 FORMAT OF EXAMINATION


All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately

Note: Not applicable for applicants who already passed the RT practical test and those who have been exempt as per paragraph '4.7'. In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.

5.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 4.7 applicants for CPL/IR (A) will be required to pass ground examination in the following subjects.

	Subject	Duration (14hrs & 20min)	No. Of Questions
1	Air law & Operational Procedures	01hr & 40 min. (55 min + 45 min)	70 (40 +30)
2	Aircraft General Knowledge, Principle of Flight <i>Part 01 -Airframe/Systems/Power plant</i> <i>Part 02 – Instrument/electronics</i> <i>Part 03 – Principle of Flight</i>	03 hrs 15 min. (1 hr. 30 min.) (1 hr.) (45 min)	133 60 40 33
3	Flight Performance & Planning <i>Part 01 – Mass and balance</i> <i>Part 02 – Performance</i> <i>Part03– Flight planning and Monitoring</i>	03 hrs. & 45 min. (1hr.) (45 min.) (2 hrs.)	93 25 25 43
4	Human Performance & Limitations	45 min.	36
5	Meteorology	01 hr. 30 min.	63
6	Navigation <i>Part 01 – General Navigation</i> <i>Part 02 – Radio Navigation</i>	02 hrs. 45 min (1 hr.30min.) (1hr. 15min.)	91 (45) (46)
7	Communication	40 min.	26

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 5	Page: 5-2

5.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)

5.5 GROUND EXAMINATION ENTRY CONDITIONS

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions

5.5.1 Applicant shall not be less than 17 years old.

(Note: minimum age requirement for issue of a CPL/IR(A) is 18 years.)

5.5.2 Applicant shall hold valid Student Pilot Licence or Private Pilot Licence. issued by DGCA of Sri Lanka

5.5.3 Applicants shall forward their applications on form CAA/PL/E04. In case of applicants referred to at paragraph “4.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor.

5.5.4 (a) Applicant shall have completed approved theoretical ground school course for CPL/IR(A)

Or

b) Applicant has held a CPL/IR or higher licence in aeroplane category.

Or

c) Applicant has successfully completed an approved flying training integrated course up to equivalent level of CPL/IR(A).

Or

d) Applicant who has been disqualified to obtain a CPL/IR(A) due to the reason mentioned in paragraph “4.6.6”.

Or

e) Applicant has followed a formal flying training course in aeroplane category up to equivalent level of CPL/IR(A) in Sri Lanka Air Force.

Or


f) Applicant who are qualified under military experience that require to sit one or more papers.

5.6 PASS STANDARDS

5.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

5.6.2 Applicant shall sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination.

5.6.3 For subjects 2 & 3, at least 02 parts are required to be successful for consideration of partial pass (If applicant has failed 2 parts in each subject 2 or subject 3, then applicant has to sit all parts. If applicant has failed one part in each subject 2 or


	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 5	Page: 5-3

subject 3, then applicant has to re-sit only failed part.)

- 5.6.4 Applicant will be deemed to have successfully completed the CPL/IR (A) theoretical knowledge examination when awarded a pass in all of the required subjects in six attempts within a period of 18 months counted from the end of the calendar month when the applicant first attempted the examination.
- 5.6.5 If an applicant couldn't complete his/her examination during the period mentioned at paragraph "4.6.4" above he/she shall re-sit all theory subjects. Before re-sit the examinations, the applicant shall undertake further training as determined by the school and approved by the DGCA.
- 5.6.6 A pass in the theoretical knowledge examination will be accepted for the grant of the CPL(A)/IR during the period of 3 years from the date the applicant has successfully completed the theoretical knowledge examination.

5.7 EXEMPTION FOR GROUND EXAMINATIONS

Exemption from having to take certain of the ground examinations may be given as paragraph "3.7"

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 6	Page: 6-1

6.0 AIRLINE TRANSPORT PILOT LICENCE (AEROPLANE)

GROUND EXAMINATIONS / ATPL (A)

6.1 INTRODUCTION

The applicant for a ATPL(A) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of an Airline Transport Pilot Licence (Aeroplane). ATPL (A).

6.2 FORMAT OF EXAMINATION


All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately

Note: Not applicable for applicants who already passed the RT practical test and those who have been exempt as per paragraph '5.7'. In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.

6.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 5.7 applicants for ATPL (A) will be required to pass ground examination in the following subjects.

	Subject	Duration (17hrs & 55min)	No. of Questions
1	Air law & Operational Procedures <i>Part 01- Air law</i> <i>Part 02- Operational Procedures</i>	02 hrs. 15 min. <i>1hr</i> <i>1 hr. 15 min.</i>	89 <i>(44)</i> <i>(45)</i>
2	Aircraft General Knowledge, Principle of Flight <i>Part 01-Airframe/Systems/Power plant</i> <i>Part 02- Instruments/ Electronics</i> <i>Part 03- Principles of Flight</i>	04 hrs. & 30 min <i>(2 hrs)</i> <i>(1hr & 30 min)</i> <i>1hr</i>	184 <i>(80)</i> <i>(60)</i> <i>(44)</i>
3	Flight Performance & Planning <i>Part 01- Performance, Part</i> <i>02- Mass & Balance</i> <i>Part03- Flight Planning and Monitoring</i>	04hrs <i>(1hr)</i> <i>(1hr)</i> <i>(2 hrs)</i>	103 <i>(35)</i> <i>(25)</i> <i>(43)</i>
4	Human Performance & Limitations	01 hr.	48
5	Meteorology	02 hrs	84
6	Navigation <i>Part 01 - General Navigation</i> <i>Part 02 – Radio Navigation</i>	03 hrs. & 30 min <i>(2hrs)</i> <i>(1hr & 30 min)</i>	126 <i>(60)</i> <i>(66)</i>
07	Communication	40 min.	26

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 6	Page: 6-2

6.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)

6.5 GROUND EXAMINATION ENTRY CONDITIONS

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

6.5.1 Applicant shall not less than 20 years old.

(Note: minimum age requirement for issue of an ATPL (A) is 21 years)

6.5.2 Applicant shall hold PPL (A) or CPL (A) issued by DGCA of Sri Lanka.

6.5.3 Applicants shall forward their applications on form C A A / PL/E10. In case of applicants referred to at paragraph "5.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor.

6.5.4 a) Applicant shall have completed an approved theoretical ground school course for ATPL(A).

Or

b) Applicant has held an ATPL (A).

Or

c) Applicant who has been disqualified to obtain an ATPL (A) due to the reason mentioned in paragraph "5.6.6".

Or

d) Applicant who are qualified under military experience that require to sit one or more papers.


6.6 PASS STANDARDS

6.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

6.6.2 Applicant shall sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination

6.6.3 For subjects 2 & 3, at least 02 parts are required to be successful for consideration of partial pass. (If applicant has failed, 2 parts in each subject 2 or subject 3, then applicant has to sit all parts. If applicant has failed one part in each subject 2 or subject 3, then applicant has to re-sit only the failed part.)

6.6.4 Applicant will be deemed to have successfully completed the ATPL (A) theoretical knowledge examination when awarded a pass in all of the required subjects in six attempts within a period of 18 months counted from the end of the calendar month when the applicant first attempted the examination.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 6	Page: 6-3

6.6.5 If an applicant couldn't complete his/her examination during the period mentioned at paragraph "5.6.4" above he/she shall re-sit all theory subjects. Before re-sit the examinations the applicant shall undertake further training as determined by the school and approved by the DGCA.

6.6.6 A pass in the theoretical knowledge examination will be accepted for the grant of the ATPL (A) during the period of 7 years from the last validity date of the Instrument Rating entered in the Commercial Pilot Licence for the issuance of an ATPL.

6.7 EXEMPTION FOR GROUND EXAMINATIONS

6.7.1 Holders of a Srilankan PPL with Instrument Rating.

Holders of a SriLankan Private Pilot's Licence with a valid Instrument Rating will normally be exempt from having to take the examinations in:

- I. Communication Theory
- II. Radio Telephony Practical Test.

6.7.2 Holders of a Srilankan CPL (A)

Holders of a SriLankan Commercial Pilot's Licence issued after 2010 as per the new system commencing from year 2010 will normally be exempt from having to take the examinations in:

- I. Air law
- III. Mass & Balance

6.7.3 Holder of a Srilankan CPL/IR (A)


6.7.3.1 Holders of a SriLankan Commercial Pilot's Licence/Instrument Rating

(Aeroplane) issued after 2010 as per the new system commencing from year 2010 will normally be exempt from having to take the examinations in:

- I. Air Law
- II. Mass & Balance
- III. Communication Theory
- IV. Radio Telephony Practical Test

6.7.3.2 Holders of a SriLankan Commercial Pilot's Licence/Instrument Rating (Aeroplane) as per the old system (exam conducted by CAASL according to CAP 54 in connection with UK) will normally be exempt from having to take the examinations in.

- I. Air Law
- II. Operational Procedures
- III. Airframes/systems/power plant
- IV. Principle of Flight
- V. Human Performance & Limitations (if applicable)
- VI. Performance
- VII. Communication Theory
- VIII. Radio Telephony Practical Test

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 6	Page: 6-4

6.7.3.3 Holder of Srilankan professional pilots (H)

Holder of a valid SriLankan CPL (H) or ATPL (H) or ATPL (H)/IR will normally be exempt from having to take the examinations in:

- I. Air law
- II. Communication Theory

6.7.4 Srilankan military pilots

Certain Srilankan military pilots may be exempt from having to take the ground examinations as per the conditions Specified in ASN 062

6.7.5 Holder of non- SriLankan CPL (A)

Holder of CPL(A) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan licence, Other than:

6.7.5.1 Holder of a ATPL (A) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a Srilankan ATPL(A) as per the paragraph “3.7.4.1”

6.7.5.2 Aircraft (Type), Performance and Mass & Balance examinations in the circumstances provided for in paragraph “3.7.4.2”

6.7.6 Holder of non-Srilankan ATPL (A)

Person who hold a valid ATPL (A) issued by another ICAO Contracting state will normally be exempt from having to take the ground examinations for grant of a Srilankan ATPL(A) other than:


6.7.6.1 Holder of a ATPL(A) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a Srilankan ATPL(A) other than in:

- I. Air Law
- II. Operational Procedures.

6.7.6.2 Aircraft (Type), Performance and Mass & Balance examinations in the circumstances provided for in paragraph “3.7.4.2”.


6.7.7 non-Srilankan professional pilots (H)

6.7.7.1 Holder of a CPL (H) or ATPL (H) or ATPL (H)/IR issued by another ICAO Contracting state will normally be required to pass all the ground examination for grant of a Srilankan ATPL (A), other than in communication theory.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 6	Page: 6-5

6.7.7.2 Holder of a CPL (H) or ATPL (H) or ATPL (H)/IR issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a Srilankan ATPL (A) other than in:

- I. Air Law
- II. Instrument
- III. Performance
- IV. Flight Planning
- V. General Navigation
- VI. Operational procedures
- VII. Principle of Flight

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 7	Page: 7-1

7.0 INSTRUMENT RATING (AEROPLANE/HELICOPTER) GROUND EXAMINATIONS / IR (A/H)

7.1 INTRODUCTION

The applicant for a IR/(A/H) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of an Instrument (Aeroplane/Helicopter). IR (A/H) examination will be conducted as published by Aeronautical Information Circular.

7.2 FORMAT OF EXAMINATION

All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately


Note: Not applicable for applicants who already passed the RT practical test

7.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 6.7 applicants IR (A/H) will be required to pass ground examination:

7.3.1 For Private Pilot Licence holders as per following subjects.

	Subject	Duration (6hrs & 30 min.)	No. of questions
1	Air law	45 min.	33
2	Aircraft General Knowledge <i>Instrument/electronics</i>	30 min.	20
3	Flight Performance & Planning <i>Flight planning and Monitoring</i>	01 hr. 30 min.	33
4	Human Performance & Limitations	45 min.	36
5	Meteorology	01 hr. 30 min.	63
6	Navigation <i>Radio Navigation</i>	01hr	44
7	Communication – IFR	30 min.	24

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 7	Page: 7-2

7.3.2 For Commercial Pilot Licence holders one composite paper as per following subjects.

	Subject	Duration (hrs & min.)	No. of questions
1	Composite Paper <i>Air law</i> <i>Flight planning and Monitoring</i> <i>Radio Navigation</i> <i>Communications – IFR</i>	1 hr. 15 min. <i>(10 min.)</i> <i>(27 min.)</i> <i>(34 min.)</i> <i>(4 min.)</i>	45 <i>(7)</i> <i>(10)</i> <i>(25)</i> <i>(03)</i>

7.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)

7.5 GROUND EXAMINATION ENTRY CONDITIONS

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

7.5.1 Applicant shall hold valid PPL (A/H) or CPL (A/H) issued by DGCA of Sri Lanka.

7.5.2 a) Applicant shall have completed approved theoretical ground school course
For IR

Or

b) Applicant has held an IR before.

Or

c) Applicant has successfully completed an approved flying training integrated course up to equivalent level of IR.

Or

d) Applicant who has been disqualified to obtain an IR due to the reason mentioned in paragraph “6.6.5”.

Or


e) Applicant has followed a formal Instrument Rating training course in Sri Lanka Air Force.

7.6 PASS STANDARDS

7.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

7.6.2 Applicant holding PPL (A/H) shall sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination.

7.6.3 Applicant will be deemed to have successfully completed the IR (A/H) theoretical knowledge examination when awarded a pass in all of the required subjects in six

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 7	Page: 7-3


attempts within a period of 18 months counted from the end of the calendar month when the applicant first attempted the examination.

7.6.4 If an applicant couldn't complete his/her examination during the period mentioned at paragraph "6.6.3" above he/she shall re-sit all theory subjects. Before re-sit the examinations the applicant shall undertake further training as determined by the school and approved by the DGCA.

7.6.5 A pass in the theoretical knowledge examination will be accepted for the grant of the IR (A/H) during the period of 3 years from the date applicant has successfully completed the theoretical knowledge examination.

7.7 Exemption for Ground Examinations

No exemptions for the Instrument Rating ground examinations.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 8	Page: 8-1

8.0 PRIVATE PILOT LICENCE (HELICOPTER) GROUND EXAMINATIONS / PPL (H)

8.1 INTRODUCTION

The applicant for a PPL(H) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of a Private Pilot Licence (Helicopter)

8.2 FORMAT OF EXAMINATION

All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately


Note: Not applicable for applicants who already passed the RT practical test and those who have been exempt as per paragraph '7.7'.

In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.

8.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 7.7 applicants for PPL (H) will be required to pass ground examination in the following subjects.

	Theory Subject	Duration (6 hrs)	No. of Questions
1	Air Law, ATC Procedures & Operational Procedures	01hr & 15 min.	45(30 +15)
2	Aircraft General Knowledge & Principles of Flight	01hr & 15 min.	40 (15 + 25)
3	Flight Performance and Planning	01 hr	30
4	Human Performance and Limitations	30 min.	20
5	Meteorology	30 min.	20
6	Navigation & Communication Theory	01 hr & 30 min	45 (30 + 15)

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 8	Page: 8-2

8.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)

8.5 GROUND EXAMINATION ENTRY CONDITIONS

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

8.5.1 Applicant shall not be less than 16 years old.

(Note : minimum age requirement for issue of a PPL(A) is 17 years)

8.5.2 Applicant shall hold valid Student Pilot Licence issued by DGCA of Sri Lanka.

8.5.3 Applicants shall forward their applications on form CAA/PL/E03 In case of applicants referred to at paragraph “7.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor.

8.5.4 a) Applicant shall have completed approved theoretical ground school course for PPL(H).

Or

b) Applicant has held a PPL(H) or higher licence in helicopter category.

Or

c) Applicant has successfully completed an approved flying training integrated course up to equivalent level of PPL(H).

Or

d) Applicant has been disqualified to obtain a PPL(H) due to the reason mentioned in paragraph “7.6.5”.

Or

e) Applicant has followed a formal flying training course in Sri Lanka Air Force.

Or


f) Applicant who are qualified under military experience that require to sit one or more papers.

8.5.5 Applicant shall have 05 hours flying experience to appear for Radio Telephone communication practical Test.

8.6 PASS STANDARDS

8.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

8.6.2 Applicant should sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 8	Page: 8-3

8.6.3 Applicant will be deemed to have successfully completed the PPL (H) theoretical knowledge examination when awarded a pass in all six subjects within a period of 12 months counted from the end of the calendar month when the applicant first attempted the examination.

8.6.4 If an applicant couldn't complete his/her examination during the period mentioned in paragraph "7.6.3" above he/she shall re-sit all theory subjects. Before re-sitting the examination the applicant shall undertake further training as determined by the school.

8.6.5 A pass in the theoretical knowledge examination will be accepted for the grant of the PPL (H) during the period of 2 years from the date the applicant has successfully completed the theoretical knowledge examination.

8.7 EXEMPTION FOR GROUND EXAMINATIONS

Exemption from having to take certain of the Ground Examinations may be given to:

8.7.1 Sri Lanka Military Pilot (H)

A pilot in the Sri Lankan Armed Force will normally be exempt from having to take the ground examination in all subjects as per the conditions Specified in ASN 062

8.7.2 Non – Sri Lankan Pilot's Licences (H)

Holder of Helicopter pilot licence issued by an another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the Sri Lankan licence, Other than:

8.7.2.1 Holder of a Helicopter Pilot licence issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL PPL(H) other than "Air Law & Operational Procedures".


8.7.2.2 Where the holder of non-Sri Lankan helicopter pilot licence can saw that, in gaining the licence, he was examined to the same standard as for the equivalent Sri Lankan licences, he/she may qualify for exemption from the remaining ground examinations, other than Air Law & Operational Procedures

8.7.3 Holders of Sri Lankan Pilot licence (A)


The holders of a valid Sri Lankan aeroplane licence will be exempt from taking the examinations in:

- I. Air Law, ATC Procedures & Operational Procedures
- II. Meteorology
- III. Navigation & Communication Theory
- IV. Human Performance & Limitations (if already passed)

8.7.4 Holders of Non – Sri Lankan Pilot's Licences (A)

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 8	Page: 8-4

- 8.7.4.1 Holder of a aeroplane Pilot licence issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL PPL(H) as per paragraph “7.7.3”
- 8.7.4.2 Where the holder of non-SriLankan aeroplane pilot licence can saw that, in gaining the licence, he was examined to the same standard as for the equivalent SriLankan licences, he/she may qualify for exemption from the remaining ground examinations as per paragraph “7.7.3”

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 9	Page: 9-1

9.0 COMMERCIAL PILOT LICENCE (HELICOPTER) GROUND EXAMINATIONS / CPL (H)

9.1 INTRODUCTION

The applicant for a CPL(H) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of a Commercial Pilot Licence (Helicopter). CPL (A) examination will be conducted as published by Aeronautical Information Circular

9.2 FORMAT OF EXAMINATION

All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately


Note: Not applicable for applicants who already passed the RT practical test and those who have been exempt as per paragraph '8.7'.

In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.

9.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 8.7 applicants for CPL (H) will be required to pass ground examination in the following subjects.

	Theory Subject	Duration (13hrs)	No. of questions
1	Air law & Operational Procedures	01 hr & 30 min. (45 + 45 min)	63 (33 + 30)
2	Aircraft General Knowledge, Principle of Flight <i>Part 01 - Airframe/Systems/Power plant</i> <i>Part 02 - Instrument/electronics</i> <i>Part 03 - Principles of Flight (H)</i>	03 hrs 30 min. (1 hr. 30 min.) (1 hr.) (1 hr.)	144 60 40 44
3	Flight Performance & Planning <i>Part 01 - Mass and balance</i> <i>Part 02 – Performance(H)</i> <i>Part 03 - Flight planning and monitoring</i>	03 hrs. 15 min. (1 hr.) (45 min.) (1 hr. 30 min.)	78 25 20 33
4	Human Performance & Limitations	45 min.	36
5	Meteorology	01 hr. 30 min.	63

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 9	Page: 9-2
6	Navigation <i>Part 01 - General Navigation</i> <i>Part 02 - Radio Navigation</i>	02 hrs <i>(1 hr.30 min.) (</i> <i>30 min.)</i>	67 <i>(45)</i> <i>(22)</i>
7	Communication (VFR)	30 min	24

9.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)


9.5 GROUND EXAMINATION ENTRY CONDITIONS

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

- 9.5.1 Applicant shall not be less than 17 years old.
(Note : minimum age requirement for issue of a CPL(H) is 18 years)
- 9.5.2 Applicant shall hold valid Student Pilot Licence issued by DGCA of Sri Lanka or Private Pilot Licence.
- 9.5.3 Applicants shall forward their applications on form CAA/PL/004. In case of applicants referred to at paragraph “8.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor.
- 9.5.4 a) Applicant shall have completed approved theoretical ground school course for CPL (H) .
Or
b) Applicant has held a CPL or higher licence in Helicopter category.
Or
c) Applicant has successfully completed an approved flying training integrated course up to equivalent level of CPL(H).
Or
d) Applicant who has been disqualified to obtain a CPL(H) due to the reason mentioned in paragraph “8.6.6”.
Or
e) Applicant has followed a formal flying training course in Sri Lanka Air Force.
Or
f) Applicant who are qualified under military experience that require to sit one or more papers.

9.6 PASS STANDARDS

- 9.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 9	Page: 9-3

9.6.2 Applicant shall sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination.

9.6.3 For subjects 2 & 3, at least 02 parts are required to be successful for consideration of partial pass (If applicant has failed 2 parts in each subject 2 or subject 3, then applicant has to sit all parts. If applicant has failed one part in each subject 2 or subject 3, then applicant has to re-sit only the failed part.)

9.6.4 Applicant will be deemed to have successfully completed the CPL (H) theoretical knowledge examination when awarded a pass in all of the required subjects in six attempts within a period of 18 months counted from the end of the calendar month when the applicant first attempted the examination.

9.6.5 If an applicant couldn't complete his/her examination during the period mentioned at paragraph "8.6.4" he/she shall re-sit all theory subjects. Before re-sit the examinations the applicant shall undertake further training as determined by the school and approved by the DGCA.

9.6.6 A pass in the theoretical knowledge examination will be accepted for the grant of the CPL (H) during the period of 3 years from the date applicant has successfully completed the theoretical knowledge examination.

9.7 EXEMPTION FOR GROUND EXAMINATIONS

Exemption from having to take certain of the ground examinations may be given as follows to:


9.7.1 Holders of a SriLankan PPL with Instrument Rating
Holders of a SriLankan Private Pilot's Licence with a valid Instrument Rating will normally be exempt from having to take the examinations in:

- I. Communication (VFR)
- II. Radio Telephony Practical Test.

9.7.2 SriLankan Professional Pilots (A)
Holder of a valid SriLankan CPL (A) or CPL/IR (A) or ATPL (A) will normally be required to take only the :

- I. Airframe/ Systems/Powerplant
- II. Principle of Flight
- III. Performance (H)
- IV. Aircraft (Type)

9.7.3 SriLankan Military Pilot's
Certain SriLankan military helicopter pilots may be exempt from having to take the ground

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 9	Page: 9-4

examinations as per the conditions Specified in ASN 062.

9.7.4 Holder of non-SriLankan CPL (H)

Holder of CPL(H) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan licence, Other than:

9.7.4.1 Holder of a CPL(H) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL CPL(H) other than "Air Law & Operational Procedures".

9.7.4.2 Aircraft (Type), Performance and Mass & Balance examinations in relation to any helicopter types included in the non-SriLankan licence in respect of which written evidence can be produced to show that the examinations in these subjects were set, marked and invigilated by a SriLankan surveyor, provided that the most recent Certificate of Test or Certificate of Experience was signed within a period of five years prior to the date of receipt in the CAASL of the application.

9.7.4.3 Where the holder of non-SriLankan CPL (H), can saw that, in gaining the licence, he was examined to the same standard as for the equivalent SriLankan Helicopter licence, he may qualify for exemption from the remaining ground examinations, other than Air Law & Operational Procedures

9.7.5 Holder of non- SriLankan ATPL (H); ATPL/IR (H)

Person who holds a valid ATPL (H); ATPL/IR(H) issued by another ICAO Contracting state will normally be exempt from having to take the ground examinations for grant of a CAASL CPL (H) other than in:

9.7.5.1 Holder of a ATPL (H)/ ATPL/IR (H) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL CPL(H) other than "Air Law & Operational Procedures".


9.7.5.2 Aircraft (Type), Performance and Mass & Balance examinations in the circumstances provided for in paragraph "8.7.4.2".

9.7.6 Holders of non-SriLankan professional pilots (A)

The holder of a CPL (A); CPL/IR (A) or ATPL (A) issued by another ICAO Contracting state will normally be required to pass all the ground examination for grant of a CAASL CPL(H), other than.

9.7.6.1 Holder of a CPL (A); CPL/IR (A) or ATPL (A) issued by EASA member state will normally be exempt as per the paragraph "8.7.2".

9.7.6.2 Where the holder of non-SriLankan CPL(A); CPL/IR (A) or ATPL (A) can saw that, in gaining the licence, he was examined to the same standard as for the equivalent SriLankan Helicopter licence, he may qualify for exemption from the remaining ground examinations, other than Air Law & Operational Procedures

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 10	Page: 10-1

10.0 AIRLINE TRANSPORT PILOT LICENCE (HELICOPTER)/ ATPL (H) GROUND EXAMINATION

10.1 INTRODUCTION

The applicant for a ATPL(H) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of an Airline Transport Pilot Licence (Helicopter). ATPL (H) examination will be conducted as published by Aeronautical Information Circular

10.2 FORMAT OF EXAMINATION

All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately


Note: Applicants who already passed the RT test and those who have been exempted as per paragraph “9.7” will not be tested

In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.

10.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 9.7 applicants for ATPL (H) will be required to pass ground examination in the following subjects.

	Subject	Duration (16hrs & 05min)	No. of questions
1	Air law & Operational Procedures <i>Part 01- Air law</i> <i>Part 02- Operational Procedures</i>	01 hrs. 45 min. <i>45min</i> <i>1 hr.</i>	71 <i>(33)</i> <i>(38)</i>
2	Aircraft General Knowledge, Principle of Flight <i>Part 01-Airframe/Systems/Power plant</i> <i>Part 02- Instruments/ Electronics</i> <i>Part 03- Principles of Flight</i>	04 hrs. & 30 min <i>(2 hrs)</i> <i>(1hr & 30 min)</i> <i>1hr</i>	184 <i>(80)</i> <i>(60)</i> <i>(44)</i>
3	Flight Performance & Planning <i>Part 01- Performance, Part</i> <i>02- Mass & Balance</i> <i>Part03– Flight Planning and Monitoring</i>	03hrs & 20 min <i>(1hr)</i> <i>(1hr)</i> <i>(1 hrs & 30min)</i>	93 <i>(35)</i> <i>(25)</i> <i>(33)</i>
4	Human Performance & Limitations	01 hr.	48

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 10	Page: 10-2

5	Meteorology	02 hrs	84
6	Navigation <i>Part 01 - General Navigation</i> <i>Part 02 – Radio Navigation</i>	03 hrs. <i>(2hrs)</i> <i>(1hr)</i>	<i>104</i> <i>(60)</i> <i>(44)</i>
07	Communication	30 min.	24

10.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)

10.5 GROUND EXAMINATION ENTRY CONDITIONS


An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

- 10.5.1 Applicant shall not be less than 20 years old.
(Note : minimum age requirement for issue of a ATPL(H) is 21 years)
- 10.5.2 Applicant shall hold PPL(H) or CPL(H) issued by DGCA of Sri Lanka.
- 10.5.3 Applicants shall forward their applications on form CAA/PL/004 as per notifications made by AIC to the conduct of each examination. In case of applicants referred to at paragraph “9.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor
- 10.5.4 a) Applicant shall have completed approved theoretical ground school course for ATPL (H).
Or
b) Applicant has held a ATPL (H).
Or
c) Applicant who has been disqualified to obtain an ATPL (H) due to the reason mentioned in paragraph “9.6.6”.
Or
d) Applicant who are qualified under military experience that require to sit one or more papers.

10.6 PASS STANDARDS

10.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

10.6.2 Applicant shall sit all the theory subjects in one and the same sitting initially and pass at

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 10	Page: 10-3

least four subjects. Inability to achieve this would require the applicant to repeat the entire examination

10.6.3 For subjects 2 & 3, at least 02 parts are required to be successful for consideration of partial pass. (If applicant has failed, 2 parts in each subject 2 or subject 3, then applicant has to sit all parts. If applicant has failed one part in each subject 2 or subject 3, then applicant has to re-sit only the failed part.)

10.6.4 Applicant will be deemed to have successfully completed the ATPL (H) theoretical knowledge examination when awarded a pass in all of the required subjects in six attempts within a period of 18 months counted from the end of the calendar month when the applicant first attempted the examination.

10.6.5 If an applicant couldn't complete his/her examination during the period mentioned at paragraph "9.6.3" above he/she shall re-sit all theory subjects. Before re-sit the examinations the applicant shall undertake further training as determined by the school and approved by the DGCA.

10.6.6 A pass in the theoretical knowledge examination will be accepted for the grant of the CPL (H) during the 36 month from the date of gaining a pass in all the required examination papers and will remain valid indefinitely towards the grant of the ATPL(H) provided that the applicant has a valid type rating entered in the CPL(H)

10.7 EXEMPTION FOR GROUND EXAMINATIONS

10.7.1 Exemption from having to take certain of the ground examinations may be given as follows to:

Holders of a SriLankan PPL with Instrument Rating
Holders of a SriLankan Private Pilot's Licence with a valid Instrument Rating will normally be exempt from having to take the examinations in:

- I. Communication (VFR)
- II. Radio Telephony Practical Test.


10.7.2 SriLankan Professional Pilots (A)

Holder of a valid SriLankan CPL (A) or CPL/IR (A) or ATPL (A) will normally be required to take only the :

- I. Airframe/ Systems/Powerplant
- II. Principle of Flight
- III. Performance (H)
- IV. Aircraft (Type)

10.7.3 Holders of SriLankan CPL(H)

Holders of a SriLankan Commercial Pilot's Licence (Helicopter) will normally be exempt from having to take the examinations in:

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 10	Page: 10-4

- I. Air Law
- II. Mass & Balance
- III. Flight planning & Monitoring
- IV. Principle of Flight(H)
- V. Communication Theory

10.7.4 SriLankan Military Pilot's

Certain SriLankan military helicopter pilots may be exempt as per the conditions Specified in IS 69.

10.7.5 Holder of non-SriLankan professional pilots (H)

Holder of CPL(H); ATPL(H) , ATPL/IR(H) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan licence, Other than:

10.7.5.1 Holder of a CPL(H) issued by EASA member state will normally be exempt as per Paragraph "9.7.3"

10.7.5.2 Holder of a ATPL(H), ATPL/IR(H) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL ATPL(H) other than "Air Law & Operational Procedures".

10.7.5.3 Aircraft (Type), Performance and Mass & Balance examinations in relation to any helicopter types included in the non-SriLankan licence in respect of which written evidence can be produced to show that the examinations in these subjects were set, marked and invigilated by a SriLankan surveyor, provided that the most recent Certificate of Test or Certificate of Experience was signed within a period of five years prior to the date of receipt in the CAASL of the application.


10.7.5.4 Where the holder of non-SriLankan CPL (H), ATPL (H) or ATPL/IR (H) can show that, in gaining the licence, he was examined to the same standard as for the equivalent SriLankan Helicopter licence, he may qualify for exemption from the remaining ground examinations, other than Air Law & Operational Procedures

10.7.6 Holders of non-SriLankan professional pilots (A)

Holder of CPL(A); CPL/IR(A) , ATPL(A) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan licence, Other than:

10.7.6.1 Holder of a CPL(A), CPL/IR (A) or ATPL (A) issued by EASA member state will normally be exempt as per the paragraph "9.7.2".

10.7.6.2 Where the holder of non-SriLankan CPL(A); CPL/IR (A) or ATPL (A) can show that, in gaining the licence, he was examined to the same standard as for the equivalent SriLankan aeroplane licence, he may qualify for exemption from the remaining ground examinations as per the paragraph "9.7.2"

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 11	Page: 11-1

11.0 AIRLINE TRANSPORT PILOT LICENCE/ INSTRUMENT RATING (HELICOPTER) GROUND EXAMINATIONS / ATPL/IR(H)

11.1 INTRODUCTION

The applicant for a ATPL/IR(H) Examination shall demonstrate to the DGCA a level of theoretical knowledge appropriate to the privileges be granted to the holder of a Airline Transport Pilot Licence/ Instrument Rating (Helicopter). ATPL/IR (H) examination will be conducted as published by Aeronautical Information Circular

11.2 FORMAT OF EXAMINATION

All questions are multiple-choice. In addition to the theory question paper, Radio Telephony practical classroom testing will be conducted separately


Note: Applicants who already passed the RT test and those who have been exempted as per paragraph 10.7 will not be tested.

In addition English Language Proficiency Check (ELPC) will be conducted and level will be determined, if the ELPC has not been conducted already and/or the candidate has a level below the ELPC level of six.

11.3 SUBJECTS/ LENGTH OF EXAMINATIONS & DISTRIBUTION OF QUESTIONS

Unless qualified for exemption as detailed in paragraph 10.7 applicants for ATPL/IR (H) will be required to pass ground examination in the following subjects.

	Subject	Duration (17hrs & 40min)	No. of questions
1	Air law & Operational Procedures <i>Part 01- Air law</i> <i>Part 02- Operational Procedures</i>	02 hrs. <i>1hr.</i> <i>1 hr.</i>	82 <i>(44)</i> <i>(38)</i>
2	Aircraft General Knowledge, Principle of Flight <i>Part01-Airframe/Systems/Power plant</i> <i>Part 02- Instruments/ Electronics</i> <i>Part 03- Principles of Flight</i>	04 hrs. & 30 min <i>(2 hrs)</i> <i>(1hr & 30 min)</i> <i>1hr</i>	184 <i>(80)</i> <i>(60)</i> <i>(44)</i>
3	Flight Performance & Planning <i>Part 01- Performance, Part</i> <i>02- Mass & Balance Part03–</i> <i>Flight Planning and</i> <i>Monitoring</i>	04hrs <i>(1hr)</i> <i>(1hr)</i> <i>(2hrs)</i>	103 <i>(35)</i> <i>(25)</i> <i>(43)</i>
4	Human Performance & Limitations	01 hr.	48

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 11	Page: 11-2

5	Meteorology	02 hrs	84
6	Navigation <i>Part 01 - General Navigation</i> <i>Part 02 – Radio Navigation</i>	03 hrs. & 30 min <i>(2hrs)</i> <i>(1hr & 30 min)</i>	126 <i>(60)</i> <i>(66)</i>
07	Communication Theory	40 min.	26

11.4 SYLLABUS

Syllabus and Learning Objectives as per the attachment (G)

11.5 GROUND EXAMINATION ENTRY CONDITIONS

An applicant will be eligible to sit for the examination by fulfilling below except otherwise granted exemptions.

11.5.1 Applicant shall not be less than 20 years old.

(Note : minimum age requirement for issue of a ATPL(H) is 21 years)

11.5.2 Applicant shall hold PPL(H) or CPL(H) issued by DGCA of Sri Lanka.

11.5.3 Applicants shall forward their applications on form CAA/PL/10 In case of applicants referred to at paragraph “10.5.4.(a), the application shall be forwarded through the flying school with recommendation from Chief Instructor

11.5.4 a) Applicant shall have completed approved theoretical ground school course for ATPL/IR (H).

Or

b) Applicant has held a ATPL/IR (H).

Or

c) Applicant who has been disqualified to obtain a ATPL/IR (H) due to the reason mentioned in paragraph “10.6.6”.

Or


d) Applicant who are qualified under military experience that require to sit one or more papers.

11.6 PASS STANDARDS

11.6.1 Pass mark will be 75% and no minus marks will be given for incorrect answers.

11.6.2 Applicant shall sit all the theory subjects in one and the same sitting initially and pass at least four subjects. Inability to achieve this would require the applicant to repeat the entire examination

11.6.3 For subjects 2 & 3, at least 02 parts are required to be successful for consideration of partial pass. (If applicant has failed, 2 parts in each subject 2 or subject

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 11	Page: 11-3

3, then applicant has to sit all parts. If applicant has failed one part in each subject 2 or subject 3, then applicant has to re-sit only the failed part.)

11.6.4 Applicant will be deemed to have successfully completed the ATPL (H) theoretical knowledge examination when awarded a pass in all of the required subjects in six attempts within a period of 18 months counted from the end of the calendar month when the applicant first attempted the examination.

11.6.5 If an applicant couldn't complete his/her examination during the period mentioned at paragraph "10.6.4" above he/she shall re-sit all theory subjects. Before re-sit the examinations the applicant shall undertake further training as determined by the school and approved by the DGCA.

11.6.6 A pass in the ATPL/IR (H) theoretical knowledge examination will remain valid for a period of 7 years from the last validity date of the IR(H) entered in the CPL(H) for the issuance of an ATPL(H).

11.7 EXEMPTION FOR GROUND EXAMINATIONS

Exemption from having to take certain of the ground examinations may be given as follows to:

11.7.1 Holders of a SriLankan PPL with Instrument Rating

Holders of a SriLankan Private Pilot's Licence with a valid Instrument Rating will normally be exempt from having to take the examinations in:

- I. Communication (VFR)
- II. Radio Telephony Practical Test.

11.7.2 SriLankan Professional Pilots(A)

Holder of a valid SriLankan CPL (A) or CPL/IR (A) or ATPL (A) will normally be required to take only the :

- I. Airframe/ Systems/Power plant
- II. Principle of Flight
- III. Performance (H)
- IV. Aircraft (Type)


11.7.3 Holders of SriLankan CPL(H)

Holders of a SriLankan Commercial Pilot's Licence (Helicopter) will normally be exempt from having to take the examinations in:

- I. Mass & Balance
- II. Principle of Flight(H)
- III. Communication Theory

11.7.4 Holders of SriLankan ATPL(H)

Holders of SriLankan Airline Transport pilots Licence (helicopter) may be exempt from

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 11	Page: 11-4

having to take the ground examinations other than in:

- I. Air Law
- II. Flight Planning & Monitoring
- III. Radio Navigation
- IV. Communication Theory

11.7.5 SriLankan Military Pilot's

Certain Srilankan military pilots may be exempt from having to take the ground examinations as per the conditions Specified in ASN 062.

11.7.6 Holder of non-SriLankan professional pilots (H)

Holder of CPL(H); ATPL(H) , ATPL/IR(H) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan licence, Other than:

11.7.6.1 Holder of a CPL(H) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL ATPL/IR(H) as per paragraph "10.7.3"

11.7.6.2 Holder of a ATPL (H) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL ATPL/IR(H) as per paragraph "10.7.4"

11.7.6.3 Holder of a ATPL/IR(H) issued by EASA member state will normally be exempt from having to take the ground examinations for grant of a CAASL ATPL/IR(H) other than "Air Law & Operational Procedures".

11.7.6.4 Aircraft (Type), Performance and Mass & Balance examinations in relation to any helicopter types included in the non-SriLankan licence in respect of which written evidence can be produced to show that the examinations in these subjects were set, marked and invigilated by a SriLankan surveyor, provided that the most recent Certificate of Test or Certificate of Experience was signed within a period of five years prior to the date of receipt in the CAASL of the application.


11.7.6.5 Where the holder of non-SriLankan CPL (H), ATPL (H) or ATPL/IR (H) can saw that, in gaining the licence, he was examined to the same standard as for the equivalent SriLankan Helicopter licence, he may qualify for exemption from the remaining ground examinations, other than Air Law & Operational Procedures

11.7.7 Holders of non-SriLankan professional pilots (A)


Holder of CPL(A); CPL/IR(A) , ATPL(A) issued by another ICAO Contracting state will normally be required to pass all the ground examinations for grant of the SriLankan licence, Other than:

11.7.7.1 Holder of a CPL(A), CPL/IR (A) or ATPL (A) issued by EASA member state will normally be exempt as per the paragraph "9.7.2".

11.7.7.2 Where the holder of non-SriLankan CPL(A); CPL/IR (A) or ATPL (A) can saw that, in

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 11	Page: 11-5

gaining the licence, he was examined to the same standard as for the equivalent SirLankan aeroplane licence, he may qualify for exemption from the remaining ground examinations as per the paragraph “9.7.2”

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 12	Page: 12-1

12. GUIDE LINES FOR EXAMINERS ON HOW TO PREPARE KNOWLEDGE EXAMINATIONS

12.1 INTRODUCTION

Knowledge examinations are conducted for issuance of following licenses. Examiners shall ensure all examinations papers meet standards applicable for each examinations as indicted in chapters 12.2, 12.3, 12.4, 12.5.

- I. Pilot License.
- II. AML License.
- III. ATC License.
- IV. FOO License.

12.2 STANDERDS FOR KNOWLEDGE EXAMINATIONS - PILOT LICENSE

Knowledge examinations for issuance of pilot licenses shall meet standards indicated in SLCAP 3080 (this manual) chapter 3 to chapter 11,

12.3 STANDERDS FOR KNOWLEDGE EXAMINATIONS - AML LICENSE

Knowledge examinations for issuance of AML licenses shall meet standards indicated in chapter 6 of AML assessment procedure manual (SLCAP 3070) , IS 66

12.4 STANDERDS FOR KNOWLEDGE EXAMINATIONS - ATC LICENSE


Knowledge examinations for issuance of AML licenses shall meet standards indicated in chapter 5 of ATC assessment procedure manual (SLCAP 3060), IS 55

12.5 STANDERDS FOR KNOWLEDGE EXAMINATIONS – FOO LICENSE

Knowledge examinations for issuance of AML licenses shall meet standards indicated in chapter 5 of FOO assessment procedure manual (SLCAP 3100), IS


12.5 GENERAL INSTRUCTIONS

- I. Examination papers are to be prepared on instructions of DTPOL.
- II. All examination papers are to be handed over to DTOPL/SCIPLES in a sealed envelope.
- III. All examination matters shall be treated as confidential.

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 13	Page: 13-1


13.0 AIRCRAFT MAINTENANCE LICENCE EXAMINATIONS / AML

Reference, chapter -6 of AML assessment procedures manual (SLCAP 3070)

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 14	Page: 14-1

14 AIR TRAFFIC CONTROL LICENCE EXAMINATIONS / ATC

Reference chapter -5 of ATC Assessment Procedures Manual (SLCAP - 3060)

	Personnel Licensing Examination Procedures Manual	SLCAP 3080	
		Chapter : 15	Page: 15-1

15 FLIGHT OPERATION OFFICER LICENCE EXAMINATIONS / FOO

Reference chapter -5 of Perpetual Licence Assessment Procedure Manual (SLCAP - 3100

