
REPUBLIC OF CYPRUS

Phone: +357 24802921
Phone: +357 24802923
Fax: +357 24304706
SITA: LCAAPYA
AFS: LCNCZPZX
Email: lcaais@cytanet.com.cy

Ministry of Transport,
Communications and Works
Department of Civil Aviation
Aeronautical Information Services
Larnaka Control Tower
Larnaka International Airport
Larnaka, Cyprus CY-7130

AIC
C003/24
01 MAY 2024

Application and Attendance at an EASA PART- FCL Theoretical Examination

1. General

- 1.1. The Department of Civil Aviation (DCA) of Cyprus will hold EASA Part-FCL Theoretical Examinations on a monthly basis. Examinations will be held at:

DCA's Air Traffic Control Training Center
12 Lohagou Kapota Str.,
2260 Kokkinotrimithia, Nicosia

Any changes of location or dates will be published on Department's official website.

- 1.2. Candidates wishing to attend an examination should apply to the Department at least 10 working days before the examination date using **Application Form LIC034**. Application form should be fully completed indicating examination type and modules, certified by Approved/Declared Training Organisation where applicant has completed the approved theoretical course and signed by the applicant.

Applications received after this date will not be accepted.

- 1.3. Application should be submitted by hand or by post or by e-mail together with the appropriate examination fees. Applicants who failed to follow the above will not be allowed to take the examination. All forms are available through Department's official website (*Safety regulation Unit/ Licensing/ Pilots/ Forms*).

2. Examination Schedule

- 2.1. Examinations will be held every second Tuesday and Wednesday of each month as per the attached "*Examination Schedule*" (ref. *Appendix 1*). Candidates and Training Organisations are advised to follow the above schedule for better examination administration and prevention of unnecessary problems.

Applicants should take into consideration that maximum time allowed for an examination day will be 6 hours (net time adding all individual modular examinations) with about 15 minutes break between each session. Therefore, selection of modular examinations should be within the above time frame.

- 2.2. Candidates are free to select their examination modules but in case the net examination time or selected subjects are not as per the Examination Schedule, then they will be informed accordingly to modify their selections.

If someone wishes not to attend an examination on the month followed by his/her application but on a forthcoming month, then this should be notified to the Department by an email or by a written note on the application form.

- 2.3. Candidates who have applied and paid for a number of modules for a single sitting but have notified DCA at least a week before the examination date of their intention not to sit all modules that they have selected, they will be allowed for fees transfer for the next sitting.

However, candidates who have failed to notify DCA on time and do not attend all selected modules they will not be allowed for fees transfer.

3. Rules before examinations conduct

3.1. Examinations normally will start at **08:00** unless a different arrangement is scheduled for individuals as per their selected subjects. Candidates should be present at the examination centre with the receipt of their enrolment and photographic proof of identity¹ **at least 30 minutes before the scheduled time of the commencement of each examination**. A candidate who fails to provide authorised identification will not be permitted to sit the exam. Candidates may enter the examination room only after invitation by the Invigilator.

3.2. Coats, bags, briefcases, mobile phones, pagers etc., must be placed at the rear of the examination room, or as directed by the invigilating officer. Any bags, etc., could be removed if left unattended outside the examination room.

NOTE: The DCA accepts no responsibility for safe-keeping any personal items/equipment which a candidate brings to the examination hall and which he/she is not permitted to retain during an examination.

3.3. Whilst every attempt is made to ensure reasonable comfort in examination halls, the DCA cannot be held responsible for extraneous noise or for any breakdown or fluctuation in heating, lighting or ventilation facilities in examination rooms. Candidates are also advised that, at all examination centers, a 'no smoking rule' must be observed.

Please note you are not permitted to take any photographs at DCA examination venues.

4. Materials for the examination

Candidates may use their own pens, pencils, highlighters etc. on the working paper provided by the invigilator. All working papers, by the end of the examination, will be collected by the invigilators.

They may also use:

- a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions provided by the invigilator,
- mechanical navigation slide-rule (DR calculator),
- protractor,
- compasses and dividers,
- ruler,
- Applicants may use a translation dictionary at the discretion of the competent authority,
- Except equipment specified above, applicant(s) should not use any electronic equipment during the examination(s).

Documents provided by the DCA must not be marked in any permanent way. No pencil boxes, containers, correction fluids or instrument cases are permitted on tables.

5. Rules during conduct of examinations

5.1. Candidates are not allowed to use any loose paper other than that provided at the examination by the DCA. All papers and documents provided by the DCA with the answer sheet are to be returned to the Invigilator by the end of the examination. Failure to comply with this rule, a disciplinary action could be taken.

5.2. Silence is to be observed in the examination room at all times. Alarms from mobile phones, wristwatches and any rattling noises from key rings, pens etc. are not permitted.

¹ Acceptable forms of photography ID are: Valid passport, Valid ID, Driving License, Airport passes and Company ID

- 5.3. Candidates who wish to speak to an invigilating officer should remain seated and raise their hand. It should be noted that the invigilating officer will consider only those questions from candidates which are related to the general conduct of the examinations and they will not enter into discussion on the interpretation of words or questions contained in the examination papers.
- 5.4. **Any candidate who has finished the exam may leave the room only with the permission of the invigilating officer.** During the whole examination session, a minimum of two candidates should be always present in the room. Candidates are to stop work and put pencils down immediately when so directed and must remain seated and quiet until all exam paper material has been collected. Failure to comply with this rule may result in disciplinary action being taken.
- 5.5. Any candidate who attempts to remove unauthorized examination materials/papers from the room will be liable to disqualification from the attended examination and may jeopardize himself or herself for any future examinations.
- 5.6. If a candidate ignores any of the above regulations will be asked to leave the examination room.

6. Notification for Examination Results

An "*Examination Assessment Record*" will be prepared for all candidates at the completion of an examination sitting. This will be posted either to candidate's personal correspondence address or to the Approved /Declared Training Organisation where they are registered.

No results will be announced through telephone communications.

7. Appeal for Examination Results

Applicants may appeal for an examination discrepancy after the end of an examination session and before they leave the examination room. A form will be provided to them which should be completed in detail stating exactly the reason for the appeal. The form should be handed to examination invigilator. An appeal after they leave the examination room will not be accepted. The appeal will not be processed until the appropriate fees are paid within two days from the appeal date to Department's account section.

Should a candidate dispute the result of the theoretical exam, may appeal in writing to the Licensing Section requesting a re-evaluation of the examination paper. The letter of appeal must be received by the Licensing Section within 14 days of the examination sitting along with the appropriate fee. No appeal may be submitted by a training establishment on behalf of a candidate.

The Department will examine the appeal and candidate will be informed accordingly.

8. For Further information

Flight Safety Unit
Licensing Section
Department of Civil Aviation Cyprus

Tel. No: 22404126 & 22404128
Email: eld@dca.mcw.gov.cy

AIC C004/17 dated 01st of September is hereby CANCELLED

Appendix 1

Pilot's licensing theoretical examinations schedule

1. Theoretical Knowledge Modules

- A SUBJECT 010 AIR LAW
- B SUBJECT 021 AIRCRAFT GENERAL KNOWLEDGE-AIRFRAME/SYSTEMS/POWER PLANT
- C SUBJECT 022 AIRCRAFT GENERAL KNOWLEDGE- INSTRUMENTATION
- D SUBJECT 031 MASS AND BALANCE
- E SUBJECT 032 PERFORMANCE (AEROPLANE)
- F SUBJECT 033 FLIGHT PLANNING AND MONITORING
- G SUBJECT 034 PERFORMANCE (HELICOPTER)
- H SUBJECT 040 HUMAN PERFORMANCE AND LIMITATIONS
- I SUBJECT 050 METEOROLOGY
- J SUBJECT 061 GENERAL NAVIGATION
- K SUBJECT 062 RADIO NAVIGATION
- L SUBJECT 070 OPERATIONAL PROCEDURES
- M SUBJECT 081 PRINCIPLES OF FLIGHT (AEROPLANE)
- N SUBJECT 082 PRINCIPLES OF FLIGHT (HELICOPTER)
- O SUBJECT 090 COMMUNICATIONS

2. Examination Schedule

- a. On Tuesdays: only the highlighted subjects (Table 1 only)
- b. On Wednesdays: PPL and all the non –highlighted subjects (Table 1 & 2)

Table1

Subject	License Type & Subject Examination Duration					
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A)&(H)
010	1:00	0:45	1:00	0:45	0:45	0:45
021	2:00	1:30	2:00	2:00	1:30	XX
022	1:30	1:00	1:30	1:30	1:00	0:30
031	1:15	1:00	1:15	1:15	1:00	XX
032	2:00	1.15	XX	XX	XX	XX
033	2:00	1:30	2:00	1:30	1:30	1:15
034	XX	XX	1:15	1:15	0:45	XX
040	1:30	1:00	1:30	1:30	1:00	1:00
050	2:00	1:30	2:00	2:00	1:30	1:30
061	2:15	2:00	2:15	2:15	2:00	XX
062	1:30	0:30	1:30	1:00	0:30	1:00
070	1:15	1:00	1:15	1:00	0:45	XX
081	1:30	1:15	XX	XX	XX	XX
082	XX	XX	1:15	1:15	1:15	XX
090	1:00	1:00	1:00	1:00	1:00	1:00

Table 2 – Only for PPL(A)

Subject	Question Numbers	Exam Times
Air law & ATC Procedures	16	0:30
Aircraft General Knowledge	25	0:35
Flight Performance and Planning	20	1:15
Human performance	16	0:30
Meteorology	16	0:25
Navigation	25	1:15
Operational Procedures	16	0:35
Principles of Flight	20	0:30
Communications	16	0:35
TOTAL	170	6:10

- c. Net Examination time not to exceed approximately 6 hrs per day
e.g. For ATPL(A) modules 021, 022 & 033 (total 5:30 hrs)

NOTE: No examinations will be performed on August due to summer holidays.

Appendix 2

Notice to Candidates

This notice contains important rules and regulations for the day of the exam. Please read it carefully. If there is anything you do not understand, ask your teacher or exam supervisor.

WARNING: If you do not follow the rules and regulations, you may be **DISQUALIFIED**.

✓ DO ...

Arrive well before the scheduled start time.

Provide an original, valid and unexpired photo

ID (for example, passport or government-issued identity card) at every test.

Have on your desk only what you need for the exam (pens, pencils, erasers and ID).

Listen to the supervisor and follow their instructions.

Read carefully and follow all written instructions. Put up your hand if:

- your personal details on the answer sheet or on the screen are wrong
- you think you have the wrong exam
- the questions are incomplete, missing or badly presented
- you need a clarification
- you are not sure what to do (no explanation of the exam questions can be asked for or given).

Tell the invigilator if you do not feel well.

Stop writing immediately when told to do so.

Wait until the supervisor has collected your Candidate login or question paper, answer sheet(s) and any extra paper before you leave your seat.

× DO NOT ...

Keep any electronic items (mobile phones, sound recorders, smart watches, music/video players, cameras, etc.) in the exam room or access these items during any breaks throughout the exam.

Have on your desk or on your person any materials which could help you.

Wear a wrist watch in the exam room (you will be told if you must leave it on your desk or outside the exam room).

Cheat, copy, or give anything to or take anything from another candidate.

Communicate with, attempt to communicate with, or disturb other candidates during the exam.

Use erasable pens, correction fluid or tape on any exam materials.

Smoke, eat, or drink in the exam room, except water in a clear plastic bottle.

Leave the exam room for any reason without the permission of the supervisor.

Take any question papers, answer sheets, candidate logins or extra paper out of the exam room.

Make any noise near the exam room.

Disqualification warning

If you cheat, use any unfair practice or break the rules, you may be disqualified