

---

# REPUBLIC OF CYPRUS

Phone: +357 24802921

Phone: +357 24802923

Fax: +357 24304706

SITA: LCAAPYA

AFS: LCNCZPZX

Email: [lcaais@cytanet.com.cy](mailto:lcaais@cytanet.com.cy)

Ministry of Transport,

Communication and Works

Department of Civil Aviation

Aeronautical Information Services

Larnaka Control Tower

Larnaka International Airport

Larnaka, Cyprus CY-7130

**C 002/25**

**14 APR 2025**

---

## Application and Attendance at an EASA PART- FCL Theoretical Examination

### 1. Applicability

This AIC shall apply to all candidates wishing to attend the EASA Part- FCL theoretical knowledge examinations held by the Cyprus Department of Civil Aviation.

### 2. Purpose

The purpose of this AIC is to inform the interested parties for general information related to the process to be followed when applying to attend EASA PART- FCL Theoretical Examination. Also, this Circular provides information for rules to be followed during the conduct of an examination, appeal process and examination schedule.

### 3. Reference documents

- Regulation (EU) 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.
- Annex I (PART-FCL) Sub-part A, FCL.025 describes the general requirements for the Theoretical knowledge examinations for the issue of licenses and ratings.
- Annex VI (PART-ARA) Sub-part FCL, ARA.FCL.300 refers that the competent authority shall put in place the necessary arrangements and procedures to allow applicants to take theoretical knowledge examinations in accordance with the applicable requirements of Annex I (Part-FCL), Annex III (Part-BFCL) or Annex III (Part-SFCL).

### 4. Abbreviations

- ATOs - Approved Training Organisations
- DTOs - Declared Training Organisations
- IR - Instrument Rating
- PPL - Private Pilot License
- CPL - Commercial Pilot License
- ATPL - Airline Transport Private License

---

## 5. General Information

a. The Department of Civil Aviation (DCA) of Cyprus will hold EASA Part-FCL Theoretical Examinations on a monthly basis except for the month of August.

Examinations will be held at:

DCA's Air Traffic Control Training Center  
12 Lohagou Kapota str.,  
2260 Kokkinotrimithia, Nicosia  
<https://www.google.com/maps/@35.166957,33.3678996,19z>

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

b. Candidates wishing to attend an examination should apply to the Department at least 10 working days before the examination date through the following website link <https://dcalicensingexams.com.cy/>

Applications received after this date will not be accepted.

Candidates will need to select among three choices:

- **New Applicant** (applicant who applies to DCA for the first time for ANY examination)
- **Existing Applicant without Cyprus issued EASA Part FCL license** (applicant who has already started an examination cycle and has not yet being completed)
- **Existing Applicant holder of Cyprus issued EASA Part FCL license** (applicant already holder of a Cyprus EASA Part-FCL License and applies for examinations for a different license category e.g. PPL(A) to ATPL(A), or CPL(H) to ATPL(H)/IR)

The on-line Application form should be fully completed by entering all personal details, sitting period and examination type and modules.

Special care should be given when entering applicant's email address as this address will be used for informing the candidate for application receipt and examination results. When an application is submitted, within the next few dates, an email will be sent to the candidate (approval / rejection/clarification). In case that a candidate has not received any email at least 5 working days before the examination date, the candidate or Organisation should contact the Department.

Applicants should also submit a scanned copy of their National Identity Card or Passport as well as a Course Completion Certificates certified by the Approved/Declared Training Organisation where applicant has completed the approved theoretical course and signed by the applicant.

Applicants who have been previously authorized by DCA to apply for an examination without attending a training course (e.g. ICAO ATPL conversion to EASA ATPL), do not have to submit a Course Completion Certificate.

On successful submission of the application, DCA Licensing personnel will review the submitted application and related documents and, if all aspects are satisfied, applicants will receive an email informing them for the assigned exam date and examination subjects.

More details for the above procedure refer to **Appendix 2 - "Guidance for the Application and Conduct of On-Line Examinations"**

## 6. Examination Fees

Examination fees and payment methods are published on Department's official website and must be paid at least 10 working days before the examination date.

Application fees received after the expiration of the above time frame will not be accepted.

Candidates wishing to defer their application to any future examination date should notify the Department at least 10 working days before the examination date by email.

---

Candidates who have applied and paid for a number of modules for a single sitting but have notified DCA at least 10 working days 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 not notified DCA on time and will not attend all selected modules will not be allowed for a fee transfer.

## 7. Examination Schedule

a. 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 the prevention of unnecessary complications.

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.

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

c. Examination actual timetable will be published on the Department's website one (1) week before the examination date.

Examinations will be conducted electronically, either on Desktop Computers or Tablets. The Invigilator will provide to each candidate an individual password just before the starting time of the exam. For each exam subject there will be a different password.

Exam remaining time will be shown on the screen. The candidate can change the answer of a question at any time before the submission of the paper. Some Annexes will be shown on screen with the possibility to zoom in /out and others will be given as hard copies.

In the case where a candidate tries to access any other electronic platform during the examination (e.g. search engines such as Google), the system will log him/her out and will be automatically disqualified.

When the examination time lapses the system will automatically terminate the exam and the examination paper will be auto submitted.

More details for the above procedure refer to **Appendix 2 - "Guidance for the Application and Conduct of On-Line Examinations"**.

## 8. Rules Before Examinations Conduct

a. 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 identity<sup>1</sup> **at least 30 minutes before the scheduled time of the commencement of each examination**. Candidates who fail to provide authorised identification will not be permitted to sit the exam. Candidates may enter the examination room only after invitation by the Invigilator.

b. 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 are not permitted to be retained during an examination**

c. Every attempt is made to ensure reasonable comfort in examination halls, however, the DCA cannot be held responsible for extraneous noise outside the DCA premises. Candidates are also advised that, a 'no smoking rule' must be observed at all times, within the building.

---

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

---

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

## **9. Material 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. a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions provided by the invigilator,
- b. mechanical navigation slide-rule (DR calculator),
- c. protractor,
- d. compasses and dividers,
- e. ruler,
- f. Applicants may use a translation dictionary at the discretion of the competent authority,
- g. 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.

## **10. Rules During Conduct of Examinations**

- a. Candidates are not allowed to use any paper other than that which is provided at the examination by the invigilators. All papers and documents provided are to be returned to the Invigilator by the end of the examination. Failure to comply with this instruction, could lead to a disciplinary action.
- b. 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.
- c. 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 questions from candidates 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.
- d. 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.
- e. 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.
- f. If a candidate ignores any of the above regulations will be asked to leave the examination room.

## **11. Appeal for Examination's results**

- a. 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 the 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 to the account section of the Department.

---

b. Candidates disputing the result (mark) of their theoretical exam, may appeal in writing to the Licensing Section requesting a re-evaluation (re-marking) of their examination paper. The letter of appeal must be received by the Licensing Section within 14 days of the examination sitting along with the nominated fee. No appeal may be submitted by a training establishment on behalf of a candidate

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

## **12. Notification for Examination's results**

The examination results will be sent to each candidate's personal email address (as registered on the on-line application form).

No results will be announced through telephone communications.

An "Examination Final Results Record" will be prepared for all candidates at the successful completion of ALL subjects for the specific license category. This will be posted either to candidate's personal correspondence address or to the Approved /Declared Training Organisation where they are registered.

## **13. For Further information**

Flight Safety Unit  
Licensing Section,  
Cyprus Department of Civil Aviation

Phone: 22 404126 / 22 404128 / 22 404124

Email: [eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy)

**AIC C 003/2024 is hereby cancelled**

## APPENDIX 1 - Pilot's Licensing Theoretical Examination 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)

**Table 1:**

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

---

**Table 2: Only for PPL(A)**

<b>Subject</b>	<b>Question Numbers</b>	<b>Exam Time</b>
<b>Air law &amp; ATC Procedures</b>	16	0:30
<b>Aircraft General Knowledge</b>	25	0:35
<b>Flight Performance and Planning</b>	20	1:15
<b>Human performance</b>	16	0:30
<b>Meteorology</b>	16	0:25
<b>Navigation</b>	25	1:15
<b>Operational Procedures</b>	16	0:35
<b>Principles of Flight</b>	20	0:30
<b>Communications</b>	16	0:35
<b>TOTAL</b>	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 - Guidance for the Application and Conduct of On-Line Theoretical Examinations

### 1. On-line Applications

a. Applications to attend Part-FCL theoretical examinations should be submitted only electronically through Department's official website <https://dcalicensingexams.com.cy/>

b. The applicant will need to select among three (3) choices:

- **New Applicant** (applicant who applies to DCA for the first time for ANY examination)
- **Existing Applicant without Cyprus issued EASA Part FCL license** (applicant who has already started an examination cycle and has not yet being completed)
- **Existing Applicant holder of Cyprus issued EASA Part FCL license** (applicant already holder of a Cyprus EASA Part-FCL License and applies for examinations for a different license category e.g. PPL(A) to ATPL(A), or CPL(H) to ATPL(H)/IR)

Any holder of a Cyprus DCA Flight Crew License who wish to extend their license to a different category (e.g. from PPL to CPL, CPL(A) to CPL(H) etc.) are also existing applicants.

c. A reference number will be sent by email to the new applicants after the submission and acceptance by DCA of their application. The same ref. number will be always used for any new applications until the completion of all their examination cycle.

d. In case you do not receive an acceptance email, at least 5 working days before the exam date, please contact the DCA.

e. For existing Cyprus DCA License holders they need to use their DCA ref. number (4 digits) which is their license number e.g. FCL.CY.1234.PP – examination ref. number is: 1234

### 2. Training Organisation

a. During application you will need to enter your training organisation from the provided list.

b. If a name of an Organisation is not included in the list, then you can select "Other" and enter Organisation' name as shown on Organisation's Certificate of Approval.

c. For candidates that are not following any training through a training organisation i.e. license conversion process, after DCA authorization, then they need to select "Other" and enter details e.g. self-study due to license conversion.

### 3. Submission of Documents

a. A scanned copy of a Personal ID or Passport need to be uploaded.

b. A scanned copy of Course Completion Certificate (CCC) signed by the authorised person from the Training Organisation certifying the successful completion of the theoretical elements for the applied written examinations.

c. A Course Completion Certificate will not be necessary for applicants that are following the license conversion process and they do not need to attend a course at a Training Organisation.

### 4. Application Acceptance

a. Following the submission of the application, the Department will examine the following:

- If all submitted documents are valid i.e. ID, passport and CCC
- If applicant's sittings and attempts are within the limit as specified in Part-FCL.025
- If the max duration of 18 months for the completion of all examinations is not exceeded.

b. If all above are satisfied, then the applicant will be accepted for the applied exam subjects



- 
- c. Applicant will receive an email for examination acceptance indicating the personal Ref. number, the exam subject and exam date.

## **5. Examination Process**

- a. Examinations will be conducted either on Desktop computers or on tablets.
- b. Each applicant will be provided with a password applicable for each examination subject. Once the password has been used, then it will not be valid for another session/subject.
- c. A Count down timer for each exam will be indicated on the screen while the examination is in progress. Applicant will be able to submit the examination paper anytime, but when examination time lapses the system will automatically terminate the exam session and the examination paper will be auto submitted.
- d. Applicant will be able to change the selected answer by just selecting any of the other three available answers.
- e. Exam paper is auto saved every 30 seconds, so in the event of power failure or loss of Internet connection, the Invigilator will be able to re-login the applicant and continue the exam with the remaining exam time as it was before the failure.
- f. For all exams, except from PPL, some Annexes will be shown on screen while others will be provided as print outs.
- g. On screen Annexes, have the function of zoom in and out.

## **6. Examination Results**

- a. Examination results will be sent via email to each individual candidate. Therefore, is very important to enter the correct email address during the initial registration i.e. as new applicant.
- b. Applicants wishing to change the already registered email address, they should inform Licensing Section through an email to [eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy)

# **DO NOT**

- a. Try to open another browser tab while the exam session is in progress.
- b. Minimise the screen while the exam session is in progress,
- c. Click or touch outside of the exam screen,
- d. In all the above cases, a message will appear on screen warning you that if you try this again, the exam paper will be auto submitted and you will not be allowed to retake the examination,
- e. Any of the above will be considered as an attempt for cheating, and therefore as per EU Regulation 1178/2011, ARA.FCL.300, applicants will be banned from taking any further examination for a period of at least 12 months from the date of the examination in which they were found cheating

---

THIS PAGE INTENTIONALLY LEFT BLANK