

**THEORETICAL EXAMINATION SCHEDULE FOR FLIGHT CREW LICENSES****TUESDAY 13/05/2025**

TIME	ATPL(A)	ATPL(H)/IR
08:00 - 10:00	AGK - AIRFRAME/SYSTEMS/POWER PLANT METEOROLOGY	
<i>B R E A K</i>		
10:15 – 11:45	AGK - INSTRUMENTATION	

WEDNESDAY 14/05/2025

TIME	PPL	TIME	ATPL(A)	ATPL(H)/IR
08:00-08:30	PRINCIPLES OF FLIGHT	8:00 – 9:30	HUMAN PERF & LIMITATION PRINCIPLES OF FLIGHT	
<i>B R E A K</i>				
08:40-09:10	AIR LAW	9:45 – 10:45	AIR LAW	
		9:45 – 11:00	MASS AND BALANCE	
<i>B R E A K</i>				
09:20-9:50	HUMAN PERFORMANCE			
<i>B R E A K</i>				
10:00-10:25	METEOROLOGY			
<i>B R E A K</i>				
10:35 -11:10	COMMUNICATION			
<i>B R E A K</i>				
11:20-12:35	FLIGHT PERF. AND PLANNING			
<i>B R E A K</i>				
12:45-1:20	AIRCRAFT GENERAL KNOWLEDGE			
<i>B R E A K</i>				
1:30 – 2:05 1:30 – 2:45	OPERATIONAL PROCEDURES NAVIGATION			



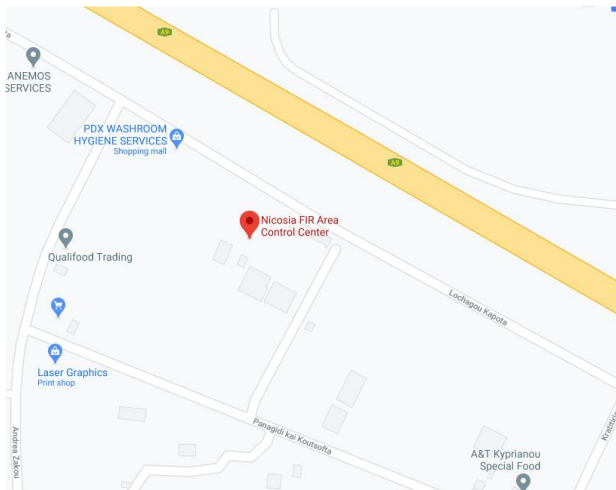
THEORETICAL EXAMINATION SCHEDULE FOR FLIGHT CREW LICENSES

Examinations will be held at:

DCA Training Centre location:

Lohagou Kapota 12, 2260, Kokkinotrimithia,,Nicosia

Examination Centre location: <https://goo.gl/maps/Aua2Az6s6X3NRCyd9>



Further information

Flight Safety Unit
Licensing Section
Cyprus Department of Civil Aviation

Tel. No: 22404126 & 22404128 & 22404124

email: eld@dca.mcw.gov.cy



THEORETICAL EXAMINATION SCHEDULE FOR FLIGHT CREW LICENSES

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 supervisor 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.

X 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 a dictionary.

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



THEORETICAL EXAMINATION SCHEDULE FOR FLIGHT CREW LICENSES

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 for ANY examination the first time to DCA*)
 - **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



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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



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- 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.

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.