


<b>Irish Aviation Authority</b> The Times Building 11–12 D’Olier Street Dublin 2, Ireland <a href="http://www.iaa.ie">www.iaa.ie</a>  <b>Safety Regulation Division</b>	<b>Údarás Eitlíochta na hÉireann</b> Foirgneamh na hAmanna 11–12 Sráid D’Olier Baile Átha Cliath 2, Éire  <b>Rannán na Rialachán Sábháilteachta</b>	No. PLAM 001 Revision 01 Area GEN Date 24.10.2023	
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## TITLE: RULES TO BE OBSERVED AT THEORETICAL KNOWLEDGE EXAMINATIONS

### 1. INTRODUCTION

- 1.1. The purpose of the memorandum is to outline the rules that must be followed when sitting Examinations set by the Irish Aviation Authority. These rules are valid for all theoretical knowledge examinations held.
- 1.2. Examinations are provided using various methods including computer-based and paper-based. Where a rule is specific to a particular exam this will be specified. Additional rules may be implemented if required. Such additional rules will be advised prior to the commencement of an examination.

### 2. REFERENCES


- 2.1. Regulation (EU) 1178/2011 as amended.
- 2.2. Regulation (EU) 1321/2014 as amended.
- 2.3. Regulation (EU) 300/2008 as amended.
- 2.4. Regulation (EU) 2015/340 as amended.
- 2.5. Personnel Licensing Order – SI 333/2000
- 2.6. JAR FCL 4

### 3. DEFINITIONS

- 3.1. Examination Superintendent – The person or persons tasked with the administration of running an examination at an examination centre. May also be known as the Examination Invigilator.
- 3.2. Candidate – The persons undergoing the examination or set of examinations.

### 4. IDENTIFICATION

- 4.1. The identity of all Candidates must be confirmed prior to commencing every IAA exam. If a Candidate does not have their proof of identity, they must NOT be permitted to commence an exam. The documents presented must be originals, photocopies of these documents are NOT to be accepted.
- 4.2. A candidate must provide acceptable photographic ID. The Superintendent shall be satisfied that the candidate is identified as the person in the photograph. Acceptable photographic ID is limited to one of the following valid (not out-of-date, unless otherwise stated) documents:


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- Irish passport book
- Irish passport card
- Irish Public Services Card (PSC)
- A current International Passport book
- Irish driving licence
- Current ID of a serving member of the Irish government public service or statutory body, which must carry the official Irish State emblem (the Harp)
- Current ID of a serving member of An Garda Síochána (Irish police) or Irish military


- 4.3. Other types or forms of photographic ID, such as a commercial/private company, club or school ID are not acceptable.
- 4.4. Non-photographic ID, such as credit cards, bank cards, VHI card, etc. are not acceptable.
- 4.5. Overseas locations which have been authorised to use the IAA provided flight crew exams are required to apply their respective national equivalent of acceptable photographic ID for their Candidates.
- 4.6. Overseas Candidates sitting in Ireland, who do not possess Irish issued photographic ID (defined above), must provide their current International Passports. Other types of foreign-issued photographic ID, such as foreign driving licences or foreign ID or social service cards, are not acceptable as proof of identity for an exam sitting in Ireland.
- 4.7. Identification of each candidate must be carried out before the exam starts.
- 4.8. If a Candidate is unable to produce the required photographic ID, he/she shall not be permitted to undertake the exam sitting.

## 5. IN THE EXAMINATION HALL/CENTRE

- 5.1. Candidates shall attend the Examination Hall at least 10 minutes before the time fixed for the commencement of an examination. Candidates shall await permission to enter the examination area itself. Candidates will not be admitted to any examination after time fixed for the commencement of the examination. Depending on the examination and when advised by the Examination Superintendent, candidates may not leave the examination until 10 minutes has elapsed from the time fixed for the commencement of the examination.
- 5.2. Failure to attend the scheduled test or late arrival will result in you not being allowed to sit and forfeiture of the full examination fees.
- 5.3. If you are not the person named in the examination notification, you will not be permitted to sit the exam.

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- 5.4. A candidate entering the Examination hall shall be subject to the authority of the Examination Superintendent and shall obey all instructions related to the secure and efficient running of the examination given by the Superintendent. A candidate in breach of any of these examination rules may be asked to leave the Examination Hall and will be subject to Rule 5.24 of these Rules.
- 5.5. A candidate shall occupy the place in the Examination Hall allocated by the Superintendent.
- 5.6. Whilst every attempt is made to ensure a reasonable standard of comfort in examination halls, the IAA cannot be held responsible for extraneous noise or for any breakdown or fluctuation in heating, lighting or ventilation facilities in any examination Halls which are utilised for the provision of examinations. Due to the nature of electronic examinations, movement and some noise in an exam room can be expected. Students may use ear plugs (foam - non-powered) if he or she so wishes.
- 5.7. Personal coats, bags, briefcases, mobile phones (switched off), watches etc must be placed at the rear of the examination room or other specified location, under the direction of the Examination Superintendent. Any bags, etc., may be removed if left unattended outside the examination room. No recording or transmitting devices are permitted on your person or at the examination station.
- 5.8. A candidate who leaves the Examination Hall after commencement of an examination and who has submitted their examination (electronic or paper) paper shall not be entitled to return to the Examination Hall for the duration of that said exam.
- 5.9. Any candidate who,
- 5.9.1. after commencement of any examination paper, is in possession of any book, manuscript, drawing or other article, including electronic devices (including “smart watches”, not specifically permitted by the Superintendent of the examination from which, in the opinion of the Superintendent, irregular assistance might be derived; or
  - 5.9.2. who, in the opinion of the Superintendent, copies from the paper/work of any other candidate, or permits his/her papers/work to be copied, or gives, or attempts to give, or obtains, or attempts to obtain irregular assistance of any description will be subject to Rule 5.24 of these Rules.
- 5.10. You are only allowed to bring to the examination station items that are specified in the permitted list of materials. Only permitted or supplied materials will be available for use, no other items.

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5.11. When necessary, certain reference books and tables, listed below, as supplied by each candidate, may be used **for specified examinations**:


- Professional Pilot Examinations
  - CAP 696 Loading Manual
  - CAP 697 Flight Planning Manual
  - CAP 698 Performance Manual
- All such material shall not contain any marks, highlights or additional texts that might be considered to provide irregular assistance to the candidate.
- For certain examinations the IAA may choose to provide “Annex Booklets” to support the examination. Such booklets remain the property of the IAA any may not be removed from the examination centre by a candidate. To do so, will be considered as an attempt by the candidate to obtain irregular assistance. Such irregular assistance may result in the voiding of one or more examinations and a possible banning of the candidate from future examination attempts – see 5.20 and 5.24.
- The IAA may choose to restrict the use of such material at any time and restrict use to the material provided as part of the examination.

5.12. When necessary, materials, listed below, as supplied by each candidate, may be used **the specified examinations**:


- Professional Pilot Examinations
  - General Navigation ATPL and Jeppesen Chart
  - Navigation CPL - E(LO) 112 Jeppesen Chart
- All such material shall not contain any marks, highlights or additional texts that might be considered to provide irregular assistance to the candidate.
- The IAA may choose to restrict the use of such material at any time and restrict use to the material provided as part of the examination.

5.13. Candidates **MUST** bring the following materials to the following examinations:

- Professional Pilot Examinations
  - Flight Planning - candidates must provide their own General Student Pilot Route Manual – GSPRM (ECQB 5.0 and later). This may not have any markings and or additional material therein that may be considered to provide irregular assistance to the candidate.
- All Pilot Examinations
  - Candidates are required to provide themselves with all the necessary drawing and calculating instruments, e.g. dividers, compasses, protractors, and navigational computers. Candidates may use their own pens, pencils, highlighters etc on the rough working paper provided and/or on their own documents; documents provided by the IAA must not be marked in any way.

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- No pencil boxes, containers or instrument cases are permitted on the examination tables.
  - **NOTE:** Charts and Manuals provided by a candidate, under Rule 5.10, 5.12 & 5.13 herein, will be subject to scrutiny by the Examination Superintendent. Where any are found prior to exam commencement, to contain any marking, these documents will be confiscated for the duration of the test. No substitute shall be provided. Where items are found following commencement of the examination, Rule 5.24 shall apply.
- 5.14. Candidates may provide a non-programmable calculator for use in certain examinations. The calculator used must be one specified by the Department of Education on the State Examination Commission website: <https://www.examinations.ie/?l=en&mc=ca&sc=cl>. Calculators will be checked throughout the exam. Additional information relating to the use of calculators may be reviewed in section 10 of this document. Calculators should not be brought into an examination where calculations are not normally asked (e.g. Air Law, Human Performance) Any candidate found using any unapproved calculator may be subject to Rule 5.24 of these Rules.
- 5.15. Candidates are not allowed to use any loose/rough paper other than that provided at the examination where required. All papers issued, and documents provided by the Examination Superintendent are to be returned with the answer sheet (if applicable) to the Examination Superintendent on completion.
- 5.16. Answer sheets when used must be completed using pencils only. Candidates may use other writing implements on the loose/rough working paper provided. Candidates should enter their name, examination number, and examination subject code on each MCQ examination answer sheet.
- 5.17. Silence is to be observed in the examination room at all times. Electronic alarms and key rings are not permitted. Mobile telephones, smart watches, health monitors, pagers etc must be switched to silent or off and left with the candidates' personal belongings as detailed in Rule 5.7. As mentioned in 5.6 some background noise is normal during some examinations.
- 5.18. If a candidate wishes to speak to the Examination Superintendent, he/she should remain seated and raise his/her hand. It should be noted that the Examination Superintendent will consider only those questions from candidates which relate to the general conduct and rules of the examinations and will not enter into discussion on the interpretation of words or questions contained in the examination.
- 5.19. A candidate may leave the examination room with the permission of the Examination Superintendent if he/she finishes an examination before the time set for the end of the examination, except during the last 5 minutes before the end of any written paper. Candidates are

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to stop work and put pencils down (or stop typing as appropriate) when so directed by the Examination Superintendent and must remain seated and silent until all answer material has been collected.

5.20. Any candidate who attempts to remove unauthorised examination materials from the room will be liable to disqualification from those examinations which have been taken and may be subject to special arrangements for any future examinations. This includes recording of information on paper or similar, on electronic media or on the person.

5.21. Candidates are advised to read each question carefully.

5.22. Smoking (including e-cigarettes) is not permitted in the Examination Hall.

5.23. A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination session. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.


5.24. A candidate guilty of any breach of these Examination Rules may be excluded from further examinations for such period as the Authority may decide. It should be noted that where cheating or other infringements have been established certain regulations prescribe for notification of the event and person to other EU Member States. It should also be noted that minimum exclusion periods may apply. The requirements detailed in ARA.FCL.300 shall apply for all FCL related theoretical examinations. The requirements of 66.B.200 shall apply for all maintenance engineer related theoretical examinations.

5.25. Various methods are used to ensure the integrity of the examination system. Video monitoring and recording (CCTV) is in use at several examination centres to ensure the security / integrity of the examinations.

5.25.1. With respect to CCTV the following applies:

5.25.1.1. The IAA does not use CCTV footage obtained during examinations for any purpose other than to ensure the security / integrity of the examination, process, and associated staff.

5.25.1.2. The IAA requires retention of the CCTV footage for a minimum period of 30 days. This is to facilitate any investigations that may be required following a suspicion of inappropriate assistance at an examination event. Storage systems used to retain the CCTV footage should retain the footage for no longer than 60 days. The only exception to

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this is for footage used in an investigation associated with 5.25.1.1 which may be retained for the period of the investigation and any such period thereafter as verification of an act of cheating.

5.25.1.3. The IAA does not give permission for CCTV footage obtained during the examination process to be used for any other purpose.

5.26. Examination superintendents, related staff and other candidates shall be treated with respect at all times. Failure to observe this by a candidate may result in expulsion of the candidate from the examination hall and the provisions of 5.24 may be applied.

## 6. CONDUCT OF EXAMINATIONS

6.1. A candidate is required to complete all examination papers (written or electronic as specified by the Authority) within the specified period as notified by the IAA or prescribed by regulation, calculated from when the applicant first attempted an examination.


6.2. **FOR FCL EXAMS:** - A candidate is limited to not more than 4 attempts at any single examination subject. Failure at the fourth attempt will result in a loss of any passes acquired and will require the candidate to re-enter the complete examination as though for an initial attempt. Note that this is stipulation set by EU Regulation and is subject to any changes set by those regulations.

6.3. **FOR FCL EXAMS:** - Before re-entry a candidate shall undertake further training, as determined by the Authority. A sufficient number of sittings shall be available to a candidate within the 18-month period referred to in the associated regulations. Failure to achieve a pass in all examination subjects within 6 sittings will require the candidate to re-enter the complete examination as though for an initial attempt. Note that specific examination rules prescribed by regulation may adjust the requirements detailed here.

6.4. It is the responsibility of the candidate to track the number of attempts and sittings that he or she has taken.

## 7. PASS RULES

7.1. The examination pass rules are based on the results achieved by a candidate in each of the examination papers attempted. The pass mark in an examination paper is a specified percentage of the total marks allocated to that paper. To achieve a pass in the examination as a whole, the applicant is required to achieve a pass in each of the individual papers required to be taken.

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- 7.2. An applicant who does not achieve the required minimum percentage of the marks allocated to a particular paper will be deemed to have failed in that paper.
- 7.3. Examination results will be communicated to each candidate by email or by other methods that may be adopted by the IAA from time to time. A valid email address must be provided by a candidate in order to facilitate the notification of results. Candidates should not telephone the IAA as results will not be given over the telephone under any circumstances.
- 7.4. Results are normally communicated to the additional entity identified in the application form for the examination following the release of the results to the candidate.
- 7.5. It should be noted that for some exams, two levels of result may be possible (e.g. 75% and 85%). The higher level of pass may be a requirement for certain instructor examinations.
- 7.6. For certain examinations, the provisional result attained may be displayed at the completion of the examination. The result is provided as an indication only and the formal result will issue in due course. A candidate may not seek to query such provisional results in the examination hall and understands that the examination superintendent has no ability to influence and or adjust such results. Any intimidation of or persistent querying of the examination superintendent in this regard is unacceptable and may result in expulsion of the candidate from the examination hall and the provisions of 5.24 may be applied.


## 8. REVIEW OF RESULTS

- 8.1. Where a candidate has failed an exam he or she may request a review of the result.
- 8.2. Such requests must be submitted in writing within 14 days of the result been issued and be accompanied by the prescribed fee.
- 8.3. A review may or may not result in an adjustment of the final score. The adjustment may lead to an increase or decrease of the final score. Where an adjusted score leads to a “Pass” result that candidate shall be refunded the fee associated with the review of that examination.

## 9. ADDITIONAL REQUIREMENTS

- 9.1. While every attempt has been made to make this PLAM as detailed as possible, some additional rules for competitions may be notified from time to time.



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9.2. Where an additional rule or rules appear to contradict a point or provisions contained herein the new requirement shall take precedence.

9.3. Where a point or provision is considered unclear, clarification may be sought by contacting [licensing@iaa.ie](mailto:licensing@iaa.ie)

## 10. ADDITIONAL REQUIREMENTS SPECIFIC TO CALCULATORS

10.1. Certain examinations (e.g. Part-66) prohibit the use of calculators.

10.2. Neither the Irish Aviation Authority nor the Examination Centres are obliged to supply calculators to candidates. Examination centres will not be responsible for the provision of calculators or batteries.

10.3. The proper working condition of the calculator is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.

10.4. Calculators must be silent and must not require the use of mains electricity supply.

10.5. Calculators may not be borrowed from other candidates during the examination.


10.6. Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.

10.7. Calculators with any of the following mathematical features are prohibited:

- graph plotting
- equation solving
- symbolic algebraic manipulation
- numerical integration
- numerical differentiation
- matrix calculations


10.8. Calculators with any of the following general features are prohibited:


- data banks
- dictionaries
- language translators

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- text retrieval
- capability of remote communication

10.9. Candidates should only use calculators known to be acceptable and recommended by their training organisation. Where doubts are raised about the authenticity or acceptability of a calculator during an examination, the device may be retained by the Invigilator for investigation and follow up. In such cases the candidate has access to an online calculator.


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## EXAMINATION IN PROGRESS


All candidates shall observe the following requirements:

**CCTV in use**  
CCTV is used to ensure the safety of Invigilators and examination candidates and to monitor candidate behaviour in the examination centre




**No Communication Devices**

- No Mobile Phones, Cameras, Smart Watches or Watches
- No Tablets, Laptops, Storage devices, Media players
- No recording, receiving or transmitting devices
- No other types of electronic device




**Identification**

- Original valid photo identification to be presented prior to access to examination
- Passport
- Drivers Licence
- National Identification Card
- Irish Public Services Card (PSC)




**In the Examination Centre**

- No Pens—pencils only
- Return all paper and annexes to the Invigilator at the end of the exam
- Remain seated and do not leave without the permission of the Invigilator
- Leave quietly when instructed to
- Be respectful to the Invigilator, IAA staff and other candidates
- No talking to other candidates
- No notes may be taken and removed from the examination centre




**Permitted Material**

- Present permitted material for inspection
- No marks or notes may be on GSPRM or CAPs or any other permitted material
- Items of suspicion may be retained by the Invigilator for additional investigation
- Possession of unauthorised materials is considered cheating, even if you do not intend to use it.



**No Smoking or Vaping**  
Smoking or the use of e-cigarettes is not permitted



If you suspect cheating is taking place please let the Invigilator know. If you prefer, email [licensing@iaa.ie](mailto:licensing@iaa.ie) with details of the occurrence.

Figure 1 - Exam Room Banner