

THE RULES OF TAKING EXAMS IN THE COMPUTER SYSTEM

1. The computer examination sitting usually lasts 9 days. The current schedule of examination sittings is available on the CAA website and on the notice board in the CAA examination center.

Examination sittings are organized at two locations: the Civil Aviation Authority in Warsaw and the CAA Field Unit in Chełm.

Exams are held from 09:00 to 15:00. All exams must be completed by 15:00; therefore, each exam must be started early enough to be finished within the time limit allocated for the given subject.

2. Candidate registration for the examinations begins at 09:00. Candidates are required to present their ID and sign the attendance list, thereby acknowledging that they are familiar with these rules. An ID document must be taken into the examination room.
3. Candidates decide on the number of exams they intend to take on a given day. During registration, ATPL, CPL and IR candidates inform the examination staff which subjects are to be activated. The total maximum time of the selected subjects cannot exceed the time remaining until the end of the examination sitting on that day.
4. After registering for the exam, candidates leave their personal belongings (at their own risk) in the lockers located in the hall and immediately enter the examination room.
5. IT IS FORBIDDEN to bring into the examination room:
 - mobile phones and smartwatches,
 - any other devices that allow copying, scanning, transferring, recording or storing the content displayed on monitors or any other examination materials,
 - unacceptable aids or materials.

Before entering the examination room, candidates must present their own examination aids to the exam staff in order to obtain permission to bring them inside.

6. The examination room is constantly monitored. Candidates must not communicate with anyone except the examination staff. They are also obliged not to disturb other candidates and to remain quiet during the exam.

7. Before entering the examination room, the candidate receives a set of blank sheets for notes. At the end of the exam, the candidate must return to the examination staff the set of sheets received earlier as well as all printed attachments received during the exam. Failure to return all sheets, attachments or any notes made in the examination room will be treated as a violation of the rules of taking exams.
8. Candidates take any available workstation and log into the system using their PIN, password and date of birth.
9. After logging into the system, candidates should ensure that the correct subjects have been activated. The candidate then opens the subject of their choice. The questions that appear on the screen are designed as single-answer multiple-choice questions (only one correct answer). A timer appears in the upper right corner of the screen, counting down the time remaining to the end of the exam. Candidates can return to the questions and freely change their answers.
10. After answering all questions, the candidate closes the subject. The exam in a given subject ends when the option "Finish exam" is selected or when the time limit for that subject has expired. The obtained result (in percent) is displayed on the screen. The exam is passed if at least 75% of the answers are correct. After returning to the administration panel, the candidate has 10 minutes (counted from the closing of the exam) to review the incorrect answers from the completed exam. The review is possible only on site, in the examination system, without making notes or copying the content. Afterwards, the candidate must log out and leave the examination room or choose another subject and continue taking exams.
11. Each subject can be taken only once during one sitting (this also applies to subjects taken as part of several exams in the same aircraft category). **If a candidate fails a subject, it may be retaken only in the next sitting (within the applicable attempt limits for each licence or rating).**
12. Examination sittings included in the annual plan of theoretical exams, organized at the two locations (the CAA in Warsaw and the CAA Field Unit in Chełm), **are treated as separate sittings.** This means that taking exams in both locations in the same calendar month results in **the opening of two separate sittings.**
13. In examination questions for ATPL, CPL, IR, CB(IR), and BIR, a reference number of an attachment from which the answer must be derived may appear. Previews of attachments are available on the monitor. It is also possible for the examination staff to print them. Instructions for using and printing attachments are available at each workstation.

14. **Passing all subjects (i.e. completion of the entire exam) must be reported to the examination staff. The candidate will receive a Report confirming the passing of the theoretical exam. This document is required for the practical exam.**
15. The time available for taking exams, the number of attempts and sittings, the type of question database and the exam language for each licence and rating are presented in the table below:

Licence/Rating	Exam language	Question database	Number of sittings	Time available for completing the exams	Number of attempts per subject *
PPL(A)/(H)	Polish / Polish-English	KBP – National Question Bank	-	18 months	4
SPL BPL LAPL(A)/(H)	Polish				
BIR	Polish-English	ECQB – European Central Question Bank	-		
ATPL(A)/(H) CPL(A)/(H) MPL IR(A)/(H) CB(IR)	English		6		

* only one attempt per subject can be used within a single sitting

16. After the exam, candidates must return to the examination staff the locker key received at registration.
17. Candidate may submit an appeal to the head of the examination board against a negative result of a theoretical examination, limited to the candidate's **last available and used attempt** in that subject.
18. **Before entering the examination room and during the examination, an inspection using a device for detecting electronic devices may be carried out.**

19. Exams conducted using the ECQB are based on questions and attachments that are confidential and the property of EASA. Candidates are obliged to keep them secret. Any attempt to copy, distribute or store the content of the questions and attachments will be treated as a breach of the rules and will be subject to criminal liability. For other exams, questions and examination materials may also be used only during the exam. It is forbidden to copy them, remove them from the examination room or make them available to third parties.
20. The use of unauthorized aids during the exam is subject to criminal liability under Article 272 of the Polish Penal Code and will be treated as a violation of the rules of taking exams.
21. Please note that under ARA.FCL.300(e) and ARA.FCL.300(f) of Commission Regulation (EU) No. 1178/2011, breaching the rules of taking exams results in failure of the entire exam for the relevant licence/rating and at least a 12-month suspension from taking exams in all EASA Member States.