

THE RULES OF TAKING EXAMS

IN THE COMPUTER SITTING

1. The computer examination sitting usually lasts 9 days. The schedule of examination sittings for the whole year is available on the ULC website and on the board in the examination center.

Exams are held from 9 am until 3 pm. All exams must be closed at 3 pm therefore the subjects need to be open early enough to be closed by 3 pm. and according to the time limit for the given subject.

2. Candidates need to register themselves for the exams at room no 2. They need to show their ID and sign into the list. When putting themselves on the list they acknowledge that they know the rules of taking exams. ID needs to be taken by the candidate into the examination room.
3. Candidates decide on the number of exams they intend to take in a given sitting. During registration, ATPL, CPL and IR candidates inform the examination staff which subjects are to be activated (no more than three per entry). The total maximum time of the selected subjects cannot be longer than the time left to the end of the examination sitting on a given day.
4. Candidates having registered for the exam, leave their personal belongings (at their own risk) in the lockers located in the waiting room and enter the examination room immediately.
5. IT IS FORBIDDEN to take into the examination room:
 - mobile phones and smartwatches
 - any other equipment that allows to copy, scan, transfer, record etc.:
 - the content displayed on monitors
 - other materials used during the exam
 - any unacceptable materials.

Before entering the examination room all own examination aids should be shown to the exam personnel, to get a permission for bringing them into the examination room.

6. Examination room is constantly monitored. It is forbidden to communicate with anyone in the examination room, except for examination staff. Candidates are obliged not to disturb other candidates and to remain quite in the examination room.

7. Before entering the examination room, the candidate receives a set of blank sheets for the notes. At the end of the exam, the candidate must return to the examination staff the set of papers received earlier, as well as all printed attachments received during the exam and all the notes taken in the examination room. Failure to return a set of papers and/or attachments and notes will be treated as a violation of the rules of taking exams.
8. Candidates in the examination room sit by the freely chosen computer and log into the system using their PIN, password and birth date.
9. After logging into the system, candidates open the subject of their choice. The questions that appear on the screen are designed in the form of multiple-choice tests. A timer appears in the upper right corner of the screen, counting down the time remaining to the end of the exam. Candidate can return to the questions and freely change the answer variants, remembering to fit within the provided time limit.
10. Having answered all the questions, the candidate closes the subject. The end of the exam in a given subject takes place when the option: "Finish the exam" is selected or the time limit for the subject is out. The obtained result (in percent) is displayed on the computer screen. Obtaining a minimum of 75% of the possible points makes the exam passed. After returning to the administration panel, candidate can check the incorrect answers given in the completed exam for 10 minutes (counted from the end of the exam). Then, candidate can log out and leave the examination room or choose another subject and continue taking the exam.
11. Each subject can be taken only once during one sitting (this also applies to subjects taken within a few exams in the same aircraft category). If a candidate fail the exam in a given subject, it can be retaken in the next sitting only (within four attempts for each subject).
12. ATPL, CPL and IR candidates can use the database of attachments, access to which can be found on the bar/desktop of the computer screen. Candidates who wish to receive a printout of the required attachments must draw up a list of the required attachments and provide it to the examination staff. The list should also include the number of the seat in the examination room.
- 13. Completion of the entire exam (passing all the subjects) should be reported to the examination staff. The candidate will receive a report confirming the passing of the theory exam. The document is necessary for the practical exam.**

14. Time available for taking exams and number of sittings as well as attempts to the subjects are shown in the table below:

License/Rating	Number of sittings	Time available to accomplish exam	Number of attempts to the subject
LAPL(A)/(H)/(S)/(B) SPL BPL PPL(A)/(As)/(H)	-	18 months	4
ATPL(A)/(H) CPL(A)/(As)/(H) MPL IR(A)/(As)/(H) CB(IR)	6		

15. Examinations for ATPL, CPL and IR licenses are held in English language using the current version of the European Central Question Bank (ECQB).
16. Exams for PPL, SPL, BPL, LAPL licenses are held in Polish language, using the National Bank of Questions. The PPL(A) and PPL(H) exams are also available with a preview in English.
17. Candidates are obliged to give back the key to the locker (handed to them when registering for the exam) after the exam.
18. **ECQB questions and attachments to these questions are confidential and the property of EASA. Candidates are obliged to keep them secret, and any attempts to breach confidentiality (theft of the content of questions or attachments) will be subject to criminal liability.**
19. **Using unauthorized aids and cheating during the exam is subject to criminal liability in accordance with Art. 272 of the Polish Penal Code and will be treated as a violation of the rules of taking exams.**
20. **Please also be aware that in consideration of the provisions of ARA.FCL.300(e) and ARA.FCL.300 (f) of Commission Regulation (EU) No. 1178/2011 breaking the rules of taking exams results in closing the entire exam for the particular license as well as a 12-month suspension for sitting any exam. The suspension applies to all European Authorities.**