

**Safety Regulation Group**  
Licensing and Training Standards



**European Aviation Safety Agency Flight Crew Licensing**

**Authorisation of Ground Examiners including:**

**Provision and Conduct of Ground Examinations for the Private Pilot Licence (Aeroplane and Helicopter)**

**Standards Document 11, Version 12**

Please note that this document is for guidance purposes only. The latest version of this document can be viewed on the CAA website.

## Contents

|   | Page     |
|---|----------|
| <b>1. Privileges and Requirements of the Examiner Authority</b> | <b>4</b> |
| 1.1 Introduction  | 4        |
| 1.2 General Requirements  | 4        |
| 1.3 Categories of Authorisation                                 | 4        |
| 1.4 Application for Appointment/Re-appointment as an Examiner   | 5        |
| <b>2. Ground Examiner Procedures</b>                            | <b>6</b> |
| 2.1 Distribution & Control of Part-FCL PPL Examination Papers   | 6        |
| 2.2 Custodian of Examination Papers (CEP)                       | 6        |
| 2.3 Security of Examination Papers                              | 6        |
| 2.4 PPL Communication Examination                               | 7        |
| 2.5 UK National/Part-FCL PPL Current Examinations               | 7        |
| 2.6 Validity Period   | 8        |
| 2.7 Conduct of the Examination                                  | 8        |
| 2.8 Action following the Examinations Sitting                   | 9        |
| 2.9` Action following a PASS                                    | 10       |
| 2.10 Action following a FAILURE                                 | 10       |
| 2.11 Action following a THIRD ATTEMPT FAILURE                   | 10       |
| 2.12 FOURTH Paper Sitting                                       | 11       |
| <b>Appendices</b>   |          |
| Appendix 1 Form SRG 2188  |          |
| Appendix 2 Form SRG 2155  |          |
| Appendix 3 Form SRG 1165  |          |

## Foreword

The European Regulation for pilot licensing, the 'EASA Aircrew Regulation' (Regulation EU 1178/2011 as amended by Regulation EU 290/2012), came into effect on 8 April 2012 with an implementation date in the United Kingdom of 17 September 2012.

Part ARA.300 Examinations Procedures states:

- (a) The competent authority shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.

and

- (d) The competent authority shall establish appropriate procedures to ensure the integrity of the examinations.

This document sets out the arrangements and procedures for theoretical examinations for the Light Aircraft Pilot Licence and Private Pilot Licence Aeroplanes and Helicopters in the UK.

### The Arrangements

Upon satisfactory completion of the requirements laid down in this document persons will be authorised to conduct and mark the exams and where applicable take responsibility for the security, upkeep and use of the examination papers. The continuation of this authorisation is dependent upon its validity being maintained and compliance with the procedures for conduct of the exams as laid down in this document and any supplementary instruction issued by the UK CAA.

If, after reading this document, you still have queries, please contact Licensing in Licensing and Training Standards (L&TS):

Civil Aviation Authority  
Licensing and Training Standards  
Licensing  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

Tel No: +44 (0) 1293 573700  
Fax No: +44 (0) 1293 573996  
Email: fclweb@caa.co.uk

# 1 Privileges and Requirements of the Examiner Authority

## 1.1 Introduction

- 1.1.1 In accordance with Article 77 of the UK Air Navigation Order 2009, the CAA may, for the purposes of Schedule 7 'Flight crew of aircraft – licences, ratings, qualifications and maintenance of licence privileges', authorise a person to conduct such examinations or tests as it may specify.
- 1.1.2 To satisfy this requirement there are various types of authorisation, each carrying different levels of authority and different requirements for issue. This document sets down an outline of the authorities and requirements for Ground Examiners (GR). Information for Flight Examiners (FE) Single Pilot Aeroplanes is contained in Standards Document 21, available at [www.caa.co.uk/fclstandards](http://www.caa.co.uk/fclstandards)

## 1.2 General Requirements

- 1.2.1 GR should have relevant knowledge, background and appropriate experience related to the privilege of an examiner.
- 1.2.2 Have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with this Part, for noncompliance with the Basic Regulation and its Implementing Rules during the last 3 years.
- 1.2.3 The process for application is shown at section 1.4. In order that they may be kept informed of any changes to examination papers etc, all examiners are required to advise Licensing and Training Standards of any change of permanent postal address and e-mail.
- 1.2.4 Under ARA.FCL.300(d) the Authority requires a GR to be sponsored by an ATO or RTF in order to conduct PPL examinations.

## 1.3 Categories of Authorisation

### 1.3.1 Ground Examiner Authority (Aeroplane) (GR (A))

The GR (A) examiner is required to hold or have held a UK or JAR Flight Instructor (FI) Rating Aeroplanes, Part-FCL Flight Instructor Certificate (Aeroplanes) or an AOPA Ground Instructor Certificate.

The GR (A) examiner is authorised, for a period not exceeding 3 years, to conduct written examinations for the grant of a UK National/EASA Private Pilot Licence (Aeroplanes) or Light Aircraft Pilot Licence (Aeroplanes); and will include the conduct of the ground examination for the IMC Rating if the examiner holds or has held the privileges of an IMC Rating or Instrument Rating.

GR examiners will also be appointed to conduct written examinations for the grant of a NPPL with a SSEA, SLMG or microlight aeroplane rating. Such examiners must hold or have held an instructor rating on the appropriate class of aeroplane.

**Note:** The GR examiner may not conduct the Ground Based Practical Radiotelephony Test, unless authorised separately for this role.

### 1.3.2 Ground Examiner Authority (Helicopter) (GR (H))

The GR (H) examiner is required to hold or have held a UK or JAR Flight Instructor (FI) Rating Helicopters, Part-FCL Flight Instructor Certificate (Helicopters) or an AOPA Ground Instructor Certificate.

The GR (H) is authorised, for a period not exceeding 3 years, to conduct written examinations for the grant of a UK National/EASA Private Pilot Licence (Helicopters) or Light Aircraft Pilot Licence (Helicopters).

GR examiners will also be appointed to conduct written examinations for the grant of a NPPL(H) single-engine piston helicopter rating. Such examiners must hold or have held an instructor rating on the appropriate class of helicopter.

**Note:** The GR (H) may not conduct the Ground Based Practical Radiotelephony Test, unless authorised separately for this role.

#### 1.4 Application for Appointment/Re-appointment as an Examiner

1.4.1 Applications for appointment/re-appointment should be made on SRG 1128 to, Licensing and Training Standards.

1.4.2 Fees for appointment/re-appointment as an examiner are laid down in the CAA Scheme of Charges and are payable on application.

1.4.3 Application for Microlight GR Examiner authorisation from pilots sponsored by a microlight aircraft club/school should be made on the appropriate form through:

British Microlight Aircraft Association (BMAA)  
Deddington  
Banbury  
Oxfordshire  
OX15 0TT

Telephone: +44 (0) 1869 338888  
Fax: +44 (0) 1869 337116  
Email: [www.bmaa.org](http://www.bmaa.org)

1.4.4 Application for SLMG GR Examiner authorisation sponsored by a gliding club/school should be made using form SRG\1128 through:

British Gliding Association (BGA)  
8 Merus Court  
Meridian Business Park  
Leicester  
LE19 1RJ

Telephone: +44 (0) 116 289 2956  
Fax: +44 (0) 116 289 5025  
e-mail: [office@gliding.co.uk](mailto:office@gliding.co.uk)  
web: [www.gliding.co.uk](http://www.gliding.co.uk)

1.4.5 All other applications or GR examiner authorisation should be made directly to the CAA using Form SRG\1128.

1.4.6 Registration for an AOPA Ground Instructor Course should be made through:

Aircraft Owners and Pilots Association (AOPA)  
50A Cambridge Street  
London  
SW1V 4QQ

Telephone: +44 (0) 20 7834 5631  
Fax: +44 (0) 20 7834 2623  
Email: [www.aopa.co.uk](http://www.aopa.co.uk)

## 2 Ground Examination Procedures

### 2.1 Distribution & Control of Part-FCL PPL Examination Papers

- 2.1.1 Examination papers are supplied direct to the Custodian of Exam Papers (CEP) at training facilities registered in accordance with JAR-FCL and Standards Document 11 or ATOs approved in accordance with Part-FCL.
- 2.1.2 In order to hold examination papers the training facility must have a nominated Custodian of Examination Papers acceptable to the CAA.

### 2.2 Custodian of Examination Papers (CEP)

- 2.2.1 CEP is the formal title given to the nominated person at each ATO/RTF holding responsibility for the papers.
- 2.2.2 To qualify for acceptance as a CEP the applicant must hold authorisation as a Ground Examiner (GR) for Aeroplanes or Helicopters, according to the aircraft for which examinations are to be conducted, and be nominated by the Accountable Manager as a person of integrity who will take responsibility for the security and upkeep of the papers.
- 2.2.3 The nominated person will be required to acknowledge his acceptance of responsibility for the security and upkeep of the papers by completing Section 6 of SRG form 2188 (Appendix 1).
- 2.2.4 If the ATO does not have a nominee who holds a GR, then it will not be possible to provide PPL examination papers until such a person is appointed.
- 2.2.5 It is the responsibility of the CEP to ensure that their GR authorisation remains current and valid while they hold this role.
- 2.2.6 In the event that the CEP departs the ATO/RTF, or their GR authorisation expires, the examination papers must be returned to Licensing and Training Standards, unless Licensing has agreed to the transfer of all examination material to a deputy or new nominee CEP who is also authorised as a GR examiner. Custodians may not retain examination papers or leave them with the ATO.

### 2.3 Security of Examination Papers

- 2.3.1 The CEP and Ground Examiners must take adequate precautions to ensure that applicants are not able to obtain prior knowledge of the contents of the Examination papers or answers. Custodians are to:

**ALWAYS** ensure that Examination papers are stored in a locked receptacle to which only the authorised Custodian has access. The locked receptacle should be held at the ATO.

**NEVER** under any circumstances allow question papers or Examiner's master answers to be photocopied or copied in any way. All CAA examination papers are subject to copyright and unauthorised copying is a breach of this copyright. However, it is permissible to photocopy skeleton flight plans, provided that all copies are treated as securely as the question papers and answers, and to photocopy blank answer sheets.

**NEVER** allow anybody but the examiner to have sight of the Examiner's master answers.

**NEVER** allow anybody other than the invigilator referred to in paragraph 2.7.1 and the applicant sitting the examinations at the time, to see the question paper. Questions contained in examination papers are not to be revealed to, or discussed with, other persons. Any queries regarding examination questions should be referred to Licensing and Training Standards.

- 2.3.2 Correct handling of the marked answer sheet is of paramount importance to the maintenance of the integrity of the examination questions. See also section 2.8.
- 2.3.3 In the event of a breach of security or unauthorised access to the examination papers, L&TS Licensing must be notified immediately.

## 2.4 PPL Communications Examination

- 2.4.1 The UK National/Part-FCL PPL Communications examination paper is issued as part of the standard examinations supplied for applicants wishing to qualify for the UK National/Part-FCL PPL. PPL applicants who pass the communications examination will be exempt the requirement to pass the Radiotelephony (R/T) written test for the issue of a Flight Radiotelephony Operators Licence (FRTOL). See section 2.4.3.

Applicants for a stand-alone FRTOL are still required to take both the written and practical tests with an Authorised FRTOL Examiner.

- 2.4.2 PPL applicants wishing to qualify for the issue of an FRTOL will be required to complete the R/T practical test with an Authorised FRTOL Examiner. It is recommended that the practical test be completed prior to the 150 NM solo cross-country flight; however, it is recognised that this is not always practicable.
- 2.4.3 The validity of the “Communications” written examination is 12 months, however, when this examination has been passed together with all of the PPL written examinations within an 18 month period, the validity for FRTOL issue will be 24 months from the date of passing the last PPL examination, provided that the FRTOL is issued at the same time as the PPL.

## 2.5 UK National/Part-FCL PPL Current Examinations

- 2.5.1 The following papers are valid for **PPL Aeroplane** examinations:

| Subject                       | Set Exam Numbers |         |         |
|-------------------------------|------------------|---------|---------|
| Aircraft General Knowledge    | 021A/13          | 021B/13 | 021C/13 |
| Flight Performance & Planning | 030A/13          | 030B/13 | 030C/13 |
| Navigation                    | 060A/13          | 060B/13 | 060C/13 |
| Operational Procedures        | 071A/13          | 071B/13 | 071C/13 |
| Principles of Flight          | 081A/13          | 081B/13 | 081C/13 |

- 2.5.2 The following papers are valid for **PPL Helicopter** examinations:

| Subject                       | Set Exam Numbers |         |         |
|-------------------------------|------------------|---------|---------|
| Aircraft General Knowledge    | 021D/13          | 021E/13 | 021F/13 |
| Flight Performance & Planning | 030D/13          | 030E/13 | 030F/13 |
| Navigation                    | 060D/13          | 060E/13 | 060F/13 |
| Operational Procedures        | 071D/13          | 071E/13 | 071F/13 |
| Principles of Flight          | 082D/13          | 082E/13 | 082F/13 |

2.5.3 The following papers are valid for **PPL Aeroplane and Helicopter** examinations:

| Subject           | Set Exam Numbers |         |         |
|-------------------|------------------|---------|---------|
| Air Law           | 010A/13          | 010B/13 | 010C/13 |
| Human Performance | 040A/13          | 040B/13 | 040C/13 |
| Meteorology       | 050A/13          | 050B/13 | 050C/13 |
| Communications    | 091A/13          | 091B/13 | 091C/13 |

The examination set numbers quoted here are those currently being issued. Examination results achieved on sitting earlier examination set numbers remain valid for licence issue in accordance with the validity timescales referred to in CAP 804.

All papers have been prepared in accordance with Part-FCL AMC1 FCL.210; FCL.215 Syllabus of Theoretical Knowledge for the PPL (A) and (H).

## 2.6 Validity Period

- 2.6.1 Subject to any other conditions in Part-FCL, an applicant shall be deemed to have successfully completed the theoretical examinations for the PPL when awarded a pass in all parts within a period of 18 months, counted from the end of the calendar month when the applicant first attempted an examination.
- 2.6.2 A pass in the theoretical knowledge examination will be accepted for the grant of the private pilot licence during the 24 months from the date of successfully completing all the examinations.

## 2.7 Conduct of the Examination

- 2.7.1 **ALWAYS:** Invigilation of the examination must be conducted either by the authorised GR or by a responsible person on the club or school staff, appointed for the purpose by the examiner. Exam papers are provided to the invigilator by the CEP only.
- 2.7.2 Persons who may train or are training towards the grant of a PPL must not be used for invigilation duties.
- 2.7.3 Examination answer sheets are to be marked by the ground examiner only.
- 2.7.4 Examination papers must not be marked in any way. If an examination paper becomes marked, the CEP should contact Licensing and Training Standards, Approvals Support for a replacement.
- 2.7.5 The identity of the applicant should be confirmed before an examination is taken. **NEVER** allow an applicant to sit the same paper twice. Any applicant who has failed a subject in three attempts must follow the procedure in section 2.11.
- 2.7.6 **ALWAYS** ensure the applicants are warned that any infringement of examination rules may result in disqualification.
- 2.7.7 **ALWAYS** ensure the time limits printed at the head of each question paper are strictly observed.
- 2.7.8 **ALWAYS** ensure that the applicants are given a five-minute warning before the end of their examination period.



- 2.7.9 **NEVER** allow the use of programmable electronic calculators (this includes those calculators that contain Flight Calculation software).
- 2.7.10 **ALWAYS** ensure that, prior to the examination, any wall charts, posters or notice boards displaying information relevant to the examination and which might assist the applicant, are removed from the examination room, or covered up. Examination applicants should be seated in a way so that they cannot read each others examination papers. They should not speak to any person other than the invigilators.
- 2.7.11 Applicants may use the following equipment during an examination:
- (1) a scientific, non programmable, non-alphanumeric calculator without specific aviation functions;
  - (2) mechanical navigation slide rule (DR calculator);
  - (3) protractor;
  - (4) compasses and dividers;
  - (5) ruler
- Except equipment specified above, applicant(s) should not use any electronic equipment during the examination(s).
- 2.7.12 **NEVER** permit any reference material or notes in the examination room, with the exception of the UK AIP for the IMC rating examination. Only the examination paper, specific documents and tools needed for the examination should be available to the applicant during the examination.
- 2.7.13 **ALWAYS** ensure that during the examination strict discipline and silence is maintained.
- 2.7.14 **NEVER** enter into discussion about the content or interpretation of any question with the applicant during the examination.
- 2.7.15 All examination papers, associated documents and additional papers handed out to the applicants for the examination should be handed back to the invigilator at the end of the examination.
- 2.7.16 A record should be kept of any circumstances i.e. noise or disturbance which may have affected the conduct of the examination. This will be required in the case of an appeal (section 2.10.4).

## 2.8 Action following the Examination Sitting

- 2.8.1 If the invigilation of the examination has been delegated, papers must be returned to the CEP immediately at the end of the examination. The candidates answer sheet must be returned to the GR examiner immediately for marking.
- 2.8.2 Answer sheets must bear the names in BLOCK CAPITALS and signatures of both the invigilator, and the GR who marked the paper and also the date of the examination.
- 2.8.3 Completed answer sheets must be regarded as “Examination in Confidence” and retained by the GR. On no account are the marked answer sheets to be given to the applicant, held with the student records, or sent to other schools as proof of passing an examination.
- 2.8.4 The GR is personally responsible for retaining the completed answer sheets for their maximum period of validity (42 months). Where examination results are required to be notified to another school, the applicant is to be given the results on the relevant licence/rating application form.

## 2.9 Action following a PASS

- 2.9.1 The GR should indicate areas where weakness has been found, but should not discuss answers to specific questions.

- 2.9.2 In the event of a pass, the GR should complete the relevant licence/rating application form (SRG1105A for fixed wing and SRG1105H for helicopters) and include the Set Exam Number.
- 2.9.3 Under no circumstances are FE(PPL) or FE(CPL) permitted to sign off ground examinations.

## 2.10 Action following a FAILURE

- 2.10.1 The GR should indicate areas where weakness has been found, but should not discuss answers to specific questions.
- 2.10.2 The applicant must be presented by the GR with a "Examination Report Theoretical Knowledge Examinations" Form SRG 2155 (see Appendix 2), clearly stating Examination Subject and Set Exam Number, candidates full name and date of birth.
- 2.10.3 The GR is to hand a copy of the "Examiners Report Theoretical Knowledge Examination" to the applicant and send a copy to Licensing & Training Standards within 14 working days.
- 2.10.4 The applicant may choose to exercise their right to appeal against the conduct of the examination under Regulation 6(5) of the Civil Aviation Act if they feel that the examination was incorrectly conducted.
- 2.10.5 The applicant is allowed three attempts to pass each examination subject. If the applicant fails on the third attempt, refer to section 2.11.
- 2.10.6 The applicant is allowed six sittings to pass all examinations. A sitting for a PPL and LAPL is defined as the attendance at an examination centre for the purpose of taking one or more examinations. When taking more than one examination, these must be completed in a maximum of ten **consecutive** days. Only one attempt at each paper may be made in any one sitting.

## 2.11 Action following a THIRD ATTEMPT FAILURE

- 2.11.1 The applicant must undertake further training as necessary to be determined by the ATO.
- 2.11.2 Upon completion of further training at the ATO, booking of the fourth examination must be made on Form SRG 1165 (see Appendix 3). The declaration at Section 5 must be duly signed, in order for the booking to be accepted.

**Note:** The applicant can only sit the final examination at one of the following centres:

- a) CAA Aviation House, in conjunction with set Professional examination sittings; or
  - b) a CAA Regional Ground Examination Centre, in conjunction with set Professional examination sittings.
- 2.11.3 Form SRG 1165 must be sent to Licensing and Training Standards, Exam Support for booking of the examination. The re-sit is subject to a fee in accordance with the latest CAA "Scheme of Charges". Completion of booking can only take place on receipt of the fee.
- 2.11.4 On receipt of Form SRG 1165 and re-sit fee, Exam Support will contact the Applicant to arrange a convenient examination date and location.
- 2.11.5 Exam Support will confirm the agreed examination sitting in writing to the Applicant.

## 2.12 FOURTH Paper Sitting

- 2.12.1 The Applicant is to arrive for their examination sitting as agreed in section 2.11.5 at least 15 minutes before the scheduled time.
- 2.12.2 No changes will be made to the examination booking in the week prior to the examination.

- 2.12.3 Cancellations will only be accepted if received in writing at least five working days before the examination; within five working days the full fee will be lost.
- 2.12.4 A refund of fees for cancellations, or non-attendance within 5 working days of the examination will only be given if a valid doctor's certificate is provided, together with a letter of explanation.
- 2.12.5 If the Applicant sits their examination at CAA Aviation House and a CAA GR is available, the Applicant may wait to receive their results.

**Note:** this is not available if the examination is sat at a Ground Examination Centre.

After marking, Exam Support will advise the Applicant of the result in writing within 10 working days.

- 2.12.6 FAILURE of the FOURTH Paper. An applicant failing the final paper will be barred from making any further attempts for a period of 3 months. After this period, they will be required to re-enter the examinations as though for the initial attempt i.e. start again. ALL previous examination passes, in ALL subjects are rendered null and void and ALL further examinations will be required to take place at CAA Aviation House or a Ground Examination Centre, after the Applicant has undertaken further training to be determined by the ATO.

**Appendix 1 Form SRG 2188**

The form can be found on our website at: [www.caa.co.uk/SRG2188](http://www.caa.co.uk/SRG2188)

## Appendix 2 Form SRG 2155

The form can be found on our website at: [www.caa.co.uk/SRG2155](http://www.caa.co.uk/SRG2155)

### Appendix 3 Form SRG 1165

The form can be found on our website at: [www.caa.co.uk/SRG1165](http://www.caa.co.uk/SRG1165)