

Issued: 8 August 2014

Changes to the CAA Theoretical Knowledge Examination Service for Applicants for Professional Pilots' Licences (Aeroplanes and Helicopters), Instrument Ratings and Aircraft Maintenance Engineers' Licences

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	All Pilots, All Flying and Ground Training Schools (Approved Training Organisations), Part-147 Training Organisations and Part-145 Maintenance Organisations

1 Introduction

- 1.1 The UK Civil Aviation Authority, as the Competent Authority for Examinations and Licensing, intends to introduce electronic-examinations (e-Exams) for flight crew and aircraft maintenance engineers to replace the current paper-based examining system. The programme will encompass all examinations taken by applicants for UK and European (Part-FCL) professional pilot licences and Instrument Ratings (IRs) and UK and European (Part-66) maintenance engineer licences as well as the venues where they may be sat.
- 1.2 This Information Notice provides detailed information on the transition to e-Exams for flight crew; Phase 2 of this programme will transition aircraft maintenance engineer licence (AMEL) Part-66 examinations to an e-Exams delivery. A new Information Notice covering the AMEL Part-66 transition in greater detail will be published later in the year.
- 1.3 This IN supersedes IN-2014/060.

2 Transition to E-Exams

2.1 The purpose of this programme is to transition the CAA from paper-based examinations to electronic-examinations (e-Exams) for flight crew (Part-FCL) and aircraft maintenance engineer (AMEL Part-66) professional licensing examinations. The programme is phased as:

- **Phase 1:** Part-FCL (Airline Transport Pilot Licence (ATPL), Commercial Pilot Licence (CPL) and IR Aeroplane and Helicopter). Completed July 2014;
- **Phase 2:** AMEL Part-66 (Basic Categories A, B1, B2 and B3). Completion by December 2014);
- **Phase 3:** Other examinations e.g. Flight Information Service Officer (FISO), CPL Balloons. Completion during 2015 following further review.

2.2 Key benefits to the e-Exams programme are described as follows:

- A modernised examinations application process for both the CAA and Aviation Community;
- The development of a scalable and flexible electronic examinations capability for the CAA;
- Improved examination security enhancing aviation safety;
- Enhanced customer/user experience.

3 CAA Dedicated Customer Portal Domain

3.1 The CAA has embarked upon a comprehensive programme to update its technology platforms and business processes. Among these is the creation of a CAA Customer Portal for access to online services.

3.2 The e-Exams service will be introduced to coincide with the introduction of the new CAA-wide dedicated customer portal domain. In future, all CAA customers will register via the CAA website portal to use CAA regulatory and non-regulatory services. E-Exams will feature as a regulatory service on the portal and, by requesting this service, examination candidates will be able to register for access to the e-Exams platform referred to as 'TASMAN'. Accessed via the CAA portal website, TASMAN enables candidates to book, pay for and amend examination bookings. After the examinations, candidates will have access to their results records and knowledge deficiency reporting (this is a report generated after each examination, advising each candidate of the specific areas identified as being knowledge deficient – see paragraph 9.3 below. Approved Training Organisations (ATOs) will be provided with access to TASMAN to perform functions on behalf of candidates who have a membership status with that ATO. Memberships are described in more detail below.

4 E-Exams Service Customer Registration

4.1 Candidates wishing to sit an e-Exam (initially for Part-FCL only) will be required to register for the CAA e-Exams service.

- Go to the [CAA website](#) and register a portal account (setting username and password);
- Log in to your portal account and complete the Identity Submission Request;
- Provide personal details including permanent address, full name, date of birth, gender and telephone number;
- Confirm your identity by providing high resolution scanned/photographed images of 'primary' and 'secondary' evidence. The types of required evidence are described in the e-Exams registration process but will include examples such as passport or driving licence. Please note that without satisfying this stage of the registration process, the candidate will not be able to progress to the examination booking system;