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## **REPUBLIC OF CYPRUS**

MINISTRY OF TRANSPORT,  
COMMUNICATION and WORKS  
DEPARTMENT OF CIVIL AVIATION  
AERONAUTICAL INFORMATION  
SERVICES  
NICOSIA CYPRUS

A I C

C 004/17

1 Sep 2017

### **Application & Attendance at an EASA PART- FCL Theoretical Examination**

#### **A. General**

1. The Department of Civil Aviation of Cyprus will hold EASA Part-FCL Theoretical Examinations on a monthly basis.

Examinations will be held at: ***Cyprus Academy of Public Administration  
17 and 19 Klimentos str.***

***1473, Nicosia (see Attachment 1 for map & coordinates)***

The Department will inform you accordingly of any changes of location or dates.

2. Candidates wishing to attend to an examination should apply to the Department at least three (3) weeks before examination date using ***Application Form LIC034***. Application form should be fully completed indicating examination type and modules, certified by Approved Training Organisation where applicant has completed the approved theoretical course and signed by the applicant.

3. Application should be submitted by hand or by post together with the appropriate examination fees using ***Licensing Payment Form LICACC01***.

Applicants who failed to follow the above will not be allowed to take the examination.

All forms are available through Department's official website (*Safety regulation Unit/ Licensing/ Pilots/ Forms*).

<http://www.mcw.gov.cy/mcw/DCA/DCA.nsf/All/D9D4389C6387C5A0C2257930002B3C15?OpenDocument>

#### **B. Examination Schedule**

1. Examinations will be held every second Tuesday and Wednesday of each month as per the attached "*Examination Schedule*" (ref. Attachment 2). Candidates and Approved Training Organisations are advised to follow the above schedule for better examination administration and prevention of unnecessary problems.

Applicants should take into consideration that maximum time allowed for an examination day will be 5 hours (net time adding all individual modular examinations) with about 15 minutes break between each session. Therefore selection of modular examinations should be within the above time frame.

2. Candidates are free to select their examination modules but in case the net examination time or selected subjects are not as per the Examination Schedule, then they will be informed accordingly to modify their selections.

If someone wishes not to attend an examination on the month followed by his/her application but on a forthcoming month, then this should be notified to the Department by an email or by a written note on the application form.

3. Candidates who have applied and paid for a number of modules for a single sitting but have notified DCA at least a week before the examination date of their intention not to sit all modules that they have selected, they will be allowed for fees transfer for the next sitting.

However, candidates who have failed to notify DCA on time and do not attend all selected modules they will not be allowed for fees transfer.

### C. Rules before examinations conduct

1. Examinations normally will start at **09:00** unless a different arrangement is scheduled for individuals as per their selected subjects. Candidates should be present at the examination centre with the receipt of their enrolment and photographic proof of identity<sup>1</sup> at **least 30 minutes before the scheduled time of the commencement of each examination**. A candidate who fails to provide authorised identification will not be permitted to sit the exam. Candidates may enter the examination room only after invitation by the Invigilator and they should leave the examination room after the finish of the examination period.
2. Coats, bags, briefcases, mobile phones, pagers etc., must be placed at the rear of the examination room, or as directed by the invigilating officer. Any bags, etc., could be removed if left unattended outside the examination room.

**NOTE: The DCA accepts no responsibility for safe-keeping any personal items/equipment which a candidate brings to the examination hall and which he/she is not permitted to retain during an examination.**

3. Whilst every attempt is made to ensure reasonable comfort in examination halls, the DCA cannot be held responsible for extraneous noise or for any breakdown or fluctuation in heating, lighting or ventilation facilities in examination rooms. Candidates are also advised that, at all examination centers, a 'no smoking rule' must be observed.

Please note you are not permitted to take any photographs at DCA examination venues.

### D. Materials for the examination

Candidates may use their own pens, pencils, highlighters etc. on the rough working paper provided and/or on their own documents.

They may also use:

- a. a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions;
- b. mechanical navigation slide-rule (DR calculator);
- c. protractor;
- d. compasses and dividers;
- e. ruler.
- f. Applicants may use a translation dictionary at the discretion of the competent authority.
- g. Except equipment specified above, applicant(s) should not use any electronic equipment during the examination(s).

Documents provided by the DCA must not be marked in any permanent way. No pencil boxes, containers, correction fluids or instrument cases are permitted on tables.

### E. Rules during conduct of examinations

1. Candidates are not allowed to use any loose paper other than that provided at the examination by the DCA. All papers issued and documents provided by the DCA are to be returned with the answer

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<sup>1</sup> Acceptable forms of photography ID are: Valid passport, Valid ID, Driving License, Airport passes and Company ID

sheet to the Invigilator on completion. Failure to comply with this rule may result in disciplinary action being taken.

2. Silence is to be observed in the examination room at **all times**. Alarms from mobile phones, wristwatches and key rings are not permitted.
3. Candidates who wish to speak to an invigilating officer should remain seated and raise their hand. It should be noted that the invigilating officer will consider only those questions from candidates which relate to the general conduct of the examinations and they will not enter into discussion on the interpretation of words or questions contained in the examination papers.
4. **Candidate who has finished the exam subject before time may not leave the room without the permission of the invigilating officer.** Candidates are to stop work and put pencils down immediately when so directed and must remain seated and quiet until all exam paper material has been collected. Failure to comply with this rule may result in disciplinary action being taken.
5. Any candidate who attempts to remove unauthorized examination materials/papers from the room will be liable to disqualification from those examinations which have been taken and may jeopardize himself or herself for any future examinations.
6. If a candidate ignores any of the above regulations will be asked to leave the examination room.

#### **F. Notification for Examination Results**

An “*Examination Assessment Record*” will be prepared for all candidates at the completion of an examination sitting. This will be posted either to candidate’s personal correspondence address or to the Approved Training Organisation where they are registered. A scanned copy will be also sent to their personal email address.

No results will be announced through telephone communications.

#### **G. Appeal for Examination Results**

Applicants may appeal for an examination discrepancy after the end of an examination session and before they leave the examination room. A form will be provided to them which should be completed in detail stating exactly the reason for the appeal. The form should be handed to examination invigilator. An appeal after they leave the examination room will not be accepted.

Should a candidate dispute the result of his theoretical exam, may appeal in writing to the Licensing Section requesting a re-evaluation of his examination paper. The letter of appeal must be received by the Licensing Section within 14 days of the examination sitting along with the nominated fee. No appeal may be submitted by a training establishment on behalf of a candidate.

The Department will examine the appeal and candidate will be accordingly informed.

#### **Further information**

Safety Regulation Unit  
Licensing Section  
Cyprus Department of Civil Aviation

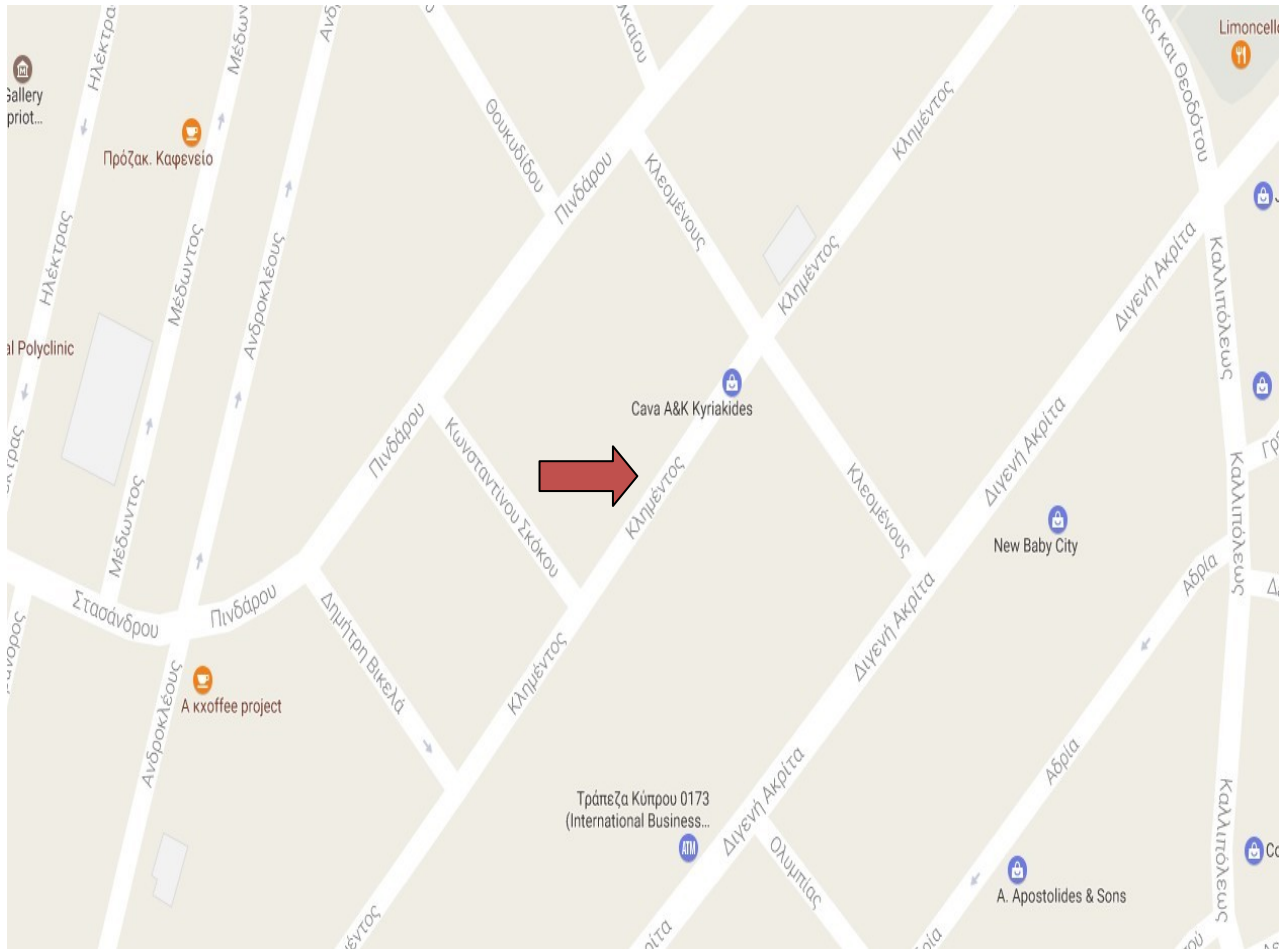
Tel. No: 22404126 & 22404128

email: [eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy)

**AIC C003/2017 dated 07<sup>th</sup> of June is hereby CANCELLED.**

**Attachment 1: Examination Centre location:**

<https://www.google.com/maps/@35.166957,33.3678996,19z>



## Attachment 2: PILOT'S LICENSING THEORETICAL EXAMINATION SCHEDULE

### 1. Theoretical Knowledge Modules

- A SUBJECT 010 AIR LAW
- B SUBJECT 021 AIRFRAME AND SYSTEMS, ELECTRICS, POWER PLANT AND EMERGENCY EQUIPMENT
- C SUBJECT 022 INSTRUMENTATION
- D SUBJECT 031 MASS AND BALANCE
- E SUBJECT 032 PERFORMANCE (AEROPLANE)
- F SUBJECT 033 FLIGHT PLANNING AND MONITORING
- G SUBJECT 034 PERFORMANCE (HELICOPTER)
- H SUBJECT 040 HUMAN PERFORMANCE AND LIMITATIONS
- I SUBJECT 050 METEOROLOGY
- J SUBJECT 061 GENERAL NAVIGATION
- K SUBJECT 062 RADIO NAVIGATION
- L SUBJECT 070 OPERATIONAL PROCEDURES
- M SUBJECT 081 PRINCIPLES OF FLIGHT (AEROPLANE)
- N SUBJECT 082 PRINCIPLES OF FLIGHT (HELICOPTER)
- O SUBJECT 091 VFR COMMUNICATIONS
- P SUBJECT 092 IFR COMMUNICATIONS

### 2. Examination Schedule

- a. On Tuesdays: only the highlighted subjects ( Table 1 only)
- b. On Wednesdays: PPL and all the non-highlighted subjects ( Table 1 & 2)

**Table 1**

Subject	License Type & Subject Examination Duration					
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A)&(H)
010	1:00	0:45	1:00	0:45	0:45	0:45
021	2:00	1:30	2:00	2:00	1:30	XX
022	1:30	1:00	1:30	1:30	1:00	0:30
031	1:00	1:00	1:00	1:00	1:00	XX
032	1:00	0:45	XX	XX	XX	XX
033	2:00	1:30	2:00	1:30	1:30	1:30
034	XX	XX	1:00	1:00	0:45	XX
040	1:00	0:45	1:00	1:00	0:45	0:45
050	2:00	1:30	2:00	2:00	1:30	1:30
061	2:00	1:30	2:00	2:00	1:30	XX
062	1:30	0:30	1:30	1:00	0:30	1:00
070	1:15	0:45	1:00	1:00	0:45	XX
081	1:00	0:45	XX	XX	XX	XX
082	XX	XX	1:00	1:00	1:00	XX
091	0:30	0:30	0:30	0:30	0:30	XX
092	0:30	XX	0:30	XX	XX	0:30

**Table 2 – Only for PPL(A)**

<b>Subject</b>	<b>Subject Examination Duration</b>
<b>Air law &amp; ATC Procedures</b>	0:45
<b>Aircraft General Knowledge</b>	0:30
<b>Flight Performance and Planning</b>	1:00
<b>Human performance</b>	0:30
<b>Meteorology</b>	0:30
<b>Navigation</b>	1:00
<b>Operational Procedures</b>	0:30
<b>Principles of Flight</b>	0:45
<b>Communications</b>	0:30
<b>TOTAL</b>	<b>6:00</b>

- c. Net Examination time not to exceed approximately 5 hrs per day,  
e.g. For ATPL(A) modules 021, 022 & 033 ( total 5:30 hrs)

**NOTE: No examinations will be performed on August due to summer holidays.**

**AIC C003/17 dated 7<sup>th</sup> Jun 2017 is hereby CANCELLED**