



THEORETICAL KNOWLEDGE EXAMINATIONS

PROCEDURE MANAGEMENT

	Name	Title	Date	Signature
Prepared by	O. Fauris	Licensing Inspector	02.06.26	
Validated by	A. Reis	Head of Licensing	02.06.2026	
	L. Kremer	Quality and Compliance Manager	02.06.2026	
	M. Dec	Head of Legal Department	02.06.26	
	S. Vallance	Technical Director	02.06.26	
Approved by	L. Könnner	Director	2/6/2026	

REVISIONS

Revision Nr	Denomination of Revision	Date
00	Initial Edition	24/03/2017
01	Revision following update of the Aircrew Regulation (Commission Implementing Regulations EU 2019/1747 and 2020/359) as well as the publication of the Regulations regarding sailplane licences (Commission Implementing Regulation EU 2020/358) and balloon licences (Commission Implementing Regulation EU 2020/357)	23/12/2020
02	Update concerning the organisation of PPL, CPL and ATPL examinations	17/05/2021
03	Update to introduce BIR and delete EIR (Commission Implementing Regulation (EU) 2020/359 of 4 March 2020)	11/11/2021
04	Update of subjects for ATPL and CPL (in reference to Commission Regulation Commission Implementing Regulation (EU) 2018/1974 of 14 December 2018,	31/01/2022



	compliant up to Commission Implementing Regulation (EU) 2021/2227 of 14 December 2021)	
05	Complete review including structure of the document, Gyroplane Pilot License GPL, update of procedure for IR / CPL / ATPL complementary examinations, additional of procedures for reporting, consultation of exam copy, appeal and review procedure and general update up to Commission Implementing Regulation (EU) 2024/2076 of 24 July 2024	02/06/2026

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1 INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to establish the DAC procedure for the organisation and supervision of theoretical knowledge examinations for the issue of a LAPL, PPL, GPL, SPL, BPL, CPL, ATPL and, Instrument Ratings (including CB-IR and BIR), in accordance with the requirements of the “Aircrew Regulation” (Commission Implementing Regulation EU 1178/2011), the Sailplane Regulation (Commission Implementing Regulation EU 2020/358) and Balloon Regulation (Commission Implementing Regulation EU 2020/357) as well as their AMC’s and Guidance Material.

1.2 TERMINOLOGY

Abbreviations:

A – Aeroplane

AMC – Acceptable Means of Compliance

Attempt – a try to pass a specific paper

ATO – Approved Training Organisation

ATPL – Airline Transport Pilot Licence

B – Balloon

BIR – Basic Instrument Rating

BPL – Balloon Pilot Licence

CPL – Commercial Pilot Licence

DTO – Declared Training Organisation

EASA – European Union Aviation Safety Agency

ECQB – European Central Question Bank

Entire set of examinations – an examination in all subjects required by the licence level

Examination – the demonstration of knowledge in one or more examination papers

Examination paper / subject – a set of questions, which covers one subject or, in the case of examinations for the BIR, one module, required by the licence level or rating, to be answered by a candidate for examination

GPL – Gyroplane Pilot Licence

H – Helicopter

ICAO – International Civil Aviation Organisation

IFR – Instrument Flight Rules

IR – Instrument Rating

LAPL – Light Aircraft Pilot Licence



PIC – Pilot-In-Command

PPL – Private Pilot Licence

S – Sailplane

SEP – Single-engine Piston

Session – a period during which the DAC provides examinations. This usually consists of 2 days per week with one week in between, although other sessions may be arranged.

Sitting – a period of time within which a candidate can take an examination which consists of 10 consecutive days. Only one attempt at each examination paper is allowed in one sitting

SPL – Sailplane Pilot Licence

VFR – Visual Flight Rules

1.3 REFERENCES

References	Titre
1.	Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended, and their Acceptable Means of Compliance and Guidance Material
2.	Commission Regulation (EU) 2018/395 of 13 March 2018 laying down detailed rules for the operation of balloons pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended, and the related Acceptable Means of Compliance and Guidance Material
3.	Commission Implementing Regulation (EU) 2018/1976 of 14 December 2018 laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council, as amended and the related Acceptable Means of Compliance and Guidance Material
4.	Loi modifiée du 19 mai 1999 ayant pour objet a) de réglementer l'accès au marché de l'assistance en escale à l'aéroport de Luxembourg, b) de créer un cadre réglementaire dans le domaine de la sûreté de l'aviation civile, et c) d'instituer une Direction de l'Aviation Civile
5.	Procédure DAC-LIC 801 concerning the levying of taxes and fees for aircrew, cabin crew and AML personnel
6.	Procédure DAC-LIC 002 - limitation, suspension ou révocation des licences et qualifications associées du personnel de conduite des aéronefs et des membres d'équipage de cabine « Aircrew Regulation »
7.	Form DAC-LIC 202-01 Application form for theoretical knowledge examinations
8.	Form DAC-LIC 202-02 Pro-forma for NAA reporting of examination results

9.	Document DAC-LIC 202-03 - Arrêté de la commission des examens chargée de recevoir les épreuves théoriques des élèves et pilotes d'aviation
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1.4 DISTRIBUTION LIST

Name	Function	Signed Copy	Electronic Copy
Laura KÖNNER	Director		✓
Laurent KREMER	Quality & Compliance Manager		✓
Stéphane VALLANCE	Technical Director		✓
Fränk KRAUS	Administrative Director		✓
Maria DEC	Head of Legal Department		✓
Stéphanie THEISEN	Data Protection Officer		✓
Antonio REIS	Head of Licensing	✓	
	Licensing Department Inspectors		✓
	DAC Website		✓

1.5 DATA PROTECTION

All personal data collected and required to be kept in accordance with this procedure will be handled in accordance with the current regulatory framework (European and National) on Data Protection.



2 COMPUTER BASED EXAMINATION

DAC-LU offers computer-based examinations for LAPL(A)(H), PPL(A)(H), GPL, BPL, SPL, IR (including CB-IR and BIR), CPL(A)(H) and ATPL(A)(H) as applicable for the respective categories of aircraft.

For LAPL(A)(H), PPL(A)(H), GPL, BPL, SPL examinations, the questions are provided through an International Question Database for Private Pilot Licences including sailplanes and balloons.

For IR (including CB-IR and BIR), CPL(A)(H) and ATPL(A)(H) examinations, the questions are provided through the EASA European Central Question Bank (ECQB).

2.1 CONTENTS OF THEORETICAL TRAINING

Please refer to FCL.115 and the following AMCs to Commission Regulation (EU) No 1178/2011 for the subject matter to be studied for the theoretical examination for the LAPL(A) and LAPL(H), as well as FCL.210 and following AMCs to Commission Regulation (EU) No 1178/2011 for the PPL(A), PPL(H) and GPL.

Please refer to SFCL.130 and the following AMCs to Commission Regulation (EU) No 2020/358 for the subject matter to be studied for the theoretical examination for the SPL.

Please refer to BFCL.130 and the following AMCs to Commission Regulation (EU) No 2020/357 for the subject matter to be studied for the theoretical examination for the BPL.

Please refer to Commission Regulation (EU) No 1178/2011, AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) Theoretical knowledge examinations for the subject matter to be studied for the theoretical examination for the IR(A), CB-IR, BIR, IR(H), CPL(A), CPL(H), ATPL(A) and ATPL(H).

Please refer to Appendix 3 to Commission Regulation (EU) No 1178/2011 for the content of the training courses for the issue of a CPL and an ATPL.

Please refer to Appendix 6 to Commission Regulation (EU) No 1178/2011 for the content of the training courses for the issue of an Instrument Rating.

Please refer to FCL.835 of Commission Regulation (EU) No 1178/2011 for the content of the training courses for the issue of a Basic Instrument Rating.

2.2 EXAMINATION SUBJECTS

2.2.1 LAPL(A)(H), PPL(A)(H), GPL, BPL and SPL theoretical knowledge examination

The examination subjects for the LAPL(A)(H), PPL(A)(H), GPL, BPL and SPL theoretical knowledge examination are the following:

LAPL(A)(H) (ref. FCL.120), PPL(A)(H) and GPL (ref. FCL.215).

Common subjects:

- Air law
- Human performance
- Meteorology



- Communications
- Navigation

Specific subjects:

- Principles of flight
- Operational procedures
- Flight performance and planning
- Aircraft general knowledge

BPL (ref. BFCL.135) and SPL (ref. SFCL.135)

Common subjects:

- Air law
- Human performance
- Meteorology
- Communications

Specific subjects:

- Principles of flight
- Operational procedures
- Flight performance and planning
- Aircraft general knowledge related to sailplanes / balloons
- Navigation

2.2.2 CPL(A)(H) and ATPL(A)(H) theoretical knowledge examination

The examination subjects for the CPL(A)(H) (ref. FCL.310) and ATPL(A)(H) (ref. FCL.515) theoretical knowledge examination are the following:

- Air Law
- Aircraft General Knowledge — Airframe/Systems/Power plant
- Aircraft General Knowledge — Instrumentation
- Mass and Balance
- Performance
- Flight Planning and Monitoring
- Human Performance
- Meteorology
- General Navigation
- Radio Navigation
- Operational Procedures
- Principles of Flight
- Communications

2.2.3 IR and CB-IR theoretical knowledge examinations

The examination subjects for the IR and CB-IR (ref. FCL.615) theoretical knowledge examinations are the following:

- Air Law
- Aircraft General Knowledge — Instrumentation
- Flight Planning and Monitoring
- Human Performance



- Meteorology
- Radio Navigation
- Communications

2.2.4 BIR

The examination for the BIR (ref. FCL.835) consists of one examination paper associated with each module as specified in paragraphs (c)(2)(i), (c)(2)(ii) and (c)(2)(iii) of FCL.835 of Regulation (EU) No 1178/2011.

2.3 STRUCTURE OF THE EXAMINATION

All 9 subjects of a LAPL, PPL, GPL, BPL or SPL examination shall be taken in half a day. The examinations comprise a total of 120 multiple-choice questions covering all the subjects. The maximum time permitted to complete all 9 subjects is four hours and 35 minutes.

Subjects LAPL, PPL, GPL, BPL or SPL	Number of questions	Duration (in minutes)
Air law	20	40
Human performance	10	20
Meteorology	20	40
Communications	10	20
Navigation	20	75
Principles of flight	10	20
Operational procedures	10	20
Flight performance and planning	10	20
Aircraft general knowledge	10	20

The 13 subjects of the CPL and ATPL theoretical knowledge examination may be taken all in one sitting or split over a maximum of 6 sittings. The choice of subjects per day is left to the candidate. The duration and number of questions for each subject are defined in Regulation (EU) No 1178/2011 AMC1 ARA.FCL.300(b) - Examination procedures.

The 7 subjects of the IR or CB-IR theoretical knowledge examination may be taken on one or more days. The choice of subjects per day is left to the candidate. The duration and number of questions for each subject are defined in Regulation (EU) No 1178/2011 AMC1 ARA.FCL.300(b) - Examination procedures.



Subjects	ATPL(A)	CPL(A)	ATPL(H)/ IR	ATPL(H)	CPL(H)	IR(A) IR(H)	CB-IR(A)
010	D: 01:00 Q: 44	D: 00:45 Q: 33	D: 01:00 Q: 44	D: 00:45 Q: 33	D: 00:45 Q: 33	D: 00:45 Q: 30	D: 00:30 Q: 18
021	D: 02:00 Q: 80	D: 01:30 Q: 60	D: 02:00 Q: 80	D: 02:00 Q: 80	D: 01:30 Q: 60	/	/
022	D: 01:30 Q: 60	D: 01:00 Q: 40	D: 01:30 Q: 60	D: 01:30 Q: 60	D: 01:00 Q: 40	D: 00:30 Q: 20	D: 00:20 Q: 12
031	D: 01:15 Q: 25	D: 01:00 Q: 21	D: 01:15 Q: 25	D: 01:15 Q: 25	D: 01:00 Q: 21	/	/
032/034	D: 02:00 Q: 45	D: 01:15 Q: 28	D: 01:15 Q: 35	D: 01:15 Q: 35	D: 00:45 Q: 20	/	/
033	D: 02:00 Q: 42	D: 01:30 Q: 33	D: 02:00 Q: 42	D: 01:30 Q: 33	D: 01:30 Q: 33	D: 01:15 Q: 27	D: 01:00 Q: 22
040	D: 01:30 Q: 48	D: 01:00 Q: 35	D: 01:30 Q: 48	D: 01:30 Q: 48	D: 01:00 Q: 35	D: 01:00 Q: 35	D: 00:30 Q: 16
050	D: 02:00 Q: 84	D: 01:30 Q: 63	D: 02:00 Q: 84	D: 02:00 Q: 84	D: 01:30 Q: 63	D: 01:30 Q: 63	D: 00:50 Q: 35
061	D: 02:15 Q: 55	D: 02:00 Q: 45	D: 02:15 Q: 55	D: 02:15 Q: 55	D: 02:00 Q: 45	/	/
062	D: 01:30 Q: 66	D: 00:30 Q: 22	D: 01:30 Q: 66	D: 01:00 Q: 44	D: 00:30 Q: 22	D: 01:00 Q: 44	D: 00:40 Q: 24
070	D: 01:15 Q: 42	D: 01:00 Q: 30	D: 01:15 Q: 40	D: 01:00 Q: 32	D: 01:00 Q: 32	/	/
081/082	D: 01:30 Q: 46	D: 01:15 Q: 37	D: 01:15 Q: 42	D: 01:15 Q: 42	D: 01:15 Q: 42	/	/
090	D: 01:00 Q: 34	D: 01:00 Q: 34	D: 01:00 Q: 34	D: 01:00 Q: 34	D: 01:00 Q: 34	D: 01:00 Q: 34	D: 01:00 Q: 34

D: Duration of subject / Q: Number of questions

The 3 modules of the BIR examination shall be taken in one day. The duration and number of questions for each subject are defined in Regulation (EU) No 1178/2011 AMC1 & AMC2 ARA.FCL.300(b) - Examination procedures. Total duration is 04:20.

2.4 LANGUAGE

Examinations are offered in the following languages:

English: All examinations: LAPL, PPL, GPL, SPL, BPL, CPL, ATPL, IR / BIR / CB-IR

German: LAPL, PPL, BPL, SPL

French: LAPL, PPL, BPL SPL



2.5 SECURITY OF EXAM QUESTIONS

The confidentiality of the questions must be rigorously observed.

All examination papers, associated documents, additional papers including roughwork sheets, handed out to the applicants for the examination must be handed back to the invigilator at the end of the examination. Failure to do so may be under penalty of invalidating the exams.

2.6 INVIGILATOR

2.6.1 *Duty of the invigilator*

For each session, one or more invigilators will invigilate the exams. They will be assigned by a member of the examination board, who may also invigilate.

A member of the examination board may, if necessary, invite any person working for DAC or ALSA to invigilate theoretical knowledge examinations.

An invigilator must be present in the examination room at all times during the examination sitting.

2.6.2 *Conflict of interest*

The invigilator must complete and sign the “*theoretical knowledge examinations invigilator form*” during their slot allocation, stating there are no conflict of interests.

In the event that a conflict of interest exists for an invigilator, the invigilator must immediately report it to the Head of Licensing Department, who will then appoint a replacement.

A conflict of interest occurs where any member of the invigilation team who has access to privileged information or is responsible for making decisions about assessment outcomes, could potentially use that information, or their position, to give an unfair advantage (i.e. relative or a friend of the invigilator, or when they are linked by economic interests or any kind of affiliations).

2.6.3 *Invigilation during the examination*

If a candidate needs to speak to an invigilator, they must remain seated and raise their hand. Note that only questions of general nature will be answered; invigilators will not provide any interpretation or explanations to the questions. Candidates are allowed to leave the room after completion of a subject and their departure from the examination room is approved by the invigilator.

2.7 EXAMINATION RESULTS

The online examinations system will automatically mark the exam and provide a result.

At the end of an examination session, the result is printed by the invigilator and handed over to the candidate.

For examinations split into several sittings or sessions, the candidate shall receive a printed exam result from the invigilator at the end of each of them. This is an informal information of the existing results for the candidate.

When a candidate has successfully completed all the required theoretical knowledge examinations for the licence, a certificate of results will be communicated by post, accompanied with an official, signed letter.

2.8 CENTRAL RESULTS REPORTING SYSTEM

Examination results may be reported by DAC to the Central Results reporting system managed by EASA.

The report shall include:

- The type, level and date of the examination
- The number of candidates per subject
- Marks per subject and average marks
- The percentage of candidates having passed the examination
- The analysis will be sent to the LST for information.

The form DAC-LIC 202-02 – PRO-FORMA FOR NAA REPORTING OF EASA EXAMINATION RESULTS shall be used.

2.9 RECORD-KEEPING

For the general record-keeping procedure, refer to Chapter 5 of Procedure DAC-LIC 003.



3 CREDITING FOR THEORETICAL KNOWLEDGE

3.1 LAPL / PPL / GPL / BPL / SPL

For the issue of a LAPL, the holder of a LAPL in another category of aircraft shall be fully credited with theoretical knowledge on the common subjects established in Regulation (EU) No 1178/2011 FCL.120 (see point 2.2.1 above).

For the issue of a LAPL or a PPL, holders of a PPL, CPL or ATPL in another category of aircraft shall be fully credited with theoretical knowledge on the common subjects established in point 2.2.1. This credit shall also apply to applicants for an LAPL or a PPL who hold a BPL or an SPL except that the subject 'navigation' shall not be credited.

For the issue of a GPL, holders of a pilot licence for aeroplanes or helicopters in accordance with Regulation shall be credited in full towards the theoretical knowledge on the common subjects established in point 2.2.1.

For the issue of a BPL or an SPL, holders of a licence in another category of aircraft shall be fully credited with theoretical knowledge on the common subjects established in point 2.2.1.

For the issue of a PPL, the holder of a LAPL in the same category of aircraft shall be credited in full towards the theoretical knowledge instruction and examination requirements.

Notwithstanding the above, for the issue of a LAPL(A), holders of an SPL with TMG extension shall demonstrate an adequate level of theoretical knowledge for the SEP (land) class in accordance with Regulation (EU) No 1178/2011 FCL.135.A(a)(2).

1. An applicant for an ATPL holding an ATPL in another category of aircraft shall have received theoretical knowledge bridge instruction at an ATO on an approved course according to the differences identified between the ATPL syllabi for different aircraft categories.
2. The applicants shall pass theoretical knowledge examinations as defined in Part-FCL for the following subjects in the appropriate aircraft category:
 - 021 Aircraft General Knowledge: Airframe and Systems, Electrics, Power plant, Emergency Equipment,
 - 022 Aircraft General Knowledge: Instrumentation,
 - 032/034 Performance, aeroplanes or helicopters, as applicable
 - 070 Operational Procedures, and
 - 080 Principles of Flight for aeroplanes or helicopters, as applicable.
3. An applicant for an ATPL(A) having passed the relevant theoretical examination for a CPL(A) is credited towards the theoretical knowledge requirements in subject Communications.
4. An applicant for an ATPL(H), having passed the relevant theoretical examinations for a CPL(H) is credited towards the theoretical knowledge requirements in the following subjects:
 - Air Law,
 - Principles of Flight (Helicopter),
 - Communications.



5. An applicant for an ATPL(A) having passed the relevant theoretical examination for an IR(A) is credited towards the theoretical knowledge requirements in subject Communications.
6. An applicant for an ATPL(H) with an IR(H), having passed the relevant theoretical examinations for a CPL(H) is credited towards the theoretical knowledge requirements in the following subjects:
 - Principles of Flight (Helicopter),
 - Communications.

3.2 CPL

1. Applicants for the issue of a CPL holding a CPL in another category of aircraft shall have received theoretical knowledge bridge instruction at an ATO on an approved course according to the differences identified between the CPL syllabi for different aircraft categories.
2. The applicants shall pass theoretical knowledge examinations as defined in Part-FCL for the following subjects in the appropriate aircraft category:
 - 021 Aircraft General Knowledge: Airframe and Systems, Electrics, Power plant, Emergency Equipment,
 - 022 Aircraft General Knowledge: Instrumentation,
 - 032/034 Performance Aeroplanes or Helicopters, as applicable,
 - 070 Operational Procedures, and
 - 080 Principles of Flight.
3. Applicants for the issue of a CPL having passed the relevant theoretical knowledge examinations for an IR in the same category of aircraft are credited towards the theoretical knowledge requirements in human performance and meteorology unless they have completed the IR training course in accordance with Appendix 6, Section Aa, of Part-FCL.
4. Applicants for a CPL having passed the relevant theoretical knowledge examinations for an IR in the same category of aircraft are credited towards the theoretical knowledge requirements in the communications subject.

3.3 ATPL

1. An applicant for an ATPL holding an ATPL in another category of aircraft shall have received theoretical knowledge bridge instruction at an ATO on an approved course according to the differences identified between the ATPL syllabi for different aircraft categories.
2. The applicants shall pass theoretical knowledge examinations as defined in Part-FCL for the following subjects in the appropriate aircraft category:
 - 021 Aircraft General Knowledge: Airframe and Systems, Electrics, Power plant, Emergency Equipment,
 - 022 Aircraft General Knowledge: Instrumentation,
 - 032/034 Performance, aeroplanes or helicopters, as applicable
 - 070 Operational Procedures, and
 - 080 Principles of Flight for aeroplanes or helicopters, as applicable.



3. An applicant for an ATPL(A) having passed the relevant theoretical examination for a CPL(A) is credited towards the theoretical knowledge requirements in subject Communications.
4. An applicant for an ATPL(H), having passed the relevant theoretical examinations for a CPL(H) is credited towards the theoretical knowledge requirements in the following subjects:
 - Air Law,
 - Principles of Flight (Helicopter),
 - Communications.
5. An applicant for an ATPL(A) having passed the relevant theoretical examination for an IR(A) is credited towards the theoretical knowledge requirements in subject Communications.
6. An applicant for an ATPL(H) with an IR(H), having passed the relevant theoretical examinations for a CPL(H) is credited towards the theoretical knowledge requirements in the following subjects:
 - Principles of Flight (Helicopter),
 - Communications.

3.4 IR OR BIR

1. Applicants for an IR, or for a BIR, who have passed the relevant theoretical examinations for a CPL in the same aircraft category, shall be credited towards the theoretical knowledge requirements in the following subjects:
 - Human Performance,
 - Meteorology.
 - Communications
2. An applicant for an IR(H) having passed the relevant theoretical examinations for an ATPL(H) VFR is required to pass the following examination subjects:
 - Air Law,
 - Flight Planning and Flight Monitoring,
 - Radio Navigation,



4 ORGANISATION OF THE EXAMINATION AND APPLICATION

4.1 ORGANISATION OF THEORETICAL KNOWLEDGE EXAMINATIONS

Theoretical knowledge examinations are organised by the Licensing Department under the responsibility of a “Commission d’examen” (examination board), instituted through ministerial decree.

All theoretical knowledge examinations described in the present procedure take place under the control and responsibility of the Direction de l’Aviation Civile.

If necessary, the president of the examination board (Document DAC-LIC 202-03) calls a meeting of the board to clarify details on the organisation of the examination.

4.1.1 Publication

Examination dates are published several times a year for the upcoming months and communicated to candidates and training organisations by email and on request.

4.1.2 Session schedules

There are two sessions available during the exam days: one session in the morning starting at 08:30 AM and one in the afternoon starting at 12:00 PM. There is no lunch break and candidates can, if they wish, opt for a continuous day depending on the number of subject selected. The examination room closes at 16:30 PM.

4.2 APPLICATION TO PARTICIPATE IN AN EXAM SESSION

Applicants shall take the entire set of examinations for a specific licence or rating under the responsibility of one Member State.

Applicants shall only take the examination when recommended by the Approved Training Organisation (ATO) or Declared Training Organisation (DTO) responsible for their training, once they have completed the appropriate elements of the training course of theoretical knowledge instruction to a satisfactory standard.

For theoretical knowledge examinations in view of the conversion of a licence, the recommendation is not mandatory.

The recommendation by an ATO / DTO shall be valid for 12 months. If the applicant has failed to attempt at least one theoretical knowledge examination paper within this period of validity, the need for further training shall be determined by the ATO / DTO, based on the needs of the applicant.

Applications for initial as well as complementary examinations shall be made using the form “DAC-LIC 221-01 - Application form for participation in theoretical knowledge examinations”. This application has to be countersigned by the Head of Training of the ATO / DTO or their deputy, who shall confirm that the candidate has received the required instruction in accordance with the aforementioned Commission Regulations (EU) No 1178/2011, Commission Implementing Regulation (EU) 2020/357 of March 4, 2020, amending Implementing Regulation (EU) 2018/395 or Commission Implementing Regulation (EU)



2020/358 of 4 March 2020 amending Implementing Regulation (EU) 2018/1976. Only duly and completely filled-in applications shall be accepted. For each application, the date and subjects must be clearly stated for each day. If any of the information contained on the application form is lapsed, i.e. dates or other information has changed, an updated application form must be submitted.

The applications must be submitted to the DAC Licensing Department in person, by post, or e-mail at least 10 working days before the date of the exam session.

The choice of the language and the desired session (AM and/or PM) must be indicated on the application form.

The session should consider the duration of the subjects as specified in paragraph 2.3 so as not to unnecessarily block seats.

It is strongly recommend completing the application electronically, as illegible handwritten applications will be systematically rejected.

4.3 REGISTRATION NOTIFICATION

The examination board via the licencing department will notify the candidate(s) by individual e-mail, indicating the location, date and time of the exam session.

4.4 THEORETICAL KNOWLEDGE EXAMINATION FEE

Please refer to the national regulation on taxes and fees currently in force, and the Procedure DAC-LIC 801 for details. Proof of payment must be provided at the latest on the day of the exam session.

5 EXAM SESSION

5.1 EXAMINATION ROOM FOR THEORETICAL KNOWLEDGE EXAMINATION

Examinations are held in a meeting room located at the DAC premises. This room is equipped with computers, set up in a way that candidates cannot see each other's computer screens, as well as a printer.

The computers have a dedicated user login for examinations, and internet use is limited to the website of the examination provider.

5.2 STARTING TIME

Morning sessions begin at 08:30 AM and afternoon sessions at 12:30 PM. Candidates shall arrive at least 15 minutes before the exam start time. Candidates arriving after the start time of 8:30 and 12:30 PM will be asked to leave and will not be able to participate in the examination session.

Morning candidates are permitted to attend a full day (without a lunch break) if they wish. However, they must take into consideration that a briefing for the candidates attending the afternoon session will start at 12:30 PM. Therefore, it is recommended to avoid starting a subject just beforehand.

Afternoon sessions stop at 4:30 PM. Candidates are advised to avoid starting a subject if it is foreseeable that they will not finish on time. The candidate is responsible to ensure that they arrange the sequence in which they will undertake the examinations on a particular day, to ensure that they have finished all examinations by 4:30 PM. No extensions to the examination day will be granted.

5.3 SEAT ALLOCATION

The invigilator will provide each candidate an exam station number. Only one applicant shall be seated per table.

For each session, the log-in data containing their personal login and password will be provided as well as scrap paper as needed.

Drinks and small snacks in reasonable quantities will be accepted on the desk.

5.4 ADMINISTRATIVE VERIFICATION

Before the start of the session, each candidate will be requested to present an ID card or passport with a photo and a proof of payment of the fee. If proof of payment cannot be provided, the candidate will be excluded from the exam session.

5.5 BRIEFING

Before the first (initial) sitting, the candidate receives an introduction to the online examination system by the invigilator, who remains available for any questions the candidate might have during the session.

A reminder will also be given about the consequences of cheating (see §5.12).



A short fire/building evacuation briefing will be provided.

5.6 BEHAVIOUR

Candidates are asked to take their seats in silence so as not to disturb other candidates. They must:

- Follow the instructions given by the invigilator
- Refrain from any communication with another candidate or with anyone outside the room
- Refrain from any participation in fraudulent activity
- Exam must be conducted in absolute silence

5.7 EQUIPMENT PERMITTED

Only the examination paper, specific documentation, and tools needed for the examination shall be available to the applicant during the examination.

Applicants may use the following equipment during an examination: pencil, eraser and sharpener; a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions; mechanical navigation slide-rule (DR calculator); protractor; compasses and dividers; ruler.

Maps and charts are provided as annexes.

Applicants may use a non-aviation-specific translation dictionary.

Except for the equipment specified above, applicants shall not use any electronic equipment during the examination, including mobile phones, Bluetooth equipment, MP3 players, cameras, PDAs, smart watches and any other device for recording or communication. These devices must be put away or handed over on request of the invigilator before the beginning of the examination. Candidates are requested to put mobile phones on flight mode or switch them off to avoid disturbances. Bags will be left next to the invigilator's desk.

5.7.1 *Jeppesen and other Manuals*

The Jeppesen GSPRM (Student Pilot Route Manual) in paper format will no longer be supported by Jeppesen as of October 31st, 2026. The ECQB and the software provider have both anticipated this situation and updated the questionnaires with very high-definition printable attachments. The GSPRM will not be allowed after that date. No other Jeppesen or equivalent manual will be allowed.

5.8 MULTIPLE-CHOICE QUESTION

The questions to be asked for each session are randomly chosen from the latest version of the EASA ECQB (for IR/BIR/CB-IR, CPL and ATPL), respectively the examination provider's database (for LAPL, PPL, GPL, SPL and BPL), and compiled into exam questionnaires by the provider for online examinations.

For each multiple-choice question, up to 4 possible answers will be indicated, of which one will be correct. The candidate shall tick the cases corresponding to the correct answers. One single answer per question may be chosen.



It is strongly recommended for the candidates, before starting a subject, to ensure they have enough time to finish it. Furthermore, it will not be permitted to leave the room during an ongoing subject.

Handouts (annexes) provided by the examination software will be printed and distributed during the examinations.

5.9 PASS RATES

In order to pass a subject, the candidate has to achieve at least 75% of the marks allocated to each subject.

There is no penalty marking. Marks are attributed for correct answers. Questions without answers are incorrect.

Unless otherwise determined, an applicant has successfully completed the required theoretical knowledge examination for the appropriate pilot licence or rating when he/she has passed all the required examination papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.

If applicants for the issue of a light aircraft pilot licence (LAPL), a private pilot licence (PPL), a gyroplane pilot licence (GPL), a basic instrument rating (BIR), a sailplane pilot licence (SPL) or a balloon pilot licence (BPL) have failed to pass one of the theoretical knowledge examination papers within four attempts or have failed to pass all papers within 18 months, they shall retake the complete set of theoretical knowledge examination papers.

If an applicant for the issue of a commercial pilot licence (CPL), or for the ATPL theoretical knowledge examination, or an instrument rating (IR) has failed to pass one of the theoretical knowledge examination papers within four attempts, or has failed to pass all papers within either six sittings or within the period mentioned above, he or she shall retake the complete set of theoretical knowledge examination papers.

A candidate who has failed the examination will have to retake the examination according to the conditions for initial participation.

Before re-taking the complete set of theoretical knowledge examination papers, the applicant shall undertake further training at an ATO / DTO. The extent and scope of the training needed shall be determined by the training organisation, based on the needs of the applicant. A new application form, including the recommendation by the ATO / DTO, must be provided.

5.9.1 *Knowledge deficiency report*

Candidates having failed one or more subjects may request a “knowledge deficiency report” generated from the examination software. This is an analysis of the candidate’s performance in relation to the various topics included in the respective subject’s syllabus. This report does not contain the text of the actual ECQB questions.

5.10 COMPLEMENTARY SESSION

For the initial participation, the candidate shall attempt all subjects foreseen for that session, as described Chapter 2.



The candidate will be awarded a partial pass if he or she passes at least one subject in their initial session.

Candidates who have not passed all subjects during the initial session may present themselves to complementary sessions. These sessions will cover all subjects a candidate has not yet passed. A candidate may attempt a subject only once per sitting.

5.11 VALIDITY OF THEORETICAL EXAMINATIONS

The successful completion of the theoretical knowledge examinations will be valid for a period of 24 months for the issue of a LAPL, a PPL, a SPL or a BPL.

The successful completion of the theoretical knowledge examinations will be valid for the issue of a CPL, a MPL, or an IR for a period of 36 months.

The successful completion of the theoretical knowledge examinations for the issue of a BIR will be valid for an unlimited duration.

These periods are counted from the day on which the pilots have successfully completed the theoretical knowledge examination.

The completion of the ATPL theoretical knowledge examinations will remain valid for the issue of an ATPL for a period of 7 years from the last validity date of:

- an IR entered in the licence; or
- in the case of helicopters, a helicopter's type rating entered in that licence.

5.12 FRAUD

Any fraud or attempt to commit fraud during the examination, entails the cancellation of the subject concerned, or of the entire examination.

Candidates are not allowed to talk to anybody except the invigilators during the examination.

The candidate who has committed the fraud shall be banned from presenting an application for participation in an examination for one year, counting from the date of the fraud.

Cases of suspected fraud, as well as failure to comply with this theoretical knowledge examinations procedure, will be treated by the Licencing department, together with the Legal department, in accordance with ARA.FCL.330 of the regulation (EU) 1178/2011 and applicable procedures.



6 REPORTING AN ISSUE CONCERNING A QUESTION

Candidates have the option to leave a comment on each question during the examination. To proceed, they must use the comment function integrated in the examination software to describe the potential problem and notify the invigilator after having completed the subject.

This comment can be used to point out a question that was misunderstood or poorly worded, or to report a potential regulatory inconsistency (from the candidate's perspective).

The comments will be analyzed by the licensing department and/or subject matter experts before being escalated, if necessary, to the EASA ECQB and service provider.

Relevant comments will be considered for future sessions, but no personal response will be sent to the candidate.

Candidates are requested to inform the invigilator, during the examination, if they have lodged a comment for review.



7 PROCEDURE FOR THE CONSULTATION OF EXAM COPIES

The content of examination papers retains a confidential status until the end of the examination session.

In accordance with (EU) No 2016/679 (GDPR), candidates have the right of access to personal data (answers and examiner's comments).

Examination questions do not constitute personal data. Therefore, due to confidentiality of the questions, the candidate is not allowed to take a copy in any form of the questions themselves.

However, candidates have the possibility to consult the complete examination paper at the authority upon official request by postal mail or e-mail.

7.1 HOW TO APPLY?

Candidates may apply to review their examination papers. They shall make an official request by postal mail or e-mail and request an appointment in order to consult the exam copies.

7.2 CONSULTATION OF EXAM COPIES

If they wish, they may be accompanied by one (1) person that can be a duly certified instructor from their training organisation or any other counsel they deem appropriate.

The DAC inspector will generate a "detail report" of the subject(s) concerned containing only the incorrectly answered questions and answers from the examination database and present it to the candidate and instructor for review.

This report can be read by the candidate but will not be delivered to the candidate. No copies, photos or notes containing the actual text of the questions or contents of any attachments shall be made by the candidate or instructor to ensure the confidentiality and integrity of the examination questions.

If any problematic questions are detected, the candidate cannot discuss this during the review with the person present. However, he may request a review of the question(s) in writing, which will be treated in accordance with §8.2.



8 APPEAL AND REVIEW PROCEDURE

8.1 HOW TO APPEAL?

If, during their examination, candidates encounter a question they believe to be incorrect, either because they consider that none of the possible answers proposed correctly answer the question, or because the question is worded confusingly or imprecisely, they have the right to appeal. They must then formally submit their appeal by sending their observations by postal mail or email.

8.2 REVIEW PROCEDURE BY THE EXAMINATION BOARD.

The examination board will review the contested question(s), with the support of DAC-internal subject matter experts and notify the candidate of its conclusion. If the contestation is accepted, the candidate's result in that subject is amended accordingly and provided by official letter.

If the accepted contestation concerns a question from the EASA ECQB, DAC will report the question to the ECQB managers using the form provided by EASA for this event.

For questions from the catalogue of the DAC's provider for the examinations for LAPL, PPL, GPL, SPL, BPL and BIR, the provider shall be notified by e-mail.

In the event that a doubt subsists and/or the candidate still does not agree with the decision, DAC-LU will request an analysis from EASA / ECQB.

If the appeal is rejected, the candidate will be informed by official letter.