



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

THEORETICAL KNOWLEDGE EXAMINATIONS

Reference: DAC-LIC 202

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THEORETICAL KNOWLEDGE EXAMINATIONS

PROCEDURE MANAGEMENT

	Nom	Titre	date	Signature
Prepared by	C. Fleres	Head of Licencing	16 MARS 2017	
Validated by :	L. Kremer	Coordinateur général	17 MARS 2017	
	S. Vallance	Technical Director	17 MARS 2017	
	S. Theisen	On behalf of C. Wagener, Head of Legal Department	17/03/2017	
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1 INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The present document is introduced in order to establish the DAC Luxembourg procedure for the organisation and supervision of theoretical knowledge examinations for the issue of a CPL, ATPL, Instrument Rating (including CB-IR and EIR), LAPL, PPL, SPL, or BPL, in order to be compliant with the requirements of the "Aircrew Regulation" as well as its AMCs and Guidance Material.

The present document revokes and replaces the Circulaires BL 2010-3 and BL 2010-4.

1.2 TERMINOLOGY

Abbreviations:

A - Aeroplane

ATO - Approved Training Organisation

ATPL - Airline Transport Pilot Licence

B Balloon

BPL Balloon Pilot Licence

CPL - Commercial Pilot Licence

ECQB – European Central Question Bank

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

SPL Sailplane Pilot Licence

VFR - Visual Flight Rules



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1.3 REFERENCES

References	Titre	Date
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	Current version
2.	Acceptable Means of Compliance and Guidance Material to 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.	Current version
3.	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	Current version
4.	Circulaire BL 2011-1 - Modalités d'application des dispositions du règlement grand-ducal du 28 juillet 2011 instituant la perception de taxes et de redevances relatives aux licences, qualifications et reconnaissance de licences du personnel de conduite d'aéronefs et du personnel d'entretien d'aéronefs, notamment en ce qui concerne les sommes à virer pour les différents services.	Current version
5.	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 »	Current version
6.	Form DAC-LIC 202-01 Application form for theoretical knowledge examinations	Current version
7.	Form DAC-LIC 202-02 Pro-forma for NAA reporting of examination results	Current version
8.	Document DAC-LIC 202-03 - Arrêté de la commission des examens chargée de recevoir les épreuves théoriques des élèves et pilotes d'aviation.	Current version



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2 GENERAL

2.1 GENERALITIES

2.1.1 Organisation of theoretical knowledge examinations

Theoretical knowledge examinations are organised by the Licencing Office 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 of Luxembourg.

2.1.2 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) 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, or the issue of a Competency-based Instrument Rating (CB-IR) on the basis of an IR on a third-country ICAO licence, the recommendation is not mandatory.

The recommendation by an ATO 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, based on the needs of the applicant.

The application for an initial examination 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 an instructor, and by the Head of Training of the ATO or their deputy, who shall confirm that the candidate has received the required instruction in accordance with the aforementioned Commission Regulation (EU) No 1178/2011. Only duly and completely filled-in applications shall be accepted.

The applications have to be submitted to the DAC Licencing Office by post, fax or e-mail at least 10 working days before the date of the exam session. The original hardcopies have to be received by the Licencing Office before the exam session.

Proof of payment has to be provided at the latest on the day of the exam session. Refer to the national regulation on taxes and fees currently in force, and the Circulaire BL 2011-1 for details. If proof of payment cannot be provided, the candidate may be excluded from the exam session.

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The examinations are performed in English. However, questionnaires for PPL(A) and SPL “pen and paper” examinations are also available in French. The choice of the language has to be made on the application form.

The examination board will notify the candidate(s) by individual letter, indicating the exact place, date and time of the exam session, as well as the material that may be used during the exam session.

2.1.3 General procedure

2.1.3.1 Pass rates

In order to pass, 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 considered to be 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 an applicant has failed to pass one of the examination papers within 4 attempts, or has failed to pass all papers within either 6 sittings or the period mentioned in paragraph 7, he/she shall re-take the complete set of 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 examinations, the applicant shall undertake further training at an ATO. The extent and scope of the training needed shall be determined by the training organisation, based on the needs of the applicant.

2.1.3.2 Fraud

Before the start of the session, all candidates have to provide an official document proving their identity.

~~Any fraud or attempt at fraud during the examination, as well as not respecting the legal procedures of the examination entails the cancellation of the subject concerned, or of the entire 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. Candidates are not allowed to talk to anybody except the invigilators during the examination. If a second attempt at fraud is discovered, the candidate shall be excluded from theoretical knowledge examinations in Luxembourg for life.



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Cases of suspected fraud will be treated by the Commission spéciale des licences in accordance with its dedicated procedure DAC-LIC 002.

2.1.3.3 Complementary sessions

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

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. For examinations split into blocks, the candidate shall complete both blocks before presenting him/herself for a complementary session, covering all failed subjects from both blocks.

2.1.3.4 Validity of theoretical knowledge examinations

The successful completion of the theoretical knowledge examinations will be valid for the issue of a commercial pilot licence or instrument rating (IR), for a period of 36 months.

The successful completion of the theoretical knowledge examinations will be valid for a period of 24 months for the issue of a LAPL, a private pilot licence, a sailplane pilot licence or a balloon pilot licence.

The completion of the airline transport pilot licence (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.

2.1.3.5 Equipment permitted

All examination papers, associated documents and additional papers handed out to the applicants for the examination must be handed back to the invigilator at the end of the examination.

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, 1/500.000 Benelux VFR map, navigation maps from the JEPPESEN Airways Manual if needed.

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

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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.

3 SPECIFIC PROCEDURES FOR THEORETICAL KNOWLEDGE EXAMINATIONS

3.1 "PEN AND PAPER" EXAMINATIONS

"Pen and paper" based examinations are currently available for PPL(A) and SPL only.

They cover nine branches, and shall be completed in one 4-hour session, the exact location and time of which shall be notified at least 5 working days in advance. The exam is composed of at least 120 multiple choice questions in total.

The paper-based exam sessions shall take place at the dates fixed by the DAC at the beginning of each calendar year. Between 4 and 6 sessions will be fixed per year.

The exam subjects are the following:

Common subjects:

- Air law,
- Human performance,
- Meteorology,
- Communications;

Specific subjects concerning the different aircraft categories:

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



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Subject :	Number of questions		Duration
	PPL(A)	SPL	
Air Law and ATC procedures	16	12	4 hours
Principles of Flight	16	16	
Aircraft General Knowledge	12	12	
Flight Performance and Planning	16	12	
Human Performance and Limitations	12	12	
Meteorology	12	16	
Navigation	16	12	
Operational Procedures	12	16	
Communications	12	12	
Total	124	120	

The number of questions is identical for the French and the English version of the questionnaire.

For paper-based examinations, a member of the examination board provides each candidate with a questionnaire containing the questions on the subjects mentioned above for each licence requested, the respective answer grids, and two pieces of scrap paper.

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

For each session, the questions will be brought by a member of the examination board, who will also invigilate the session. However, a member of the examination board may invite, if necessary, any person working for DAC or ALSA to invigilate theoretical knowledge examinations. An invigilator must be present in the examination room at all times.

Each student is allocated a questionnaire, taking care that no student shall receive the same questionnaire twice, in case of re-sits.

The questions are reviewed by the examination board if needed. The questions are accessible only to the members of the examination board.

Examinations will be held in a meeting room in the DAC premises in the Da Vinci building. A maximum of 13 applicants may be accepted per session. If necessary, 2 sessions may be organised per day; from 9:00 to 12:00 for complementary examinations, and from 13:00 to 17:00, for complete examinations.

In order to avoid cheating, only one applicant shall be seated per table.

The correction of the exams is done by the examination board, which will notify candidates and ATOs in writing.



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3.2 COMPUTER-BASED EXAMINATIONS

Computer-based examinations are available for LAPL, PPL, BPL, SPL, IR (including CB-IR and EIR), CPL and ATPL.

The computer-based theoretical knowledge examination use an online examination system recognised by EASA.

Exam sessions will be organised on demand.

A member of the examination board provides each candidate with a document containing their personal login and password and several pieces of scrap paper.

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

3.2.1 Examination subjects:

3.2.1.1 The examination subjects for the ATPL 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,
- VFR Communications,
- IFR Communications

3.2.1.2 The examination subjects for the CPL theoretical knowledge examination are the following :

- Air Law,
- Aircraft General Knowledge — Airframe/Systems/Powerplant,

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- Aircraft General Knowledge — Instrumentation,
- Mass and Balance,
- Performance,
- Flight Planning and Monitoring,
- Human Performance,
- Meteorology,
- General Navigation,
- Radio Navigation,
- Operational Procedures,
- Principles of Flight,
- Visual Flight Rules (VFR) Communications.

3.2.1.3 The examination subjects for the IR, CB-IR and EIR theoretical knowledge examination are the following :

- Air Law,
- Aircraft General Knowledge — Instrumentation,
- Flight Performance and Monitoring,
- Human Performance,
- Meteorology,
- Radio Navigation,
- IFR Communications.

3.2.1.4 The examination subjects for LAPL and PPL / BPL / SPL examinations are the following:

a. Common subjects:

- Air law,
- Human performance,
- Meteorology,
- Communications;

b. specific subjects concerning the different aircraft categories:

- Principles of flight,
- Operational procedures,
- Flight performance and planning,

- Aircraft general knowledge, and
- Navigation.

3.2.2 Contents of theoretical training

Please refer to AMC1 FCL.210; FCL.215 for the subject matter to be studied for the theoretical examination for the LAPL(A) and LAPL(H), as well as the PPL(A) and PPL(H), and to AMC1 FCL.115; FCL.120 for the subject matter to be studied for the theoretical examination for the LAPL (S) and LAPL(B), the SPL and the BPL.

Please refer to AMC1 FCL.310; FCL.515 (b); FCL.615 (b) for the subject matter to be studied for the theoretical examination for the IR(A), 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 AMC2 ARA.FCL.300(b) for the subject matter to be studied for the CB-IR and EIR theoretical examination.

3.2.3 Structure of the examination

The 14 subjects of the ATPL theoretical knowledge examination are split into two "blocks", composed of 2 days each. Each block should cover 7 subjects. The choice of subjects per day is left to the candidate.

The 13 subjects of the CPL theoretical knowledge examination are split into two "blocks", composed of 2 days each. Each block should cover 6 or 7 subjects. The choice of subjects per day is left to the candidate.

The 7 subjects of the IR theoretical knowledge examination are distributed to 2 days. The choice of subjects per day is left to the candidate.

The 7 subjects of an EIR or CB-IR examination may be taken in one or two days.

A candidate shall attempt all subjects of an IR examination or all subjects of one block of the CPL or ATPL examinations within 10 consecutive days.

The duration and number of questions for each subject are defined in AMC1 ARA.FCL.300(b) – Examination procedures.

3.3 SECURITY OF EXAM QUESTIONS AND INVIGILATION DURING THE EXAMINATION

The confidentiality of the questions must be rigorously observed.

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



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For each session, the log-in data will be provided by a member of the examination board, who will also invigilate the session. However, 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.

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

Before the initial sitting, the candidate receives an introduction to the online examination system by a member of the examination board, who is available for any questions the candidate might have.

3.4 EXAMINATION ROOM FOR THEORETICAL KNOWLEDGE EXAMINATIONS

Examinations are held in the examination room 1C02 at the DAC offices. This room is equipped with two 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.

3.5 EXAMINATION RESULTS

The online examinations system will automatically correct the examination and provide a result. The result is validated by the examination board and communicated to the candidates and the ATO in writing.

For examinations split into blocks, the candidate shall receive a notification of examination results after each block has been completed, and, if applicable, a result after each complementary session has been taken, as well as a final result when all subjects have been passed.

3.6 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.

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

3.7 CREDITING FOR THEORETICAL KNOWLEDGE

3.7.1 CPL

1. An applicant for a CPL holding a CPL in another category of aircraft shall have received theoretical knowledge bridge instruction on an approved course according to the differences identified between the CPL syllabi for different aircraft categories.
2. The applicant 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, Powerplant, Emergency Equipment,
022 — Aircraft General Knowledge: Instrumentation,
032/034 — Performance Aeroplanes or Helicopters, as applicable,
070 — Operational Procedures, and
080 — Principles of Flight.
3. An applicant for a CPL having passed the relevant theoretical examinations for an IR in the same category of aircraft is credited towards the theoretical knowledge requirements in the following subjects:
 - Human Performance,
 - Meteorology.

3.7.2 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 according to the differences identified between the ATPL syllabi for different aircraft categories.
2. The applicant 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, Powerplant, Emergency Equipment,~~
022 — Aircraft General Knowledge: Instrumentation,
032 — Performance,
070 — Operational Procedures, and
080 — Principles of Flight.

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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 VFR 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),
 - VFR 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 IFR 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),
 - VFR Communications.

3.7.3 IR

1. An applicant for an IR having passed the relevant theoretical examinations for a CPL in the same aircraft category is credited towards the theoretical knowledge requirements in the following subjects:
 - Human Performance,
 - Meteorology.
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,
 - IFR Communications.

3.7.4 LAPL / PPL

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



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APPLICATION FORM FOR PARTICIPATION IN
THEORETICAL KNOWLEDGE EXAMINATIONS

LAPL PPL CPL ATPL IR CB-IR / EIR

AIRCRAFT: Airplane Helicopter Balloon Sailplane

FCL 215 and Appendix 1 to Part-FCL
FCL 615 and Appendix 6 to Part-FCL

FCL 310 and 315
FCL 515 and Appendix 9 to Part-FCL

1. Données du candidat / Applicant's personal details

Nom du candidat : <i>Applicant's last name:</i>	Prénom(s) : <i>First name(s):</i>
Date de naissance : <i>Date of birth:</i>	Nationalité : <i>Nationality:</i>
Lieu de naissance : <i>Place of birth:</i>	No. de telephone <i>Phone number</i>
E-mail :	
Adresse: <i>Address:</i>	
Pays: <i>Country:</i>	

2. Informations / Information

Licence Nr :	Valide jusqu'au: <i>Valid until:</i>
PART-MED Médical: <i>PART-MED Medical:</i> <input type="checkbox"/> 1 ou/or <input type="checkbox"/> 2 ou/or <input type="checkbox"/> LAPL	Valide du: <i>Valid from:</i> Valide jusqu'au: <i>Valid until:</i>

3. Informations relatives à l'examen / Information about the examination

Date(s) de la session d'examen : <i>Date(s) of exam session :</i>	<input type="checkbox"/> Examen sur papier <i>Examination on paper</i> <input type="checkbox"/> Examen en ligne <i>Online examination</i>
Langue: <i>Language:</i> <input type="checkbox"/> Français <i>French</i> <input type="checkbox"/> Anglais <i>English</i>	Note : Français seulement disponible pour PPL(A) et SPL sur papier / <i>Note: French only available for PPL(A) and SPL on paper</i>
Matières à faire (en cas d'épreuve complémentaire ou de conversion) : <i>Branches to be taken (in case of retest or conversion):</i>	
Je certifie que l'information ci-dessus est exacte et complète: <i>I hereby certify that the above information is true and complete:</i>	
Date	Signature

4. Recommandation par l'instructeur / Recommendation by the instructor

Je, soussigné,
I, the undersigned, _____
instructeur chez
instructor at _____
recommande le candidat pour l'examen indiqué et certifie que le candidat remplit les conditions d'admission telles que définies par la législation en vigueur.
recommend the applicant for the indicated exam and certify that the candidate fulfils the conditions of admission set by the current regulation.

Date: _____ Signature: _____

5. Recommandation par l'ATO / Recommendation by the ATO

Je, soussigné,
I, the undersigned, _____
responsable de l'écolage chez
Head of training at _____
recommande le candidat pour l'examen indiqué et certifie que le candidat remplit les conditions d'admission telles que définies par la législation en vigueur.
recommend the applicant for the indicated exam and certify that the candidate fulfils the conditions of admission set by the current regulation.

Date: _____ Signature: _____ Cachet de l'ATO:
Seal of ATO: _____



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PRO-FORMA FOR NAA REPORTING OF FCL EXAMINATION RESULTS

NAA:	Direction de l'Aviation Civile - Luxembourg
TYPE:	Aeroplane
Level:	<input type="checkbox"/> ATPL <input type="checkbox"/> CPL <input type="checkbox"/> IR
Date:	

Subject	Total Candidates	Score range	Score average	Overall Pass	Number of MCQs deleted
010					
021					
022					
031					
032					
033					
034					
040					
050					
061					
062					
071					
081					
082					
091					
092					