



1. General

1.1. Examination time and workflow

- The examination room is open from Monday to Wednesday from 08:00 to 16:00 and Thursday from 08:00 to 12:00.
- The time frame within which your examination has to be completed is shown in your invitation letter and must not be exceeded.
- If you do exceed the time frame or the opening hours, your examination will be terminated by the invigilator; there will be no assessment of the remaining subjects, which had not been started by this point of time (evaluation = 0 %).
- In case of late arrival, no claim can be made for seat reservation. Please be aware that the time frame given in your invitation letter will not be extended.
- You are free to choose when to take a break.

1.2. Preparation of the desk

- Before you start, please place only your approved personal working items (as shown under 2.4.) on your desk.
- Items other than listed under 2.4. (e.g. bags, brief cases, packages) are to be stored in the lockers outside the examination room. Make sure all electronic devices (mobile phones, etc.) are switched off. The keys for the lockers are handed out by the reception staff. The Luftfahrt-Bundesamt excludes any liability for personal belongings and in case of a key loss.
- Eating is prohibited in the examination room, drinking will be tolerated. Bottles are to be stored securely closed under your desk.
- Please leave a valid ID or passport on your desk throughout the whole examination while seating to guarantee a permanent identification by the invigilator. Take your ID or passport when you leave the room for a break.

1.3. Computer log-in

- Before you can log in to the examination programme the workstation needs to be unlocked. For this purpose please press the key combination "Ctrl+Alt+Del" and enter the keyword "start+10".
- After that you can choose the **menue** language of the examination system (German / English) by clicking one of the country flags.
- After entering your **last** name and 4-digit PIN code you will see an overview of the relevant examination papers and corresponding times.
- You are free to choose the sequence of the examination papers.
- The individual examination papers can be passed in German or English. The language selections can be made after the selection of the examination paper.
IMPORTANT! It is not possible to undo the selection of the menu language or the language selection within an examination paper.
Exception: the "air law" examination paper for ATPL, MPL, IR, EIR, CB-IR permissions/ratings as well as the examination paper for "IFR communication" are only provided in English.

1.4. Leaving the desk

- The desk may not be left until the examination paper is finished.
- Printed annexes shall be returned immediately after termination of the relevant examination paper.

- When re-entering the examination room after break, please reidentify yourself to the invigilator.
- After returning to your desk from a break, you shall immediately start an examination paper.
- **Taking any kind of notes on your writing paper is prohibited unless the examination paper has been started.**
- At the end of the complete examination sitting, or if you want to leave for health or other cogent reasons it is necessary to indicate to the invigilator that you leave.
- Please check out by returning your complete examination material.

1.5. Break areas

- Please use the seats in the lounges on the ground floor or first floor and keep floors and staircases free.
- Smoking is only permitted on the balcony where it is signposted.
- The canteen (ground floor) is open from 8.00-14.30 h, lunch can be obtained between 11.30-13.30 h.

1.6. Invigilators

- The invigilators are to provide an orderly work flow in the examination room. Their instructions are to be followed.
- The invigilators are authorised to terminate an examination paper or even a whole examination if an attempt of deceit or related incidents prevail, or when their instructions are not being followed.
- No statements or comments regarding any examination contents or results will be made by invigilators.

1.7. Attempt of deceit

- **An attempt to deceive will immediately lead to termination of the examination. In this case, the examination will not be assessed (test result = 0 %) and the candidate will be suspended from the examination procedure for at least 12 months.**

Examples of deceit for instance are:

- the use of other than the approved working equipment (see 2.4. - 2.6.).
- any communication with other applicants during the examination.
- the removal of relevant material and notes from the work place (except when returning it to the invigilator).
- Note taking before an examination paper has started.

2. Working material

2.1. Use of workstation

- The examination program is based on Windows. If you are not familiar with its use, please ask the invigilators before starting.
- All multiple-choice questions of examinations according to PART-FCL contain only one (1) correct answer.
- When entering a value with a decimal point, instead of the point you can also use a „comma“ (same meaning).
- Values of thousands (e.g. 2000) are generally to be entered without point or comma, otherwise they will be recognised as decimal values (2.000 = 2,000 = 2).
- For questions other than multiple-choice: Please enter the correct value according to the given units.

- Only the values entered into the computer will be assessed. Any written notes on paper are not taken into account for any assessment.
- Annexes (graphs and tables) presented on the monitor may be provided with crosshairs.
- More than one annex may be available on the monitor at the same time. This can be seen by a number of flags containing the identification number. Click the relevant flag on an already opened annex.
- If you find any mistake or error within an examination question, the examination software gives you the possibility to write a remark.

2.2. Writing paper (scratch paper) and PIN card

For the purpose of records, auxiliary calculations, sketches etc. only the provided recordingsheets and enclosures are to be used. Notes may only be taken during the test being in progress. Any written records are not subject to the evaluation.

- The use of other than the writing paper provided by the LBA is not allowed. It must not be separated and shall be left permanently on your desk. Please complete it with your name.
- Please check the PIN card for your correct name and address and leave it also permanently on your desk.
- Do not take notes on the PIN card.

2.3. Paper annexes

- If for examinations according to PART-FCL paper annexes are required, you will be informed automatically by a pop-up window on the monitor before the examination paper is started.
- Please go to the printer, pick up the paper annexes and check for completeness.

2.4. Personal working material and documents

Please bring the following working material:

- writing material (writing utensil, eraser, sharpener)
- pair of compasses
- ruler
- protaractor
- mechanical navigation slide-rule

(In case of examinations for flight dispatchers and flight technicians on rotocraft (FTH), electronic non-programmable navigation computers are also allowed.)

2.5. Material provided by LBA

- Scientific calculator (CASIO fx82 solar).
- Writing paper (scratch paper)

2.6. Miscellaneous

- The use of any instruction manuals is not allowed.
- The use of dictionaries is not allowed.

By entering your last name and the 4-digit PIN (and clicking the “continue” button) you you acknowledge the acceptance of the advices and instructions above.