



Luftfahrt-Bundesamt
Bundesoberbehörde im Geschäftsbereich des
Bundesministeriums für Digitales und Verkehr (BMDV)

Regulations

**On Conducting Theoretical Knowledge Examinations for Aviation
Personnel at the Luftfahrt-Bundesamt**

(last update 01.01.2024)

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0 General remark

[...] (refers only to the German version)

1 Scope of application

This examination regulation covers the conduct of theoretical knowledge examinations under the responsibility of the Luftfahrt-Bundesamt. It applies to theoretical examinations under Regulation (EU) No. 1178/2011 (ATPL, MPL, CPL, IR, CB-IR and BIR) as well as under national provisions of the LuftPersV (FDB, FTH), involving all theoretical examinations to obtain a licence or rating, the validation of foreign licences and ratings and the crediting of military licences and ratings.

2 Legal framework

European legislation

Regulation	Reference	Content
Regulation (EU) No. 1178/2011	Annex I, FCL.025	Theoretical knowledge examinations for the issue of licenses or ratings
	AMC1 FCL.025(a)(2)	Theoretical knowledge examinations for the issue of licenses and ratings
	GM1 FCL.025	Theoretical knowledge examinations for the issue of licenses and ratings
	Annex I, Part-FCL.035 b)	Crediting of theoretical knowledge
	Annex I, FCL.310	CPL - Theoretical knowledge examination
	Annex I, FCL.410.A b)	MPL - Theoretical knowledge examination
	Annex I, FCL.515 b)	ATPL - Theoretical knowledge examination
	Annex I, FCL.615 b)	IR- Theoretical knowledge examination
	Annex I, FCL.835 d)	BIR - Theoretical knowledge examination
	Annex I, FCL.915.FI b) (2)i)	FI(A) - Theoretical knowledge examination
	Annex I, FCL.915.FI c) (2)	FI(H) - Theoretical knowledge examination
	Appendix I of Annex I	Crediting of theoretical knowledge
	Appendix VI of Annex I, Aa	CB-IR - Theoretical knowledge examination
	Annex VI, ARA.FCL.300	Examination procedures
	AMC1 ARA.FCL.300	Examination procedures
	AMC1 ARA.FCL.300 (b)	Examination procedures
	Article 10	Credit for pilot licenses obtained during military service
Regulation (EU) No. 2020/723		Acceptance of third-country certifications of pilots

National legislation

Rechtsgrundlage	Bezug	Inhalt
LuftPersV	§ 63	Flugtechniker auf Hubschraubern der Polizeien des Bundes und der Länder – Prüfung <i>(Examination for flight technicians on helicopters of the federal state or federal state's police)</i>
	§ 113	Flugdienstberater – Prüfung <i>(Examination for flight dispatchers)</i>
	§ 128	Prüfungen für Luftfahrer <i>(Examinations for airmen)</i>
FlugfunkV	§ 12	Anerkennung von Prüfungen zum Erwerb einer Erlaubnis für Luftfahrzeugführer oder zum Erwerb der Instrumentenflugberechtigung <i>(Validation of examinations to obtain a pilot's license or instrument rating)</i>
LuftkostV		
Ressortvereinbarung BMVI/BMVg	Number 2.2.2. Appendix 1 Annex 1 Appendix 1 Annex 2	Bedingungen der Anrechnung bestehender Militärischer Lizenzen und Berechtigungen der Bundeswehr in zivile Lizenzen und Berechtigungen nach TEIL-FCL <i>(Conditions to credit existing military licenses and allowances of the German air force for obtaining civil licenses and allowances)</i>



3 Definitions and abbreviations

3.1 Abbreviations

Abbreviation / term	Explanation
AMC	Acceptable Means of Compliance
ARA	Authority Requirements for Aircrew
ATO	Approved Training Organisation
ATPL	Airline Transport Pilot License
AZF	Allgemeines Sprechfunkzeugnis für den Flugfunkdienst (<i>Radiotelephone Operator Certificate</i>)
BIR	Basic Instrument Rating
BZF	Beschränkt gültiges Sprechfunkzeugnis (<i>Restricted Radiotelephone Operator Certificate</i>)
CB-IR	Competency-Based IR
CPL	Commercial Pilot License
FCL	Flight Crew Licensing
FDB	Flugdienstberater (Flight dispatcher)
FI (A) or (H)	Flight instructor (A) or (H)
FlugfunkV	Verordnung über Flugfunkzeugnisse (<i>Regulation on Flight Radiotelephony Operator Licences</i>)
FTH	Flugtechniker auf Hubschraubern der Polizeien des Bundes und der Länder - Prüfung (<i>Flight technicians on helicopters of the federal state or federal state's police - Examination</i>)
IR	Instrument Rating
LuftkostV	Kostenverordnung der Luftfahrtverwaltung (<i>Regulation on costs of the Aviation Administration</i>)
LuftPersV	Verordnung über Luftfahrtpersonal (<i>Personnel Licensing Order</i>)
MPL	Multi-Crew Pilot License



3.2 Definitions

Terminology	Explanation
Examination	An examination consists of all the examination papers to be taken for the licence or rating sought. An examination shall be taken within a period not exceeding 18 months from the end of the calendar month in which the candidate has taken an examination for the first time.
Examination paper	An examination paper is a selection of questions individually composed for the candidate for the respective examination sitting, to be answered in the respective subject.
Examination sitting	The papers in the subjects for the respective licence or rating can be distributed over a maximum of six sittings.
Attempt	To pass, the candidate has a maximum of four attempts per examination subject.
Examination week	An examination week at the LBA generally begins on Mondays at 08:00 am and ends on Thursdays at 12:00 am. During an examination week, candidates have the opportunity to complete the examination papers they are registered for. Only one examination sitting per candidate may be taken during an examination week.
Federal Portal	Central point of access to online services provided by Germany's federal state and local governments https://verwaltung.bund.de/portal/EN



4 General

4.1 Examination venue

All theoretical examinations under the responsibility of the LBA will be held in the examination room of the premises at Hermann-Blenk-Str. 26 in Brunswick.

4.2 Examination date

The examination timetable for a calendar year is published on the LBA website.

The examination room is open on the announced examination days from Monday to Wednesday from 8 am to 4 pm and Thursdays from 8 am to 4-12 pm.

Binding examination time is only the individual examination date and time, which will be announced in a written invitation letter.

Examination time

For one examination sitting, the candidate has a time slot available which is calculated from the sum of permissible processing times of the examination papers requested for the sitting, multiplied by a break time factor of 1.3 and rounded up to the full hour. The respective processing times are published on the LBA website.

A candidate's late arrival for a scheduled examination reduces the time available for the exam and may result in requested examination papers not being written.

The individual examination date and the binding time frame for taking the examination will be announced to each candidate in a written invitation letter. If the time frame or rather the opening hours of the examination room are exceeded, the end of the examination will be announced by the invigilator.

4.3 Examination period

An examination must be fully completed within a period not exceeding 18 months. The examination period starts from the end of the calendar month when the candidate first attempted an examination.

4.4 Examination type

All examinations are done in computer-based form.

4.5 Examination language

In principle, the examination papers can only be taken in English.

5 Registration for the examination

5.1 Application procedure and admission requirements

The applicant has to apply for the sitting of a theoretical examination either in written form and submit the application form via fax, mail or e-mail (e.g. pdf attachment) or via the online formular of the Federal Portal (<https://verwaltung.bund.de/portal/EN>). The application forms are provided as PDFs which can be downloaded from the website of the LBA.



Application forms to take a theoretical examination have to be filled out completely and submitted by the stated deadline (cf. chapter 5.2) to department L2 of the LBA.

The necessary examination recommendations of the respective ATO must be noted on the corresponding form and be submitted together with the application.

The examination recommendation in a subject can only be made after the training in this subject has been fully completed. To apply for the initial examination attempt, the recommendation must have been issued before the end of the training period. An examination recommendation is valid for the duration of 12 months.

It is not possible to apply for more than one examination sitting at a time; not even for different time slots. You can only apply for another sitting after having received the examination results of your previous sitting.

5.2 Application periods and deadlines

Applications to sit a theoretical examination for aviation personnel have to be received by the department L2 of LBA completely (with all necessary documents) by the latest on Sunday, 8 days before the beginning of the examination week you wish to take the examination in. Example: if you wish to take your examination in calendar week 29, your application has to be received by the LBA on Sunday of calendar week 27, by the latest.

Applications which arrive after this deadline, will not be considered.

5.3 Examination dates

The examination dates for each calendar year are published at the website of department L2. In general, the earliest examination date possible will be offered. You can indicate desired dates as well as dates not possible (e.g. not KW 31, not on Wednesdays, etc.) on the application form. Your wishes will be taken into consideration if possible, but considering cannot be guaranteed.

After dealing with the application, the candidate will receive a letter of summons with the corresponding examination specifications.

5.4 Change of personal information

Changes of name or address information have to be communicated to department L2 immediately, using the forms provided for this purpose on the website.

5.5 Fees

Together with the invitation letter for the first sitting the candidate will receive a notice of payment for the corresponding examination fee according to Section III of the Schedule of Fees of the LuftKostV. This notice includes all fees for the initial attempt in all examination papers required for the license or rating sought, regardless of how these papers are distributed among individual sittings. If only initial attempts are made in further sittings, no further notice of payment will be issued. If initial and repeat attempts (or only repeat attempts) are made at the same time in a sitting, the notice of payment relates only to the repeat attempts and is calculated in accordance with item 28 of Section III of the Schedule of Fees.

Additional fees are charged for a radiotelephony examination.



5.5.1 Cost assumption and cost exemption

If the fees for the theoretical examinations are to be paid by a person or organisation other than the applicant, the corresponding declaration of cost assumption for examination fees has to be handed in to the LBA attached to the first application to take a theoretical examination for aviation personnel.

In case of existing reasons for cost exemptions, you have to apply for cost exemption along with your first application to take a theoretical examination as well.

Applications for cost exemption or declarations of cost assumption which are not handed in along with the first application, cannot be taken into consideration

5.6 Crediting of theoretical knowledge

If a candidate has already passed a theoretical JAR-FCL or Part-FCL examination, individual examination subjects can be credited towards the examination to be taken.

This must be requested separately on the examination application/ appropriate form which can be found on the website of the LBA or in the Federal Portal.

6 Examination procedure

6.1 Registration at your examination day

The candidate must report to the porter at the main entrance, presenting an official photo ID card or passport.

Personal belongings can be stored in lockers which are located outside the examination room. The keys for the lockers will be issued by the porter. The Luftfahrt-Bundesamt assumes no liability for personal belongings.

6.2 ID check

Prior to the examination sitting, the candidate must report to the invigilator in the examination room and identify him/herself by presenting an official photo ID card/ passport.

Except for breaks, the candidate's ID document must remain visible on the table for the duration of the exam. After a break, the candidate must report back to the invigilator by showing his/her ID card.

6.3 Invigilators

The instructions of invigilators must be obeyed. The invigilator is entitled to exclude participants of the examination from the ongoing sitting in case of attempted cheating and failure to comply with instructions.

Invigilators only help with the handling of the workstation. They do not answer questions regarding the content of the exam.

6.4 Login at the workstation

You have to login to the examination by using your username and password. A card with the required login data will be placed on your table. After logging in, an overview of the requested examination papers and their respective processing times appears.

By typing your login combination, your examination sitting will be considered as started.



6.5 Working on examination papers

The order in which the papers are completed and break times between two papers are not determined.

6.6 Attachments

For some examination papers, paper attachments are required. These must be printed out and picked up from the printer by the candidate him-/herself.

The time for the examination begins once the reception of the complete number of necessary attachments for the respective examination has been confirmed.

Immediately after completion of the respective examination paper, these attachments must be submitted to the invigilator.

6.7 Records

Records (notes, additional calculations, sketches etc.) may only be made on the supplied rough paper sheets. These must be returned to the invigilator after the sitting.

However, the recording sheets may be withdrawn by the invigilator at the end of an examination paper and be replaced by new sheets.

Records may only be taken during the ongoing examination paper. The records are not subject to evaluation.

6.8 Leaving the examination room

Leaving the examination room during the ongoing examination (after log-in to the system) is absolutely not permitted.

Before leaving the examination site, the work on the open examination paper must be completed. This means that the examination paper has been closed and the respective workstation has been logged off (login window with PIN and Name appears on the screen).

After returning to the examination site, the candidate must immediately start working on the next examination paper.

6.9 Working material

Working material and auxiliaries supplied by the Luftfahrt-Bundesamt:

- scientific pocket calculator
- recording paper
- hearing protection devices (individual protection devices are generally not permitted). Exemptions will be decided by the invigilator on a case-by-case basis.
- information on the examination procedure and operating instructions for the calculator (white folder)

Approved items to be brought by the candidate:

- writing utensils (pencils, eraser, sharpener)
- pair of compasses
- ruler
- protractor / course triangle
- mechanical navigation slide-rule



- For flight dispatcher exams, an electronical, non-programmable navigation computer is permitted.

All other objects (even packaging and covers, manuals, notes, dictionaries etc) are not allowed to be taken into the examination room.

6.10 Signing out

After completion of the last examination paper or in case of early termination of the examination sitting (e.g. due to illness), the candidate must sign out with the invigilator, handing over all documents, clearing the locker and returning the key to the porter.

7 Failure to comply with examination regulations/cheating attempts

If it is determined that, during the examination, the candidate does not comply with the procedures laid down in these regulations, a particular exam paper, all papers of a sitting or the exam as a whole can be considered to be failed.

Candidates cheating or attempting to do so will be excluded from all further examination sittings in all Member States of the EASA for a period of at least 12 months from that date.

Cheating or cheating attempts involve, in particular:

- any communication with other candidates in the examination,
- taking away examination attachments and recording sheets from the examination room, using other than the permissible working material and devices in the room (see ch.6.9). This includes, in particular, all types of electronic devices such as cell phones, tablets and smart watches, as well as dictionaries and any type of notepads.

8 Notification of examination results

The results of the examination sittings will be provided usually the day after the end of the examination in written form by post or as download file via the federal portal, depending on which communication channel you have chosen. No information will be given about an examination sitting that is in progress or has just ended.

The result notification (s. attachment) summarises all examination data and information about the course of the examination so far (number of completed sittings and attempts, sittings and attempts still available, results obtained (%) in every paper).

9 Withdrawal of the examination

The candidate may declare his/her withdrawal from the examination and request the examination sitting and attempt not being counted by sending an informal email to theoriepruefungen@lba.de.

As a result, the candidate will receive a confirmation of withdrawal and is able to apply for a new examination sitting at another time. In this case, participation at the examination sitting in the examination week having applied for in the first place cannot be claimed anymore.

If the candidate wants to propose another date as substitute, he or she has to state this fact together with his/her informal declaration of withdrawal, preferably via email. A new application is only necessary, if you wish to change the examination subjects at the new examination date. For additional subjects, you have to attach the corresponding examination recommendations.



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An examination sitting you withdrew from, will not be counted as one of the attempts of examinations or -sittings.

You will have to pay a fee of 40 € for administrative costs by applying for your next examination sitting though.

There will be no refund of already paid examination fees. The amount already paid will be credited to the fees incurring for the next examination sitting.

Examination subjects that will be repeated in the following examination sitting and which had not been applied for in the examination sitting withdrawn from, will be charged extra with your application for a new examination sitting.

It is not possible to withdraw from an examination already completed or started.



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Attachment



Luftfahrt-Bundesamt
 Bundesoberbehörde im Geschäftsbereich des Bundesministeriums
 für Digitales und Verkehr (BMDV)

Luftfahrt-Bundesamt • 38144 Braunschweig

Herr
 Test Kandidat

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 Unser Zeichen:
 Unsere Nachricht vom:
 Auskunft erteilt: Frau LBA
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 Datum: 29. November 2023

Theoretische Prüfung zum Erwerb der Lizenz für Verkehrspiloten (ATPL(H)/IR) gemäß Anhang I, Punkt FCL.515(b) der EU-Verordnung Nr. 1178/2011 - Ihre 2. Sitzung vom 14.11.2023

Sehr geehrter Herr Kandidat

Ihre Prüfungsergebnisse stellen sich nach Ihrer 2. Prüfungssitzung wie folgt dar:

Prüfungsfach	Sitzung	Versuch	Datum	Erreichte	Ergebnis
010 - Air Law	1	1	23.10.2023	77 %	bestanden
021 - AGK Airframe/Systems/Power Plant	2	2	13.11.2023	77 %	bestanden
022 - AGK Instrumentation	1	1	25.10.2023	80 %	bestanden
031 - FPP Mass and Balance					
033 - FPP Flight Planning and Monitoring					
034 - FPP Performance (Helicopters)	1	1	25.10.2023	73 %	nicht bestanden.
040 - Human Performance	2	1	14.11.2023	80 %	bestanden
050 - Meteorology	2	1	13.11.2023	74 %	nicht bestanden.
061 - General Navigation					
062 - Radio Navigation					
070 - Operational Procedures					
082 - Principles of Flight (Helicopters)	1	1	25.10.2023	81 %	bestanden
090 - Communications	1	1	25.10.2023	93 %	bestanden

Nach den Bewertungskriterien aus FCL.025(b) haben Sie die Prüfung noch nicht erfolgreich abgeschlossen. Für die Beantragung einer weiteren Prüfungssitzung nutzen Sie bitte das entsprechende Antragsformular auf unserer Internetseite. Vorsorglich weisen wir darauf hin, dass höchstens 4 Versuche in jedem Prüfungsfach und insgesamt maximal 6 Prüfungssitzungen möglich sind.

Ihre Prüfungsfrist endet am 30.04.2025

Mit freundlichen Grüßen
 Im Auftrag

Unterzeichner

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