

HOW TO PASS THE THEORETICAL EXAMINATION

The theoretical knowledge assessment of aircraft maintenance personnel is conducted by a designated examiner under the modular programme and aircraft type training. The examination is conducted on a computer or on paper. An AAK representative is present during examinations under the modular training programme.

Before the examination - Complete the relevant training: initial training under the modular programme or aircraft type training. - Prepare an identity document and documents confirming compliance with the qualification requirements. - Before admitting the candidate, the examiner verifies completion of all required training procedures.	Which application to use and where to find an examiner - Use the AAK form “Application for Admission to Qualification (Theoretical) Examinations”. - The form and lists of designated examiners are available on the AAK website: “Division of Examination Activities → Aircraft maintenance personnel”. - The lists indicate the examiner’s full name, authorisations/scope of assessment and organisation.
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How to complete the application

1	Candidate details Enter your full name, date of birth, IIN, telephone number, e-mail and licence number, if already held.
2	Purpose of the examination Tick licence issue or endorsement of a rating and specify the category: A1/A2/A3/A4/B1.1/B1.2/B1.3/B1.4/B2.
3	Examination subject Specify the module for which your theoretical knowledge is being assessed.
4	Attempt and confirmation Tick the attempt number, enter the date of the previous attempt if applicable, sign the “Candidate Declaration” and enter the date.

How the examination is conducted

- Before the examination, the examiner gives a briefing covering the modules, number of questions, allotted time, pass mark, retake procedure and appeal procedure. Briefing time is not included in the examination time.
- Audio and video recording is used. Talking, exchanging materials, using paper or electronic sources, phones or other electronic devices, and leaving the room are prohibited.
- The examination must be completed within the allotted time; no additional time is granted.

75 % minimum pass mark	2 working days time limit for providing the result	3 years entire cycle: theory, practical assessment and OJT - within the 3 years preceding the application for a rating endorsement	12 months before reassessment following a breach of examination rules
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If the examination is not passed

Modular programme (Annex 10 to Rules No. 517) - Only failed modules are retaken. - A retake is permitted no earlier than 90 days after the assessment. - If the ATO repeats a course taking the failed subject into account - no earlier than 30 days. - No more than 3 consecutive retake attempts are permitted for each module; the next session of 3 attempts is allowed after a 1-year waiting period. - The candidate informs the ATO in writing of the number of attempts during the previous year and where those attempts took place.	Aircraft type training (paras. 30-31, Annex 11 to Rules No. 517) - The pass mark is 75 %. If the examination is divided into parts, each part must be passed with at least 75 %. - If the result is below 75 %, reassessment is conducted after 10 working days. - The number of attempts for the theoretical knowledge assessment must not exceed 3. - After 3 unsuccessful attempts, the candidate completes training at an ATO before a new assessment.
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Result and next steps

After successful completion of the training and theoretical knowledge assessment, the ATO issues a Recognition Certificate. For the endorsement of a rating, theory, practical skills and OJT must be completed within the 3 years preceding the application.

If examination rules are violated

If hints, unauthorised materials, electronic devices or other prohibited means are used, the examiner terminates the assessment and annuls the result. Reassessment is conducted no earlier than 12 months later.

If you disagree with the result: an appeal must be submitted to AAK using the form in Annex 14 to Rules No. 517 no later than 3 working days; the commission considers it within 15 working days, and an extract from the decision is issued within 2 working days after registration of the minutes.