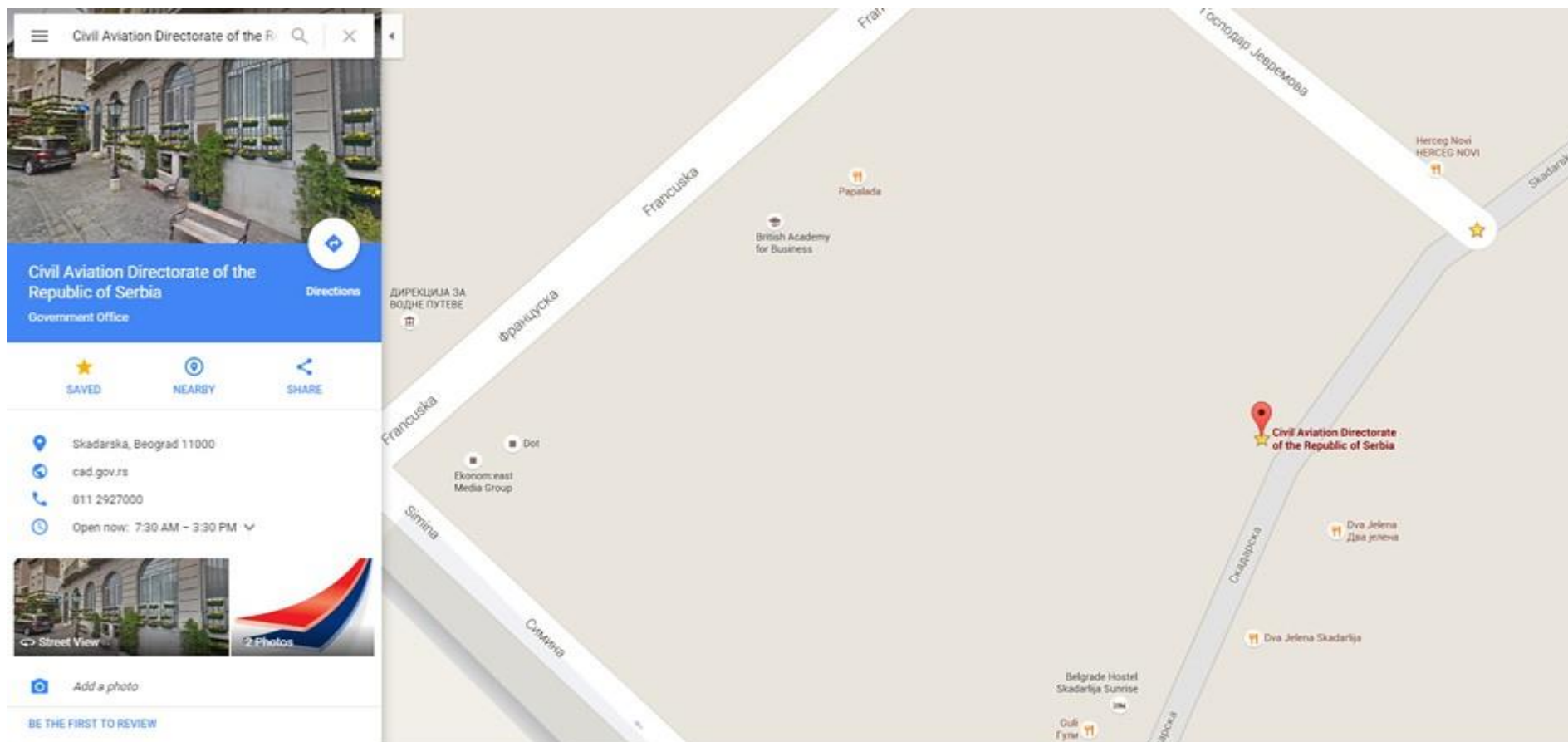




Guidelines for theoretical examinations

All theoretical knowledge examination are conducted in facilities of Civil Aviation Directorate of the Republic of Serbia, Skadarska 23, 11000 Beograd



Regular theoretical examinations are held in accordance with the layout terms for the current year in the Directorate's testing room. The annual plan of the theoretical examinations will be determined in December of the current year for the next year. The approved annual plan for conducting the theoretical exams is published on the web site of the CAD.

The candidate can begin taking a theoretical examination when getting a signed CAD decision (check in your ATO). In the CAD decision is indicated in which language it is possible to take the theoretical exam (English and /or Serbian language) as well as the deadline for accessing the exam. The candidate arbitrarily select the examination papers he wants to take.

During one day envisaged for taking the exam, one candidate is entitled to one exam (one attempt), whereby he can choose an unlimited number of subjects to take the exam

4 consecutive working days = 1 sitting

1 appearance on examination = 1 attempt

1 day – 1 candidate – 1 appearance

Regular Examination

PPL/CPL/ATPL/IR/BPL/SPL and Cabin Crew Attestation – 4 consecutive working days are 1 sitting, regardless of how many times candidate actually take the exams (on one, two, three or all four days). Candidate is entitled to 6 sittings and 4 attempts per subject during 18 months.

Ultralight Aircraft Pilot License - candidate has in total 4 attempts in 18 months, all together with the re-exam (subsequent attempts to pass a failed subject).

Additional examination date

In order to take theoretical examination on additional date candidate has to submit application form ([PEL-100](#)) and tax receipt to the CAD office. After the additional examination date is approved CAD will contact the candidate.

IMPORTANT!

Taking exams on additional date for PPL/CPL/ATPL/IR/BPL/SPL and Cabin Crew Attestation is calculated as 1 whole sitting! Taking exams on additional date for all other licences and ratings is calculated as 1 attempt!

Behavior of Candidate during Theoretical Examination

Candidate should be present 10 minutes before scheduled time for taking exams, at the Info Desk in the ground floor of the Civil Aviation Directorate, where will be accompanied to the examination room.

IMPORTANT!

Before commencing a theoretical examination candidates are required to leave all the belongings in front of the examination room in a special lockers (jackets, bags, phones,...) and to enter the examination room only with identification document (identity card, passport, driver's license), pencil and navigation computer. Candidates are not allowed to bring into examination room their books, calculators, blank papers, mobile phones, bluetooth devices or any other electronic devices. Use of mobile phones, cameras, bluetooth devices or any other electronic devices is prohibited and punishable.

The theoretical exam is taken using the software package *ATES (Aviation Theoretical Examination System)* which contains a calculator. Examiners can give, if necessary, to the candidate blank papers, manuals (Mass & Balance Manual, Flight Planning Manual, Flight Performance Manual, General and Radio Navigation Manual, etc.) and may print out attached picture or diagram if they are not clearly visible or are omitted from software package *ATES*. Upon completion of exam candidates are required to return to the examiner all the material they were given during that session. During the theoretical examination in the examination room must be silence. If the candidate wants to contact the examiner, he will do so in silence from his place by raising his/her hand. Candidates are not allowed to exit from the examination room during the theoretical examination.

IMPORTANT!

Candidates during the theoretical examinations shall take into account the confidentiality and protection of intellectual property rights of the ECQB in accordance with the Agreement Functioning of ECQB, the relevant provisions of the Copyright law, Criminal Code of the Republic of Serbia and the procedures for conducting the theoretical examinations in Republic of Serbia. Any unauthorized disclosure, recording, reproduction or publication of all or part of the ECQB data base is punishable. Intention to put into circulation illegally multiplied copies of ECQB data base is also punishable.

Candidates will be disqualified from examination and be prohibited to access the examination within 12 months, if during theoretical examinations by their behavior or the use of impermissible means violate, the provisions of Agreement on the functioning of the *European Central Question Bank - ECQB* and/or the relevant provisions of the Copyright law and/or the procedures for conducting the theoretical examinations in Republic of Serbia, relating to the confidentiality and protection of intellectual property rights of the ECQB data base. The period of 12 months is calculated in the total period of taking the examination in accordance with article ARA.FCL.300 (e) and (f) on Regulation on Aircrew. Record of using illegal means during the examination of candidates is made in the form of official note. Together with an official note shall be enclosed a video record from the exam. Based on evidence, an official decision will be deliver to the candidate which prohibits access to the exam within 12 months.