

FUJAA

GENERAL EXAMINATION REQUIREMENTS & PROCEDURE

Please read and understand the following requirements of Part/CAR 66 Examination before completing the application / registration form.

Part/CAR Examinations – GENERAL

Although **Part/CAR 66** employs a modular syllabus, the contents of a module may vary in terms of the subjects covered within the module and the depth of knowledge required according to the basic license category sought. **Part/CAR 66 examinations** are based on the Part/CAR 66 syllabus. The medium examinations will be English, using abbreviations where applicable and compiled by a computer in multiple choice formats. Candidates may apply to take papers individually or in groups.

PART/CAR 66 EXAMINATIONS TYPE

There are two types of **Part/CAR 66** exams as following:

- A. **Multi-Choice** can be sat singly or in groups. Can be attempted individually or in groups.
- B. **Essay** (For Module 7, Module 9 and Module 10) can be attempted individually or in groups.

EXAMINATION BOOKING PROCEDURE

In order to make a booking for an examination sitting, applicants are asked to follow the procedures below:-

The Applicant should ensure that all fields in (www.fujaa.ae) Application form are filled with all required documents attached (passport copy with visa page if available, Passport size photograph with dark shirt , white background with out any head dress). Candidates should indicate on the application form their first and second preference date they wish to sit the examination(s). **The FujAA does not guarantee a candidate a specific examination date.** Bookings will not be made unless the correct fees have been received. Once a booking has been made, Email confirmations will normally be despatched within two days. The closing date for the processing of applications will always be 7 working days prior to the examination sitting.

EXAMINATION FEES AND MODE OF PAYMENT

The fee for each examination taken is AED 500. All fees must be paid in advance. Failure to do so will delay your application. Types of payments accepted: cash and bank transfer.

1. **Cash** – You may pay cash at Fujairah Aviation Academy

located at: Fujairah Aviation Academy, Fujairah
Airport
Airport Road, Fujairah, UAE
+971 9 2224747

(Please call our reception for directions to our building +971 9 2224747 Ext 10).

2. **Bank** Transfer – You may make a bank transfer to our IBAN account number:

Bank	National Bank of Fujairah	IBAN	AE29 0380 0000 1200 0139 953
Account Name	Fujairah Aviation Academy	Account Number	01 20 00 139953

CANCELLATION AND TRANSFER OF DATE

We would like to thank every candidate who takes his examinations with FujAA. To clarify the procedures for the cancellation for the booked exams, the followings points are to be followed:

- 1- No amendment to a confirmed booking for an examination is allowed within five (5) working days of the start of the examination. Request for cancellation of the booked examination after confirmation will not be accepted.
- 2- The amendment of confirmed booking exams is allowed within five (5) working days of the start of the examination, and done by the examinee himself by editing this change in their accounts in FujAA website.
- 3- Re arrange of examination dates is based on illness which should be done only on a valid medical certificate together with a letter of explanation.
or unavoidable circumstances such as pass away 1st grade case which should be reported to FujAA .
- 4- In the event a candidate fails to attend for an examination in any cases other than the cases mentioned above, all fees paid shall be forfeited.

Note: The working days in FujAA are from Sunday to Thursday, excluding any public holidays.

ATTENDANCE AT THE EXAMINATIONS

Candidates should be present at the examination center at least 20 minutes before the scheduled time for the commencement of each examination sitting. All candidates are required to present photo ID on the exam day, The ID shall be a passport, a driving license or a UAE ID. Without satisfactory presentation of the ID, the student will not be permitted to sit for the exam. Examinees should be seated in the exam room at least 10 minutes before the scheduled start time. The examination room doors will be closed 5 minutes before the start time and no late entrants will be allowed inside the examination room after the doors are closed. Student must not remain in the examination room once it is declared by the examiner that the examination time has been concluded. Personal belongings such as coats, bags, mobiles, briefcases, etc. may be placed at the front/rear of the examination room, under the direction of the invigilating officer. It is the sole responsibility of the students to take back the safe custody of their belongings from the examination room while leaving the examination room after the conclusion of the examination.



REGULATIONS APPLIED TO THE CONDUCT OF WRITTEN EXAMINATIONS

The following standard practice should be followed during examinations:

- Candidates are not allowed to use any loose paper other than that provided at the examination.
 - All papers and material issued by the FujAA are to be returned with the answer sheet to the invigilator on completion.
 - Candidates must ensure that all answers have been transferred onto their answer sheet by the end of the stipulated examination time. Candidates failing to do this will not be given any extra time to complete this task.
 - Silence is to be observed in the examination room **at all times**.
 - Electronic alarms and key rings are not permitted. Mobile telephones, pagers etc. must be switched to silent or off mode and left with the candidates' personal belongings.
 - If a candidate wishes to speak to an Invigilating Officer, he/she should remain seated and raise his/her hand. It should be noted that the Invigilating Officer will consider only those questions from candidates which relate to the general conduct of the examinations and he/she will not enter into discussion on the interpretation of words or questions contained in the examination papers.
 - Candidates are to stop work and put pencils down when so directed and must remain seated and quiet until all answer material has been collected.
-
- Any candidate who attempts to carry unauthorized examination materials from/ into the examination room will be liable to be disqualified from those examinations which have been taken and may be subject to special curtailment for future examinations. Any infringement of examination regulations may result in the candidate being disqualified in any subject he has taken and barred from further participation in future examinations.
 - Any candidate proven to have been involved in using unfair means during an examination will be permanently banned from taking any further examinations at FujAA or at other approved examination centers for a minimum period of **12months**. A report on the decision will be forwarded to the GCAA/EASA within one month of the incident.
 - Any FujAA staff proven to have aided a candidate in an examination shall be disqualified from being acting as an Examiner/Invigilator, the examination shall be declared 'Void' and a report on the incident shall be forwarded to the GCAA/EASA within one month of the incident. In such cases, a reexamination for the candidate will be conducted at the discretion of the chief invigilating officer.

MATERIAL FOR THE EXAMINATION

FujAA will provide the required material for the examination. No other material is allowed on the examination desks. However, candidates shall bring their own pens for writing examination and essays. The use of calculators is not permitted unless required by, as a part of the examination.

EXAMINATION RESULTS

Results will normally be dispatched by first class post or air mail within 3 working days following the end of the examination week concerned. **Candidates should not telephone Personnel FujAA to request despatch dates of examination results, as results will not be given over the telephone under any circumstances. In the event of non-receipt of a result notification, arrangements can be made for repeat notifications to be sent by post.** Results will not be released by fax, nor is it possible to collect your results on the day of despatch, simply because one candidate could enjoy time advantage over another. Allowance should be made for possible postal delay before asking for a repeat notification. Results will not be released until any outstanding payments have been received. The FujAA cannot enter into discussion or correspondence with candidates on the subject of their written examination results, but candidates may apply for any paper to be remarked. Exam(s) results will be notified in the form of Certificates or failure letters, promulgated by post mail.

EXAMINATION PASSES STANDARDS AND VALIDITY PERIODS

The GCAA/EASA requirements are that a candidate must complete all required written and/or oral examinations within 10 years of their first pass. Passes falling outside that time limit will lapse. The papers can be attempted in any order. A pass in a Part /CAR-66 examination will be awarded to a candidate achieving at least 75% of the marks allocated to that examination.



FUJAIRAH AVIATION ACADEMY
Member of Fujairah National Group

EXAM RE-SITS -90 DAY RULE

Part /CAR-66 states that 'a failed module may not be retaken for at least 90 days following the date of the failed module examination, except in the case of a Part /CAR-147 approved maintenance training organization which conducts a course of retraining tailored to the failed subjects in the particular module when the failed modules may be retaken after 30 days'.

Applicants wishing to re-take any failed modules within 90 days must provide a course completion certificates detailing:-

- The training establishments name and address
- The applicants (your) name
- Details of the training given relating to the failed modules
- Duration and dates of training
- A signature by appropriately authorised training personnel

SUBMISSION INSTRUCTION

1. Once you have fully read and understood the examination guidelines, please fill out the Part /CAR-66 Application form. Please fill the form out completely. Failure to do so may result in the delay of your application.

2. Submit your application and documents (**Application form, passport copy with visa page if available, Passport size photograph white background and Payment Receipt**) to Fujairah Aviation Academy by one of the following:

- a) Scan and e-mail your completed requirement to: exam.fujaa@fng.ae b) Deliver

(or courier) your application to:

Fujairah Aviation Academy, Fujairah

Airport,

Airport Road, Fujairah,

UAE ,

+971 9 2224747

(Please call our reception for directions to our building.)

- c) Mail (via Post Office) your application to :

Fujairah aviation academy, P.O. Box

777,

Fujairah airport, Fujairah,

U.A.E

Thank you very much for your interest in our Part /CAR-66 Examinations. We wish you the best of luck with your exams, and a prosperous future!