

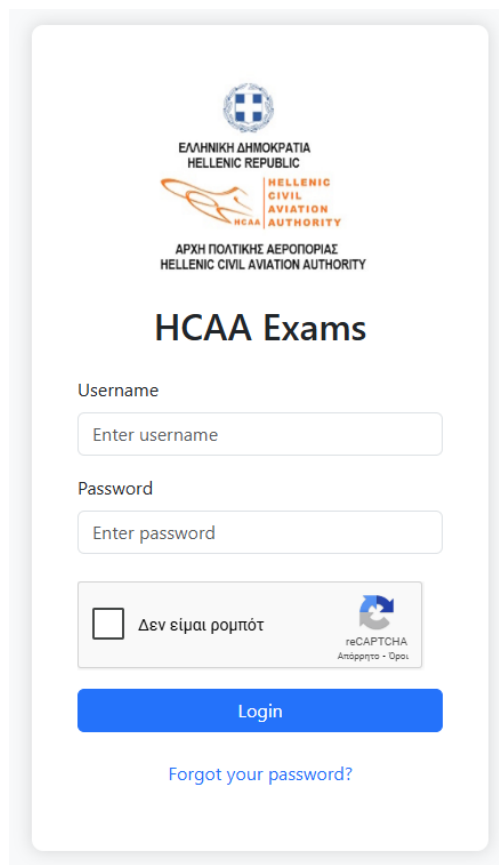
# Slot Booking Management System

## Notice to Candidate Pilots

The Service informs candidate pilots that a new seat (slot) booking management system has been implemented for the ATPL, CPL, IR, and PPL/LAPL examinations. Access to this system is available via the following website:

<https://exams.hcaa.gov.gr>

which displays the following login page:



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
HELLENIC REPUBLIC

HELLENIC  
CIVIL  
AVIATION  
AUTHORITY  
HCAA

ΑΡΧΗ ΠΟΛΙΤΙΚΗΣ ΑΕΡΟΠΟΡΙΑΣ  
HELLENIC CIVIL AVIATION AUTHORITY

### HCAA Exams

Username

Password

Δεν είμαι ρομπότ

reCAPTCHA  
Απόκριση - Όραση

Login

[Forgot your password?](#)

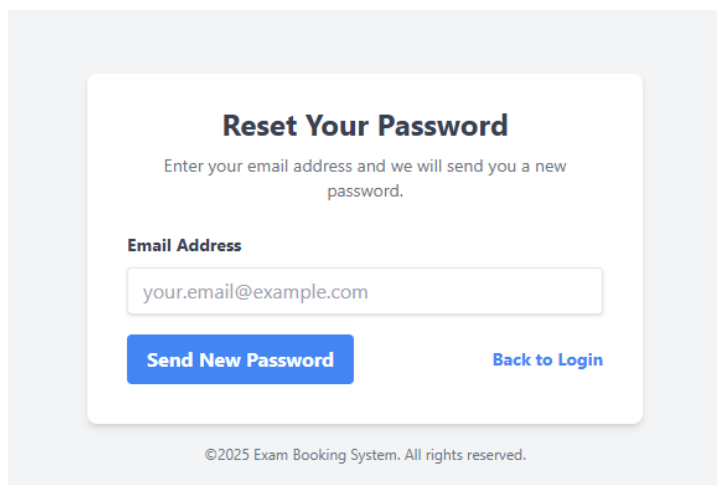
 **ATTENTION!!!**

Candidates participating **for the first time** **M U S T** send their personal details (\*) to [exams@hcaa.gov.gr](mailto:exams@hcaa.gov.gr), otherwise they will not be able to participate in the examinations.

(\*) Candidate Details

- Email
- Father's name
- Address
- Town
- Postcode
- Country
- Passport
- National ID
- Telephone
- Mobile
- Birth
- Birthplace
- Nationality
- Citizenship

On the first login, candidates must activate the “**Forgot your password?**” function, through which a new password will be assigned. This password will be used both for access to the online platform and for identification at the HCAA examination center during exams. The “**Forgot your password?**” option leads to the following page, where the candidate must enter their email address and click “**Send New Password**”:



**Reset Your Password**

Enter your email address and we will send you a new password.

**Email Address**

your.email@example.com

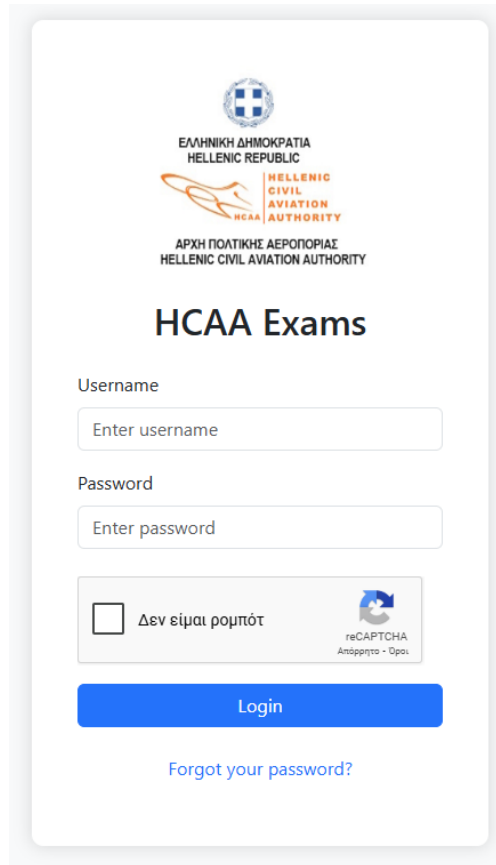
**Send New Password** [Back to Login](#)

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**⚠ ATTENTION!!!**

According to current procedures, the username is the candidate’s email address. Candidates who have changed their email must still use their original email as their username. All correspondence, however, continues to be sent to their current email. If the candidate encounters any issue with the email after following the above steps, **only then** should they contact [exams@hcaa.gov.gr](mailto:exams@hcaa.gov.gr) for guidance on how to resolve the issue.

After selecting **“Send New Password”**, a temporary password will be sent to the provided email, and the user will be redirected to the home page :



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HELLENIC CIVIL AVIATION AUTHORITY

## HCAA Exams

Username

Password

Δεν είμαι ρομπότ

reCAPTCHA  
Απόκριση - Όροι

Login

[Forgot your password?](#)

At the same time, the system notifies the candidate that the new password has been sent to their email. This process can be repeated whenever the password is lost.

The candidate must then re-enter their email and temporary password and select **“Login”**. The platform will prompt them to enter a new password twice (for confirmation). This new password will be used henceforth and at the examination terminal.

## Change Your Password

For your security, you must change the temporary password before proceeding.

New Password

Confirm New Password

[Update Password](#)

For security, you must change the temporary password before you can proceed. ✕

### ⚠ **ATTENTION!!!**

The secure management of the new password is solely the candidate’s responsibility. This password will also be used when logging into the examination terminal.

After setting the new password, selecting “**Update Password**” leads to the slot booking page, where the candidate’s full name appears at the top left, and the “**Log off**” button at the top right.

The screenshot shows the 'HCAA Exams Management' dashboard. At the top, there is a navigation bar with 'Welcome, [Name]', 'Candidate Information', 'My Bookings', and a red 'Log Off' button. The main content area is titled 'Available Exam Sessions' and contains a table with the following data:

SESSION DETAILS (DATE, TIME)	SEATS AVAILABLE	BOOK YOUR COURSE
20/10/2025 07:30 - 09:00	10/10	[Select License] [Select Course] <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Book</a>
20/10/2025 09:00 - 10:30	10/10	[Select License] [Select Course] <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Book</a>
20/10/2025 10:30 - 12:00	10/10	[Select License] [Select Course] <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Book</a>
20/10/2025 12:00 - 13:30	10/10	[Select License] [Select Course] <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Book</a>
20/10/2025 13:30 - 15:00	10/10	[Select License] [Select Course] <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Book</a>

On this page, all available examination sessions are displayed, along with time slots and available seats. The candidate first selects the exam category from a dropdown menu (ATPL(A), ATPL(H/IR), ATPL(H), CPL(A), CPL(H), IR(A), IR(H), PPL(A), PPL(H)), then selects the specific subject, and finally clicks “**Book**” to confirm the reservation.

Available Exam Sessions		
SESSION DETAILS (DATE, TIME)	SEATS AVAILABLE	BOOK YOUR COURSE
27/10/2025 07:30 - 09:00	9/10	You have a booking: 010 - AIR LAW ATPL(A)
27/10/2025 09:00 - 10:30	10/10	ATPL(A) Select a course <b>Book</b>
27/10/2025 10:30 - 12:00	10/10	ATPL(A) Select a course <b>Book</b>
27/10/2025 12:00 - 13:30	10/10	ATPL(A) Select a course <b>Book</b>
27/10/2025 13:30 - 15:00	10/10	ATPL(A) Select a course <b>Book</b>

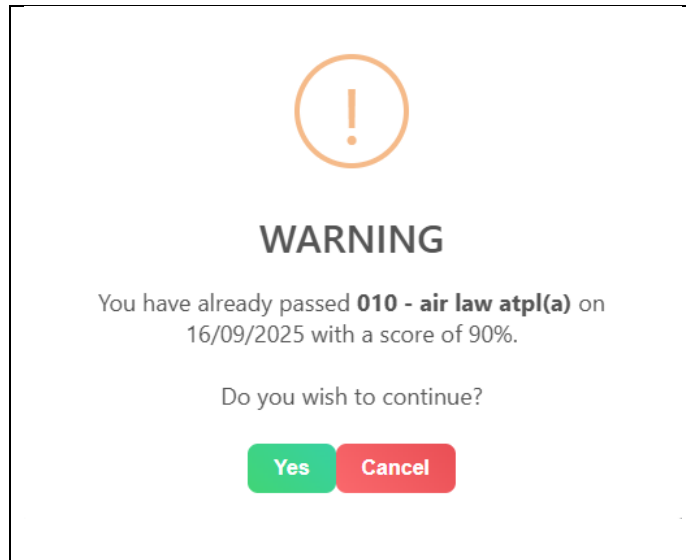
After the first booking:

- The category of subjects becomes locked.
- Previously selected subjects no longer appear in future booking lists.

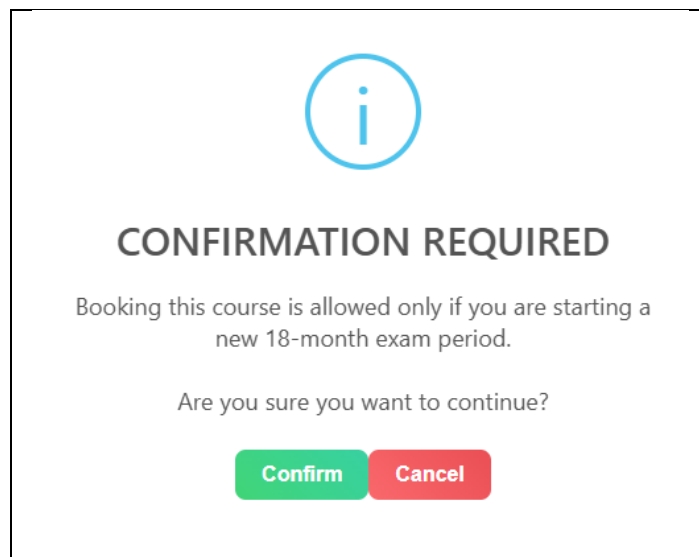
 **ATTENTION!!!**

During the last time slot of each day (13:30–15:00), it is not permitted to book a subject lasting more than 90 minutes.

If a notification appears indicating a previous pass in a subject, the candidate should select “**Yes**” only if eligible for re-examination; otherwise, select “**No**”.



Selecting “**Yes**” acknowledges awareness of the start of a new 18-month examination period, as per regulations.



The system also includes the options “**My Bookings**” and “**Candidate Information**”.



Through “**My Bookings**” the candidate can view and modify all bookings using “**Update Booking**” and “**Cancel Booking**”.

My Bookings
Return to Available Sessions

**Booking for: 27/10/2025 from 9:00 to 10:30**  
**Current Course:** 032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES) ATPL(A)

Change Course to:

Update Booking  
Cancel Booking

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**Booking for: 27/10/2025 from 7:30 to 9:00**  
**Current Course:** 010 - AIR LAW ATPL(A)    Change Course to:

Update Booking  
Cancel Booking

**⚠ ATTENTION!!!**

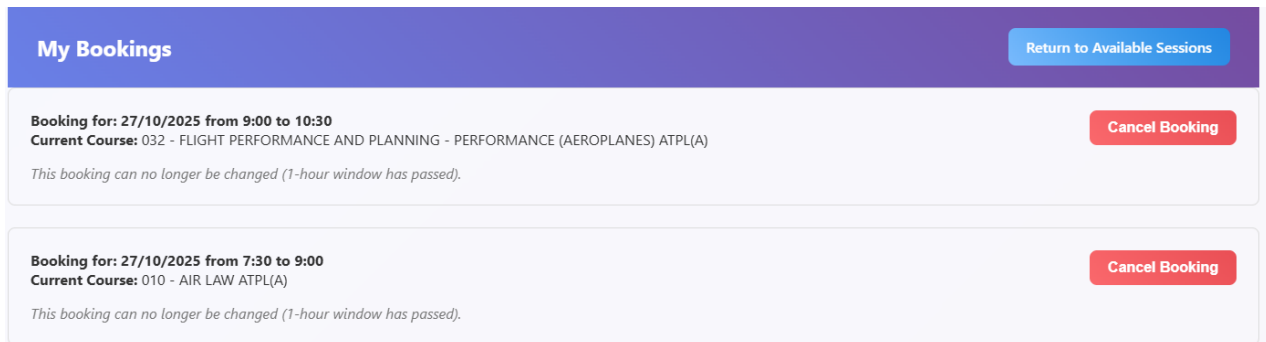
It is not possible to rebook a subject that has already been booked in another slot within the same examination period.

Available Exam Sessions		
SESSION DETAILS (DATE, TIME)	SEATS AVAILABLE	BOOK YOUR COURSE
27/10/2025 07:30 - 09:00	9/10	You have a booking: 010 - AIR LAW ATPL(A)
27/10/2025 09:00 - 10:30	9/10	You have a booking: 032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES) ATPL(A)
27/10/2025 10:30 - 12:00	10/10	Select License    Select Course <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Cannot Book</span>
27/10/2025 12:00 - 13:30	10/10	Select License    Select Course <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Cannot Book</span>
27/10/2025 13:30 - 15:00	10/10	Select License    Select Course <span style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Cannot Book</span>

 **ATTENTION!!!**

Booking changes or cancellations are allowed for up to one (1) hour before the start of each slot. After that time, modifications are disabled. If a booking is not cancelled on time, the subject will not be available for booking in subsequent slots for the same examination period. In other words, if a candidate decides not to sit for a subject, they must cancel it promptly, so it becomes available again later.

After the one-hour limit, the “**Cancel Booking**” button becomes inactive.



The screenshot shows a user interface titled "My Bookings". At the top right, there is a blue button labeled "Return to Available Sessions". Below this, there are two booking entries, each with a red "Cancel Booking" button. The first entry is for a booking on 27/10/2025 from 9:00 to 10:30 for the course "032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES) ATPL(A)". The second entry is for a booking on 27/10/2025 from 7:30 to 9:00 for the course "010 - AIR LAW ATPL(A)". Both entries include a note: "This booking can no longer be changed (1-hour window has passed)." The "Cancel Booking" buttons are inactive.

In “**Candidate Information**” the candidate can view exam results from September 2022 onward, regardless of session. The absence of a displayed certificate does not necessarily mean a result is missing — in such cases, candidates should contact [exams@hcaa.gov.gr](mailto:exams@hcaa.gov.gr) for clarification.

For personal data changes, **an official document must be sent** to the same address. Although delays may occur due to high workload, every effort is made to promptly update candidate records.

 **ATTENTION!!!**

From the launch of this new management system, results will no longer be sent via email.

## Updated Examination Regulations

In line with the new system, the following procedures are updated and must be strictly followed by all candidates:

1. Candidates must arrive at the examination center **at least 30 minutes before the scheduled start of the exam**. Arrival must be confirmed by notifying the invigilators or the authorized examination staff. **Merely arriving without checking in does not count as timely arrival.**
2. Before placing personal belongings in lockers, **all electronic devices must be powered off** (not just set to silent or flight mode) and stored with other items, **including watches.**
3. **Pens are not allowed.** Only pencils can be used. If the candidate does not have one, a pencil will be provided. Any damage to charts or printed materials must be repaired within **five (5) working days, otherwise the candidate responsible will be suspended** until compensation is made.
4. Upon arrival, **candidates must enter quietly, check in,** and remain in designated waiting areas while maintaining a low voice. Displays of excitement or disappointment upon receiving results should be avoided.
5. **Sharing any information about the examination, including which questions were incorrect, is strictly prohibited. The exam questions come from a secure EASA question bank, and any disclosure of related content is forbidden.**

- Candidates wishing to **appeal** their exam results are advised to record their comments in the feedback field of each question **during the exam** and then follow the official appeal procedure as announced by the Examination Center, including payment of the relevant fee.

 **ATTENTION!!!**

All candidates are strongly encouraged to carefully study the above procedures and fully comply with all instructions to ensure the smooth and fair conduct of examinations.