

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

ΕΛΛΗΝΙΚΗ
CIVIL
AVIATION
AUTHORITY

ΑΡΧΗ ΠΟΛΙΤΙΚΗΣ ΑΕΡΟΠΟΡΙΑΣ
HELLENIC CIVIL AVIATION AUTHORITY

HCAA Exams

Username
Enter username

Password
Enter password

I'm not a robot

reCAPTCHA
Privacy - Terms

Login

Forgot password?

FAQ (EN) FAQ (GR)

Booking (EN) Booking (GR)

Instructions for the candidates Appeal Form

Applications

Copyright © 2025 Hellenic Civil Aviation Authority
Developed by IT Department

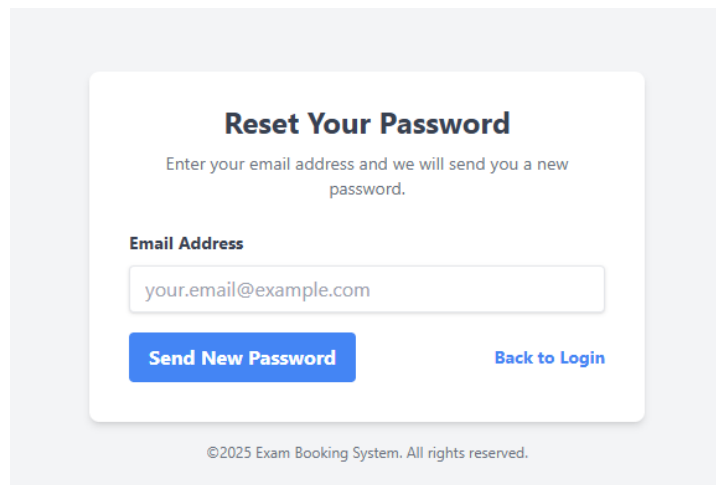
ATTENTION!!!

- Participation in the examinations and seat booking process (Booking) requires the prior submission of the candidate's details by the School to which the candidate belongs. Based on this data, the candidate's account is created, with the email address being used as the Username , while all other personal information is updated automatically.
- According to the instructions, the candidate is required to log into their account using their email as Username and select the function " Forgot your password ", in order to obtain the required password and participate in the booking process.
- It is recommended that the candidate thoroughly verifies the accuracy of their personal information. Should any error be detected, they must promptly notify their School so as to ensure the correctness of the data for participation in the next examination period.
- It should be noted that it is not possible to create a candidate's account by sending their details directly to exams @ hca . gov . gr .
- If, during the most recent examination period, the candidate successfully completed the examination process and identified any error in their account details, then and only then, the candidate may send the necessary corrections, accompanied by the relevant supporting documents, to the address exams @ hca . gov . gr , in order for the summary of their grades to be issued correctly.

Candidate Details

- Last name
- First name
- 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**”:



On the above page, the candidates must enter their email address and select «**Send New Password**».

⚠ 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 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 :

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
HELLENIC REPUBLIC

ΕΛΛΗΝΙΚΗ
CIVIL
AVIATION
AUTHORITY

ΑΡΧΗ ΠΟΛΙΤΙΚΗΣ ΑΕΡΟΠΟΡΙΑΣ
HELLENIC CIVIL AVIATION AUTHORITY

HCAA Exams

Username
Enter username

Password
Enter password

I'm not a robot

reCAPTCHA
Privacy - Terms

Login

[Forgot password?](#)

[FAQ \(EN\)](#) [FAQ \(GR\)](#)

[Booking \(EN\)](#) [Booking \(GR\)](#)

[Instructions for the candidates](#) [Appeal Form](#)

[Applications](#)

Copyright © 2025 Hellenic Civil Aviation Authority
Developed by IT Department

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 center of HCAA :

 **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 entering the new password, selecting the **“Update Password”** command leads to the slot booking page, where the user's full name appears, as well as the option buttons **“COURSES OF THE UPCOMING EXAMS”**, **“CANDIDATE INFO & RESULTS”**, **“MY BOOKINGS”**, and **“Log off”** for logging out. All available sessions of the examination period are also displayed, along with their respective time slots and available seats. The course category (ATPL(A), ATPL(H/IR), ATPL(H), CPL(A), CPL(H), IR(A), IR(H), PPL(A), PPL(H)) appears automatically, depending on the candidate's previous exam application. These courses are displayed when the candidate selects the **“COURSES OF THE UPCOMING EXAMS”** button. The candidate can then use the menu to choose the subject, and the **“Book”** command finalizes the reservation for that specific slot.

HCAA Exams Management



Welcome,



COURSES OF THE UPCOMING EXAMS

CANDIDATE INFO & RESULTS

MY BOOKINGS

Log Off

Available Exam Sessions

09/02/2026 - 07:30 to 09:00

1 out of 1

Seats: 1 out of 1

ATPL(A) ▼

Select Course ▼

Book

09/02/2026 - 09:00 to 10:30

1 out of 1

Seats: 1 out of 1

ATPL(A) ▼

Select Course ▼

Book

After the first booking, any subjects that have already been selected will no longer appear in the list for subsequent bookings.

 **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.

Available Exam Sessions

09/02/2026 - 07:30 to 09:00

Seats: 0 out of 1

Booked: 032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES) ATPL(A)

09/02/2026 - 09:00 to 10:30

Seats: 0 out of 1

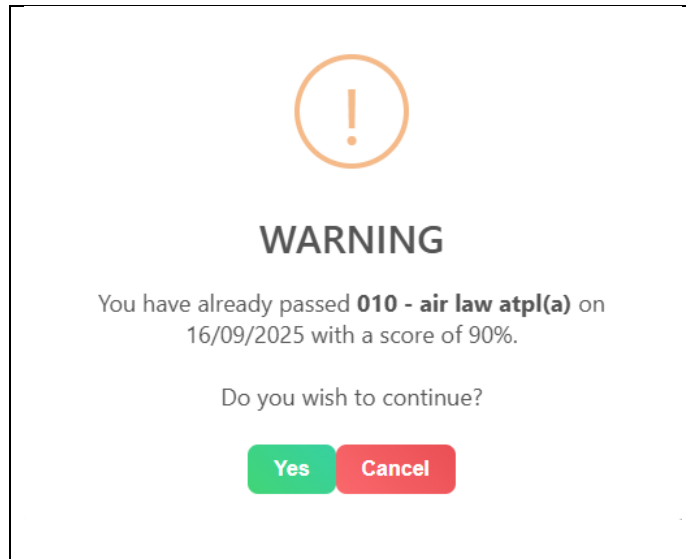
Booked: 040 - HUMAN PERFORMANCE ATPL(A)

09/02/2026 - 10:30 to 12:00

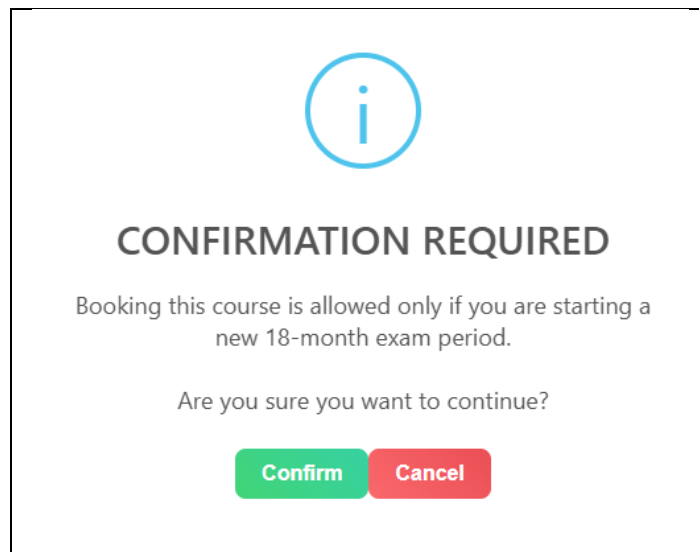
Seats: 0 out of 1

Booked: 033 - FLIGHT PERFORMANCE AND PLANNING - FLIGHT PLANNING AND MONITORING ATPL(A)

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.



Upon completing the selection and booking (“**Book**”) of subjects, the candidate has the following options: a) “**COURSES OF THE UPCOMING EXAMS**” to view the subjects for which they have applied to participate in the exams; b) “**CANDIDATE INFO & RESULTS**” to check their personal details as well as the subjects they have already been examined in; c) “**MY BOOKINGS**” to see the subjects for which they have made bookings to be examined; and d) “**Log off**” to log out of the application. It should be noted that by selecting “**Return to Available Sessions**”, the candidate can return to the main page of the application at any time.

COURSES OF THE UPCOMING EXAMS

The candidate can view the subjects for which they have applied to participate in the current examinations. By selecting “**Close Window**”, they return to the main screen.

My Eligible Exam Courses

Full Course Name	License Type
032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES) ATPL(A)	ATPL(A)
040 - HUMAN PERFORMANCE ATPL(A)	ATPL(A)
033 - FLIGHT PERFORMANCE AND PLANNING - FLIGHT PLANNING AND MONITORING ATPL(A)	ATPL(A)
061 - GENERAL NAVIGATION ATPL(A)	ATPL(A)
062 - RADIO NAVIGATION ATPL(A)	ATPL(A)

Close Window

ATTENTION!!!

On this screen, the subjects in which the candidate will be examined during the current examination period are displayed. In case of any issue, the candidate should contact their school for the necessary clarifications and then is advised to reach out to exams@hcaa.gov.gr for further information.

CANDIDATE INFO & RESULTS

The candidate can check their personal details as well as the subjects in which they have already been examined.

Candidate Information

[Return to Available Sessions](#)

Full Name: [REDACTED]
Username: [REDACTED]
Email: [REDACTED]

Father name:	Address:
-	-
Town:	Postcode:
-	-
Country:	Passport:
-	-
N ID:	Telephone:
-	-
Mobile:	Birth:
-	-
Birthplace:	Nationality:
-	-
Citizenship:	
-	

Certificates

COURSE	070 - HUMAN PERFORMANCE PPL(A)	✓
CERTIFICATE CODE	1530111009KC	
GRADE	91%	
ISSUE DATE	22/06/2023	
COURSE	020 - METEOROLOGY PPL(H)	✓
CERTIFICATE CODE	1644477278KC	
GRADE	100%	
ISSUE DATE	06/11/2025	

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 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.

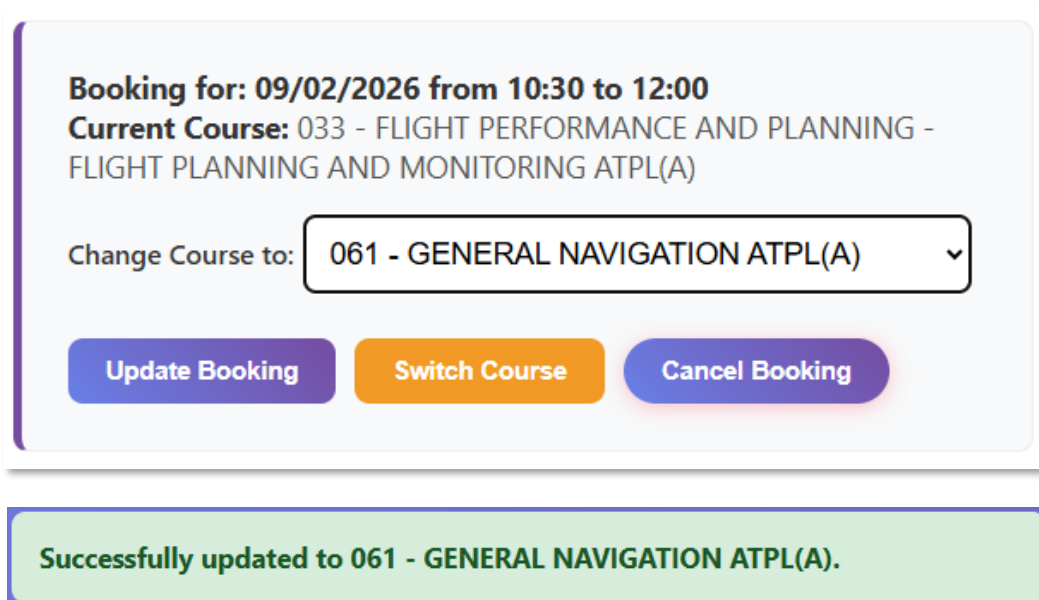
Finally, by selecting “**Return to Available Sessions**”, you will return to the main page.

MY BOOKINGS

The candidate can view and modify all their bookings using the options “Update Booking”, “Switch Course”, and “Cancel Booking”.

The screenshot displays the 'My Bookings' section of a user interface. At the top, there is a purple header with the text 'My Bookings' and a white button labeled 'Return to Available Sessions'. Below the header, there are two booking entries, each in a light gray rounded rectangle. The first entry shows a booking for '09/02/2026 from 10:30 to 12:00' with the current course '033 - FLIGHT PERFORMANCE AND PLANNING - FLIGHT PLANNING AND MONITORING ATPL(A)'. It includes a dropdown menu for 'Change Course to:' with the text 'Select a new course' and a downward arrow. Below the dropdown are three buttons: 'Update Booking' (purple), 'Switch Course' (orange), and 'Cancel Booking' (purple). The second entry shows a booking for '09/02/2026 from 09:00 to 10:30' with the current course '040 - HUMAN PERFORMANCE ATPL(A)'. It also includes a dropdown menu for 'Change Course to:' with the text 'Select a new course' and a downward arrow, and the same three buttons: 'Update Booking' (purple), 'Switch Course' (orange), and 'Cancel Booking' (purple).

The candidate can choose one of the available subjects by selecting “**Select a new course**” and replace the already selected one by clicking the “**Update Booking**” button.

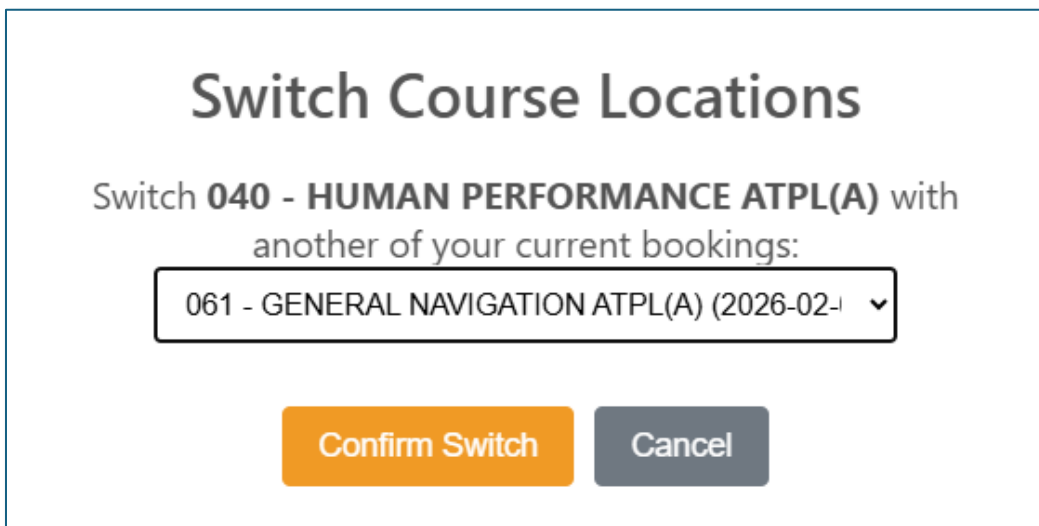


The screenshot shows a booking interface with the following elements:

- Booking for:** 09/02/2026 from 10:30 to 12:00
- Current Course:** 033 - FLIGHT PERFORMANCE AND PLANNING - FLIGHT PLANNING AND MONITORING ATPL(A)
- Change Course to:** A dropdown menu showing "061 - GENERAL NAVIGATION ATPL(A)" with a downward arrow.
- Buttons:** "Update Booking" (purple), "Switch Course" (orange), and "Cancel Booking" (blue).

Below the booking interface is a green notification bar with the text: "Successfully updated to 061 - GENERAL NAVIGATION ATPL(A)."

By using the "**Switch Course**" button, you can switch between two subjects that have already been booked.



The screenshot shows a dialog box titled "Switch Course Locations" with the following elements:

- Title:** Switch Course Locations
- Text:** Switch **040 - HUMAN PERFORMANCE ATPL(A)** with another of your current bookings:
- Dropdown:** A dropdown menu showing "061 - GENERAL NAVIGATION ATPL(A) (2026-02-1" with a downward arrow.
- Buttons:** "Confirm Switch" (orange) and "Cancel" (grey).

 **ATTENTION!!!**

During the process of switching courses, the time limitations of the selected subject apply.



Error

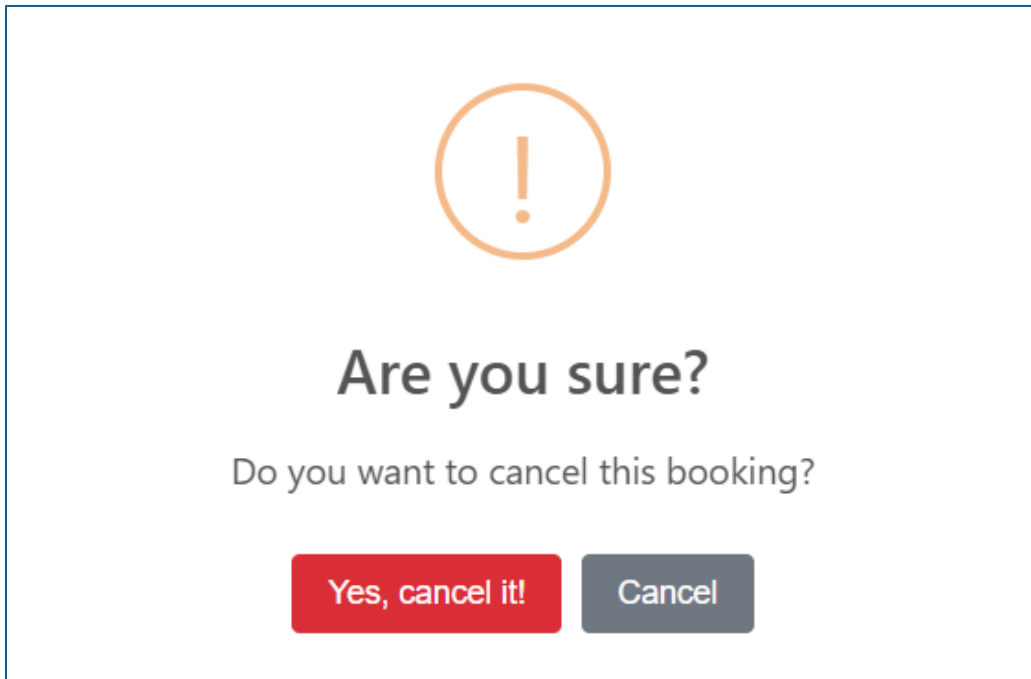
Switch rejected: Restriction violation in target time slot.

OK

 **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.

Finally, by clicking the “**Cancel Booking**” button, the candidate can cancel their selected booking.



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

 **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.**

6. 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.