



Instructions for the candidates

Procedure for Participation in Theoretical Examinations / Re-Examinations for ATPL, CPL, PPL, CT/RT

Step 1:

Complete the appropriate application form for the category of examinations/re-examinations you wish to participate in.

Step 2:

Submit the application form Step 1 accompanied by the required supporting documents as stipulated by current legislation.

Step 3:

Visit the following website :

<https://www1.gsis.gr/sgsisapps/eparavolo/public/create.htm?langId=1>

Public Authority (Ministries, Independent Authorities, Organizations)

Select: Civil Aviation Authority

Fee Category

Select: Certificates/Licenses (WARNING!! Check the attached image carefully because there are 2 identical options)

Fee Type

Select the correct fee description

Αναζήτηση με κωδικό τύπου μέχρι 4 ψηφία

Αναλυτική περιγραφή των κωδικών τύπων ηλεκτρονικών παραβόλων σε μορφή xls

Αίτημα Χορήγησης Παραβόλου Το παρόν παράβολο θα δεσμευτεί αυτόματα μετά την πληρωμή.

Φορέας Δημοσίου (Υπουργεία, Ανεξάρτητες Αρχές, Οργανισμοί) *

Αρχή Πολιτικής Αεροπορίας

Κατηγορία Παραβόλου *

Πτυχία/Άδειες

Ορισμός Αερομεταφορέων ως ACC3

Παραχώρηση αδειας Πτήσεως σε α/φος Ξένου Μηολογίου

Πιστοποίηση αεροδρομίων κατά EASA (EE)139/2014

Πρακτική σε πτήση εξέταση (Εξεταστής υπ/λος ΑΠΑ)

Πρακτική σε πτήση εξέταση(Εξεταστής ΜΗ υπ/λος ΑΠΑ)

Προσωπικό Ασφαλείας ΙΕΠΥΑ

Προστίτιμο Α.Π.Α.

Πτητική Άδεια

Πτυχία/Άδειες

Πτυχία/Άδειες

Σημεία (Συνοψισμένα μη Επανδρωμένων Αεροσκαφών)

Συνέχιση Έγκρισης/Εξουσιοδότησης νομ.προσ. ή φορέα

ή κωδικού με email

ός ηλεκτρονικού ταχυδρομείου (email) *

η λογαριασμού ηλεκτρονικού ταχυδρομείου (email)

έφωτο

Step 4:



Send the application, supporting documents and fees to the Civil Aviation Authority.

Examinations Procedure for ATPL, CPL, PPL, CT/RT

1. Candidates should arrive to the HCAA Exam's Center 30 minutes before the scheduled time of their exams. The address of the HCAA Exam facilities is

Athens International Airport "El. Venizelos"
Spata 19019
Building 46

Candidates can also follow the map link: <https://maps.app.goo.gl/zTrZe7UXpfWRAS7H7>

2. Candidates shall present an appropriate identification ID at the entrance of the Examination's Center in order to enter. Otherwise, the entrance will be forbidden. **After the entrance and during their stay in the Exam's center, candidates are kindly requested to keep quiet.**
3. Candidates should follow the instructions of the HCAA employees in order to proceed to the Exam's Office. After arrival in the Exam's office:
 - a. Candidates' ID will be checked and subjects to be taken will be declared.
 - b. Candidates should lock all their personal belongings (phone, wallet, watch etc) into a closet with a number identical to their seat's number. They will hold the key of the closet until they are done. Candidates are allowed to keep in the exam's room the following:
 - a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions. They can also use the scientific calculator of the exam's pc with  the sign  at the desktop bar of said pc.
 - mechanical navigation slide-rule (e.g. CRP-5)
 - protractor
 - ruler
 - pencils & eraser

Anything else is forbidden.

- c. Before entering the examination room, candidates will be asked to empty their pockets and put any electronic devices in their closet. The mobile phones must be turned off not just set to flight mode!
- d. An Invigilator will guide them to their seat and will ensure their proper entering into their test.
- e. Candidates should remain quiet during their stay in the examination's room.
- f. **Candidates should not cheat by any means.**
- g. Candidates are not allowed to speak to any other candidate. They can only speak to an Invigilator, after rising their hand and wait for him/her to reach them.



HCAA

HELLENIC CIVIL AVIATION AUTHORITY

- h. Candidates should know that there is no way to pause their exam.
- i. By finishing the test, candidates should inform the Invigilators, by rising their hand. They have to wait until an Invigilator escorts them to the Administrator's office, in order to obtain their results. The exam results are automatically sent to the examinee as soon as the exam is submitted.
- j. If they are taking another test:
 - They can inform the Exam's office about their next test and follow again, without any pause, the same procedure as before (point d).
 - They are allowed to take a break up to 15 minutes between two successive exams taken. In that case, after entering the Administrator's office, they will be checked again as in point (a). During the short brake, they can have access to their locker.
- k. When candidates are done with their exam(s) and before leaving the Examination's center they should take all their belongings stored in the locker and leave the key on it.

Procedure for Submitting an Appeal for Theoretical Examinations / Re-Examinations for ATPL, CPL, PPL, CT/RT

Step 1:

Complete the appeal submission form. A sample form is provided as a guideline is not mandatory. Please note that you can relate your appeal to the comments you made on one or more questions relevant to your appeal during your examination.

Step 2:

Visit the following website :

<https://www1.gsis.gr/sgsisapps/eparavolo/public/create.htm?langId=1>

Public Authority (Ministries, Independent Authorities, Organizations)

Select: Civil Aviation Authority

Fee Category

Select: Certificates/Licenses (WARNING!! Check the attached image carefully because there are 2 identical options)

Fee Type

Select the correct fee description

Step 3:

Send the appeal and fees to the Civil Aviation Authority.