



Theoretical Knowledge Examination

Instruction to Candidates

Attendance

- Candidates must arrive at the examination center with valid photo identification at least 20 minutes before the scheduled start time of each exam.
- Those who fail to present authorized identification will not be allowed to take the exam.
- Entry into the examination room is permitted only when instructed by an invigilator. Additionally, candidates are not allowed to stay in the examination room after completing their exam.

*Acceptable forms of photographic ID are: Valid Passport, Valid Maldivian National ID, Valid Photographic Driving License.

- Coats, bags, books, briefcases, and similar items must be placed at the front or rear of the examination room, or as instructed by the invigilating officer. Any unattended bags, books, or other items left outside the examination room may be removed.

Note: CAA will not be responsible for any personal belongings or equipment brought to the examination venue by candidates.

- Candidates should also be informed that a strict non-smoking policy is enforced at all CAA examination centers. Additionally, taking photographs within the examination premises is strictly prohibited.
- Whilst every attempt is made to ensure reasonable comfort in examination halls, the CAA cannot be held responsible for extraneous noise or for any breakdown or fluctuation in heating, lighting or ventilation facilities in examination halls which are operated on hire or lease arrangements and over which the CAA, as a result, has no direct control.

Examination

Applicants who wish to take the following examination must fill out the required application form and submit it to the Personnel Licensing section via email to (ops@caa.gov.mv).

- Aircrew and Operational Procedures Examination for Pilots and Flight Dispatch Officer
- Theoretical Knowledge Examinations for Flight Dispatch Officers
- Cabin Crew General Examinations

An official request is sent via email from the ATO to the CAA regarding the Theoretical Knowledge Examination for Flight Dispatch.

Applicants who wish to take the ATPL Theoretical Knowledge Examination must book for the examination via the portal (caai-admin.aspeqexams.com). The booking shall be made by the ATO.

Amendment of booking

Once an examination booking is confirmed, changes can only be made with advance notice of 03 working days. If an applicant wishes to modify an examination booking, they must inform CAA at least three working days before the scheduled examination date. Examination dates, once booked, cannot be canceled or transferred.

However, a candidate may request a cancellation due to medical reasons, provided they submit a valid medical certificate along with a formal request letter to CAA.

Note: Working days are from Sunday to Thursday, excluding public holidays.

If a candidate fails to attend a booked examination, the fee for that subject will not be refunded or transferred.

In cases of disruptions such as public transport failures, natural disasters, or civil unrest, which are beyond the candidate's control, the candidate must formally notify CAA of their inability to attend, providing the reasons for their absence. Under such circumstances, the Director of Flight Operations will assess the situation and may grant a new examination date without requiring additional payment.

Materials Used in Examination

When required, the following reference materials will be provided to each candidate. These materials must not be marked in any way or taken out of the examination room:

- a) Workbooks
- b) Working Paper
- c) Jeppesen Route Manual

Candidates must bring all necessary drawing and calculating tools, such as dividers, compasses, protractors, parallel rules, slide rules, and navigational computers. Candidates may use their own pens and pencils on rough working paper supplied by CAA. Pencil boxes, containers, or instrument cases are not allowed on the examination tables.

The use of slide rules or instruments that include printed information on critical points, points of no return, distance to the horizon, convergence, conversion angles, conversion factors, or similar data is prohibited.

Rules to Conduct Examination

Candidates are not permitted to use any loose paper other than that provided by CAA during the examination. All issued papers and documents must be returned to the invigilator along with the answer sheet upon completion. Failure to adhere to this rule may lead to disciplinary action.

Answer sheets must be filled out using pens, preferably in blue or black ink. The use of red ink on examination documents is strictly prohibited. Candidates may use other writing tools, such as pencils on rough working paper.

Silence must be always maintained in the examination room. Alarms from wristwatches, key rings, or similar devices are not allowed. Mobile phones, pagers, and other electronic devices must be switched off and left with the candidate's personal belongings; they are not permitted inside the examination hall.

If a candidate needs to speak to an invigilating officer, they should remain seated and raise their hand. The invigilating officer will only address questions related to the general conduct of the examination. Discussions regarding the interpretation of words or questions in the examination papers are not allowed.

A candidate may leave the examination room only with the invigilating officer's permission if they finish their paper early.

During computer-based examinations, candidates must not cause any damage to the hardware or software of the computer. Additionally, they are not allowed to open or access any applications other than the one designated for their examination.

Candidates must stop working immediately when instructed by the invigilator and remain seated until all examination materials have been collected.

Any candidate found attempting to remove unauthorized examination materials or papers from the room will face disqualification from the examination papers already taken. They may also be subject to special arrangements for any future examinations.

Candidates may note their obtained marks for personal reference. In the event of an unsuccessful attempt, they must apply to retake the examination.

Examination Results

Once the Airlaw, Cabin Crew and Dispatch Theoretical Knowledge Examination is completed, a result sheet will be issued to the candidate.

The result sheet will be handed over either to the applicant or to a person authorized by the applicant to collect it. Examination results will not be communicated over the telephone.

Upon successfully completing all ATPL Theoretical Knowledge Examinations, candidates will be provided with an examination result sheet through the examination portal. This document will include comprehensive details of all subjects attempted by the candidate, along with the corresponding pass marks achieved. These examination results are maintained in the examination portal.

Candidates may request a re-marking of any examination paper within 10 days after the examination. A written formal request along with the required payment must be made to CAA. For details on applicable fees and charges, refer to MCAR-187.

Acceptance of Foreign Examination Results

CAA currently accepts the following results:

- a. ATPL theoretical knowledge examination result sheet, which is equivalent to EASA standards.
- b. ATPL theoretical knowledge examination result sheet issued by EASA member states.

Failure to Comply with Regulations

Violation of examination rules may lead to disqualification from any subject paper already taken and exclusion from participating in future examinations. Candidates who disregard these regulations may also face immediate removal from the examination room.

Examination Application Forms

- a. Airlaw and Operational Procedures
[CAA FORM OPS 01 - Application for the Airlaw and Operational procedures examinations](#)
- b. Cabin Crew General Examination
[CAA FORM OPS 02 - Application for Cabin Crew General Examination](#)
- c. Theoretical Knowledge Examinations
[CAA Form 2108 - Application for the Theoretical Knowledge Examinations](#)
- d. Crediting of Theoretical Knowledge Examinations
[CAA Form 1192 - Application for the Theoretical Knowledge Examination Approved Training Credit](#)