



U.S. Department
of Transportation

Federal Aviation
Administration

Advisory Circular

Subject: TEST AIDS AND MATERIALS
THAT MAY BE USED BY AIRMAN
KNOWLEDGE TESTING APPLICANTS

Date: 4/26/99

AC No: 60-11C

Initiated by: AFS-630

Change:

1. PURPOSE. This advisory circular (AC) provides information concerning test aids and materials that may be used by applicants when taking airman knowledge tests.

2. CANCELLATION. AC 60-11B, Aids Authorized for Use by Airmen Written Test Applicants, dated October 10, 1990, is canceled.

3. RELATED CFR SECTIONS AND FAA ORDER. Title 14 of the Code of Federal Regulations (14 CFR) sections 61.37, 63.18, 65.18, and Order 8080.6, Conduct of Airman Knowledge Tests, Chapter 5.

4. DISCUSSION. Airman knowledge tests require applicants to analyze the relationship between variables needed to solve aviation problems, in addition to testing for accuracy of a mathematical calculation. The intent is that all applicants are tested on concepts rather than rote calculation ability. It is permissible to use certain calculating devices when taking airman knowledge tests, provided they are used within the guidelines of this AC. The term "calculating devices" is interchangeable with such items as calculators, computers, or any similar devices designed for aviation-related activities.

5. GUIDELINES FOR USE OF TEST AIDS AND MATERIALS. The applicant may use test aids and materials within the guidelines listed below, if actual test questions or answers are not revealed.

a. Applicants may use test aids, such as scales, straightedges, protractors, plotters, navigation computers, log sheets, and all models of aviation-oriented calculating devices that are directly related to the test. In addition, applicants may use any test materials provided with the test.

b. Manufacturer's permanently inscribed instructions on the front and back of such aids listed in Par. 5(a), e.g., formulas, conversions, regulations, signals, weather data, holding pattern diagrams, frequencies, weight and balance formulas, and air traffic control procedures are permissible.

c. The test proctor may provide calculating devices to applicants and deny them use of their personal calculating devices if the applicant's device does not have a screen that indicates all memory has been erased. The test proctor must be able to determine the calculating device's erasure capability. The use of calculating devices incorporating permanent or continuous type memory circuits without erasure capability are prohibited.

d. The use of magnetic cards, magnetic tapes, modules, computer chips, or any other device upon which prewritten programs or information related to the test can be stored and retrieved are prohibited. Printouts of data will be surrendered at the completion of the test if the calculating device used incorporates this design feature.

e. **The use of any booklet or manual** containing instructions related to the use of the applicant's calculating device is not permitted.

f. **Dictionaries** are not allowed in the testing area.

g. **The test proctor** makes the final determination relating to test materials and personal possessions that the applicant may take into the testing area.

6. GUIDELINES FOR DYSLEXIC APPLICANT'S USE OF TEST AIDS AND MATERIALS. A dyslexic applicant may request approval from the local Flight Standards District Office (FSDO) to take an airman knowledge test using one of the three options listed in preferential order:

a. **Option One.** Use current testing facilities and procedures whenever possible.

b. **Option Two.** Applicants may use Franklin Speaking Wordmaster® to facilitate the testing process. The Wordmaster® is a self-contained electronic thesaurus that audibly pronounces typed words in L. Nicholas Lacey
Director, Flight Standards Service

words and presents them on a display screen. It has a built-in headphone jack for private listening. The headphone feature will be used during testing to avoid disturbing others.

c. **Option Three.** Applicants who do not choose to use the first or second option may request a test proctor to assist in reading specific words or terms from the test questions and supplement material. In the interest of preventing compromise of the testing process, the test proctor should be someone who is non-aviation oriented. The test proctor will provide reading assistance only, with no explanation of words or terms. The Airman Testing Standards Branch, AFS-630, will assist in the selection of a test site and test proctor.