

FAA AIRMAN KNOWLEDGE TESTING RECURRENT TRAINING MESSAGE*

Number: 02-01

Applicants taking retests **AFTER FAILURE** are required to submit the applicable test report indicating failure to the testing center prior to retesting. The ORIGINAL failed test report shall be retained by the proctor and attached to the applicable sign-in/out log. The latest test taken will stand as the official score. *(Refer to the FAA Airman Knowledge Testing Authorization Requirements Matrix for details on retesting waiting periods for specific tests.)*

Applicants retesting **IN AN ATTEMPT TO ACHIEVE A HIGHER PASSING SCORE** may retake the same test for a better grade **after 30 days**. Applicants are required to submit the ORIGINAL applicable test report indicating previous passing score to the testing center prior to testing. Testing center personnel must collect and destroy this report prior to issuing the new test report. The latest test taken will stand as the official score.

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**FAA AIRMAN KNOWLEDGE TESTING
RECURRENT TRAINING MESSAGE***

Number: 02-02

Sign-in/out logs must be maintained in an accurate and complete manner, including the 'IMPORTANT NOTICE FOR AIRMAN APPLICANTS' at the top of each log sheet. The log must include the following information for every airman applicant and knowledge test: full legal name, full legal signature, Social Security Number or date of birth, type of test, date of test, time in and time out.

Testing center daily logs are to be retained for a period of **two years**.

(Reference Order 8080.6D, Par. 6-1.d.)

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Number: 02-03

A testing center must provide an applicant only ONE Airman Knowledge Test Report. Once an applicant leaves the testing center upon completion of an FAA knowledge test, a duplicate report must not be furnished for any reason.

If an airman test report cannot be printed at the time of completion of an applicant's test, the testing center shall contact the computer testing designee's (CTD) home office. Within the next business day, the home office must reproduce the test report, seal it with the home office's official seal, and mail the report to the applicant. If more than one business day has passed, the CTD home office must contact the Airman Testing Standards Branch (AFS-630) for report duplication.

An applicant who requires a duplicate test report due to loss, theft or destruction of the original, must send a signed request, including a check or money order for \$1, to: Federal Aviation Administration, Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125. The request letter should state the applicants full name, mailing address, phone number, social security number and/or airman certificate number, date of birth, type and date of test, and the reason for requesting a replacement report. *(For further information on duplicate Airman Knowledge Test Reports, call (405) 954-3235.)*

Unauthorized production of duplicate test reports is cause for permanent closure of a testing center.

(Reference Order 8080.6D, Par. 6-11.)

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Number: 02-04

Acceptable forms of authorization for the Aviation Mechanic-Airframe (AMA), Aviation Mechanic-General (AMG) and Aviation Mechanic-Powerplant (AMP) tests:

1. FAA Form 8610-2, Airman Certificate and/or Rating Application:

Before accepting the form as authorization to test, the proctor should check the upper left portion of the form to make sure that the mechanic and airframe and/or powerplant boxes are checked. The proctor should also ensure that block V is completed, including the date, inspector's signature and office designator. (*See example in Order 8080.6C, App. 1, Fig. 14.*)

NOTE: If either or both the Airframe and Powerplant boxes are checked on the Form 8610-2, along with the 'Original Issuance' box (and NOT the 'Added Rating' box), this also serves as authorization for the AMG exam. (If the 'Added Rating' box is marked, this indicates that the AMG exam is NOT required.)

The original(s) FAA Form 8610-2 is to be returned to the applicant. The testing center may make a photocopy for their files.

2. Graduation Certificate or Certificate of Completion:

Graduates of a Part 147 school, that is officially affiliated with a testing center, may take the knowledge test upon presenting an appropriate graduation certificate or certificate of completion to the affiliated testing center. A graduate's name must appear on the certified list, received by the testing center from the Part 147 school, prior to administering the appropriate test(s).

Graduation certificates may NOT be accepted as proper authorization by testing centers NOT affiliated with a 147 school.

3. Failed / Passing / Expired Airman Knowledge Test Report:

The applicant must present the ORIGINAL test report. (*Refer to pg. 2 of the FAA Airman Knowledge Testing Authorization Requirements Matrix for additional retesting information.*)

Numbers 1 and 3 above are the ONLY forms of mechanic test authorization to be accepted by NON-affiliated testing centers.

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Elements required to preserve a professional testing atmosphere:

1. Adequate lighting, physical space and table workspace -

Appropriate lighting must be available in the testing area; however, situations that create glare on computer monitor screens should be avoided. (*Ref. Order 8080.6C, par. 3-1.d.*)

The testing stations should consist of separate cubicles with suitable partitions between test terminals. In absence of partitions, a five-foot spacing is REQUIRED on either side of the testing station. (*Ref. par. 3-1.e.*)

Each testing station 'workspace' must allow adequate room for applicants to utilize test materials. (*Ref. par. 3-1.f.*)

2. Freedom from noise, distractions and visual aids -

Test rooms must be free of any posted material that could assist an applicant in answering test questions. The testing area must also be free from any other activity during testing sessions. (*Ref. Order 8080.6C, par. 3-1.g.*)

'Any other activity' includes training-related activities: No training of any kind should be conducted in the testing area while a knowledge test is being administered.

'Any other activity' also includes cell phone usage: portable telephones must NOT be used in the testing area during test administration. To prevent this type of misconduct, the proctor should NOT allow applicants to bring cell phones into the testing room. The test proctor makes the final determination relating to test materials and personal possessions an applicant may take into the testing area. (*Ref. par. 6-4.e.*)

3. Surveillance of test applicants -

If an applicant finds it necessary to take a break during a knowledge test, his/her whereabouts must be monitored by the test proctor. (*Ref. Order 8080.6C, par. 6-3.b.*)

The test proctor must be able to view the applicants at any time, be aware of all activities in the testing room, and be alert for any misconduct. If a video surveillance system is being utilized, it must cover the entire testing area, and permit the person who administers the test to view that area on a video monitor. (*Ref. par. 6-7.*)

4. Every testing center must also provide and maintain the following facility requirements: conformance with local building, sanitation and health codes; restroom facilities located in the same building where the knowledge testing is conducted; proper control of temperature and ventilation; at least three operational computer terminals; a secured area for storing computer hardware; and a safety/emergency plan. (*Ref. par. 3-1.*)

NOTE: Failure to comply with the testing center facility and surveillance requirements of Order 8080.6C, Conduct of Airman Knowledge Tests, may result in suspension and/or permanent removal of airman knowledge testing privileges.

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Number: 04-01

TEST ADMINISTRATION FOR CTD PERSONNEL

6-6. TEST ADMINISTRATION FOR CTD PERSONNEL

a. Computer testing designee (CTD) personnel who desire to take an airman knowledge test must not be administered the test at a site under the CTD where they are employed. The test must be administered by another CTD's testing center.

b. Individuals who are employed by a company, which operates a testing center and desire to take an airman knowledge test, must not be administered the test at their employer's testing center. The test must be administered at another location.

The intent of this is that if an individual is involved with the testing process in a Computer Testing Center in **ANY** capacity, as listed in FAA Order 8080.6D, Conduct of Airman Knowledge Tests, 3-12, (Testing Center Owner, TCS, ATCS, Proctor, STA, or any employee directly related to the testing center) that individual is required to take any airman knowledge test at a different test site.

** If the testing center is part of a flight school and flight instructor wants to take a test AND they have **ABSOLUTELY NOTHING** to do with the testing center, they may test there. The test proctor is responsible for making sure they have the **SAME SURVEILLANCE AND REQUIREMENTS** as any other applicant.

NOTE: Failure to comply with the testing administration rules of Order 8080.6D, will result in suspension and/or permanent removal of airman knowledge testing privileges.

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