

**ORDER**

**8080.6B**

# **CONDUCT OF AIRMAN KNOWLEDGE TESTS**



June 25, 1998

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

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**Initiated By:** AFS-630



## FOREWORD

This order provides guidance for Federal Aviation Administration (FAA) personnel and personnel associated with organizations that are participating in, or are seeking to participate in, the computer-based Airman Knowledge Testing Program. This program encompasses airman knowledge testing required by Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65. Refer to Order 8700.1, General Aviation Operations Inspector's Handbook, for guidance applicable to computer-based testing by 14 CFR parts 141 and 142 pilot schools that hold written test examining authority.

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## CHAPTER 1. GENERAL

**1-1. PURPOSE.** This order contains instructions and procedures for the guidance of FAA-approved computer testing designees (CTD's), computer testing managers (CTM's), testing center supervisors (TCS's), test proctors, and FAA segments concerned with the Airman Knowledge Testing Program.

**1-2. DISTRIBUTION.** This order is distributed to the division level of the FAA Servicing Security Element; to the section level in the Aircraft Certification Service, the Flight Standards Service, and Flight Standards Regional Divisions; to all regional Civil Aviation Security Divisions; to the Civil Aviation Security Division at the Aeronautical Center; International Field Offices (IFO's); Flight Standards District Offices (FSDO's); and International Flight Service Stations. Distribution was changed to exclude those offices that no longer have a need for the order.

**1-3. CANCELLATION.** Order 8080.6A, Conduct of Airmen Knowledge Tests Via The Computer Medium, dated December 1, 1994, is canceled.

**1-4. BACKGROUND.** In November 1989, the FAA introduced a computer-based airman knowledge testing program for the benefit of those airman applicants taking knowledge tests under Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65. The Flight Standards Service (AFS) elected to expand computer-based knowledge testing with the publication and distribution of FAA Order 8080.6, Conduct of Airmen Knowledge Tests Via The Computer Medium. In addition to public acceptance of this program, new and improved forms of security have been placed into effect which significantly reduce test compromise and increase benefits from statistical flow of educational data.

**1-5. EXPLANATION OF CHANGES.** This order incorporates procedural changes. The more significant changes are listed below. Appendixes have been updated to reflect current data.

**a. Testing center and TCS appointment** procedures have been revised.  
Chap 1  
Par 1-1

**b. Background checks** by the CTD and the FAA for prospective testing centers, TCS's and/or owners have been added.

**c. Testing center affiliation** procedures have been revised.

**d. Suspension or revocation of testing privileges** has been revised.

**e.** Procedures for the **separation of testing center personnel** have been added.

**f. Requirements for recurrent training of TCS's and test proctors** have been revised.

**g. Requirement for testing centers to maintain training records of TCS's and test proctors** has been added.

**h. FAA surveillance** activity has been transferred to AFS-630.

**i. Testing procedures for dyslexic applicants** have been added.

**j.** Procedures for **retesting for a better score** have been added.

**k.** Procedures for handling **applicant misconduct** have been revised.

**l.** Issuance of **duplicate test reports** procedures have been revised.

**m. Erroneous airman test report** options have been added.

**n.** Test applicant **eligibility requirements** have been revised.

**o. Applicant registration** procedures have been revised.

**p. AFS-630 has been renamed** as the Airman Testing Standards Branch.

**q. The testing program title has been changed** from the Computer Assisted Airman Knowledge Testing Program to the Airman Knowledge Testing Program.

**r. Procedures for cancellation of a CTD designation** have been revised.

**s. Procedures for changing testing center CTD sponsor** have been added.

## 1-6. REQUESTS FOR INFORMATION.

**a. Any deficiencies found, clarifications needed, or improvements** to be suggested regarding the content of this order shall be forwarded to:

Federal Aviation Administration  
Airman Testing Standards Branch, AFS-630  
P.O. Box 25082  
Oklahoma City, OK 73125

Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is included in this order for user convenience.

**b. Suggestions will be reviewed** and a response will be forwarded upon disposition of a comment.

## 1-7. DEFINITIONS.

**a. Flight Standards District Office (FSDO).** As used in this order, the FSDO that has jurisdiction over the geographic area in which the testing center is located.

**b. Computer Testing Designee (CTD).** An organization authorized by the FAA to administer FAA airman knowledge tests.

**c. Testing Center.** A facility which provides applicants an FAA-approved computer-based testing environment for the administration of FAA airman knowledge tests.

**d. Computer Testing Manager (CTM).** A person selected by the CTD to serve as manager of its national computer testing program.

**e. Testing Center Supervisor (TCS).** A person selected by the CTM to administer FAA airman knowledge tests at approved testing centers. The TCS is responsible for the operation of the testing center.

**f. Affiliated Testing Center.** A testing center affiliated with an Aviation Maintenance Technician School (AMTS).

**g. Special Test Administrator (STA).** A person selected by a CTD to administer FAA airman knowledge tests in unique situations and remote or isolated areas.

**h. Test Proctor.** A properly trained and qualified person, appointed by a TCS, authorized to administer FAA airman knowledge tests.

**i. Letter of Application.** A letter written to AFS-630 requesting authorization, as a CTD, to administer FAA airman knowledge tests, including names of the proposed CTM and TCS's for which approval is requested.

**j. Letter of Designation.** A letter issued to the CTD by AFS-630. The letter will include approval of locations where FAA airman knowledge tests may be administered, authorized test certification and rating areas, and approval of TCS's.

**k. FAA Form 8000-5, Certificate of Designation.** A certificate issued to the CTD by AFS-630.

**l. Standard Deviation.** An index of the variability of the test scores about the mean.

**m. Validity.** The determination of how well a test measures what it is supposed to measure.

**n. Reliability.** The determination of test score consistency.

**o. Measurement Error.** A function of test reliability. An index of how closely a test score is likely to depart from the actual or true score.

**p. "P" Value.** Proportion of applicants obtaining the correct answer on a single test question. In a multiple-choice question, it may also refer to the proportion of applicants selecting other test question alternatives.

**q. Skewness.** The state of asymmetry shown by a frequency distribution.

**r. Kurtosis.** The state or quality of peakedness or flatness of the graphical representation of a statistical distribution.

**s. Point Biserial Coefficient of Correlation.** A statistic to measure the extent to which a single question discriminates between low and high scoring applicants: The degree of relationship, positive or negative, between the scores on a single question and the corresponding total scores of all applicants sampled.

**t. Test Codes.** Three-letter codes which identify the various airman knowledge tests. (See appendix 1, figure 1.)

**u. Central Processing Computer.** The main computer containing the testing program. This computer must be accessible by AFS-630.

**v. FAA Servicing Security Element (SSE).** The organizational element that manages and oversees the FAA security program in headquarters, regions, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center.

**1-8. PERSONNEL AUTHORIZED TO ADMINISTER AIRMAN KNOWLEDGE TESTS.**

Only properly trained and qualified personnel may administer FAA airman knowledge tests. Prior to administering a test, the test proctor must have received the training described in chapter 3 of this order. The CTM or TCS must ensure that test proctors meet the qualifications of this order, and

are competent to administer knowledge tests in accordance with FAA-approved procedures. (See paragraphs 2-7 through 2-9.)

**1-9. TESTING CENTERS.** CTD's shall provide testing centers that have the following features:

**a. Conformance with local building, sanitation, and health codes.**

**b. Proper control** of temperature and ventilation.

**c. Adequate lighting.**

**d. Adequate physical space.** Separate cubicles with suitable partitions between test terminals are recommended. In absence of partitions, a 5-foot spacing is required on either side of the test terminal.

**e. Adequate table workspace.**

**f. Freedom from noise and distractions.** Test rooms shall be free from any other activity during testing sessions.

**g. At least three operational computer terminals** at each testing center.

**h. Ease of applicant surveillance** during testing sessions.

**i. Adequate provisions for security.**

**j. Adequate provisions** for safety and emergencies.



## **CHAPTER 2. SELECTION, DESIGNATION, AND AUTHORIZATION OF COMPUTER TESTING DESIGNEES**

**2-1. GENERAL.** Computer testing designees (CTD's) are selected by the Airman Testing Standards Branch (AFS-630) when the need arises. Companies, schools, universities, or other organizations that meet the requirements of this order are eligible for designation.

### **2-2. CTD EXPERIENCE REQUIREMENTS.**

**a. Clearly demonstrated competence** in the areas of computer technology; software maintenance and support; technical training; centralized data base management; national communications network operation and maintenance; national facilities management; and customer support.

**b. Clearly demonstrated competence** in providing computer-based testing, test administration, and data transfer service on a national scale.

**c. Consistently assured** superior, secure, service level by providing maintenance and support for all aspects of the service from internal resources including communications data network, centralized data base, facilities and staffing, equipment maintenance, and software support.

**NOTE:** CTD's must confirm exclusive ownership or exclusive use of their computer-based testing programs.

### **2-3. CTD SUPPORT REQUIREMENTS.**

**a. Provide and maintain a minimum of 20 operational testing centers** geographically dispersed throughout the United States. This provision shall include a plan that will assure that each approved testing center has business hours that are convenient for the public.

**b. Provide an acceptable method** for the "on-line" registration of test applicants during normal business hours.

**2-4. CTD TECHNICAL REQUIREMENTS.** The prospective CTD must demonstrate capability in the following areas:

**a. Provide for electronic mail connection(s)** between CTD and FAA point(s) of contact.

**b. Provide the entire inventory of FAA airman knowledge tests** and maintain accuracy of question banks as directed by AFS-630.

**c. A method for providing graphics,** performance charts, and other supplementary testing information necessary for an applicant to properly respond to test questions.

**NOTE:** On-screen graphics presentation of this data will be a forthcoming requirement. The implementation date will be announced by AFS-630.

**d. An acceptable plan for test security.**

**e. Convenient method** (e.g., keyboard, touch screen, mouse) for answering test questions.

**f. A method for permitting** an applicant to return to a test question previously answered, for the purpose of review or for possible answer change.

**g. An acceptable method for providing** an introductory lesson to familiarize applicants with computer testing procedures.

**h. An acceptable display** of multiple-choice, and other question types, on the computer screen in one frame.

**i. A computer screen display** of the time remaining for the completion of the test.

**j. A "HELP" function** which permits the applicant to review test questions and optional responses.

**k. The provision** of the applicant's test score, at the conclusion of the test, on an Airman Test Report.

**l. An acceptable method for providing** all individual or compiled reports within 24 hours, or on the first business day after an applicant has been administered a test. Files and records shall be maintained for 26 months. Files and records more than 26 months old will be expunged by the CTD.

**m. An acceptable method for accomplishing** the automated transfer of applicant historical test data on a weekly basis. Data should be collected and available, by compatible systems, to AFS-630 for subsequent transfer to the existing airman testing data base. (See appendix 1, figure 2.)

**NOTE:** The following paragraphs (2-4n through 2-4r) discuss data which are in addition to the requirements listed in paragraph 2-4m. The CTD shall provide a toll-free data line allowing AFS-630 to access applicant record files, including statistical information, from the CTD's central computer.

**n. An acceptable plan for monitoring** applicant files and records for a prescribed period of time. The completed applicant files will include:

- (1) All applicant registration items.
- (2) All applicant score information, both by section and total.
- (3) Time applicant used to complete the test.
- (4) Testing center location.
- (5) Complete record of the applicant's test to include:
  - (a) Questions presented.
  - (b) Sequence in which the questions were presented.
  - (c) Applicant's response to each question.
  - (d) Identification of the applicant's response as correct or incorrect.
- (6) Applicant critique.

**o. An acceptable "search routine" procedure** that will provide the capability for locating individual applicant records; for compiling summary listings of applicant testing at a single center or at selected centers; for a single certificate or rating or for selected certificates or ratings; for applicant testing for a single certificate or rating, or for selected certificates or ratings, on a specified test date or test dates.

**p. An acceptable method for providing** a statistical evaluation of a whole test to include:

- (1) Score distribution.
- (2) Average test score.
- (3) Average score for each test section.
- (4) Standard deviation.
- (5) Pass/fail ratio.
- (6) Measurement of reliability, measurement error, skewness, and kurtosis.

**q. An acceptable method for providing** a statistical evaluation of individual test questions to include:

- (1) Number of responses.
- (2) Number of applicants selecting each response.
- (3) "P" value.
- (4) Point biserial coefficient of each question.

**r. An acceptable method for measuring enrollment** into the system by number of tests given under each certification or rating test code, during the most recent 12 months; and the number of tests given under all certification and rating test codes during the most recent 12 months. This information will include a breakdown by geographical area.

**s. An acceptable method for providing** up to 20 major sections per test. The overall test score shall be reported to the applicant at the conclusion of the testing session by issuance of an Airman Test Report.

**t. An acceptable procedure for selecting** questions with acceptable subject matter sequencing.

**u. An acceptable method for recognizing** "repeat" questions in order to avoid the administration of identical questions to an applicant.

**v. An acceptable procedure for rejecting and reentering** entire tests, individual sections, or test questions, if the criteria selected by AFS-630 are not met.

**w. An acceptable technique** for collecting applicant critique data so service quality can be monitored.

**2-5. INITIAL APPLICATION FOR CTD DESIGNATION.** At the time of initial application for designation as a CTD, the applicant will submit a Letter of Application (see appendix 1, figure 3) to AFS-630 outlining educational and professional qualifications of the CTM and TCS's. AFS-630 may require the applicant to furnish evidence that will substantiate these qualifications. The applicant's letter will include:

**a. CTM and TCS educational background** and depth of professional experience in national computer-based testing or training.

**b. Description** of testing centers including:

- (1) Name(s) of owner(s).
- (2) Locations.
- (3) Features.

**c. Proposed schedule** of operation of each testing center; e.g., days, evenings, weekends, or by appointment.

**d. Type, make, and model** of all computer related equipment to be used.

**e. How each technical specification criteria requirement** is met.

**f. Provisions** for overall test security.

**2-6. DESIGNATION.** CTD's are designated to administer FAA airman knowledge tests under the authority of 14 CFR part 183. CTD's are not reimbursed by the Federal Government, but may charge reasonable fees for test administration. Representatives of AFS-630 will conduct an inspection of the applicant's testing centers, and as part of the inspection, observe the administration of tests to determine if the applicant meets the requirements set forth in this order. After obtaining the approval, AFS-630 may then issue the applicant a certificate. (See appendix 1, figure 4.)

**a. Full compliance with this order** does not automatically assure designation of organizations seeking CTD status. The FAA will select only a sufficient number of CTD's to adequately serve the aviation community. Based on a need, the FAA will select the best qualified of the active applicants.

**b. AFS-630 will issue** the newly designated CTD the Letter of Designation (see appendix 1, figure 5) along with the issuance of the FAA Form 8000-5. This letter will authorize the administration of FAA airman knowledge tests in all certification and rating areas. The letter will also approve or disapprove the testing centers and the TCS's submitted by the CTD in the Letter of Application.

**c. The CTD is responsible** for providing copies of FAA Form 8000-5 to the TCS's to be kept on file at the testing centers.

**2-7. PERSONAL REQUIREMENTS OF THE COMPUTER TESTING MANAGER (CTM), TESTING CENTER SUPERVISOR (TCS), AND TEST PROCTOR.**

**a. Age and citizenship.** CTM, TCS, and test proctor personnel must be at least 21 years of age, and except at foreign locations, a citizen or resident alien of the United States. No waivers of age or citizenship requirements will be considered.

**b. Good reputation** and record in the community for integrity and dependability.

**c. Willingness to serve** the aviation community.

**2-8. KNOWLEDGE REQUIREMENTS OF THE CTM, TCS, AND TEST PROCTOR.** CTM, TCS, and test proctor personnel must be knowledgeable in the following areas:

**a. All computer uses** as they relate to the Airman Knowledge Testing Program.

**b. Sections of this order** as they apply to the determination of applicant eligibility.

**c. Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65** as they apply to airman knowledge requirements.

**d. Security requirements** outlined in pertinent sections of this order.

**e. The functions of AFS-630** as they relate to the development of airman knowledge tests and the testing program.

**f. The responsibility of AFS-630** for the surveillance of the Airman Knowledge Testing Program.

**2-9. TESTING CENTER AND TCS APPOINTMENTS.** Prior to appointing a TCS and establishing a testing center to be operated by that TCS, the CTD shall secure FAA approval. The CTD shall request such approval by means of a letter to the Airman Testing Program Manager. If all requirements of this order are met, the CTD will be notified that the TCS and site are approved. If facility standards or personal requirements are not met, the CTD will be advised of the disapproval or actions that are required to meet the standards.

**a. A CTD may appoint a TCS or test proctor** who represents, or is employed by, a 14 CFR part 141, 142, or 147 school that holds written test examining authority.

**b. A CTD may appoint a foreign national** as TCS to manage and operate a testing center at a foreign location.

**c. Testing centers and TCS's** shall be representatives of only one CTD. A testing center or TCS requesting a change in CTD sponsor shall ensure all binding agreements, including termination agreements, are satisfied prior to entering agreement with another CTD.

**2-10. BACKGROUND CHECKS.** Federal level background checks on each proposed testing center, TCS, and owner will be performed by AFS-630. AFS-630 will notify the FSDO manager that has jurisdiction over the geographic area in which the proposed testing center will be located. The FSDO should provide AFS-630 with information relating to TCS eligibility and the suitability of all applications. As an additional measure of application suitability, CTD's shall perform background checks on prospective testing centers, TCS's, and owners. Background checks must include an inquiry with the Better Business Bureau or similar organization serving the area where the testing center is physically located. AFS-630 may, at any time, request a copy of the results of the background checks.

**2-11. SPECIAL TEST ADMINISTRATOR (STA) APPROVAL.** Prior to appointing an STA, the CTD shall secure FAA approval. The CTD shall request such approval by means of a letter to the Airman Testing Program Manager. If the personal and knowledge requirements of this order are met, the CTD will be notified that the request is approved. If the personal and knowledge requirements are not met, the CTD will be advised of the disapproval or actions necessary to meet the requirements.

**2-12. TESTING CENTER AFFILIATION.** Testing center affiliation with an FAA-approved Aviation Maintenance Technician School (AMTS) is based on school need and the school utilizing an affiliated designated mechanic examiner (DME). Schools desiring testing center affiliation shall contact the supervising FAA Flight Standards District Office (FSDO) in writing, requesting approval and outlining the arrangement for the proposed affiliation. All correspondence from the school shall be on official school letterhead and signed by at least one appropriate school official. (See appendix 1, figures 6 and 7.) Letter format may vary provided all essential information is included. A copy of the FSDO approval letter shall be forwarded to AFS-630 within 5 working days.

**a. The AMTS shall establish a procedure** acceptable to the FSDO including, but not limited to, the following:

(1) The AMTS shall provide a certified list of graduates to the testing center, FSDO, and DME prior to administering a test.

(2) The AMTS certified list shall contain the names and addresses of applicants, graduation or completion date, and curriculum from which the applicant graduated or completed (i.e., airframe, powerplant, or a combination of airframe and powerplant). This list shall be signed and dated by an authorized AMTS official.

**b. Proposed changes to the accepted procedure** shall be requested in writing by the AMTS and must be approved by the FSDO. A copy of the FSDO's change approval letter shall be forwarded to AFS-630 within 5 working days after approval.

**c. A school may be affiliated** with only one testing center. Allowing single site affiliation will prevent a mechanic applicant from circumventing the retesting after failure requirements of Title 14 of the Code of Federal Regulations (14 CFR). However, a testing center may be affiliated with more than one school.

**2-13. DURATION OF FAA FORM 8000-5.** The FAA Form 8000-5 expires at the end of the 24th month from the date of issue, unless surrendered or canceled prior to the expiration date.

**2-14. CTD DESIGNATION CODE.** To facilitate processing and record keeping, a unique standardized coding system is used when assigning CTD codes. The code is assigned by AFS-630 and is alpha/numeric. The first three characters are letters, followed by four numbers. The numbers are assigned in the sequence that CTD's are designated. For example, a CTD associated with an organization titled "Government Testing Service" might be assigned the designation code GTS-0001. This code will differ from the Regulatory Support Division (AFS-600) assigned designator code used for the Program Tracking and Reporting System (PTRS) and the Vitals Information Subsystem (VIS). FSDO's will be provided with a conversion table, attached to the listing of testing sites, for PTRS and VIS data entry purposes.

**2-15. TESTING CENTER IDENTIFICATION CODE.**

**a. The CTD will assign each testing center** under its jurisdiction an identification code, with AFS-630 approval. The code will contain eight character positions. The first three alpha character

positions will reflect the CTD organization's designation code. The fourth, fifth, and sixth numeric character positions will be the testing center's first three zip code numbers, and the seventh and eighth numeric character positions will complete the testing center's identification code. For example, the first testing center established by Government Testing Service in Oklahoma City might be assigned the code GTS73101.

**b. The testing center identification code** will differ from the AFS-600 assigned code used for the PTRS and the VIS.

**c. Upon request, the CTD shall provide AFS-630 a proposed list of testing centers,** their addresses, and their identification codes. If a testing center is added, changed, or deleted, the CTD shall notify AFS-630. If a testing center is deleted, the identification code assigned to that center will be retired permanently.

**d. A current list of testing centers** is maintained on the FedWorld Bulletin Board in the FAA Airman Training and Testing Library, and is accessible by modem or the Internet (<http://www.fedworld.gov/pub/faa-att>).

**2-16. RENEWAL OF FAA FORM 8000-5.** To ensure continuity of testing, the CTD should submit a letter to AFS-630 requesting renewal of FAA Form 8000-5 at least 60 days before it expires. (See appendix 1, figure 8.)

**2-17. VOLUNTARY SURRENDER OF DESIGNATION.** A CTD may surrender the designation at any time. To maintain continuity of testing, and provide time for the designation and training of a replacement, the CTD shall give AFS-630 at least 2 months advance notice in writing. All copies of FAA Form 8000-5, all copies of this order, test materials or software data furnished by the FAA, and applicant raw data dating back 2 years, shall be returned no later than 5 working days following the date the designation is surrendered.

**2-18. CANCELLATION OF DESIGNATION.** In cases where the CTD, CTM, TCS, or test proctor is suspected of fraud or any other activity for which emergency action is necessary, the CTD shall immediately cease further testing activity as directed by AFS-630.

**a. The designation may be canceled** for any of the following reasons:

(1) Evidence of misconduct, including carelessness, collusion, conflict of interest, fraudulent use of the authorization, or any other act which would jeopardize the proper functioning of the Airman Knowledge Testing Program.

**NOTE:** CTD testing personnel, who desire to take an FAA airman knowledge test, shall not be administered the test at a site under the CTD where employed. The test shall be administered by another CTD's testing center.

(2) Transfer of the initially established central computer to a new geographic location without specific written approval by the Airman Testing Program Manager, AFS-630.

(3) Obsolete equipment or inadequate facilities.

(4) A requirement for frequent assistance and guidance in complying with procedures and meeting required standards.

(5) Unauthorized establishment of testing centers.

(6) Degradation of security.

(7) Unauthorized use of official information.

(8) Reduction of number of testing centers below 20.

**b. When AFS-630 considers the cancellation** of a CTD's designation, standard "due process" procedures will be followed. The CTD will be notified of the proposed action by an initial letter sent by certified mail from the Airman Testing Standards Branch Manager, AFS-630. (See appendix 1, figure 9.) The letter will include specific reasons for the proposed action. The CTD will be given the opportunity to appeal the decision in writing or in person. If the CTD decides to appeal by the conference method, the CTM and other CTD personnel will meet with AFS-600 management in Oklahoma City. The CTM may be accompanied by counsel. A person provided by AFS-600 will record all discussions among the CTM, CTD, and FAA personnel. After full consideration of all factors that have a bearing on the issue, AFS-600 will make a

final decision and transmit that decision to the CTD in writing. The final decision letter, which will include a record of the appeal meeting, will be sent to the CTD by certified mail. (See appendix 1, figure 10.)

**c. If the CTD requests further review**, the CTD will be advised to do so either in writing or in person to the Director, Flight Standards Service (AFS-1). AFS-1 will consider the CTD's appeal and make a decision regarding the cancellation. If the cancellation is upheld, the CTD will be informed by AFS-600 in a letter sent by certified mail. This letter will inform the CTD that a legal remedy may be pursued by petitioning the United States Court of Appeals within 60 days following the date of the AFS-600 letter.

**d. Upon receipt of the final letter** canceling the designation, the CTD shall surrender to AFS-630, all copies of FAA Form 8000-5, all copies of this order, test materials or software data furnished by the FAA, and applicant raw data dating back 2 years, no later than 5 working days following the date of cancellation.

**e. If the AFS-1 decision is to reverse the cancellation** of the CTD designation, AFS-600 will reinstate the CTD upon correction of deficiencies pertinent to the cancellation.

**2-19. SUSPENSION OR REVOCATION OF TESTING PRIVILEGES.** When it is determined that a testing center is not complying with the provisions of this order, AFS-630 will make a coordinated decision of action necessary to gain compliance. If compliance is not gained, and it is determined that FAA testing privileges are to be suspended or revoked, AFS-630 will direct the CTM to suspend FAA testing at the noncompliant testing center. This action will be followed by written notification.

**2-20. SEPARATION OF TESTING CENTER PERSONNEL.**

**a. AFS-630 shall be notified** of any changes in TCS assignments as they occur.

**b. The CTD, CTM or TCS shall ensure** that all applicable computer access passwords are changed with the separation of any employee authorized to administer FAA airman knowledge tests. This change shall be made promptly to avoid possible misconduct.

## **CHAPTER 3. TRAINING OF COMPUTER TESTING DESIGNEE PERSONNEL**

**3-1. TRAINING AREAS.** The Airman Testing Standards Branch (AFS-630) will issue the computer testing designee (CTD) copies of this order and will provide training in the following general and specific areas:

**a. General Areas.**

(1) Information relating to FAA policy and procedures.

(2) Services the CTD, computer testing manager (CTM), and testing center supervisor (TCS) are expected to provide the public.

(3) CTD, CTM, TCS, and test proctor responsibilities as representatives of the FAA.

**b. Specific Areas.**

(1) Security as it concerns the testing process.

(2) Identification of applicants.

(3) Eligibility of applicants.

(4) Test credit.

(5) Selection of test.

(6) Time allowed for tests.

(7) Use of reference materials and aids.

(8) Materials furnished the applicant.

(9) Visual or video surveillance of applicant.

(10) Handling applicant comments on tests.

(11) Validity period for FAA airman knowledge tests.

(12) Airman Test Reports.

**3-2. INDOCTRINATION AND TRAINING OF CTM, TCS, AND TEST PROCTOR PERSONNEL.** AFS-630 is responsible for indoctrination and training of key CTD personnel, including the CTM. The CTM is responsible for the training of TCS and test proctor personnel. The indoctrination and training will include all areas listed in paragraph 3-1. Each testing center shall keep a file containing proof of initial training. A representative from AFS-630 may conduct unannounced inspections of testing centers to determine that training is adequate.

**3-3. RECURRENT TRAINING OF CTM, TCS, AND TEST PROCTOR PERSONNEL.** AFS-630 will give the CTM recurrent training on a biennially-scheduled basis. In addition, the CTM will be given special training following any major change in testing procedures. AFS-630 will transmit specific procedures, changes of procedures, changes of policy, and other training information to the CTM. The CTM is responsible for providing recurrent training for TCS's and test proctors at least once every 12 months. Each testing center shall maintain a current list of names of the TCS and test proctors, as well as a file containing applicable training communications, as proof of recurrent training. This training information shall be available for FAA inspection.

## CHAPTER 4. FAA SUPERVISION

**4-1. GENERAL.** Airman Knowledge Testing Program supervision information will be transmitted to the computer testing manager (CTM) by AFS-630, and the CTM shall promptly relay this information to the testing center supervisors (TCS's). The CTM should communicate with AFS-630 regarding questions concerning the Airman Knowledge Testing Program. TCS's and test proctors should resolve any questions with their CTM.

**a. AFS-630 will analyze** testing center performance, prepare all notifications to CTM's, and coordinate all proposed follow-up actions.

**b. AFS-630 will discuss** proposed resolution of testing center discrepancies with the CTM.

**4-2. TEST SECURITY.** Strict security procedures must be followed to avoid test compromise. The central processing computer shall be secured and protected as U.S. Government For Official Use Only information. The central processing computer, testing center computers, and associated equipment used for applicant testing must be owned, or be under a binding contract or agreement for exclusive use by the CTD. Access by unauthorized persons is strictly prohibited. A computer terminal must not have a two-way communications feature operating during the test which could provide unauthorized assistance to the applicant or contribute to test compromise. Test question bank answers shall reside in the central processing computer and not at the testing center.

### **4-3. FAA SURVEILLANCE.**

**a. AFS-630 is responsible for:**

(1) Conducting annual inspections of the CTD main office to determine compliance with the provisions of this order.

(2) Notifying the Flight Standards District Office (FSDO) Manager when a physical inspection of a testing center will be conducted.

**b. In addition to daily electronic surveillance,** AFS-630 may conduct random on-site inspections of testing centers. Inspections may include, but are not limited to, the following items:

(1) A copy of FAA Form 8000-5 is on file at the testing center. (See paragraph 2-6c.)

(2) A current list of names of the TCS and test proctors is on file at the testing center. (See paragraph 3-3.)

(3) Security procedures are being followed to assure both the integrity of the question banks and the security of individual tests. (See paragraph 4-2.)

(4) Space and physical facilities are conducive to good test administration. (See paragraph 1-9.)

(5) The test proctor is authorized to administer FAA airman knowledge tests. (See paragraph 1-8.)

(6) The test proctor is conducting proper visual or video surveillance of applicants during testing sessions. (See paragraph 5-6.)

(7) Proper tests are being administered for particular FAA airman certificates and ratings. (See paragraph 6-1.)

(8) A complete file of the recurrent training information, transmitted from AFS-630 through the CTD, relating to the Airman Knowledge Testing Program, is being maintained. (See paragraph 3-3.)

(9) The handout material containing supplementary information is well maintained and free of extraneous marks that may compromise the test. (In accomplishing this item, the charts and graphs should be spot checked for completeness and readability.) (See paragraphs 2-4c and 5-2a.)

(10) No misconduct is evident on the part of the testing center personnel. (See paragraph 2-18.)

(11) Procedures are in place for handling applicant misconduct. (See paragraphs 4-4 and 5-7.)

(12) At the beginning of a testing session, the test proctor:

(a) Ensures that the applicant signs in on the testing center daily log, entering his/her full legal name and U.S. social security number or eight-digit date of birth (e.g., 02211960). (See paragraph 5-1c.)

(b) Checks identification and age, and determines the applicant's eligibility. (See paragraph 5-1 and chapter 6.)

(c) Inspects the applicant's computer or calculator to determine acceptability. (See paragraph 5-4.)

(d) Provides the applicant introductory material for familiarization with computer testing procedures. (See paragraphs 2-4g and 5-2a.)

(e) Ensures that the appropriate test is available for administration when the applicant arrives. (See paragraph 6-1.)

(f) Ensures that the applicant's test is satisfactorily displayed at the testing station. (See paragraph 2-4h.)

(13) At the close of a testing session, the test proctor:

(a) Assures the applicant turns in handout material and scratch paper. (See paragraph 5-2c.)

(b) Erases all recorded test material from the applicant's computer or calculator. (See paragraph 5-4c.)

(c) Issues a legible, standardized Airman Test Report. (See appendix 1, figure 11.) (See paragraph 5-2d.)

(d) Assures the applicant signs out on the testing center daily log. (See paragraph 5-1c.)

(14) Testing center daily logs are retained for a period of 2 years from date of log. (See paragraph 5-1c.)

**NOTE:** If the AFS-630 representative is unable to observe actual test administration, the testing center personnel may be questioned on the procedures previously listed. The FAA evaluator should be aware that other testing may be in progress, and that necessary courtesies and cooperation should be extended.

**4-4. MONITORING OF TESTING CENTERS BY THE FAA.** The CTD shall provide a method for TCS's and test proctors to advise the CTM, by electronic communications system, of equipment malfunctions; unusual occurrences such as power interruption, air-conditioning malfunction, fire drill, disruptive or abusive applicants; inaccurate entry of applicant registration data, such as incorrect spelling of applicants' names or incorrect social security numbers; and applicants' comments concerning the test. The CTD shall provide AFS-630 access to these reports by central processing unit access. This procedure will enable AFS-630 to follow-up on comments regarding test validity and will also ensure CTM, TCS, and test proctor compliance with this order.

## CHAPTER 5. TEST PROCEDURES - GENERAL

**5-1. IDENTIFICATION AND PROCESSING OF APPLICANTS.** The test proctor shall positively identify each applicant. Applicants shall sign the testing center daily log using their full legal name.

**a. At the time of application for the test,** each applicant must provide positive proof of identification, a permanent mailing address, and documentary evidence of age. The identification presented must include a current photograph, signature, and actual residential address, if different from the mailing address. This information may be presented in more than one form of identification.

(1) Acceptable forms of photo identification include, but are not limited to, drivers' licenses, government identification cards, passports, alien residency cards, and military identification cards.

(2) In the case of an applicant who does not possess the required identification, the applicant's parent or guardian may accompany the applicant and present identification of themselves as described previously. The parent or guardian may then attest to the applicant's identity.

**b. The test proctor shall not administer** a test to an applicant who does not present proper test authorization. Compliance with eligibility requirements is the responsibility of the applicant. By signing the testing center daily log, applicants are certifying that they meet the eligibility requirements specified in the appropriate part of Title 14 of the Code of Federal Regulations (14 CFR). If applicant eligibility is in doubt, the test proctor should confer with the computer testing manager (CTM). The CTM may find it necessary to contact the Airman Testing Standards Branch (AFS-630) for further guidance. (See chapter 6 for eligibility requirements.)

**c. The test proctor shall provide** the testing center a daily log for applicant sign-in and sign-out. Testing center daily logs shall be retained for a period of 2 years. The following notice shall be placed at the **top of each sheet** of the testing center daily log.

**FIGURE 5-1. NOTICE TO BE PLACED AT THE TOP OF EACH SHEET OF THE TESTING CENTER DAILY LOG**

**IMPORTANT NOTICE FOR AIRMAN APPLICANTS**

By signing below, you are certifying that you are in compliance with the appropriate FAA eligibility requirements, and, if this is a retest, you are in compliance with the retesting requirements. Failure to meet these requirements may be grounds for enforcement action, which could result in suspension or revocation of any airman certificate or rating.

**5-2. TEST PROCTOR RESPONSIBILITIES.**

**a. Furnish each applicant:**

(1) A set of instructions for taking the test by computer.

(2) The required supplementary materials free of extraneous marks.

(3) An accountable number of sheets of scratch paper.

**b. Inspect the aid(s)** the applicant plans to use during the test to ensure that they meet the guidelines stated in paragraph 5-4.

**c. Collect the printed handouts** and scratch paper at the close of the test.

**d. Issue the applicant** an Airman Test Report.

**5-3. TIME ALLOWED FOR TESTS.** The time allowed for the completion of a test will be given to the applicant at the time of initial registration and during the general instructions prior to the beginning of the test. This time is based on previous experience and educational statistics, and is considered more than adequate for applicants with proper preparation and instruction. A test should not be started so near the testing center closing hour that the applicant is denied the full allotted time.

**a. A test may be administered** when less than the allotted time is available, provided:

(1) The applicant signs an agreement statement waiving the right to the full allotted time. (See appendix 1, figure 12.)

(2) The test is terminated at the time agreed upon by the applicant and the test proctor.

**b. When an applicant break is necessary**, the applicant shall be made aware, by the test proctor, that test time continues uninterrupted. The applicant's whereabouts during this break shall be monitored by the test proctor.

**5-4. USE OF AIDS, REFERENCE MATERIALS, AND TEST MATERIALS.** The applicant may use aids, reference materials, and test materials within the guidelines listed below, if actual test questions or answers are not revealed. All models of aviation-oriented calculators may be used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide). Simple programmable memories, which allow addition to, subtraction from, or retrieval of one number from the memory, are permissible. Also, simple functions such as square root and percent keys are permissible. The following guidelines apply:

**a. Applicants for FAA airman knowledge tests** may use any reference materials provided with the test. In addition, applicants may use scales, straightedges, protractors, plotters, navigation computers, log sheets, and electronic or mechanical calculators that are directly related to the test.

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

**c. Testing centers may provide calculators** to applicants and deny them use of their personal calculators based on the following limitations:

(1) Prior to, and upon completion of the test, the proctor must actuate the ON/OFF switch and perform any other function that ensures erasure of any data stored in memory circuits.

(2) The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The test proctor may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.

(3) Printouts of data must be surrendered at the completion of the test if the calculator incorporates this design feature.

(4) 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 is prohibited.

(5) The applicant is not permitted to use any booklet or manual containing instructions related to use of test aids.

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

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

#### **5-5. TESTING PROCEDURES FOR DYSLEXIC APPLICANTS.**

**a. A dyslexic applicant** may request approval from the local Flight Standards District Office (FSDO) to take an FAA airman knowledge test using one of the three options listed in preferential order:

(1) Option one. Use current testing facilities and procedures whenever possible.

(2) Option two. Applicants may use a Franklin Speaking Wordmaster® to facilitate the testing process. The Wordmaster® is a self-contained electronic thesaurus that audibly pronounces typed in words and presents them on a display screen. It has a built-in headphone jack for private listening. The headphone feature must be used during testing to avoid disturbing others.

(3) 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 proctor should be someone who is non-aviation oriented. The proctor shall provide reading assistance only, with no explanation of words or terms. When this option is requested, the FSDO inspector shall contact AFS-630 for assistance in selecting the test site and proctor.

**b. Prior to approval of any option,** the FSDO inspector shall advise the applicant of the regulatory certification requirement of being able to read, write, speak, and understand the English language.

**c. Applicants desiring to test using procedures other than those described** in the preceding options should be advised to seek approval from the Aircraft Maintenance Division (AFS-300) or General Aviation and Commercial Division (AFS-800) as appropriate.

**5-6. VISUAL OR VIDEO SURVEILLANCE OF APPLICANTS DURING TESTS.** 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. Visual or video surveillance of applicants does not preclude the performance of other tasks by the test proctor.

**NOTE:** Video surveillance systems are authorized. Such systems must cover the entire testing area and permit the person who administers the test to view that area on a TV monitor. A sign must be visible to the applicants advising that the testing area is being video-monitored.

**5-7. APPLICANT MISCONDUCT DURING TESTING.**

**a. The FSDO will report** all violent, disruptive or abusive acts to include incidents of cheating to its servicing security element.

**b. If an applicant appears to be cheating,** the test proctor shall immediately discontinue the test and escort the applicant from the area to avoid disturbing others who are taking tests. The test proctor will collect the applicant's authorization, all test materials including exhibit book(s), and advise the applicant that further testing may continue only after the FAA completes an investigation.

(1) The test proctor shall immediately notify the CTM and local FSDO, by telephone, of the alleged cheating incident. The testing center

supervisor (TCS) shall keep any evidence related to the cheating incident in a secured area until it is given to the FSDO.

(2) The CTM will immediately notify AFS-630.

(3) The FSDO will notify AFS-630, by telephone, followed by a letter, of the known facts relating to the incident.

(4) The FSDO will conduct an investigation in accordance with FAA Order 2150.3, Compliance and Enforcement Program.

(5) The FSDO will notify AFS-630 upon completion of the FSDO and FAA Servicing Security Element (SSE) investigation.

(6) If the charge of cheating is judged in favor of the applicant, AFS-630 will make arrangements to administer a complete new test.

**5-8. HANDLING APPLICANT COMMENTS ON TESTS.** The computer testing designee (CTD) shall provide a method for applicants, who challenge the validity of test questions, to enter comments into the computer.

**a. The comments readout/report shall be prefaced by the following:** Applicant's name, address, and telephone number; test proctor's name; testing center location and identification code; date of test; test code identification; and test question number.

**b. In addition to comments,** the applicant will be asked to respond to a critique. (See appendix 1, figure 13.) The CTD must provide an on-screen method for the applicant to respond to critique questions.

**c. The test proctor should advise applicants** who have complaints about test scores or specific test questions, and who choose not to use the on-screen comment or critique sections, to write AFS-630 describing those complaints. If an applicant requests to have a test hand-scored, the request must be in the form of a signed letter to AFS-630.

**NOTE:** The test proctor shall not express opinions regarding test questions or answers prior to, during, or after a test session.

**5-9. AIRMAN TEST REPORTS.** The test proctor will frequently be required to analyze Airman Test Reports presented by applicants who have previously taken an FAA airman knowledge test. The report may be the AC Form 8080-2, Airman Written Test Report, (see appendix 1, figure 14) or the computer generated Airman Test Report. (See appendix 1, figure 11.) Both test reports have the following features in common:

- a. Name and address of the applicant.**
- b. Test title.**
- c. Test date.**
- d. Test expiration date.** (See paragraph 6-16.)
- e. "Take number."** This number represents the total number of tests the applicant has taken for a particular certificate or rating. (See paragraph 7-1b(4).)
- f. Subject matter code** for test questions missed.
- g. An "additional instruction" statement** for signature by an authorized instructor who administers remedial training.

**5-10. DUPLICATE AIRMAN TEST REPORTS.** A testing center shall not provide an applicant a duplicate test report, nor shall the TCS or test proctor(s) have the capability of duplicating a test report. An applicant who requires a duplicate test report due to loss, theft, or destruction of the original, shall 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.

**5-11. ERRONEOUS AIRMAN TEST REPORTS.** If an error is detected on an Airman Test Report, the applicant may either:

- a. Send the original test report,** not a copy, accompanied by a letter, explaining the error and requesting issuance of a corrected report to: Federal Aviation Administration, Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK, 73125.
- b. Present proof of** correct information at the time of the practical test or at the time of certificate application.

## CHAPTER 6. ELIGIBILITY REQUIREMENTS

**6-1. SELECTION OF TEST.** The appropriate test shall be administered to an applicant for original and retest in a particular certification or rating area. The administration of an inappropriate test does not constitute a valid evaluation of the applicant's aeronautical knowledge and will not be accepted. If this error occurs, the Airmen Certification Branch (AFS-760) will notify the Airman Testing Standards Branch (AFS-630) to make arrangements to administer the proper test to the applicant. The proper test for the specific certificate or rating must be administered before the applicant's file can be processed by AFS-760. The following examples should be noted:

**a. The commercial pilot test may not** be substituted for the military competence test.

**b. The commercial pilot test may not** be substituted for the recreational or private pilot test.

**c. The instrument rating test may not** be substituted for the instrument rating - foreign pilot test.

**d. An airline transport pilot test may not** be substituted for an instrument rating test or other pilot certificate tests.

**e. An FAA airman knowledge test for a specific certificate or rating shall not** be administered to an applicant who already holds a valid, current certificate or rating in that area.

**6-2. APPLICANT AGE REQUIREMENTS.** Age requirements for applicants to take FAA airman knowledge tests are given in figure 6-1.

**6-3. TEST CREDIT FOR A FLIGHT INSTRUCTOR APPLICANT.** An applicant for a flight instructor certificate or ground instructor certificate is not required to take the fundamentals of instructing test, if the applicant meets one of the following requirements:

**a. Holds a flight instructor** or a ground instructor certificate issued under Title 14 of the Code of Federal Regulations (14 CFR) part 61.

**b. Holds a passing grade** on the fundamentals of instructing test.

**c. Holds a current teacher's certificate** issued by a state, county, city, or municipality that authorizes the applicant to teach at an educational level of 7th grade or higher.

**d. Is employed as a teacher** in an accredited college or university.

**6-4. REQUIREMENTS FOR AVIATION MECHANIC APPLICANTS.** The aviation mechanic general (AMG), aviation mechanic airframe (AMA), and aviation mechanic powerplant (AMP) knowledge tests may be taken when an applicant presents one of the following:

**a. An FAA Form 8610-2, Airman Certificate and/or Rating Application,** endorsed by an Aviation Safety Inspector (ASI) (Airworthiness) in block V. (See appendix 1, figure 15.)

**NOTE:** An applicant for an airframe or powerplant mechanic test shall not be administered the general test, if the applicant possesses a mechanic certificate with either an airframe or powerplant rating.

**b. A Graduation Certificate or Certificate of Completion** to a testing center affiliated with an FAA-certificated Aviation Maintenance Technician School (AMTS). A graduate from an AMTS need not present the graduation certificate or certificate of completion to an ASI (Airworthiness) prior to taking the knowledge tests provided the tests are administered by the affiliated testing center.

**NOTE:** Graduates taking any mechanic tests, from other than the testing center and designated mechanic examiner (DME) affiliated with the AMTS, must comply with paragraph 6-4a.

**6-5. ADDITIONAL REQUIREMENTS FOR PILOT AND INSTRUCTOR APPLICANTS.** Satisfactory completion of ground instruction or a home-study course, appropriate to the certificate or rating sought, is required of an applicant for a

**FIGURE 6-1. TEST ELIGIBILITY**

TESTING AREA	MINIMUM AGE	APPLICABLE REGULATION
Recreational Pilot	15	14 CFR section 61.96
Private Pilot (except Balloon and Glider)	15	14 CFR section 61.103
Private Pilot (Balloon and Glider)	14	14 CFR section 61.103
Commercial Pilot	16	14 CFR section 61.123
Flight Instructor	16	14 CFR section 61.183
Airline Transport Pilot	21	14 CFR section 61.35
Designated Examiner	21	None
Instrument Rating (Airplane or Helicopter)	15	14 CFR section 61.65
Instrument Rating (Foreign Pilot)	Not applicable	14 CFR section 61.75(d)
Military Competence (Private/Commercial)	Not applicable	14 CFR section 61.73
Flight Engineer	18*	14 CFR sections 63.35/37***
Aircraft Dispatcher	18*	14 CFR section 65.53
Aviation Mechanic	Not applicable	14 CFR section 65.71
Parachute Rigger	16	14 CFR sections 65.113/119
Military Competence (Parachute Rigger)	17	14 CFR sections 65.113/117
Ground Instructor (Basic, Advanced, Instrument)	16	14 CFR section 61.213
Inspection Authorization	21	14 CFR section 65.91
Fundamentals of Instructing	16	14 CFR sections 61.183/65.53

\*Applicants desiring to take the knowledge test more than 2 years prior to being eligible for the certificate may be administered the test at the age of 18 if they meet the following requirements except for age:

1. An aircraft dispatcher (AD)-----Sections 65.53 and 57.
2. A flight engineer (FE)-----Sections 63.31 and 37.

However, the applicant's satisfactory test report will expire prior to the applicant being eligible for the certificate (AD age 23, FE age 21), unless the applicant is eligible for an extension under Section 63.35 (FE). There are no provisions for extending the test report of the aircraft dispatcher applicant. All underage applicants for the AD or FE certificate, that have a satisfactory test report may take the practical test. If the applicant satisfactorily completes the practical test, a Letter of Aeronautical Competency will be issued to the applicant.

\*\*\*See paragraph 6-6.

pilot or instructor knowledge test. Any one of the following options may be presented as evidence of meeting this requirement:

**a. A certificate of graduation from a pilot training course** conducted by an FAA-certificated pilot school, or a statement of accomplishment from the school certifying satisfactory completion of the ground school portion of the course.

**b. A certificate of graduation or statement of accomplishment from a ground school course** conducted by an agency such as a high school, college, adult education program, U.S. Armed Forces, Civil Air Patrol, or an ROTC Flight Training Program.

**c. A certificate of graduation from an aviation correspondence course**, with an authorized FAA instructor endorsement, certifying that the applicant possesses the required knowledge for that specific certificate or rating.

**d. A written statement or logbook entry made by an authorized FAA flight or ground instructor** certifying that the applicant has satisfactorily completed the ground instruction required for the certificate or rating sought.

**e. An endorsement from an authorized instructor certifying that the applicant accomplished a ground-training or a home-study course** required by this part for the certificate or rating sought and is prepared for the knowledge test.

**6-6. ADDITIONAL REQUIREMENTS FOR FLIGHT ENGINEER APPLICANTS.** To take a flight engineer knowledge test, an applicant must hold one of the following:

**a. An FAA commercial pilot certificate** with an instrument rating or airline transport pilot (ATP) certificate.

**b. A foreign unrestricted commercial pilot** or ATP license issued by an ICAO member state.

**c. A passed, failed, or expired original test report** for the specific test.

**d. An endorsement from a person authorized** to recommend flight engineer

applicants (see appendix 1, figures 16 and 17) certifying that the applicant meets the requirements of 14 CFR section 63.35(c).

**6-7. ADDITIONAL REQUIREMENTS FOR PARACHUTE RIGGER APPLICANTS.** FAA Form 8610-2, Airman Certificate and/or Rating Application, endorsed by an ASI (Airworthiness) in block V, is required for parachute rigger applicants. (See appendix 1, figure 15.)

**6-8. ADDITIONAL REQUIREMENTS FOR INSPECTION AUTHORIZATION APPLICANTS.** FAA Form 8610-1, Mechanic's Application for Inspection Authorization, endorsed by an ASI (Airworthiness) in block number 14, is required for inspection authorization applicants. (See appendix 1, figure 18.)

**6-9. MILITARY COMPETENCE AND FOREIGN PILOT INSTRUMENT RATING TESTS.** The FAA requires knowledge tests for the issuance of pilot certificates based on military competency or foreign pilot instrument ratings. However, the applicant must meet the requirements of 14 CFR sections 61.73 or 61.75, as appropriate, prior to applying for the airman certificate.

**a. 14 CFR section 61.73 requires that a military or former military pilot**, who applies for a private or commercial pilot certificate on the basis of military competency, be given a knowledge test. Two versions of the test are available:

(1) The military competence airplane (MCA) test should be administered to the applicant who seeks a private or commercial pilot certificate with an airplane category rating.

(2) The military competence helicopter (MCH) test should be administered to the applicant who seeks a private or commercial pilot certificate with a rotorcraft/helicopter category and class rating.

**NOTE:** An applicant who is qualified in both airplanes and helicopters may be administered either the MCA or MCH test (applicant's choice).

**b. 14 CFR section 61.75 requires the holder of a current foreign pilot certificate** with instrument rating issued by a member state of the ICAO, who applies for instrument privileges based on that certificate, be given an instrument

rating - foreign pilot knowledge test (IFP). An initial or added rating instrument knowledge test cannot be substituted for the IFP knowledge test.

**c. A foreign pilot applicant who** desires to take the instrument rating practical test and be issued a certificate with the notation "U.S. TEST PASSED," shall be administered an initial instrument rating knowledge test.

**d. When a foreign pilot applicant passes a knowledge test,** the applicant must present that report and documents which substantiate eligibility in accordance with section 61.75, to a Flight Standards District Office (FSDO) Aviation Safety Inspector (ASI) (Operations). When the inspector determines that the applicant meets the requirements of the applicable 14 CFR, an FAA Form 8060-4, Temporary Airman Certificate, may be issued to the applicant.

**e. If the foreign pilot applicant does not receive a passing score,** the applicant must meet the requirements of section 61.49 prior to retaking that knowledge test.

**6-10. MILITARY COMPETENCE PARACHUTE RIGGER TESTS.** To be eligible for a parachute rigger certificate based on military competency, the applicant must meet the requirements of 14 CFR sections 65.113, 65.115 and 65.117. The applicant must present a completed FAA Form 8610-2 (see appendix 1, figure 15), approved and signed by an FAA Aviation Safety Inspector (Airworthiness) from the local FSDO, to the test site registrar prior to taking the knowledge test.

**6-11. TRANSITIONING BETWEEN POWERED AND UNPOWERED CATEGORY AND CLASS RATING TESTS.**

**a. A knowledge test is not required** for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for powered aircraft when applying for the addition of a category or class rating.

**b. A knowledge test is required** for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for unpowered aircraft, i.e., glider and hot air balloon, when applying for a category or class rating for powered or unpowered aircraft. (See figures 6-2 through 6-4 for examples of the addition

of category and class ratings.)

**6-12. PRIVATE PILOT TRANSITION TESTS.**

An applicant who holds a recreational pilot certificate with an airplane, gyroplane, helicopter, or powered parachute rating and meets the knowledge requirements for the private pilot certificate with the corresponding rating, shall be administered a transition test. A transition test may be administered to an applicant who holds an appropriate recreational pilot test report with a passing grade. (See figure 6-5.)

**6-13. ADDED RATING TESTS.** Added rating tests may be administered to an applicant who meets specific requirements; however, the applicant has the option of taking the full test. Added rating tests are available for holders of airline transport pilot, flight instructor and flight engineer certificates, or for holders of valid test reports for those certificates. These tests are specific in content, and shorter than initial tests. (See figures 6-6 through 6-10.)

**NOTE:** Before being administered an added rating test for an instrument rating or flight instructor certificate, the applicant must present evidence of having received ground instruction or of having satisfactorily completed a home-study course in the appropriate knowledge areas. This is normally accomplished by an instructor logbook endorsement.

**6-14. RETESTING AFTER FAILURE.** The applicant shall surrender the previous test report to the test proctor prior to retesting. The original test report shall be destroyed by the test proctor after administering the retest. The latest test taken will reflect the official score.

**a. As stated in 14 CFR section 61.49,** an applicant may apply for retesting after receiving additional training and an endorsement from an authorized instructor who has determined the applicant has been found competent to pass the test. **NOTE:** After failure of a 14 CFR part 121 or part 135 ATP test, an applicant for retest may be administered either the part 121 or the part 135 test.

**b. As stated in 14 CFR section 63.41,** an applicant for a flight engineer certificate who fails a knowledge test for that certificate may apply for retesting:

(1) After 30 days after the date the test was failed; or

(2) After the applicant has received additional practice or instruction and an endorsement made by the applicant's instructor or other authorized flight engineer as stated in appendix 1, figure 19.

**c. As stated in 14 CFR section 65.19,** with the exception of inspection authorization applicants, an applicant for a knowledge test for a certificate and rating, or for an additional rating under 14 CFR part 65, may apply for retesting:

(1) After 30 days after the applicant failed the test; or

(2) Before 30 days have expired if the applicant presents a signed statement from an airman holding the certificate and rating sought by the applicant, certifying that the airman has given the applicant additional instruction in each of the subjects failed and considers the applicant ready for retesting.

**d. As stated in 14 CFR section 65.91,** an applicant for inspection authorization who fails a test under section 65.91 may not apply for retesting until 90 days after the date of the failed test.

**e. Before retaking a designated examiner knowledge test,** an applicant must wait 30 days from the date that the previous test was taken.

**6-15. RETESTING FOR HIGHER SCORE.** Test applicants who have received a passing grade may retake the same test for a higher score after 30 days. The applicant shall surrender the previous test report to the test proctor prior to retesting. The original test report shall be destroyed by the test proctor after administering the retest. The latest test taken will reflect the official score.

**6-16. VALIDITY PERIOD FOR TESTS.** All FAA airman knowledge tests have an expiration date of 24-calendar months except:

**a. Airline transport pilot test** expiration dates may be extended for applicants who meet the requirements of section 61.39(b).

**b. Flight engineer test** expiration dates may be extended for applicants who meet the requirements of section 63.35(d).

**FIGURE 6-2. RECREATIONAL PILOT - ADDITION OF CATEGORY AND CLASS RATINGS**

CATEGORY AND CLASS RATING HELD	CATEGORY AND CLASS RATING SOUGHT	KNOWLEDGE TEST REQUIRED
RPA or RPG	RPH	None
RPA or RPH	RPG	None
RPG or RPH	RPA	None
RPA, RPH, or RPG	RPP	None

**FIGURE 6-3. PRIVATE PILOT - ADDITION OF CATEGORY AND CLASS RATINGS**

CATEGORY AND CLASS RATING HELD	CATEGORY AND CLASS RATING SOUGHT	KNOWLEDGE TEST REQUIRED
PAR, PRH, PRG, or PLA	PPP	None
PRH, PRG, or PLA	PAR	None
PAR, PRG, or PLA	PRH	None
PAR, PRH, or PLA	PRG	None
PAR, PRH, PRG, or PLA	PGL	None
PAR, PRH, PRG, or PLA	PBH	None
PAR, PRH, PRG, or PLA	PBG	None
PAR, PRH, or PRG	PLA	None
PBG, PBH, or PGL	PPP	PPP
PBG, PBH, or PGL	PAR	PAR
PBG or PBH	PGL	PGL

**FIGURE 6-4. COMMERCIAL PILOT - ADDITION OF CATEGORY AND CLASS RATINGS**

CATEGORY AND CLASS RATING HELD	CATEGORY AND CLASS RATING SOUGHT	KNOWLEDGE TEST REQUIRED
CAX, CRH, CRG, or CLA	CPP	None
CRH, CRG, or CLA	CAX	None
CAX, CRG, or CLA	CRH	None
CAX, CRH, or CLA	CRG	None
CAX, CRH, CRG, or CLA	CGX	None
CAX, CRH, CRG, or CLA	CBH	None
CAX, CRH, CRG, or CLA	CBG	None
CAX, CRH, or CRG	CLA	None
CBG, CBH, CGX, or CPP	CAX	CAX
CBG, CBH, or CGX	CPP	CPP
CBG or CBH	CGX	CGX

**FIGURE 6-5. RECREATIONAL PILOT - PRIVATE PILOT  
TRANSITION TESTS**

<b>CERTIFICATE/RATING HELD OR KNOWLEDGE TEST PASSED</b>	<b>CERTIFICATE/RATING SOUGHT</b>	<b>ADMINISTER</b>
RPP	PPP	PPT
RPA	PAR	PAT
RPG	PRG	PGT
RPH	PRH	PHT

**FIGURE 6-6. AIRLINE TRANSPORT PILOT - ADDED  
RATING TESTS**

<b>CERTIFICATE/RATING HELD OR KNOWLEDGE TEST PASSED</b>	<b>CERTIFICATE/RATING SOUGHT</b>	<b>ADMINISTER</b>
ATP - Airplane	ATP - Helicopter	ARH
ATP - Helicopter	ATP - Airplane	ARA
ATP - Airplane or Helicopter	ATP - Powered Lift	ATL

**FIGURE 6-7. ADMINISTRATION OF FLIGHT  
INSTRUCTOR - FULL TESTS**

<b>CERTIFICATE/RATING HELD OR KNOWLEDGE TEST PASSED</b>	<b>CERTIFICATE/RATING SOUGHT</b>	<b>ADMINISTER</b>
None	FIA (initial)	FIA - full test
None	FRH (initial)	FRH - full test
None	FII (initial)	FII - full test
None	FIH (initial)	FIH - full test
None	FIG (initial)	FIG - full test
None	FRG (initial)	FRG - full test
None	FIP (initial)	FIP - full test
None	FPL (initial)	FPL - full test
FIA	FII (adding)	FII - full test
FIA	FIH (adding)	FIH - full test
FII	FIP (adding)	FIP - full test
FII	FIA (adding)	FIA - full test
FII	FRH (adding)	FRH - full test
FII	FIG (adding)	FIG - full test
FII	FRG (adding)	FRG - full test
FII	FPL (adding)	FPL - full test
FRH	FIH (adding)	FIH - full test
FRH	FII (adding)	FII - full test
FIH	FIP (adding)	FIP - full test
FIH	FIA (adding)	FIA - full test
FIH	FRH (adding)	FRH - full test
FIH	FIG (adding)	FIG - full test
FIH	FRG (adding)	FRG - full test
FIH	FPL (adding)	FPL - full test
FIG	FIP (adding)	FIP - full test
FIG	FIA (adding)	FIA - full test
FIG	FRH (adding)	FRH - full test
FIG	FRG (adding)	FRG - full test
FIG	FII (adding)	FII - full test
FRG	FII (adding)	FII - full test
FIP	FIA (adding)	FIA - full test
FIP	FRH (adding)	FRH - full test
FIP	FIG (adding)	FIG - full test
FIP	FRG (adding)	FRG - full test
FIP	FII (adding)	FII - full test
FIP	FPL (adding)	FPL - full test
FPI	FIP (adding)	FIP - full test
FPI	FIA (adding)	FIA - full test
FPI	FRH (adding)	FRH - full test
FPI	FIG (adding)	FIG - full test
FPI	FRG (adding)	FRG - full test
FPI	FPL (adding)	FPL - full test

**FIGURE 6-8. ADMINISTRATION OF FLIGHT  
INSTRUCTOR - SHORT TESTS**

CERTIFICATE/RATING HELD OR KNOWLEDGE TEST PASSED	CERTIFICATE/RATING SOUGHT	ADMINISTER
FIA	FIP (adding)	AFP - short test
FIA	FRG (adding)	GFA - short test
FIA	FRH (adding)	HFA - short test
FIA	FIG (adding)	AFG - short test
FIA	FPL (adding)	FPA - short test
FIH	FII (adding)	AIF - short test
FIH	FPI (adding)	IPI - short test
FII	FIH (adding)	HIF - short test
FII	FPI (adding)	IPI - short test
FRG	FIP (adding)	AFP - short test
FRG	FIA (adding)	AFA - short test
FRG	FRH (adding)	HFA - short test
FRG	FIG (adding)	AFG - short test
FRG	FPL (adding)	FPA - short test
FRH	FIP (adding)	AFP - short test
FRH	FIA (adding)	AFA - short test
FRH	FRG (adding)	GFA - short test
FRH	FIG (adding)	AFG - short test
FRH	FPL (adding)	FPA - short test
FPL	FIA (adding)	AFA - short test
FPL	FRH (adding)	HFA - short test
FPL	FRG (adding)	GFA - short test
FPL	FIG (adding)	AFG - short test
FPL	FIP (adding)	AFP - short test
FIG	FPL (adding)	FPA - short test

**FIGURE 6-9. ADMINISTRATION OF FLIGHT ENGINEER TESTS**

<b>FLIGHT ENGINEER CERTIFICATE HELD OR KNOWLEDGE TEST PASSED</b>	<b>RATING SOUGHT</b>	<b>ADMINISTER</b>
None	Turbojet	FEX
None	Turboprop	FET
None	Reciprocating Engine	FEN
FEX	Turboprop	FEP
FEX	Reciprocating Engine	FER
FET	Turbojet	FEJ
FET	Reciprocating Engine	FER
FEN	Turbojet	FEJ
FEN	Turboprop	FEP

**FIGURE 6-10. CERTIFICATE/RATING TEST CODES**

<b>FULL TESTS</b>	<b>CODE</b>
Airline Transport Pilot - Airplane (PART 121)	ATP
Airline Transport Pilot - Airplane (PART 135)	ATA
Airline Transport Pilot - Helicopter (PART 135)	ATH
Airline Transport Pilot - Powered Lift (PART 135)	ATL
Flight Instructor - Airplane	FIA
Flight Instructor - Instrument - Airplane	FII
Flight Instructor - Rotorcraft - Helicopter	FRH
Flight Instructor - Instrument - Helicopter	FIH
Flight Instructor - Glider	FIG
Flight Instructor - Rotorcraft - Gyroplane	FRG
Flight Instructor - Powered Parachute	FIP
Instrument Rating - Airplane	IRA
Instrument Rating - Helicopter	IRH
Flight Engineer - Turbojet and Basic	FEX
Flight Engineer - Turboprop and Basic	FET
Flight Engineer - Reciprocating Engine and Basic	FEN
<b>ADDED RATING TESTS</b>	<b>CODE</b>
Airline Transport Pilot - Airplane (PART 135)	ARA
Airline Transport Pilot - Helicopter (PART 135)	ARH
Flight Instructor - Airplane	AFA
Flight Instructor - Glider	AFG
Flight Instructor - Instrument - Airplane	AIF
Flight Instructor - Rotorcraft - Helicopter	HFA
Flight Instructor - Instrument - Helicopter	HIF
Flight Instructor - Rotorcraft - Gyroplane	GFA
Flight Instructor - Powered Parachute	AFP
Flight Engineer - Turbojet	FEJ
Flight Engineer - Turboprop	FEP
Flight Engineer - Reciprocating Engine	FER

## CHAPTER 7. DATA COLLECTION AND TEST REPORT SPECIFICATIONS

**7-1. APPLICANT REGISTRATION.** The computer testing designee (CTD) registrar shall enter the required information into the applicant's data file.

### a. Personal Information.

- (1) Date of test (e.g., 10262001).
- (2) Title of test (e.g., Private Pilot - Airplane).
- (3) Test code (e.g., PAR).
- (4) Legal name of applicant - last, first, middle, (e.g., Jones, William Henry).
- (5) Applicant's date of birth (e.g., 02211948).
- (6) Applicant's mailing address (number and street, apartment number, P.O. Box or rural route, city, state/country, and zip code).
- (7) Applicant's physical description (height in inches, weight in U.S. pounds, hair color, and eye color).
- (8) Applicant's birthplace (city, state/country).
- (9) Applicant's citizenship. (See appendix 1, figure 20.)
- (10) Applicant's U.S. social security number or eight-digit date of birth (e.g., 02211960).

### b. Test Information.

- (1) Determine if this a retest.
- (2) If the applicant has completed an FAA-approved course, enter completion date and school certificate number. School information shall be entered only for schools on the AFS-630-provided list.

(a) For pilot applicants, enter all characters of the school certificate number if the applicant has completed a course from an FAA-approved Part 141 or 142 pilot school.

(b) For mechanic applicants, enter all characters of the school certificate number if the applicant has completed a course from an FAA-approved Part 147 school.

(c) The Airman Testing Standards Branch (AFS-630) will provide the CTD registrar a list of Part 141, 142, and 147 schools and their certificate numbers. No entry shall be made if a school is not on the provided list.

(3) Testing center identification code.

(4) Test "take number." For an initial test, enter "1." For retakes within 2 years, enter the next successive number (e.g., "2," "3," "4," etc.). If there is a break of more than 2 years, start again with "1."

**NOTE:** A test will not be recorded as a "take number" nor a "0" score if there is a computer testing system failure (crash) while an applicant is taking that test.

**7-2. AIRMAN TEST REPORT SPECIFICATIONS.** The CTD shall develop Airman Test Reports that conform with the following requirements: (See appendix 1, figure 11.)

### a. Print size:

- (1) Line 34 shall be 18 point in color red. (Preprinted paper is acceptable.)
- (2) Lines 37 through 47 shall be a minimum of 9 point.
- (3) All other lines of the test report shall be 10 point.

**b. Printer:** A laser printer is recommended. Print quality must be capable of being microfilm processed.

**c. Paper quality:** Plain white 8 1/2" x 11" paper of 20-pound weight shall be used.

**d. Miscellaneous requirements:**

(1) Two-inch header and footer shall be available for the CTD's approved logo, address, and telephone number(s).

**NOTE:** The numbers that appear in the left margin of appendix 1, figure 11 are for format design only and will not appear on the actual test report issued to the applicant.

(2) The CTD's circular embossed seal shall appear in the middle right portion of the body of the test report.

## APPENDIX 1. SUPPLEMENTARY INFORMATION RELATED TO THE CONDUCT OF AIRMAN KNOWLEDGE TESTING

### FIGURE 1. TEST CODES

ADX	Aircraft Dispatcher
AFA	Flight Instructor Airplane (added rating)
AFG	Flight Instructor Glider (added rating)
AFP	Flight Instructor Powered Parachute (added rating)
AGI	Ground Instructor Advanced
AIF	Flight Instructor Instrument Airplane (added rating)
AMA	Aviation Mechanic Airframe
AMG	Aviation Mechanic General
AMP	Aviation Mechanic Powerplant
ARA	Airline Transport Pilot Airplane (135) (added rating)
ARH	Airline Transport Pilot Helicopter (135) (added rating)
ATA	Airline Transport Pilot Airplane (135)
ATH	Airline Transport Pilot Helicopter (135)
ATL	Airline Transport Pilot Powered Lift (135)
ATP	Airline Transport Pilot Airplane (121)
BGI	Ground Instructor Basic
CAX	Commercial Pilot Airplane
CBG	Commercial Pilot Balloon - Gas
CBH	Commercial Pilot Balloon - Hot Air
CGX	Commercial Pilot Glider
CLA	Commercial Pilot Lighter-Than-Air (Airship)
CRG	Commercial Pilot Rotorcraft Gyroplane
CRH	Commercial Pilot Rotorcraft Helicopter
CPL	Commercial Pilot Rotorcraft Powered Lift
CPP	Commercial Pilot Powered Parachute
DME	Designated Mechanic Examiner
FEX	Flight Engineer Turbojet/Basic
FEJ	Flight Engineer Turbojet (added rating)
FET	Flight Engineer Turboprop/Basic
FEP	Flight Engineer Turboprop (added rating)
FEN	Flight Engineer Reciprocating Engine/Basic
FER	Flight Engineer Reciprocating Engine (added rating)
FIA	Flight Instructor Airplane
FIG	Flight Instructor Glider
FIH	Flight Instructor Instrument Helicopter
FII	Flight Instructor Instrument Airplane
FIP	Flight Instructor Powered Parachute
FOI	Fundamentals of Instructing
FPA	Flight Instructor Powered Lift (added rating)
FPI	Flight Instructor Instrument Powered Lift
FPL	Flight Instructor Powered Lift
FRG	Flight Instructor Rotorcraft Gyroplane
FRH	Flight Instructor Rotorcraft Helicopter
GFA	Flight Instructor Gyroplane (added rating)
HFA	Flight Instructor Helicopter (added rating)
HIF	Flight Instructor Instrument Helicopter (added rating)
IAR	Inspection Authorization
IFP	Instrument Rating Foreign Pilot
IGI	Ground Instructor Instrument
IPI	Instrument Instructor Powered Lift (added rating)
IPL	Instrument Rating Powered Lift
IRA	Instrument Rating Airplane
IRH	Instrument Rating Helicopter

**FIGURE 1. TEST CODES - CONTINUED**

MCA	Military Competence Airplane
MCH	Military Competence Helicopter
PAR	Private Pilot Airplane
PAT	Private Pilot Airplane/Recreational Pilot - Transition
PGT	Private Pilot Gyroplane/Recreational Pilot - Transition
PHT	Private Pilot Helicopter/Recreational Pilot - Transition
PBG	Private Pilot Balloon - Gas
PBH	Private Pilot Balloon - Hot Air
PGL	Private Pilot Glider
PLA	Private Pilot Lighter-Than-Air (Airship)
PPP	Private Pilot Powered Parachute
PPT	Private Pilot Powered Parachute/Recreational Pilot - Transition
PEA	Pilot Examiner Airplane
PEB	Pilot Examiner Balloon
PEG	Pilot Examiner Glider
PEL	Pilot Examiner Airship
PER	Pilot Examiner Rotorcraft
PEY	Pilot Examiner Gyroplane
PRE	Parachute Rigger Examiner
PRG	Private Pilot Rotorcraft Gyroplane
PRH	Private Pilot Rotorcraft Helicopter
RIG	Parachute Rigger Senior
RMC	Parachute Rigger Military Competence
RMP	Parachute Rigger Master
RPA	Recreational Pilot Airplane
RPG	Recreational Pilot Gyroplane
RPH	Recreational Pilot Helicopter
RPP	Recreational Pilot Powered Parachute

**FIGURE 2. LANGUAGE FOR DATA TRANSMISSION**

Case	All data shall be lower case.	
Test Record Fields	>delimiter separates fields.	
Test Record Sections	*separates sections within fields.	
Field Number	Content	Description
1	10	Contains the numeral 10 which indicates the beginning of a record. REQUIRED
2	Unique ID	Field must have data. Maximum length 20. REQUIRED
3	Test Date	Format: mmddccyy (8 numeric characters) Must be a numeric field. The months of January through September must have a leading zero, i.e., 09132001. Required length 8. REQUIRED
4	Last Name	Applicant last name (maximum length 30). If field contains suffix (i.e., Sr., Jr., III) separate from last name with an asterisk (>jones*sr>). Suffix maximum is 3 which is deducted from the overall maximum of 30. REQUIRED
5	First Name	Format: first name, space, middle name. (maximum length 20). REQUIRED
6	Applicant ID	Social Security Number or birthdate (no other ID is acceptable). If ID is a birthdate, it should match exactly with the birthdate field. Maximum field length is 9 numeric characters. REQUIRED
7	Birth Date	Format: mmddccyy (8 numeric characters) Must be a numeric field. The months of January through September should have a leading zero, i.e., 09132001. Required length 8. REQUIRED
8	Citizenship	3-digit field. Use country code list supplied by AFS-630. REQUIRED
9	Address 1	Address 1 (maximum length 40). REQUIRED
10	Address 2	Address 2 (maximum length 40).
11	City	City (maximum length 22). REQUIRED
12	State	State (2 characters). REQUIRED FOR DOMESTIC ADDRESSES. If field 12 is filled in, field 14 will be blank.
13	Zip Code	Format: #####-#### for US addresses. (maximum length 10) 4-digit extension not required, if entered, position 6 must be a dash. REQUIRED ON DOMESTIC
14	Province/Country	Province/Country (maximum length 41, including *; 15 bytes for province*25 bytes for country) -- use for foreign address needs. Country name should be spelled out. If field 14 is filled in, 12 will be blank. Province may be blank (for example: (blank)*Japan); Province may be used as necessary (i.e., Canadian addresses).
15	CTD	Format: ##; i.e., 90, 80, etc. (2 numeric characters). REQUIRED
16	Site ID	Format: las???? (3 alpha (CTD ID) and 5 alpha/numeric characters). REQUIRED
17	Test Code	Format: par (3 alpha characters). REQUIRED
18	Test Form	Format: atp### (3 alpha and 3 numeric characters). REQUIRED
19	Test Version	Format: #### This field changes when a form is updated, i.e., '972' represents a second quarter change for calendar year 1997. REQUIRED
20	Test Take Number	Maximum length 2. REQUIRED
21	Test Time	Maximum length 3. Time allowed for test. REQUIRED
22	Actual Time (Test)	Maximum length 3. Actual time in test. REQUIRED
23	Number of Questions	Maximum length 3. Number of questions in the test administered. REQUIRED
24	Overall Score	Format: C/I/O/pf. REQUIRED
25	Graduation Date	Format mmddccyy (8 numeric characters) Must be a numeric field. The months of January through September should have a leading zero, i.e., 09132001. Required length 8.
26	Aviation School	8 alpha/numeric character school code.
27-46	Section Scores	Format: C/I/O (20 sections). REQUIRED
47	Actual Time (Question)	There must be one time (in seconds) for each question in the test administered. Each time is separated by an asterisk. An * should not immediately follow or precede a >delimiter. Maximum length for each time is 5 digits. (Time is cumulative if item is reviewed.). REQUIRED
48	Question Names	Format: ##.##.##.a# Question names for the test administered. Each time is separated by an asterisk. REQUIRED
49	Correct Answers	Correct answers. One for each question in the test administered. REQUIRED
50	Applicant Answers	Applicant answers. One for each question in the test administered. REQUIRED
51	Subject Matter Codes	One code for each question in the test administered. Each SMC is separated by an asterisk. An * should not immediately follow or precede a > delimiter. Maximum length for each SMC is 6. REQUIRED

### FIGURE 3. SAMPLE LETTER OF APPLICATION

November 1, 1997

Mr. Kenneth Arnold  
Manager, Airman Testing Standards Branch, AFS-630  
P.O. Box 25082  
Oklahoma City, OK 73125

Dear Mr. Arnold:

With the concurrence of the Board of Directors of Government Testing Service (GTS), I hereby request that Government Testing Service be designated as a computer testing designee (CTD) for the administration of FAA airman knowledge tests in accordance with the provisions of Order 8080.6B, Conduct of Airman Knowledge Tests. I request that Government Testing Service be authorized to administer FAA airman knowledge tests in all certification and rating areas.

In addition, I request approval of Dr. Robert Landon as computer testing manager (CTM). If approved, Dr. Landon will supervise and coordinate the operations at 20 testing centers. See Attachment No. 1 for the location of the 20 testing centers which Government Testing Service plans to establish initially. You will note that the testing centers are located in key metropolitan areas located throughout the United States.

Government Testing Service has reviewed the experience, support, and technical specification requirements listed in Order 8080.6B. Attachment No. 2 outlines our compliance with those requirements. Attachment No. 3 lists the qualifications of Dr. Landon and the testing center supervisors (TCS's), whom we propose to assign to the 20 testing centers.

Please contact me if you have any questions concerning our proposed testing program.

Sincerely,

*Fred C. Gardner*

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M. Street, S.W.  
Washington, DC 20591

Telephone: (202) 555-2781

Attachments

**FIGURE 4. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION**



**U.S. Department  
of Transportation**

**Federal Aviation  
Administration**

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## Certificate of Designation

*Reposing special trust and confidence in the integrity, diligence, and discretion of*

**GOVERNMENT TESTING SERVICE**

*who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as*

**COMPUTER TESTING DESIGNEE**

*with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.*

*Issued at* Mike Monroney Aeronautical Center  
Oklahoma City, Oklahoma

*Dated* November 11, 1997

*Certificate No.* GTS-0001

Expires November 30, 1999

*By Direction of the Administrator*

*Kenneth Arnold*

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Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

FAA FORM 8000-5 (4-84)

## FIGURE 5. SAMPLE LETTER OF DESIGNATION

November 11, 1997

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M. Street, S.W.  
Washington, DC 20591

Dear Dr. Gardner:

The Airman Testing Standards Branch (AFS-630) of the Federal Aviation Administration (FAA) has convened a review board in response to your application for the designation of Government Testing Service (GTS) as an FAA-approved computer testing designee (CTD).

Following our review of the qualifications of Government Testing Service and an on-site inspection of your proposed testing operation, we have determined that Government Testing Service meets the requirements for CTD status. Therefore, as requested in your letter of application, we are designating Government Testing Service as a CTD.

We approve Dr. Robert Landon for the position of computer testing manager (CTM) and the 20 persons you have listed for positions as testing center supervisors (TCS's). In addition, we approve your request to establish testing centers at the 20 locations listed in your letter of application.

Government Testing Service is approved to administer FAA airman knowledge tests in all certification and rating areas. All data collected through test administration shall be returned to AFS-630.

We are enclosing your FAA Form 8000-5, Certificate of Designation, and 20 copies of Order 8080.6B, Conduct of Airman Knowledge Tests. Government Testing Service has been assigned Designation Code GTS-0001.

We are looking forward to a mutually beneficial working relationship.

Sincerely,

*Kenneth Arnold*

Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

Enclosures

**FIGURE 6. SAMPLE LETTER OF PROPOSAL**

ANY COLLEGE OF AEROSPACE TECHNOLOGY  
ESTABLISHED IN 1964  
ANY CITY, OK  
FAA

November 13, 1997

Federal Aviation Administration  
Flight Standards District Office (FSDO) #01  
Attn: Mr. Sam Moeller  
3512 South Federal Facility Road  
Capital City, OK 73227

Dear Mr. Moeller:

In accordance with FAA Order 8080.6B, Conduct of Airman Knowledge Tests, paragraph 2-12, we hereby request approval of the following:

**PROPOSAL**

**Affiliation between Any College of Aerospace Technology  
and  
Gigabyte Testing Associates, Inc.  
1654 North Academia Avenue  
Any City, OK 73169  
(405) 555-6478 • FAX: (405) 555-8746**

**Purpose:** The purpose of this affiliation is to offer an additional service to Any College of Aerospace Technology (ACAT) Aviation Maintenance Technology (AMT) Program graduates. It is not a business affiliation or binding contract.

**Scope:** By agreeing to the terms of the attached Letter of Agreement (LOA), Gigabyte Testing Associates, Inc., (GTA) will have the authority as an FAA computerized testing center to administer the aviation mechanic general (AMG), aviation mechanic airframe (AMA), and aviation mechanic powerplant (AMP) knowledge tests without graduate applicants having to travel to the Capital City FAA FSDO to have an FAA Form 8610-2, Airman Certification and/or Rating Application, executed and signed (in duplicate). The attached LOA will allow applicants to attempt the appropriate knowledge tests by presenting their graduation certificates from the school, along with appropriate identification.

**Procedures:** In order to complete this affiliation, the chairman of the AMT department must sign the LOA and forward a copy to the Flight Standards District Office (FSDO), to the attention of Mr. Sam Moeller. With the approval of the LOA by the FSDO, GTA will be inspected and approved to execute the terms of this agreement.

**Contacts:** GTA offers computerized testing via [e.g. Aviation Business Services (ABS), or Sylvan Prometric, or Lasergrade Computer Testing]. The (ABS, or Sylvan, or Lasergrade) Computer Testing Manager (CTM) is [Name]. He [she] may be reached at [telephone number].

Sincerely,

*Joseph K. Smith*

Joseph K. Smith, Chairman  
Aviation Maintenance Technology Dept.

Attachment

## FIGURE 7. SAMPLE LETTER OF AGREEMENT

ANY COLLEGE OF AEROSPACE TECHNOLOGY  
EST FLIGHTLINE ACADEMY  
ANY CITY OK  
FAA

### LETTER OF AGREEMENT

November 14, 1997

In accordance with FAA Order 8080.6B, Conduct of Airman Knowledge Tests, paragraphs 2-12 and 6-4b, which (paraphrased) read:

An applicant for a computer mechanic knowledge test, who is a graduate of an FAA certified Aviation Maintenance Technician School (AMTS) with an affiliated testing center and an affiliated Designated Mechanic Examiner (DME), need **NOT** present the graduation certificate or certificate of completion to an Aviation Safety Inspector (ASI) prior to taking a knowledge test provided:

1. All tests are administered by the affiliated testing center and affiliated DME.
2. The applicant presents a graduation certificate of completion (along with appropriate identification) to the testing center.
3. The AMTS has established a procedure acceptable to the supervising Flight Standards District Office (FSDO). This procedure must include furnishing the FSDO, the testing center, and DME a certified list of graduates prior to the testing center administering a test.
4. The certified list shall contain the names and addresses of the graduates, graduation dates, and the curriculum from which the applicants graduated (i.e. airframe, powerplant, or combination), and will be signed and dated by an authorized AMTS official.

Gigabyte Testing Associates, Inc., acting as an authorized FAA testing center, will administer the appropriate airman knowledge tests to the graduates of the Any College of Aerospace Technology (ACAT) Aviation Maintenance Technology (AMT) Program.

The ACAT AMT Program office will provide to the testing center (as well as the FSDO) a certified list of graduates from the ACAT AMT Program at the end of each college term.

This affiliation is not a binding contract for services rendered to Any College of Aviation Technology graduates by Gigabyte Testing Associates, Inc.

This affiliation will provide the ACAT AMT Program graduates with a method of obtaining instant test results without traveling to the Capital City FAA FSDO #01, located at 3512 South Federal Facility Road, Capital City, OK 73227, to receive an executed FAA Form 8610-2, Airman Certification and/or Rating Application, (in duplicate). Graduate applicants for knowledge tests will be permitted to complete applicable tests by presenting their school graduation certificates and appropriate identification to the test proctor prior to taking the tests.

*Ann Webb*

Ann Webb, Vice President  
Gigabyte Testing Associates, Inc.

*Joseph K Smith*

Joseph K. Smith, Chairman  
Aviation Maintenance Technology Dept.

**FIGURE 8. SAMPLE LETTER REQUESTING RENEWAL OF  
FAA FORM 8000-5, CERTIFICATE OF DESIGNATION**

September 1, 1999

Mr. Kenneth Arnold  
Manager, Airman Testing Standards Branch, AFS-630  
P.O. Box 25082  
Oklahoma City, OK 73125

Dear Mr. Arnold:

In accordance with the requirements of paragraph 2-16 of Order 8080.6B, Conduct of Airman Knowledge Tests, Government Testing Service hereby applies for the renewal of its Certificate of Designation. The certificate which Government Testing Service presently holds is dated November 11, 1997, and therefore expires November 30, 1999.

If you have any question regarding Government Testing Service's operation, do not hesitate to contact us.

Sincerely,

*Fred C. Gardner*

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M. Street, S.W.  
Washington, DC 20591

Designation Code: GTS-0001

Telephone: (202) 555-2781

**FIGURE 9. SAMPLE LETTER OF INTENT TO CANCEL A CTD'S FAA  
FORM 8000-5, CERTIFICATE OF DESIGNATION**

March 14, 2000

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M. Street, S.W.  
Washington, DC 20591

Dear Dr. Gardner:

Upon careful consideration, the Airman Testing Standards Branch (AFS-630), intends to initiate action to cancel the designation of Government Testing Service as an FAA computer testing designee (CTD). This proposed action is in accordance with the provisions of paragraph 2-18 of Order 8080.6B, Conduct of Airman Knowledge Tests.

Since renewal of the Government Testing Service (GTS) designation on November 30, 1999, your company has committed the following actions which breach the guidelines set forth in Order 8080.6B, Conduct of Airman Knowledge Tests:

- a. Your central computer was transferred to another location without specific written approval by the FAA.
- b. Testing center personnel were administered FAA knowledge tests through their employing CTD at your Tulsa, OK; San Jose, CA; and New York City sites.
- c. An insufficient number of computer testing stations was noted by AFS-630 representatives during five recent testing center inspections.
- d. GTS personnel continue to require frequent assistance and guidance in complying with procedures and meeting required standards.

These actions constitute evidence of misconduct which is jeopardizing the proper functioning of the FAA airman knowledge testing program.

You may appeal our decision to take cancellation action either by letter to or in person at a conference with the manager of the Regulatory Support Division (AFS-600). If you decide to appeal in person, you may be accompanied by counsel. You are advised that an AFS-600 representative will record all discussions.

Please inform this office of your decision with regard to appeal no later than March 21, 2000.

Sincerely,

*Kenneth Arnold*

Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

**FIGURE 10. SAMPLE FINAL LETTER CANCELING A CTD'S FAA  
FORM 8000-5, CERTIFICATE OF DESIGNATION**

March 25, 2000

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M. Street, S.W.  
Washington, DC 20591

Dear Dr. Gardner:

Enclosed is a stenographic record of the meeting convened with the Regulatory Support Division (AFS-600) in Oklahoma City, OK, on March 23, 2000. At that meeting, you presented arguments to support your appeal for the reversal of our intended action to cancel the designation of Government Testing Service as a computer testing designee (CTD).

After full consideration of all factors involved, we have decided to uphold the cancellation of your designation. The reasons for our action were stated in our letter to you dated March 14, 2000.

If you wish a further review of this matter by the Director of Flight Standards Service, AFS-1, you may do so either in writing or in person.

Sincerely,

*Kenneth Arnold*

Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

Enclosure

**FIGURE 11. SAMPLE AIRMAN TEST REPORT - PRIVATE PILOT**

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Federal Aviation Administration Airman Test Report		
EXAM TITLE: Private Pilot Airplane (PAR)		
NAME: Jones David John		
ID NUMBER: 123456789	TAKE: 1	
DATE: 08/14/97	SCORE: 82	GRADE: Pass
-----		
Below are subject matter knowledge codes in which questions were answered incorrectly. See the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: <a href="http://www.fedworld.gov/pub/faa-att">http://www.fedworld.gov/pub/faa-att</a> , for code descriptions. A single code may represent more than one incorrect response.		
A20 B01 B03 H01 H04 H06 I21 I22 J03 J05 K52 M27		
<b>CTD's Embossed Seal</b>		
EXPIRATION DATE: 08/31/99		
<b><u>DO NOT LOSE THIS REPORT</u></b>		
-----		
Authorized instructor's statement. (If Applicable)		
I have given Mr./Ms. _____ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test.		
Last _____	Initial _____	Cert. No. _____ Type _____
(Print Clearly)		
Signature _____		

**FIGURE 12. EXAMPLE OF A STATEMENT WAIVING RIGHT TO FULL ALLOTTED TEST TIME**

For my own reasons, I hereby voluntarily agree to take the FAA\_\_\_\_\_knowledge test in approximately\_\_\_\_\_hours.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Testing Center Supervisor

\_\_\_\_\_  
Testing Center

\_\_\_\_\_  
Date

**FIGURE 13. SAMPLE APPLICANT CRITIQUE**

1. Did the test administration personnel give you an adequate briefing on testing procedures?
2. Was the “sign-on” accomplished efficiently?
3. Did you have any difficulty reading the computer presentation of test questions?
4. Was the test supplementary material (charts, graphs, tables, etc.) presented in a usable manner?
5. Did you have any difficulty using the “return to previous question for review” procedure?
6. Was the testing room noise level distracting?
7. Did you have adequate work space?
8. Did you have adequate lighting?
9. What is your overall evaluation of the computer testing experience?
  - a. Unsatisfactory.
  - b. Poor.
  - c. Satisfactory.
  - d. Highly satisfactory.
  - e. Outstanding.
10. Comments regarding specific FAA test questions.

NOTE: It is suggested that item 9 include five ratings; however, three ratings are acceptable.

**FIGURE 14. SAMPLE AC FORM 8080-2, AIRMAN WRITTEN TEST REPORT - PRIVATE PILOT**

DO NOT DESTROY THIS TEST REPORT This Test Report must be presented for retesting or certification		U.S. DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION <b>AIRMAN WRITTEN TEST REPORT</b>							6157	00	
TEST		GRADES BY SECTION							FAA OFFICE NO.	TEST DATE	EXPIRATION DATE
TAKE NO.	TITLE	1	2	3	4	5	6	7			
01	PAR	100							SW182832	10-15-94	10-31-96
EXPIRATION DATE Last day of month									<b>MECHANICS ONLY - EXPIRATION DATE CODES</b> The first character designates the month; the second and third characters, the year. January through September are shown by numbers 1 through 9; October as "O"; November as "N"; December as "D".		
<input type="checkbox"/> LAST NAME, FIRST, MIDDLE  OWENS JAMES NATHAN 225 E OAK DALLAS TEXAS                      78175		<b>EXAMPLES:</b> 6    90    D    90 Month (June)                                                                      Year (1990)                                                                      Month (December)                                                                      Year (1990)									
TO FIND THE SUBJECT MATTER IN WHICH QUESTIONS WERE MISSED ON TEST PAR 111, COMPARE THE CODES SHOWN BELOW WITH THOSE LISTED IN THE SUBJECT MATTER OUTLINE CONTAINED IN WRITTEN TEST BOOK FAA-T-8080-15. APPLICANTS ARE REMINDED THAT AN INDIVIDUAL SUBJECT MATTER CODE OFTEN REPRESENTS MORE THAN ONE INCORRECT TEST QUESTION RESPONSE.											
SECTION    SUBJECT MATTER CODES. 1            A20 B02 HO2 I21 J01 J11 J37											
When applicable, an authorized instructor may complete and sign this statement:  I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN THE SUBJECT AREA(S) FAILED AND CONSIDER THE APPLICANT COMPETENT TO PASS THE TEST.  LAST _____ INITIAL _____ CERTIFICATE NO. _____ TYPE _____ INSTRUCTOR'S SIGNATURE _____  FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.											
AC Form 8080-2 (12-90) SUPERSEDES PREVIOUS EDITION						ISSUED BY : ADMINISTRATOR FEDERAL AVIATION ADMINISTRATION					



**FIGURE 16. ENDORSEMENT OF APPLICANT TO TAKE A FLIGHT ENGINEER KNOWLEDGE TEST**

**ENDORSER ELIGIBILITY.** After checking that an applicant meets one of the experience requirements of 14 CFR section 63.37, the following persons are authorized to provide an endorsement for that applicant to take a flight engineer knowledge test:

1. A person that holds a current FAA flight engineer certificate with the appropriate class rating.
2. A U.S. Armed Forces flight engineer instructor or standardization/evaluation flight engineer for that class of airplane.
3. Flight engineer instructors associated with 14 CFR part 121 training programs, including 14 CFR part 142 certificate holders, that have a flight engineer curriculum.
4. An FAA aviation safety inspector (operations).

**FIGURE 17. SAMPLE ENDORSEMENT FROM AN FAA AVIATION SAFETY INSPECTOR (OPERATIONS) TO TAKE A FLIGHT ENGINEER KNOWLEDGE TEST**

**Memorandum**

**To:** FAA Airman Knowledge Testing Centers  
**From:** Amanda Tucker, Aviation Safety Inspector (Operations)  
**Date:** July 1, 1997  
**Subject:** Airman Qualifications and Eligibility

---

I have reviewed the qualification records and documents of Ryan Allen, ID#555-55-5555, and find him eligible to take the FAA flight engineer turbojet and basic (FEX) airman knowledge test.

Amanda Tucker  
Aviation Safety Inspector (Operations)  
ASE-FSDO-888

### FIGURE 18. FAA FORM 8610-1, MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION

No certificate may be issued unless a completed application form has been received (14 C.F.R. 65).					
U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION</b>			<i>Form Approved:</i> OMB No. 04-R0110		
1. NAME (Last, first, middle)			2. MECHANIC CERTIFICATE NO.		
3. MAILING ADDRESS (Number, street, city, State/County, ZIP Code) (Place at which you desire to receive Airworthiness Directives, etc.)			4a. FIXED BASE OF OPERATIONS		
			4b. TELEPHONE NO.		
			PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK		
			PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK		
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION?				YES	NO
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE FARs?					
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION?					
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION? IF ANSWER IS "YES", EXPLAIN IN REMARKS.					
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION? (For Renewal Only)					
10. BASIS FOR RENEWAL (Number Performed)					
ALTERATIONS	REPAIRS	ANNUAL INSPECTIONS	PROGRESSIVE INSPECTIONS	RECENT ISSUANCE—IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE	
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS					
DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.		DESCRIPTION OF ACTIVITY		
FROM					
TO PRESENT					
FROM					
TO					
FROM					
TO					
FROM					
TO					
12. REMARKS					
13. CERTIFICATION: I certify that the statements made in all attachments hereto are correct and true.					
DATE			SIGNATURE OF APPLICANT		
14. RECORD OF ACTION (For FAA use only)					
<input type="checkbox"/> ISSUANCE <input type="checkbox"/> VOLUNTARY SURRENDER		INSPECTOR'S SIGNATURE		OFFICE IDENTIFICATION	
<input type="checkbox"/> ENDORSEMENT <input type="checkbox"/> RENEWAL					
FAA Form 8610-1 (2-78) SUPERSEDES PREVIOUS EDITION					

**FIGURE 19. ENDORSEMENT OF FLIGHT ENGINEER APPLICANT  
FOR RETESTING WITHIN 30 DAYS FOLLOWING FAILURE OF A  
KNOWLEDGE TEST**

1. An FAA certificated flight engineer shall complete the statement on the applicant's test report, by entering the endorser's last name, first initial, flight engineer certificate number, class rating, and signature.
2. A U.S. Armed Forces standardization/evaluation flight engineer instructor for a specific airplane class shall enter the endorser's last name, first initial, branch of service, type of designation, and signature on the applicant's test report.
3. A flight engineer instructor associated with a part 121 flight engineer training program shall enter the endorser's last name, first initial, name of the facility, position held, and signature on the applicant's test report.

**FIGURE 20. COUNTRY AND NATIONALITY CODES**

000	USA	253	BELARUS
060	AMERICAN SAMOA	255	CAMBODIA
064	FED STATES OF MICRONESIA	257	CAMEROON
066	GUAM	260	CANADA
068	MARSHALL ISLANDS	264	CAPE VERDE
069	NORTH MARIANA ISL	265	CANAL ZONE
070	PALAU	266	CANARY ISLANDS
072	PUERTO RICO	267	CANTON-ENDERBURY
078	VIRGIN ISLANDS	268	CAYMAN ISLANDS
105	ADEN	269	CENTRAL AFRICAN REPUBLIC
110	AFGHANISTAN	270	CEYLON
120	ALBANIA	272	SRI LANKA
125	ALGERIA	273	CHAD
142	ANDORRA	274	CHANNEL ISLES
143	ANTARCTICA	275	CHILE
144	ARCTIC OCEAN	280	CHINA
145	ANGOLA	281	CHRISTMAS ISLAND
149	ANTIGUA & BARBUDA	282	CISKEI
150	ARGENTINA	283	COCOS ISLANDS
152	ARMENIA	285	COLOMBIA
153	ARUBA	287	COMOROS
154	ASHMORE CARTIER ISLANDS	290	CONGO
155	ATLANTIC ISLAND	291	ZAIRE
160	AUSTRALIA	292	COOK ISLANDS
165	AUSTRIA	293	CORAL SEA ISLANDS
170	AZERBAIJAN	295	COSTA RICA
175	AZORES	297	CROATIA
180	BAHAMAS, THE	300	CUBA
182	BAHRAIN	305	CYPRUS
183	BANGLADESH	309	CZECH REPUBLIC
184	BARBADOS	310	CZECHOSLOVAKIA
185	BAKER ISLAND	311	DAHOMEY
187	BASSAS DA INDIA	315	DENMARK
190	BELGIUM	317	DJIBOUTI
193	BELIZE	318	DOMINICA
194	BENIN	320	DOMINICAN REPUBLIC
195	BERMUDA	325	ECUADOR
200	BHUTAN	327	EGYPT
205	BOLIVIA	328	ERITREA
207	BOSNIA & HERCEGOVINA	330	EL SALVADOR
210	BOTSWANA	332	EQUATORIAL GUINEA
215	BOUVET ISLAND	333	EUROPA ISLAND
220	BRAZIL	334	ESTONIA
225	BRITISH INDIAN OCEAN	335	ETHIOPIA
229	BRITISH WEST INDIES	336	FAROE ISLANDS
230	BRITISH HONDURAS	337	FALKLAND ISLANDS
231	BRITISH VIRGIN ISLANDS	338	FIJI
232	BRUNEI	340	FINLAND
245	BULGARIA	350	FRANCE
250	BURMA	351	FRENCH WEST INDIES
252	BURUNDI	355	FRENCH GUIANA

**FIGURE 20. COUNTRY AND NATIONALITY CODES - CONTINUED**

367	FRENCH POLYNESIA	543	LESOTHO
368	FRENCH SOMALILAND	544	LEEWARD ISLES
370	FRENCH AFARS-ISSAS	545	LIBERIA
375	FRANKLIN ISLAND, SOUTH POLE & ANTARCTIC	550	LIBYA
388	GABON	553	LIECHTENSTEIN
389	GAMBIA, THE	560	LITHUANIA
390	GERMANY	570	LUXEMBOURG
391	GHANA	571	MACAU
392	GIBRALTAR	572	MACEDONIA
393	GAZA STRIP	575	MADAGASCAR
395	GEORGIA	577	MALAWI
400	GREECE	580	MALAYSIA (ASIA)
405	GREENLAND	581	MALAYSIA
406	GRENADA	582	MALDIVES
407	GUADELOUPE	585	MALI
415	GUATEMALA	590	MALTA
416	GUINEA-BISSAU	591	MARTINIQUE
417	GUINEA	592	MAURITANIA
418	GUYANA	593	MAURITIUS
420	HAITI	595	MEXICO
425	HEARD ISLAND & MCDONALD ISLANDS	604	MIDWAY ISLANDS
430	HONDURAS	605	MOLDOVA
435	HONG KONG	607	MONACO
445	HUNGARY	608	MONGOLIA
450	ICELAND	609	MONTSERRAT
455	INDIA	610	MOROCCO
458	INDONESIA	611	MONTENEGRO
460	IRAN	615	MOZAMBIQUE
465	IRAQ	616	MUSCAT & OMAN
470	IRELAND	617	NAMIBIA
475	ISRAEL	618	NAMPO-SHOTO
480	ITALY	620	NAVASSA ISLAND
485	COTE D'IVOIRE	621	NAURU
487	JAMAICA	625	NEPAL
490	JAPAN	630	NETHERLANDS
495	JARVIS ISLAND	640	NETHERLANDS ANTILLES
496	JERSEY	645	NEW CALEDONIA
497	JOHNSTON ATOLL	650	NEW GUINEA
500	JORDAN	651	VANUATU
503	KAZAKHSTAN	655	NEW HEBRIDES
505	KENYA	660	NEW ZEALAND
510	KIRIBATI	665	NICARAGUA
515	KOREA, REPUBLIC OF	667	NIGER
517	KOREA, NORTH	670	NIGERIA
520	KUWAIT	675	NIUE
522	KYRGYZSTAN	680	NORFOLK ISLAND
525	LATVIA	685	NORWAY
530	LAOS	690	OMAN
540	LEBANON	695	ORG OF E CARIB STS
		700	PAKISTAN
		710	PANAMA

**FIGURE 20. COUNTRY AND NATIONALITY CODES - CONTINUED**

711	PALESTINE	845	SWAN ISLANDS
712	PAPUA NEW GUINEA	847	SWAZILAND
713	PARACEL ISLANDS	850	SWEDEN
715	PARAGUAY	855	SWITZERLAND
720	PERU	858	SYRIA
725	PHILIPPINES	862	TAIWAN
727	PITCAIRN ISLANDS	863	TAIWAN, REPUBLIC OF CHINA
730	POLAND	864	TAJIKISTAN
735	PORTUGAL	865	TANZANIA
737	PORTUGUESE GUINEA	875	THAILAND
747	QATAR	885	TOGO
750	REUNION	886	TOKELAU
755	ROMANIA	887	TRINIDAD & TOBAGO
757	RUSSIA	888	TONGA
758	RWANDA	890	TUNISIA
760	RYUKYU ISLANDS	895	TURKMENISTAN
761	SAO TOME & PRINCIPE	900	TRUST TERR PAC ISL
763	ST CHRIS & NEVIS	905	TURKEY
765	ST HELENA	907	TURKS & CAICOS ISLANDS
767	ST KITTS & NEVIS	910	UGANDA
770	ST LUCIA	915	UKRAINE
772	ST PIERRE & MIQUELON	920	UNITED ARAB EMIRATES
775	ST VINCENT & THE GRENADINES	922	UAR
777	SAIPAN	925	UNITED KINGDOM
782	SAN MARINO	926	UZBEKISTAN
785	SAUDI ARABIA	927	BURKINA
786	SERBIA	930	URUGUAY
787	SENEGAL	935	VATICAN CITY
788	SEYCHELLES	940	VENEZUELA
790	SIERRA LEONE	945	VIETNAM
795	SINGAPORE	955	WALLIS & FUTUNA
797	SLOVAKIA	960	WAKE ISLAND
798	SLOVENIA	961	WESTERN SAHARA
799	SOLOMON ISLANDS	962	WEST INDIES
800	SOMALIA	963	WESTERN SAMOA
801	SOUTH AFRICA	965	YEMEN
803	SOUTH RHODESIA	966	YEMEN (ADEN)
804	SOUTH-WEST AFRICA	967	YEMEN (SANAA)
805	SOVIET UNION	970	YUGOSLAVIA
830	SPAIN	990	ZAMBIA
832	SPANISH SAHARA	995	STATELESS
835	SUDAN	998	ZIMBABWE
840	SURINAME	999	UNKNOWN
842	SVALBARD & JAN MAYEN		



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

**Directive Feedback Information**

Please submit any written comments or recommendations for improving this directive, or suggest new item or subjects to be added to it. Also, if you find an error, please tell us about it.

SUBJECT: Order 8080.6B, Conduct of Airman Knowledge Tests

ATTN: Airman Testing Standards Branch (AFS-630)

(Please check all appropriate line items)

- An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.
  
- Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:  
(attach separate sheet if necessary)
  
- In a future change to this directive, please include coverage on the following subject  
(briefly describe what you want added):
  
- Other comments:
  
- I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_