

ORDER

8080.6D

CONDUCT OF AIRMAN KNOWLEDGE TESTS



November 3, 2003

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

Distribution: A-WX(FS)-4; A-Y(SH)-2; A-FFS-5,7

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 (AKT) Program. This program encompasses airman knowledge testing required by Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65. FAA Orders 8300.10, Airworthiness Inspector's Handbook, and 8700.1, General Aviation Operations Inspector's Handbook, are being revised and should be referred to for guidance applicable to airman knowledge testing.

/s/John M. Allen for
James J. Ballough
Director, Flight Standards Service

TABLE OF CONTENTS

CHAPTER 1.	GENERAL	1-1
1-1.	Purpose.....	1-1
1-2.	Distribution.....	1-1
1-3.	Cancellation.....	1-1
1-4.	Background.....	1-1
1-5.	Explanation of Changes.....	1-1
1-6.	General Definitions.....	1-1
1-7.	CTD Statistical Definitions.....	1-3
CHAPTER 2.	SELECTION, DESIGNATION, AND CANCELLATION OF COMPUTER TESTING DESIGNEES	2-1
2-1.	General.....	2-1
2-2.	Initial Application for CTD Designation.....	2-1
2-3.	CTD Experience Requirements.....	2-1
2-4.	CTD Support Requirements.....	2-1
2-5.	CTD Technical Requirements.....	2-2
2-6.	CTD Statistical Requirements.....	2-3
2-7.	Issuance of Designation.....	2-4
2-8.	Duration of FAA Form 8000-5.....	2-4
2-9.	Change, Renewal, or Non-renewal of FAA Form 8000-5.....	2-4
2-10.	Voluntary Surrender of Designation.....	2-4
2-11.	Cancellation of Designation.....	2-4
CHAPTER 3.	AIRMAN KNOWLEDGE TESTING CENTERS AND PERSONNEL	3-1
3-1.	Testing Center Facility Requirements.....	3-1
3-2.	Testing Center Appointments.....	3-2
3-3.	Testing Center Facility Plan.....	3-2
3-4.	Testing Center Identification Code.....	3-2
3-5.	Testing Center Status.....	3-3
3-6.	Changing CTD Sponsorship.....	3-3
3-7.	Suspension or Revocation of Testing Privileges.....	3-3
3-8.	Grounds for Suspending Airman Knowledge Testing Privileges.....	3-4
3-9.	Testing Center Affiliation.....	3-4
3-10.	Individuals Authorized to Administer Airman Knowledge Tests.....	3-4
3-11.	Background Checks.....	3-4
3-12.	Personal Qualifications of the CTM, Testing Center Owner, TCS, ATCS, Test Proctor, and STA.....	3-5
3-13.	FSDO and IFO Input.....	3-6
3-14.	Knowledge Requirements of the CTM, Testing Center Personnel, and STA.....	3-6
3-15.	TCS and ATCS Responsibilities.....	3-6

3-16.	TCS and ATCS Appointments	3-6
3-17.	Test Proctor Appointments	3-6
3-18.	Separation of Testing Center Personnel	3-7
3-19.	Special Test Administrator (STA) Approval	3-7
CHAPTER 4. TRAINING OF COMPUTER TESTING DESIGNEE PERSONNEL		4-1
4-1.	Training Areas	4-1
4-2.	Indoctrination and Training of CTM, and Testing Center Personnel	4-1
4-3.	Recurrent Training of CTM and Testing Center Personnel	4-1
CHAPTER 5. SECURITY, SURVEILLANCE, AND INSPECTIONS		5-1
5-1.	General	5-1
5-2.	Test and Data Security	5-1
5-3.	FAA Surveillance	5-1
5-4.	Reporting of Irregularities and Infractions	5-2
5-5.	Testing Center Quality Assurance Inspections	5-3
5-6.	Test Preparation Course Monitoring	5-3
CHAPTER 6. TEST PROCEDURES - GENERAL		6-1
6-1.	Identification and Processing of Applicants	6-1
	Figure 6-1. Notice to be Placed at Top of Each Sheet of the Testing Center Daily Log	6-2
6-2.	Proctor Responsibilities	6-2
6-3.	Time Allowed for Tests	6-3
6-4.	Use of Aids, Reference Materials, and Test Materials	6-3
6-5.	Testing Procedures for Dyslexic Applicants	6-4
6-6.	Test Administration for CTD Personnel	6-4
6-7.	Visual or Video Surveillance of Applicants During Tests	6-4
6-8.	Applicant Misconduct During Testing	6-5
6-9.	Handling Applicant Comments on Tests	6-5
6-10.	Airman Knowledge Test Reports	6-5
6-11.	Duplicate Airman Knowledge Test Reports	6-5
6-12.	Erroneous Airman Knowledge Test Reports	6-6
CHAPTER 7. ELIGIBILITY REQUIREMENTS		7-1
7-1.	Authorization Matrix	7-1
7-2.	Faxed Authorizations	7-1
7-3.	Selection of Test	7-1
7-4.	Applicant Age Requirements	7-1
	Figure 7-1. Test Eligibility	7-2
7-5.	Test Credit for a Flight Instructor Applicant	7-3
7-6.	Requirements for Aviation Mechanic Applicants	7-3
7-7.	Requirements for Pilot and Instructor Applicants	7-3
7-8.	Requirements for Flight Engineer Applicants	7-4
7-9.	Requirements for Parachute Rigger Applicants	7-4
7-10.	Requirements for Dispatcher and Flight Applicants	7-4
7-11.	Requirements for Inspection Authorization Applicants	7-4
7-12.	Military Competence and Foreign Pilot Instrument Rating Tests	7-4
7-13.	Military Competence Parachute Rigger Tests	7-5

7-14.	Transitioning Between Powered and Nonpowered Category and Class Rating Tests	7-5
	Figure 7-2. Recreational Pilot - Addition of Category and Class Ratings	7-7
	Figure 7-3. Private Pilot - Addition of Category and Class Ratings	7-7
	Figure 7-4. Commercial Pilot - Addition of Category and Class Ratings	7-7
7-15.	Private Pilot Transition Tests	7-5
	Figure 7-5. Recreational Pilot - Private Pilot Transition Tests	7-8
7-16.	Added Rating Tests	7-5
	Figure 7-6. Airline Transport Pilot - Added Rating Tests	7-8
	Figure 7-7. Administration of Flight Instructor - Full Tests	7-9
	Figure 7-8. Administration of Flight Instructor - Short Tests	7-10
	Figure 7-9. Administration of Flight Engineer Tests	7-11
	Figure 7-10. Certificate/Rating Test Codes	7-11
7-17.	Retesting After Failure	7-5
7-18.	Retesting for Higher Score	7-6
7-19.	Validity Period for Tests	7-6
CHAPTER 8. DATA COLLECTION AND TEST REPORT SPECIFICATIONS		8-1
8-1.	Applicant Registration	8-1
8-2.	Airman Knowledge Test Report Specifications	8-2
CHAPTER 9. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)		9-1
9-1.	Background	9-1
9-2.	DANTES Personnel Definitions	9-1
9-3.	DANTES Test Center Guidance	9-1
APPENDIX 1. SUPPLEMENTARY INFORMATION RELATED TO THE CONDUCT OF AIRMAN KNOWLEDGE TESTING (24 pages)		1
Figure 1.	Test Codes	1
Figure 2.	Sample Letter of Application	3
Figure 3.	Knowledge Test Data Record Layout	4
Figure 4.	Knowledge Test Question Data Record Layout	6
Figure 5.	Validation Question Data Record Layout	7
Figure 6.	Survey Data Record Layout	8
Figure 7.	Sample Letter of Designation	9
Figure 8.	Sample FAA Form 8000-5, Certificate of Designation	10
Figure 9.	Sample Letter Requesting Renewal of FAA Form 8000-5, Certificate of Designation	11
Figure 10.	Sample Letter of Intent to Cancel CTD's FAA Form 8000-5, Certificate of Designation	12
Figure 11.	Sample Final Letter Canceling CTD's FAA Form 8000-5, Certificate of Designation	13
Figure 12.	Sample Airman Knowledge Test Report—Private Pilot	14
Figure 13.	Example of a Statement Waiving Right to Full Allotted Test Time	15
Figure 14.	Sample Applicant Critique	16
Figure 15.	FAA Form 8610-2, Airman Certificate and/or Rating Application	17
Figure 16.	Endorsement of Applicant to Take a Flight Engineer Knowledge Test	18
Figure 17.	Sample Endorsement from an FAA Aviation Safety Inspector (Operations/Airworthiness) to Take a Flight Engineer Knowledge Test	19
Figure 18.	FAA Form 8610-1, Mechanic's Application for Inspection Authorization	20
Figure 19.	Endorsement of Flight Engineer Applicant for Retesting Within 30 Days Following Failure of a Knowledge Test	21
Figure 20.	Country and Nationality Codes	22

CHAPTER 1. GENERAL

1-1. PURPOSE. This order contains guidance for the Airman Knowledge Testing (AKT) Program, including instructions and procedures for FAA-approved computer testing designees (CTDs), computer testing managers (CTMs), testing center owners, testing center supervisors (TCSs), alternate testing center supervisors (ATCSs), test proctors, Defense Activity for Non-Traditional Education Support (DANTES) test center personnel, and FAA entities concerned with this program.

1-2. DISTRIBUTION. This order is distributed to the section level in the Flight Standards Service, and Flight Standards Regional Divisions; to the Civil Aviation Security Division at the Aeronautical Center; International Field Offices (IFOs); and Flight Standards District Offices (FSDOs). Distribution excludes those offices that no longer have a need for the order.

1-3. CANCELLATION. FAA Order 8080.6C, Conduct of Airman Knowledge Tests, dated August 17, 2001, is canceled.

1-4. BACKGROUND.

a. 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.

b. In February 1993, the Flight Standards Service (AFS) elected to expand computer-based knowledge testing with the publication and distribution of FAA Order 8080.6, Conduct of Airman Knowledge Tests. In addition to public acceptance of this program, new and improved forms of test information security have been placed into effect, which significantly reduce test compromise.

c. In May 2000, the DANTES organization entered into a Memorandum of Agreement (MOA) with the FAA to provide mechanic airman knowledge tests to military personnel.

1-5. EXPLANATION OF CHANGES. Version D of this order incorporates updated information, procedural and policy changes, and new guidance. Change bars designate all revised or new material.

1-6. GENERAL DEFINITIONS.

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

b. AKT Program Manager. A person selected by the Airman Testing Standards Branch (AFS-630) to provide intermediate oversight of the AKT Program.

c. Alternate Testing Center Supervisor (ATCS). A person selected and authorized by the CTM to serve as TCS for a period not to exceed 90 days.

d. Aviation Safety Inspector (ASI). An FAA employee having the authority to conduct testing center inspections on behalf of AFS-630.

e. Aviation Safety Technician (AST). An FAA employee who provides technical support to ASIs, and who may assist ASIs in conducting testing center inspections.

- f. Computer Testing Designee (CTD).** An organization authorized by the FAA to administer airman knowledge tests.
- g. Computer Testing Manager (CTM).** A person selected by the CTD, and approved by AFS-630, to serve as manager of the CTD's Airman Knowledge Testing Program.
- h. Defense Activity for Non-Traditional Education Support (DANTES).** An organization, based within the Department of Defense (DOD), which supports off-duty, voluntary education programs, and conducts special projects and development activities in support of education-related functions of the DOD. (See chapter 9 for DANTES information.)
- i. FAA Form 8000-5, Certificate of Designation.** A certificate issued to the CTD by AFS-630 authorizing administration of airman knowledge tests.
- j. 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.
- k. 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.
- l. International Field Office (IFO).** As used in this order, the IFO that has jurisdiction over the geographic area in which the testing center is located.
- m. Internet Testing.** An online Internet test delivery system offering real-time administration of airman knowledge tests.
- n. Letter of Application.** A letter written to AFS-630 requesting authorization to administer airman knowledge tests.
- o. Letter of Designation.** A letter issued by AFS-630 authorizing the CTD to administer airman knowledge tests on behalf of the FAA.
- p. Recurrent Training Message (RTM).** A message provided to the CTM, and distributed to all testing center personnel, for the purpose of addressing recurring discrepancies and providing remedial training.
- q. Special Test Administrator (STA).** A person selected by a CTD to administer airman knowledge tests in unique situations and remote or isolated areas.
- r. Test Codes.** Three-letter codes that identify the various airman knowledge tests. [Appendix 1, Figure 1]
- s. Test Proctor.** A properly trained and qualified individual appointed by a TCS and approved by the CTM to administer airman knowledge tests.
- t. Testing Center.** A facility that provides applicants an FAA-approved computer-based testing environment for the administration of airman knowledge tests.
- u. Testing Center Supervisor (TCS).** A person selected by the CTM to oversee the administration of airman knowledge tests. The TCS is responsible for the operation of an approved testing center.
- v. Quality Assurance Inspection (QAI).** An evaluation, performed biannually by the TCS, to determine the testing center's and personnel compliance with the requirements of this order. The evaluation is performed using a prescribed format, and is reviewed by the CTM and AFS-630 upon completion.

1-7. CTD STATISTICAL DEFINITIONS.

- a. Validity.** The determination of how well a test measures what it is supposed to measure.
- b. Reliability.** The determination of test score consistency.
- c. 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.
- d. Standard Deviation.** An index of the variability of the test scores about the mean.
- e. Frequency Distribution.** The frequency of occurrence for each test score.
- f. Skewness.** The state of symmetry shown by a frequency distribution.
- g. Kurtosis.** The state or quality of peakedness or flatness of the graphical representation of a statistical distribution.
- h. "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.
- i. 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.
- j. Validation Question.** A test question that is used for evaluation purposes and is not counted in the applicant's total score.

CHAPTER 2. SELECTION, DESIGNATION, AND CANCELLATION OF COMPUTER TESTING DESIGNEES

2-1. GENERAL. Computer testing designees (CTDs) are designated to administer airman knowledge tests under the authority of this order and Title 49, U.S. Code Section 44702(d). CTDs are selected by the Airman Testing Standards Branch (AFS-630) when the need arises. To ensure FAA jurisdictional and surveillance oversight, only United States companies, schools, universities, or other organizations that meet the requirements of this order may be eligible for designation.

NOTE: CTDs are not reimbursed by the Federal Government but may charge reasonable fees for test administration.

2-2. INITIAL APPLICATION FOR CTD DESIGNATION. At the time of initial application for designation as a CTD, the applicant must submit a Letter of Application [appendix 1, figure 2] to AFS-630. AFS-630 may require the applicant to furnish evidence that substantiates these qualifications. The applicant's letter must include:

- a. Computer testing manager (CTM) educational background** and depth of professional experience in computer-based testing or training.
- b. Listing of each testing center**, including owner(s); proposed testing center supervisor (TCS); proposed alternate testing center supervisor (ATCS), if applicable; and location.
- c. Type, make, and model** of all computer related equipment to be used.
- d. Method for complying** with the CTD experience, support, technical, and statistical requirements.
- e. Provisions** for overall test security.

2-3. CTD EXPERIENCE REQUIREMENTS. The prospective CTD must clearly demonstrate competence in the following areas.

- a. Computer technology**, international communications network operation and maintenance, software maintenance and support, centralized database management, technical training, facilities management, and customer support.
- b. Computer-based and/or Internet-based** test administration and data transfer on an international scale.
- c. Maintenance and support** for all aspects of the knowledge test delivery system, including communications data network, centralized database, hardware, software, facilities, and staffing.

2-4. CTD SUPPORT REQUIREMENTS. The prospective CTD must:

- a. Retain exclusive use** of an approved computer-based and/or Internet-based testing program.
- b. Provide and maintain a minimum of 20** operational, geographically dispersed testing centers. This provision must include a plan that assures each approved testing center has business hours that are convenient for the public.

- c. **Provide an acceptable method for registration** of test applicants during normal business hours.

2-5. CTD TECHNICAL REQUIREMENTS. The prospective CTD must provide and maintain on a continuing basis:

- a. **Electronic mail connection(s)** between CTD and FAA point(s) of contact.
- b. **The entire inventory of airman knowledge tests.**
- c. **The accuracy of question banks.**
- d. **An acceptable method for on-screen graphics**, performance charts, and other supplementary testing information.
- e. **An acceptable plan for test security.**
- f. **An acceptable method for providing an introductory lesson** to familiarize applicants with computer testing procedures.
- g. **An acceptable method for randomly selecting test forms.** The system must rotate forms to the extent that all forms are used during this randomization.
- h. **An acceptable display of multiple-choice**, and other question types, in their entirety, on one computer screen.
- i. **A computer screen display of the time remaining** for the completion of the test.
- j. **A convenient method (e.g., keyboard, touch screen, mouse) for answering** test questions.
- k. **A method for permitting an applicant to return to a test question** previously answered, for the purpose of review or for possible answer change.
- l. **An acceptable method for saving test information** after each answered item. The CTD's central computer system must save data at frequent, regular intervals, throughout every test administered, so that exams may be resumed very near or at the point of last activity should a system or computer crash occur.
- m. **Accurate applicant test records** that strictly adhere to the approved formats as specified in appendix 1, figures 3 and 4.
- n. **Accurate validation data records** that strictly adhere to the approved format as specified in appendix 1, figure 5.
- o. **Applicant survey data records** that strictly adhere to the approved format as specified in appendix 1, figure 6.
- p. **An acceptable method for accomplishing electronic transfer** of applicant test data to AFS-630 on a daily basis.
- q. **A daily backup of applicant test records** stored in a secure location within the main office. A weekly backup of applicant test records must be stored in a safe deposit box, within a commercial bank vault. Only the CTD owner or one key employee and one secondary employee shall have access to this safe deposit box. Files and records must be maintained for at least 26 months.
- r. **An acceptable method for daily, electronic access to test scheduling records.** This information shall include: testing center, applicant name, Social Security Number or date of birth, test type, and scheduled test time.

s. A toll-free data line allowing AFS-630 to access individual applicant records, total tests administered, statistical reports, test bank items, and form test data from the CTD's central computer. Applicant data must be available on the first business day after an applicant has been administered a test.

t. An acceptable method for accomplishing electronic transfer of a currently revised list of authorized testing center personnel to AFS-630 as changes occur. This list must contain the following information on each testing center.

- (1) Date of list certification.
- (2) Name of testing center.
- (3) Testing center designator.
- (4) Name of testing center owner(s).
- (5) Name of TCS.
- (6) Name of ATCS, if applicable.
- (7) Name(s) of test proctor(s).

2-6. CTD STATISTICAL REQUIREMENTS. The prospective CTD must provide an electronic communications system based and maintained at the home office. The system must be capable of providing AFS-630 access to the statistical evaluation data, including an acceptable method for:

a. Providing a statistical evaluation of a whole test (excluding validation questions) to include:

- (1) Sample size.
- (2) Frequency distribution.
- (3) Average test score.
- (4) Average score for each test section.
- (5) Average score for each subject matter code.
- (6) Average test time.
- (7) Standard deviation.
- (8) Pass/fail ratio.
- (9) Reliability index.
- (10) Measurement error.
- (11) Skewness.
- (12) Kurtosis.

b. Providing statistical evaluation of individual test and validation questions to include:

- (1) Number of responses.
- (2) Number of applicants selecting each response.

- (3) "P" value of each response.
- (4) Point biserial coefficient of each response.
- (5) Average question time.

2-7. ISSUANCE OF DESIGNATION. Applicant conformity with this order does not automatically assure designation of a CTD applicant. Based on a need, the FAA will determine and select the best qualified of the active applicants.

a. AFS-630 will issue the Letter of Designation [appendix 1, figure 7] along with FAA Form 8000-5, Certificate of Designation [appendix 1, figure 8]. These documents authorize the administration of airman knowledge tests.

b. The CTD is responsible for providing copies of FAA Form 8000-5 to the testing centers. Each testing center must display the certificate in a location that is readily visible to airman applicants.

2-8. 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.

2-9. CHANGE, RENEWAL, OR NON-RENEWAL OF FAA FORM 8000-5.

a. A request to amend an FAA Form 8000-5 is required when a CTD transfers assets, reorganizes, or changes ownership.

NOTE: The CTD must notify AFS-630, in writing, at least 60 days in advance of any reorganization or ownership change.

b. The renewal of a CTD is not automatic. A CTD designation may be renewed when:

- (1) AFS-630 determines that a need still exists.
- (2) The CTD continues to meet the requirements of this order.

NOTE: 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. [Appendix 1, Figure 9]

c. A change or renewal may be denied for any reason deemed appropriate by AFS-630.

2-10. 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 must give AFS-630 at least 60 days advance notice in writing. All test bank data residing within the CTD's testing system must be deleted. All copies of FAA Form 8000-5 must be destroyed, and the original FAA Form 8000-5, along with any applicant data not previously submitted, must be returned no later than 5 business days following the date the designation is surrendered.

2-11. CANCELLATION OF DESIGNATION. In cases where the CTD, CTM, TCS, ATCS, or test proctor is suspected of any activity for which emergency action is necessary, the CTD must immediately cease further testing activity as directed by AFS-630.

a. Reasons, causes, or grounds for canceling the designation include but are not limited to:

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

(2) Transfer of the CTD ownership without specific written approval by the Airman Testing Standards Branch Manager as described in paragraph 2-9a.

(3) Transfer of the initially established central computer to a new geographic location without specific written approval by the AKT Program Manager.

(4) Changes in the test download or delivery method without specific written approval by the AKT Program Manager.

(5) Obsolete equipment or inadequate facilities.

(6) Degradation of security.

(7) Unauthorized use of official information.

(8) Unauthorized establishment of testing centers.

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

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

NOTE: Title 18, U.S. Code, Section 1001(a), states: "...whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully - (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

b. When AFS-630 considers the cancellation of a CTD's designation, standard "due process" procedures will be followed.

(1) The CTD will be notified of the proposed action by an initial letter sent by certified mail from the Airman Testing Standards Branch Manager. The letter will include specific reasons for the proposed action. [Appendix 1, Figure 10]

(2) The CTD will be given the opportunity to appeal the decision in writing or in person. If the CTD appeals by the conference method, the CTM and other CTD personnel will meet with Regulatory Support Division (AFS-600) management in Oklahoma City. The CTM may be accompanied by counsel. AFS-600 will provide a person to record all discussions among the CTM, other CTD representatives, and FAA personnel.

(3) After full consideration of all factors concerning 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. [Appendix 1, Figure 11]

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, AFS-600 will notify the CTD by letter sent 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, all copies of FAA Form 8000-5 must be destroyed, all test bank data residing within the CTD's testing system must be deleted, and applicant data not previously submitted must be returned no later than 5 business days following the date the designation is canceled.

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

CHAPTER 3. AIRMAN KNOWLEDGE TESTING CENTERS AND PERSONNEL

3-1. TESTING CENTER FACILITY REQUIREMENTS. Each testing center must provide and maintain on a continuous basis:

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

NOTE: Testing centers may not be located in a private residence. Also, sites which are collocated with other businesses or other types of business activity, or which include complex physical layouts, must include a separate entrance to the testing area.

- b. **Restroom facilities located in the same building** where the knowledge testing is conducted.
- c. **Proper control of temperature and ventilation.**
- d. **Freedom from noise, distractions, and visual aids.** Situations that create noise in or around the testing area should be avoided. Test rooms must be free of any aviation-related posters that may assist an applicant in answering test questions. Test rooms must be free from any other activity during testing sessions.
- e. **Adequate lighting.** Situations that create glare on computer monitor screens should be avoided.
- f. **Adequate physical space.** Separate cubicles with suitable partitions between test terminals are recommended. In absence of partitions, a 5-foot spacing is required between test terminals.
- g. **Adequate table workspace.** Partitioned workspaces must be at least 3-feet wide, and the monitor and keyboard offset to allow adequate room to utilize test materials.
- h. **At least three operational computer terminals** during normal business hours.
- i. **Ease of applicant surveillance** during testing sessions.
- j. **A secured area for storing computer hardware** containing applicant and test data.
- k. **A lockable file cabinet or desk drawer** for securely storing:
 - (1) Daily logs.
 - (2) Copies of applicant identification media, payment information, and test authorizations.
 - (3) Supplementary materials.
 - (4) Scratch paper.
 - (5) Preprinted test report paper or 'DO NOT LOSE THIS REPORT' stamp.
 - (6) Embosser.

NOTE: The lockable storage area must remain secured at all times when not in use by testing center personnel.

1. Adequate arrangements for safety and emergencies.

3-2. TESTING CENTER APPOINTMENTS.

a. Prior to establishing a testing center, the computer testing designee (CTD) must secure FAA initial approval by means of a letter of request to the Airman Knowledge Testing (AKT) Program Manager.

b. The results of the applicable background check on a testing center, testing center owner or principal, testing center supervisor (TCS), or alternate testing center supervisor (ATCS) must be reviewed by the computer testing manager (CTM) prior to forwarding an initial approval request to the Airman Testing Standards Branch (AFS-630). The CTM must certify that the background check results meet the requirements described in paragraph 3-11.

c. If the applicable requirements of this order are met and a need exists, the CTD will be notified that the testing center has received initial approval. If disapproved, the CTD will be advised of the corrective actions necessary to obtain initial approval.

d. Once the testing center is fully prepared to administer airman knowledge tests, the CTD must secure FAA final approval by means of a letter of request to the AKT Program Manager.

3-3. TESTING CENTER FACILITY PLAN. Every letter of request for final approval of a testing center must be accompanied by a proposed schedule of operation and a sketch of the testing center floor plan and physical layout. (Digital images or photos may accompany the sketch to be used as additional clarification of the floor plan and/or layout.)

a. The site name and address must be indicated on the sketch. (If the sketch is being submitted for a site relocation, the new address must be included with the drawing.)

b. Applicable scales and measurements used to prepare the drawing must be visibly noted on the sketch.

c. Sketches and associated labeling must be neatly and legibly prepared.

d. Floor plan, restrooms, proctor station, workstations, partitions (if applicable), camera(s) and monitor (if applicable), and any other physical elements of the testing area must be clearly labeled. Method of surveillance must be clearly indicated.

NOTE: If a site relocates or rearranges its facility layout, a revised sketch must be provided, for approval by AFS-630, prior to making such changes.

3-4. TESTING CENTER IDENTIFICATION CODE.

a. The CTD must assign each testing center under its jurisdiction an identification code. The code must contain eight character positions. The first three alpha character positions must reflect the CTD organization's designation code. The fourth, fifth, and sixth numeric character positions must be the testing center's first three zip code numbers, and the seventh and eighth numeric character positions 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 Regulatory Support Division (AFS-600) assigned designator code used in the Program Tracking and Reporting Subsystem (PTRS) and the Vitals Information Subsystem (VIS).

c. If a testing center is deactivated, the identification code assigned to that center must be retired permanently.

3-5. TESTING CENTER STATUS.

a. A testing center must provide the CTM with a 60-day notice of a closure or any changes in ownership or principal, company name (including reason for or explanation of the change), location, physical layout, phone number, or schedule of operation.

b. The CTM must immediately notify AFS-630 of a testing center closure or changes in phone number or schedule of operation. Changes in ownership or principal, company name, location or testing center physical layout must be approved by AFS-630 prior to the changes taking place.

NOTE: Any site found in noncompliance with this procedure will have their knowledge testing privileges suspended until the changes have been submitted to and approved by AFS-630.

c. Upon closure of a testing center, all electronic records must be transmitted to the CTD before computer hardware is removed from the facility. Other items to be transmitted to the CTD, via certified mail, include, but are not limited to, software, manuals, embosser, preprinted paper, and paper copies of applicant records (i.e., logbooks, authorizations, photocopied identification, etc.).

d. A current list of testing centers is maintained on the Regulatory Support Division's (AFS-600) Web site at <http://afs600.faa.gov>.

3-6. CHANGING CTD SPONSORSHIP. Testing centers must be sponsored by only one CTD. To change CTD sponsorship:

a. The testing center must request, in writing, a release letter from the current CTD. The CTD shall forward a copy of this request to AFS-630 within 10 business days of receipt from the testing center.

b. The current CTD must provide a written response to the testing center, no later than 15 days after the request. The CTD shall copy AFS-630 on this correspondence within 10 business days of the response to the testing center. If a CTD fails to provide a timely release letter or an adequate denial justification letter, AFS-630 will accept a testing center application for processing.

c. The testing center must provide the prospective CTD a copy of the dated request for release and/or the current CTD's response or release letter.

d. The prospective CTD must forward a copy of the current CTD's response/release letter to AFS-630, along with the testing center application.

e. The testing center must reapply for initial approval, through the prospective CTD, in accordance with the provisions of paragraph 3-2.

3-7. 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 provide the CTM written notice of the actions necessary to gain compliance. If compliance is not gained, AFS-630 will direct the CTM to suspend airman knowledge testing at the noncompliant testing center.

a. Upon the first occurrence of a testing center discrepancy or discrepancies, testing may be suspended at the affected testing center for 30 days.

b. If a second complaint or infraction occurs, a 90-day removal of knowledge testing privileges may ensue.

c. Numerous or severe infractions or a third occurrence of any previously addressed discrepancy may result in permanent removal of airman knowledge testing privileges at the affected center.

3-8. GROUNDS FOR SUSPENDING AIRMAN KNOWLEDGE TESTING PRIVILEGES. Infractions resulting in suspension include but are not limited to:

- a. **Allegations of fraud or abuse** of the test administration system.
- b. **Test administration in the absence of a properly trained and approved TCS, ATCS, or test proctor;** or failure to provide required surveillance during testing.
- c. **Test authorization infractions,** including failure to appropriately verify applicant identification.
- d. **A discrepancy(ies)** found during testing center inspections.
- e. **Complaints regarding a testing center's failure** to provide acceptable service to an airman applicant.

3-9. TESTING CENTER AFFILIATION. Testing center affiliation with an FAA-approved Aviation Maintenance Technician School (AMTS) is based on school need. AMTSs desiring testing center affiliation must contact the supervising FAA Flight Standards District Office (FSDO) or International Field Office (IFO) to begin the approval process.

- a. **The AMTS must provide a certified school graduation list** to the affiliated testing center.
- b. **Graduates of an AMTS that are officially affiliated with a testing center** may take the knowledge test upon presenting an appropriate graduation certificate or certificate of completion to the testing center. A graduate's name must be on the certified list received by the testing center from the AMTS, prior to administering the appropriate test(s).

NOTE: Graduation certificates may not be accepted as proper authorization by testing centers not affiliated with an AMTS.

- c. **A testing center may be affiliated** with more than one AMTS; however, an AMTS may be affiliated with only one testing center.

3-10. INDIVIDUALS AUTHORIZED TO ADMINISTER AIRMAN KNOWLEDGE TESTS. Only properly trained, qualified, and authorized individuals may administer airman knowledge tests. Each TCS must provide the CTM with an approved list of its testing center personnel, including the certifying statements for test proctors, as described in paragraphs 3-17a and b. This list must be signed and dated by the TCS. Each testing center must retain a current file copy of this personnel list.

3-11. BACKGROUND CHECKS. CTDs must perform a background check on each proposed testing center, testing center owner or principal, TCS and ATCS. A third-party background screening company must conduct the background checks required by this paragraph. These background checks apply to all testing centers, whether domestic or foreign sites.

- a. **The background check of a testing center** must include an inquiry with the Better Business Bureau or similar organization serving the area where the testing center is located. The phone number and name of the point of contact (if applicable) of the organization contacted must be included in the body of the initial approval request letter.
- b. **The background check of the testing center owner or principal, TCS, and ATCS** must include:

(1) A 5-year criminal history that reveals arrests and/or conviction of felonies. A State Arrest investigation must also be performed to reveal criminal arrest records maintained by: State Repositories; Sheriff's Departments; State Police; and other Municipal, County, and State Law Enforcement Agencies.

(2) Positive confirmation of identity. The identification presented must include a current photograph, signature, and mailing address. This information may be presented in more than one form of identification. Acceptable forms of photo identification include, but are not limited to, driver licenses, government identification cards, passports, alien residency cards, and military identification cards.

NOTE: An ATCS may convert to the permanent TCS position, at the same site where he/she is currently employed as ATCS, without undergoing additional background check measures, if no more than 24 months have passed since the last third-party ATCS background check was performed.

c. CTM Continuing Responsibilities. The CTM is responsible for promptly reporting information to AFS-630 regarding a change in criminal conviction status of any testing center owner or principal, TCS or ATCS. Upon notification of a felony conviction, the offending individual must NOT administer or monitor an airman knowledge test. Furthermore, they cannot be appointed or retained as testing center personnel or special test administrator (STA).

d. Testing Center Owner's or Principal's Continuing Responsibilities. The testing center owner or principal is responsible for promptly reporting information to the CTD regarding a change in criminal conviction status of the TCS or ATCS.

e. Employee Continuing Responsibilities. Any TCS or ATCS who is subsequently convicted of a felony must report the conviction to the responsible CTD within 72 hours.

f. Results of the Background Checks.

(1) The results of the applicable background check on a testing center owner or principal, TCS, or ATCS must be reviewed by the CTM prior to forwarding an approval request to AFS-630. The CTM must certify that the background check results meet the requirements described in this chapter. Only applications that meet the requirements of this order should be submitted.

(2) The CTD may be requested by AFS-630 to obtain a background check on any testing center, testing center owner or principal, TCS, or ATCS at any time.

(3) The CTD must retain background check results for the duration of a testing center employee's tenure and for a period of 24 months after a TCS or ATCS's employment is discontinued. AFS-630 may, at any time, request a copy of these results.

3-12. PERSONAL QUALIFICATIONS OF THE CTM, TESTING CENTER OWNER, TCS, ATCS, TEST PROCTOR, AND STA.

a. Age. CTMs, testing center owners, TCSs, ATCSs, test proctors, and STAs must be at least 21 years of age.

b. Citizenship. To ensure FAA jurisdictional and surveillance oversight, CTMs, testing center owners, TCSs, ATCSs, test proctors, and STAs must be citizens or resident aliens of the United States (except for foreign locations).

(1) A foreign national may be appointed as a TCS, ATCS, or test proctor at a foreign location.

(2) A foreign national may NOT be appointed as a TCS, ATCS, or test proctor at a location in the United States.

NOTE: No waivers of age or citizenship requirements will be considered.

c. Designated Examiners. An individual who is any type of designated examiner must NOT administer or monitor an airman knowledge test. Furthermore, they cannot be appointed or retained as testing center personnel or an STA.

d. Personal Traits. Testing center personnel must have a good reputation and record in the industry and community for integrity and dependability; a willingness to serve the aviation community; and, if applicable, a history of cooperation with the FAA.

3-13. FSDO AND IFO INPUT.

a. AFS-630 will request that the local FSDO or IFO provide information relating to the eligibility and suitability of testing center owners, testing center personnel, and STAs.

NOTE: A request for input does not require that the FSDO or IFO perform a testing center inspection prior to responding to AFS-630. A testing center inspection may be performed once a proposed site has been approved to administer airman knowledge tests.

b. In regards to foreign testing centers, after AFS-630 receives a copy of the third party background check and the initial approval request from the respective CTD, AFS-630 will contact the supporting jurisdictional International Field Office (IFO) requesting their approval and a signed statement indicating their office can provide the required oversight and facility inspections of the proposed international testing center.

3-14. KNOWLEDGE REQUIREMENTS OF THE CTM, TESTING CENTER PERSONNEL, AND STA. CTMs, testing center personnel, and STAs must be knowledgeable in the following.

- a. Airman knowledge test authorization requirements.**
- b. Computer uses** as they relate to the AKT Program.

NOTE: A CTM must be knowledgeable in the structure, processing, and transmission of applicant data.

3-15. TCS AND ATCS RESPONSIBILITIES. The TCS or ATCS is responsible for the operation of the testing center, including training and conduct of test proctors. The TCS must be present during at least 50 percent of test administration business hours. In the absence of the TCS or ATCS, the test proctor may administer airman knowledge tests.

3-16. TCS AND ATCS APPOINTMENTS. Prior to appointing a TCS or ATCS, the CTM must secure FAA approval by means of a letter of request to the AKT Program Manager. Only applications that fully meet the background check and other applicable requirements of this order should be submitted. If the requirements are met, the CTM will be notified that the TCS or ATCS is approved. If disapproved, the CTM will be advised of the corrective actions necessary to obtain approval.

a. A CTD may obtain pre-approval for an ATCS who may assume operational responsibilities of a testing center in the event the TCS is unable to fulfill his/her duties, resigns, or is terminated.

NOTE: The number of ATCSs should not exceed three per testing center.

- b. TCSs and ATCSs** must be representatives of only one CTD.

3-17. TEST PROCTOR APPOINTMENTS. Prior to appointing a test proctor, the TCS must secure CTM approval. If the applicable requirements of this order are met, the CTM will notify the TCS that the test proctor is approved. If disapproved, the CTM will advise the TCS of the corrective actions necessary to obtain authorization.

a. The TCS must certify that each test proctor meets the personal qualification and knowledge requirements described in this chapter.

- b. The TCS must certify that each test proctor has received** the training described in chapter 4.

c. The TCS is responsible for promptly reporting information to the CTM regarding a criminal conviction of a test proctor. The CTM is responsible for promptly reporting this information to AFS-630. Upon notification of a felony conviction, the offending individual must NOT administer or monitor an airman knowledge test.

3-18. SEPARATION OF TESTING CENTER PERSONNEL.

a. The CTM must notify AFS-630 of changes in testing center personnel employment status as they occur.

b. The CTM must ensure that all applicable computer access passwords are immediately changed with the separation of any employee authorized to administer airman knowledge tests.

c. If a TCS resigns or is terminated and a testing center has a pre-approved ATCS, the ATCS may act as TCS for a period of 90 days. The CTM must immediately request FAA approval for the ATCS to become TCS.

(1) If a new TCS is not approved within 90 days, the testing center must not administer airman knowledge tests until the approval process is complete.

(2) If a pre-approved ATCS is not available to replace the TCS, the testing center must not administer airman knowledge tests until a new TCS is approved by AFS-630.

3-19. SPECIAL TEST ADMINISTRATOR (STA) APPROVAL.

a. Prior to appointing an STA, the CTD must secure FAA approval by means of a letter of request to the AKT Program Manager. If the applicable requirements of this order are met, the CTD will be notified that the STA is approved. If disapproved, the CTD will be advised of the corrective actions necessary to obtain approval.

b. The CTM is responsible for promptly reporting information to AFS-630 regarding a criminal conviction of an STA. Upon notification of a felony conviction, the offending individual must NOT administer or monitor an airman knowledge test.

NOTE: STAs must be representatives of only one CTD.

CHAPTER 4. TRAINING OF COMPUTER TESTING DESIGNEE PERSONNEL

4-1. TRAINING AREAS. The Airman Testing Standards Branch (AFS-630) will issue the computer testing designee (CTD) copies of this order and 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 personnel are expected to provide the public.
- (3) CTD, CTM, and testing center personnel responsibilities as representatives of the FAA.

b. Specific Areas.

- (1) Security as it concerns the testing process.
- (2) Proper functioning of computer equipment.
- (3) Identification of applicants.
- (4) Eligibility of applicants.
- (5) Test authorization.
- (6) Selection of test and take number.
- (7) Time allowed for test and passing score.
- (8) Use of reference materials and aids.
- (9) Materials supplied to the applicant.
- (10) Visual or video surveillance of the applicant.
- (11) Handling applicant comments on tests.
- (12) Airman Knowledge Test Reports and expiration dates.

4-2. INDOCTRINATION AND TRAINING OF CTM, AND TESTING CENTER PERSONNEL.

AFS-630 is responsible for indoctrination and training of key CTD personnel. The CTM is responsible for the training of all testing center supervisors (TCSs), and TCSs are responsible for training the test proctors. The indoctrination and training will include all areas listed in paragraph 4-1.

4-3. RECURRENT TRAINING OF CTM AND TESTING CENTER PERSONNEL.

a. AFS-630 will give the CTM recurrent training on a biennial 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.

b. The CTM is responsible for providing recurrent training to all TCSs following any major changes in testing procedures. Also, the CTM must provide TCSs with a complete review of airman knowledge testing policies and procedures at least once every 12 months. TCSs are responsible for performing these same training processes for the test proctors.

c. AFS-630 will provide Recurrent Training Messages (RTMs) on an as-needed basis. The CTM is responsible for distributing RTMs and providing associated training to all TCSs. TCSs are responsible for providing this recurrent training information to the test proctors. Test center personnel must read and initial all RTMs. The initialed RTMs must be filed in a readily accessible location. The RTMs can be viewed at or downloaded from the Regulatory Support Division's (AFS-600) Web site at <http://afs600.faa.gov>.

d. Each testing center must keep a file containing proof of initial, annual and recurrent training. This file must include training records for all testing center personnel.

CHAPTER 5. SECURITY, SURVEILLANCE, AND INSPECTIONS

5-1. GENERAL. Airman Knowledge Testing (AKT) Program supervision and policy information will be transmitted to the computer testing manager (CTM) by the Airman Testing Standards Branch (AFS-630). The CTM must promptly relay this information to the testing center supervisors (TCSs) and alternate testing center supervisors (ATCSs). The CTM should communicate with AFS-630 if there are questions concerning the AKT Program, including inquiries about inspection results and testing center discrepancies. Testing center personnel should resolve any questions with their CTM.

a. AFS-630 will analyze testing center performance and/or inspection results, and prepare all notifications to CTMs.

b. AFS-630 will coordinate proposed follow-up actions and resolution of testing center discrepancies with the CTM.

5-2. TEST AND DATA SECURITY. Control and security of airman testing data is a primary responsibility of the CTM. The CTM must assure the integrity of the knowledge testing process, and take no action that will cause or give the perception of a breach of FAA testing data integrity. No airman testing data shall be destroyed or withheld from the FAA, unless otherwise prescribed in this order, or without written permission from AFS-630.

a. The computer testing designee (CTD) central processing computer must be secured and protected as U.S. Government *For Official Use Only* information. All airman testing data is the property of the FAA and may not be used for any other purposes than authorized by this order.

b. 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.

c. Access to airman personal and demographic information and test data by unauthorized persons is prohibited.

d. Test question bank answers must reside in the central processing computer and not at the testing center.

e. The testing center's computer terminals 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.

5-3. 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) Conducting daily electronic surveillance by reviewing statistical data and applicant survey reports.

(3) Conducting random inspections of testing centers.

(4) Notifying the Flight Standards District Office (FSDO) or International Field Office (IFO) Manager when a testing center inspection is conducted within their jurisdiction by AFS-630.

(5) Notifying the FSDO or IFO of significant follow-up actions taken to resolve testing center inspection discrepancies.

b. FSDO Aviation Safety Inspectors (ASIs) should perform inspections of testing centers located within their geographical area of jurisdiction, in accordance with their National Program Guidelines (NPG). In addition, AFS-630 may request, at any time, that a FSDO or IFO conduct a testing center inspection.

c. Inspections of a testing center must be conducted using the most current revision of the FAA Airman Knowledge Testing Center Inspection Job Aid. The job aid can be downloaded from the AFS-630 segment of the Regulatory Support Division's (AFS-600) Web site at <http://afs600.faa.gov>. This site also contains the FAA Airman Knowledge Testing Authorization Requirements Matrix and Recurrent Training Messages (RTM). The additional ASI guidance will be incorporated into revisions of FAA Orders 8300.10 and 8700.1.

NOTE: If the FAA representative is unable to observe actual test administration, the testing center personnel may be questioned on test administration procedures. If testing is in progress, the representative should extend necessary courtesies and cooperation.

d. Follow-up Action. Any testing center inspection activity must be recorded in the Program Tracking and Reporting Subsystem (PTRS). Notification of all discrepancies must be submitted, via phone, or by faxing or e-mailing the completed FAA Airman Knowledge Testing Center Inspection Checklist (see paragraph 5-3.c.) to AFS-630.

(1) AFS-630 will coordinate resolution of discrepancies with the respective CTM in accordance with paragraph 3-8.

(2) If the FAA representative feels the discrepancy or discrepancies are deserving of emergency action, AFS-630 must be contacted immediately to coordinate a resolution plan and/or suspension of testing privileges at the offending center.

(3) Upon accomplishing a testing center inspection, the FAA representative must use one of the PTRS work activity codes for the inspection of airman knowledge testing centers. The PTRS codes and descriptions will be abbreviated as follows in the PTRS database:

(a) Operations: 1663/183 SURVL/INSP COMPUTER TST CTR.

(b) Maintenance: 3679/183 SURVL/INSP COMPUTER TST CTR.

(c) Avionics: 5678/183 SURVL/INSP COMPUTER TST CTR.

(4) The ASI should put any findings/discrepancies in the Comment Section IV of the PTRS Form (FAA Form 8000-36).

NOTE: It is highly recommended that all testing center owners or principals, TCSs, ATCSs, and test proctors provide and maintain an electronic mail account, including communication of accurate electronic mail addresses to the CTM.

5-4. REPORTING OF IRREGULARITIES AND INFRACTIONS.

a. The CTD must provide an electronic communications system for testing center personnel to advise the CTM of equipment malfunctions; unusual occurrences such as power interruption; and inaccurate entry of applicant registration data, such as incorrect spelling of applicants' names or incorrect Social Security Numbers, if voluntarily provided.

NOTE: It is highly recommended that all testing center owners or principals, TCSs, ATCSs, and test proctors provide and maintain an electronic mail account, including communication of accurate electronic mail addresses to the CTM.

b. The CTM is responsible for immediately notifying AFS-630 of any action taken by testing center personnel which would jeopardize the proper functioning of the AKT Program.

5-5. TESTING CENTER QUALITY ASSURANCE INSPECTIONS. Each testing center must conduct quality assurance inspections at least once every 6 months by using the FAA Airman Knowledge Testing Center Quality Assurance Inspection Checklist. The checklist can be downloaded from the AFS-630 segment of the AFS-600 Web site at <http://afs600.faa.gov>.

a. This checklist provides a means of verifying compliance with the requirements of this order.

b. The following steps must be accomplished in conjunction with the quality assurance inspection process.

(1) The TCS or ATCS must fill in the testing center code on page 1, review and verify compliance with every item on the checklist, and sign and date the last page. The completed checklist must be sent to the CTM within 10 business days of initiation of the quality assurance inspection (QAI) process. The TCS or ATCS must confirm that noncompliant items are corrected within 10 business days from the date the checklist is signed.

NOTE: The TCS must provide all information requested on the QAI in a complete, accurate, and honest manner. Misrepresentation of the testing center's compliance level will result in suspension of the offending site's testing privileges. Furthermore, a testing center which does not return the QAI by the specified due date will have its testing privileges suspended until such time that the QAI is received by AFS-630. Any site which submits the QAI more than 120 days past the specified due date will be required to reapply to the FAA for airman knowledge testing center approval.

(2) The CTM must review, sign, and date the checklist. The CTM must contact the site to confirm that deficient items have been addressed and/or perform remedial training on any noncompliant areas. The checklist must then be forwarded to AFS-630 within 20 business days from the date the QAI is received from the testing center.

5-6. TEST PREPARATION COURSE MONITORING.

a. The CTD must provide AFS-630 with access to the airman test preparation course administered to a student, including the date and time the course was conducted.

b. When airman test preparation courses are provided by a CTD, an automated means acceptable to AFS-630 for monitoring these courses must be provided before associated tests are administered.

c. AFS-630 will monitor test preparation courses conducted through testing centers to ensure the prep course material does not compromise the airman test being administered.

d. As part of the CTD's secure FAA test delivery network, knowledge test item banks must be separate from any test preparation programs managed or participated in by the company.

e. Test preparation examinations must not be scheduled for the same day as the corresponding airman examination.

CHAPTER 6. TEST PROCEDURES - GENERAL

6-1. IDENTIFICATION AND PROCESSING OF APPLICANTS. The proctor administering an airman knowledge test must positively identify each applicant, ensure proper test authorization is presented (if applicable), and ensure proper completion of the testing center daily log.

a. Prior to test administration, the proctor must ensure that each applicant provides positive proof of identification, a permanent mailing address, and documentary evidence of age. The identification presented must include a current photograph, signature, and mailing address. This information may be presented in more than one form of identification.

(1) Acceptable forms of photo identification for U.S. citizens and resident aliens include, but are not limited to, driver licenses, government identification cards, passports, alien residency cards, and military identification cards.

(2) Acceptable forms of photo identification for non-U.S. citizens **must** include a passport, in addition to one or more of the following: drivers license, government identification card and/or military identification card.

(3) Some applicants may not possess suitable identification as described above. In the case of an applicant under age 21, the applicant's parent or guardian may have to accompany the applicant and identify themselves as described above. The parent or guardian may then attest to the applicant's identity.

b. The proctor must 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 applicable eligibility requirements contained in chapter 7 of this order and the appropriate part of Title 14 of the Code of Federal Regulations (14 CFR). If applicant eligibility is in doubt, the 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.

c. The proctor must make a legible photocopy of any identification and authorization documents presented at the time of applicant processing. These copies must be attached to the applicable daily log.

d. The testing center must provide a daily log for applicant sign-in and sign-out. The sign-in/out logs must be maintained in an accurate and complete manner, including posting of the "IMPORTANT NOTICE FOR AIRMAN APPLICANTS" [figure 6-1] at the top of each log sheet. All applicants must be advised to read this notice before signing the log. The log sheet must be formatted to collect the following.

- Applicant's printed full legal name (in English).
- Full legal signature.
- ID number or date of birth.
- Type of test.
- Date of test.
- Time in for each test.
- Time out for each test.
- Initials of the proctor for each test administered.

Testing center daily logs must be retained for a period of 2 years.

FIGURE 6-1. 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 do not already hold a valid, current certificate or rating in the area which you are testing. Furthermore, you are certifying that you are in compliance with the appropriate FAA eligibility requirements; and, if this is a retest, you are also 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.

6-2. PROCTOR RESPONSIBILITIES.**a. Prior to the test:**

(1) Instruct the applicant that he or she may not enter the testing area with personal possessions, including any type of portable phone, pager, electronic planner (i.e., 'PDA', 'Palm Pilot'), or wrist watches with note pad capabilities. Applicants are responsible for securing their own personal possessions prior to entering the testing area (i.e., locking personal items in vehicle, etc.).

(2) Instruct the applicant that he or she may not leave the testing area without proctor supervision, or the test will be terminated.

(3) Ensure that the proper test is available.

(4) Furnish each applicant:

(a) An explanation of and opportunity to utilize the online tutorial, which explains the method for navigating within the testing system.

(b) The required supplement book.

(c) An accountable number of blank sheets of scratch paper.

(5) Inspect the aid(s) the applicant plans to use during the test to ensure that they meet the guidelines stated in paragraph 6-4.

(6) Answer applicant questions regarding the proper use of equipment.

b. During the test:

(1) Provide surveillance of applicants at all times during test administration, including accompanying an applicant during any break (see paragraph 6-7).

(2) Monitor applicants' whereabouts and activities during any computer crash or system down time.

NOTE: Once the applicant leaves the testing center, or if a test cannot be resumed until the following day, a new test shall be administered.

c. After the test:

(1) Collect the same number of sheets of scratch paper as was distributed prior to the test.

(2) Collect the supplement book. The test proctor must inspect the supplement book to ensure no extraneous marks exist.

(3) Issue the applicant an Airman Knowledge Test Report. [Appendix 1, Figure 12]

6-3. TIME ALLOWED FOR TESTS. The time allowed for the completion of a test must be given to the applicant during initial registration. 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 the applicant signs an agreement statement waiving the right to the full allotted time. [Appendix 1, Figure 13]. The test must be terminated at the time agreed upon by the applicant and the proctor.

b. The proctor should advise the applicant prior to the beginning of the test that when a break is necessary, test time continues uninterrupted. The applicant's whereabouts during this break **must be monitored** by the proctor.

6-4. USE OF AIDS, REFERENCE MATERIALS, AND TEST MATERIALS. The applicant may use aids, reference materials, and test materials within the guidelines listed below, as long as 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 airman knowledge tests may not take any written materials (either handwritten, printed or electronic), other than the supplement book provided by the proctor, into the testing area.

NOTE: The test proctor is responsible for ensuring, when applicable, that the applicant receives the correct supplement book to be used during the knowledge test. Outdated, incomplete, or damaged supplement books must be discarded by the testing center supervisor (TCS). The TCS is also responsible for obtaining replacement supplement books.

b. Applicants may use scales, straightedges, protractors, plotters, navigation computers, blank log sheets, holding pattern entry aids, and electronic or mechanical calculators that are directly related to the test.

c. 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.

d. Testing centers may provide calculators to applicants and/or deny applicants' use of their personal calculators based on the following limitations.

(1) Prior to, and upon completion of the test, while in the presence of the proctor, the applicant must actuate the ON/OFF switch or RESET button, 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 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 pre-written 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.

e. Dictionaries are not allowed in the testing area.

f. The proctor makes the final determination regarding aids, reference materials, and test materials an applicant may take into the testing area.

6-5. TESTING PROCEDURES FOR DYSLEXIC APPLICANTS.

a. A dyslexic applicant may request approval from the local Flight Standards District Office (FSDO) or International Field Office (IFO) to take an 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 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 must be someone who is non-aviation oriented. The proctor must provide reading assistance only, with no explanation of words or terms. When this option is requested, the FSDO or IFO inspector must contact AFS-630 for assistance in selecting the test site and proctor.

b. Prior to approval of any option, the FSDO or IFO inspector must 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 Regulatory Support Division (AFS-600).

6-6. TEST ADMINISTRATION FOR CTD PERSONNEL.

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

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

6-7. VISUAL OR VIDEO SURVEILLANCE OF APPLICANTS DURING TESTS. The proctor must be able to view the applicants at all times, be aware of all activities in the testing room, and be alert for any misconduct.

a. When an applicant break is necessary, the applicant must be accompanied by a test proctor (i.e., to the water fountain, or to the outer door of the restroom).

(1) Any applicant leaving the testing room without supervision will have their test terminated.

(2) A sign must be visible to the applicants advising that leaving the testing area without test proctor supervision will result in termination of their exam.

(3) Visual surveillance of applicants does not preclude the performance of other tasks by the proctor; however, additional duties must not interfere with applicant surveillance.

b. 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 video monitor.

(1) If video monitoring is used, a sign must be visible to the applicants advising that the testing area is being video-monitored.

(2) Video surveillance of applicants does not preclude the performance of other tasks by the proctor; however, additional duties must not interfere with applicant surveillance.

6-8. APPLICANT MISCONDUCT DURING TESTING.

a. Testing center personnel must report all violent, disruptive, or abusive acts, including incidents or allegations of cheating, to their CTM and the appropriate FSDO or IFO. The CTM must immediately contact AFS-630.

NOTE: Reports of cheating involving testing center personnel may result in the immediate suspension of all testing privileges in accordance with paragraph 2-11. Confirmed cases may result in the permanent shutdown of that testing center. In addition, appropriate enforcement action may be taken against testing center personnel or any applicant that might be involved.

b. If an applicant appears to be cheating, the proctor must immediately discontinue the test and escort the applicant from the area to avoid disturbing others who may be taking tests. The proctor must 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 proctor must immediately notify the CTM and local FSDO or IFO, by telephone, of the alleged cheating incident. The testing center supervisor (TCS) must keep any evidence related to the cheating incident in a secured area until it is given to the FSDO or IFO.

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

(3) The FSDO or IFO must notify AFS-630, by telephone, followed by written communication, of the known facts relating to the incident.

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

(5) Upon completion of the FSDO or IFO and FAA Servicing Security Element (SSE) investigation, the FSDO or IFO must provide written notification of the results to AFS-630.

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

6-9. HANDLING APPLICANT COMMENTS ON TESTS. The CTD must provide an opportunity for applicants to enter comments into the computer regarding their testing experience/environment and FAA test questions. [Appendix 1, Figure 14]

a. The proctor must not express opinions regarding test questions or answers prior to, during, or after a test session.

b. If an applicant requests to have a test handscored, the request must be in the form of a signed letter to AFS-630.

6-10. AIRMAN KNOWLEDGE TEST REPORTS. The proctor will frequently be required to analyze Airman Knowledge Test Reports presented by applicants who have previously taken an airman knowledge test. The Airman Knowledge Test Report will be similar to the sample in appendix 1, figure 12.

6-11. DUPLICATE AIRMAN KNOWLEDGE TEST REPORTS. A testing center must provide an applicant only one Airman Knowledge Test Report.

a. Once an applicant leaves the testing center, upon completion of an airman knowledge test, a duplicate test report must not be furnished for any reason.

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

c. If an Airman Knowledge Test Report cannot be printed at the time of completion of an applicant's test, the testing center must contact the CTD home office. Within 48 hours, the home office must reproduce the test report, seal it with the home office's official seal, and mail the report to the applicant.

d. An applicant who requires a duplicate test report due to loss, theft, or destruction of the original must send a signed request, including a check or money order for \$1, to: Federal Aviation Administration, Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125.

e. The Airmen Certification Branch (AFS-760) may issue a facsimile to inform applicants of test results only in certain cases, such as applicants whose requests are job-related. However, an applicant may not use a facsimile in lieu of an official Airman Knowledge Test Report to take a practical test for an FAA airman certificate or rating.

6-12. ERRONEOUS AIRMAN KNOWLEDGE TEST REPORTS. If an error is detected on an Airman Knowledge Test Report, the applicant may either:

a. Contact the Federal Aviation Administration, Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125; or

b. Present proof of correct information at the time of the practical test or at the time of certificate application. If proof is presented at the time of the practical test, the practical test examiner must provide a certifying statement that the correct information was presented. This statement must accompany the airman's certification file that is forwarded to AFS-760.

CHAPTER 7. ELIGIBILITY REQUIREMENTS

7-1. AUTHORIZATION MATRIX. The FAA Airman Knowledge Testing Authorization Requirements Matrix contains the following information: test codes, test names, number of questions on each test, minimum eligibility age, time allotted for each test, minimum passing score for each test, acceptable forms of authorization, and retesting policies. The matrix can be downloaded from the AFS-630 segment of the Regulatory Support Division's (AFS-600) Web site at <http://afs600.faa.gov>. The matrix is intended as a reference tool only. For additional information on eligibility requirements, test selection, and authorization requirements, refer to the remainder of this chapter or the appropriate portion of Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65.

7-2. FAXED AUTHORIZATIONS. A testing center may accept a faxed authorization for an applicant to take an airman knowledge test, if the following criteria are met.

a. The authorization must be faxed directly to the testing center.

b. The source of the fax must be identifiable, including the name of the company sending the fax, the sending company's fax and phone number, and the date and time of the fax transaction. (This information must be programmed into the sender's fax machine, so that it automatically prints in the top and/or bottom margin(s) of the page as it is received through the receiving testing center's fax machine.)

In addition to these criteria, each test proctor should use their best judgment in determining whether or not an authorization appears to be valid. If there is any doubt as to the validity of the authorization, the TCS, ATCS or proctor shall contact the issuer, at the phone number listed in the margin of the fax page, to verify that the document is legitimate.

NOTE: This faxed authorization policy applies only to initial test takes. It does NOT apply to retests after failure, or retests for a higher score.

Some "Certificates of Completion" faxes may include an "electronic" signature initiated by "approved organizations."

7-3. SELECTION OF TEST. The appropriate test must be administered to an applicant. The administration of an inappropriate test does not constitute a valid evaluation of the applicant's aeronautical knowledge and will not be accepted. The proper test for the specific certificate or rating must be administered before the applicant's file can be processed by the Airmen Certification Branch (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 airman knowledge test for a specific certificate or rating must NOT be administered to an applicant who already holds a valid, current certificate or rating in that area.

7-4. APPLICANT AGE REQUIREMENTS. Age requirements for applicants to take airman knowledge tests are given in figure 7-1.

FIGURE 7-1. 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 61.153
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	19	14 CFR section 63.31*
Aircraft Dispatcher	21	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

A 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 7-8.

7-5. TEST CREDIT FOR A FLIGHT INSTRUCTOR APPLICANT. An applicant for a flight instructor certificate or ground instructor certificate must take the fundamentals of instructing (FOI) test unless the applicant:

- 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. Has received a passing grade** on the FOI test.
- c. Holds a current teacher's certificate** issued by a municipality, city, county, state, or foreign country 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.

7-6. 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. [Appendix 1, Figure 15]

(1) If an applicant possesses a mechanic certificate with either an airframe or powerplant rating, the general test must not be administered.

(2) When an applicant presents an original FAA Form 8610-2 as authorization for a mechanic (AMG, AMA, or AMP) test, it is to be returned to the applicant. A testing center may make a photocopy of the form for its files if desired.

b. A Graduation Certificate or Certificate of Completion to a testing center affiliated with an FAA-certificated Aviation Maintenance Technician School (AMTS). The applicant's name must appear on a graduate list provided to the testing center by the 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.

(1) Graduates taking any aviation mechanic test at a testing center other than one affiliated with the AMTS must present a graduation certificate or certificate of completion to an ASI (Airworthiness) or Aviation Safety Technician (AST) prior to testing. The ASI or AST must review the documents, and complete and sign block V of FAA Form 8610-2.

NOTE: Graduation certificates may NOT be accepted as proper authorization in nonaffiliated testing situations.

(2) The exam date for a mechanic knowledge test should not precede the date of the graduation certificate date.

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

7-7. 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 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 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 14 CFR section 61.105 for the certificate or rating sought and is prepared for the knowledge test.

7-8. 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 International Civil Aviation Organization (ICAO) member state.

c. An endorsement from a person authorized to recommend flight engineer applicants [appendix 1, figures 16 and 17]. The endorsement must certify that the applicant meets the knowledge requirements of 14 CFR section 63.35(c), and the aeronautical experience requirements of section 63.37.

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

7-9. 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. [Appendix 1, Figure 15]

7-10. REQUIREMENTS FOR DISPATCHER AND FLIGHT APPLICANTS. Applicants taking the flight engineer test must be 19 years of age and applicants taking the dispatcher test must be 21 years of age.

7-11. 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. [Appendix 1, Figure 18]

7-12. 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 rating.

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 must 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 must 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," must 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 local FSDO or IFO 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.

7-13. 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 and 65.117. The applicant must present a completed FAA Form 8610-2 [appendix 1, figure 15], approved and signed by an ASI (Airworthiness) from the local FSDO or IFO, to the test site registrar prior to taking the knowledge test.

7-14. TRANSITIONING BETWEEN POWERED AND NONPOWERED CATEGORY AND CLASS RATING TESTS.

a. When applying for an additional category or class rating, 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.

b. When applying for a category or class rating for powered or nonpowered aircraft, a knowledge test IS required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for nonpowered aircraft, i.e., glider and hot air balloon. (See figures 7-2 through 7-4 for examples of the addition of category and class ratings.)

7-15. PRIVATE PILOT TRANSITION TESTS. An applicant who holds a recreational pilot certificate with an airplane, gyroplane, or helicopter rating, and meets the knowledge requirements for the private pilot certificate with the corresponding rating, must 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. [Figure 7-5]

7-16. 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. [Figures 7-6 through 7-10]

NOTE: Before being administered an added rating test for a 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.

7-17. RETESTING AFTER FAILURE. The applicant must surrender the previous test report to the proctor prior to retesting. The original test report is to be retained by the proctor and attached to the applicable sign-in/out log 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 the 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.

7-18. 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 must surrender the previous test report to the proctor prior to retesting. The proctor must destroy the original test report after administering the retest. The latest test taken will reflect the official score.

7-19. VALIDITY PERIOD FOR TESTS. All 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 7-2. 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

**FIGURE 7-3. PRIVATE PILOT - ADDITION OF CATEGORY
AND CLASS RATINGS**

CATEGORY AND CLASS RATING HELD	CATEGORY AND CLASS RATING SOUGHT	KNOWLEDGE TEST REQUIRED
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	PAR	PAR
PBG or PBH	PGL	PGL

**FIGURE 7-4. COMMERCIAL PILOT - ADDITION OF CATEGORY
AND CLASS RATINGS**

CATEGORY AND CLASS RATING HELD	CATEGORY AND CLASS RATING SOUGHT	KNOWLEDGE TEST REQUIRED
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, or CGX	CAX	CAX
CBG or CBH	CGX	CGX

FIGURE 7-5. RECREATIONAL PILOT - PRIVATE PILOT TRANSITION TESTS

CERTIFICATE/RATING HELD OR KNOWLEDGE TEST PASSED	CERTIFICATE/RATING SOUGHT	ADMINISTER
RPA	PAR	PAT
RPG	PRG	PGT
RPH	PRH	PHT

FIGURE 7-6. AIRLINE TRANSPORT PILOT - ADDED RATING TESTS

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

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

CERTIFICATE/RATING HELD OR KNOWLEDGE TEST PASSED	CERTIFICATE/RATING SOUGHT	ADMINISTER
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 7-8. 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 7-9. ADMINISTRATION OF FLIGHT ENGINEER TESTS

FLIGHT ENGINEER CERTIFICATE HELD OR KNOWLEDGE TEST PASSED	RATING SOUGHT	ADMINISTER
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 7-10. CERTIFICATE/RATING TEST CODES

FULL TESTS	CODE
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
ADDED RATING TESTS	CODE
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 8. DATA COLLECTION AND TEST REPORT SPECIFICATIONS

8-1. APPLICANT REGISTRATION. The computer testing designee (CTD) registrar must enter the required information into the applicant's data file.

a. Personal Information.

- (1) Legal name of applicant last, first, middle, (e.g., Jones, William Henry).
- (2) Applicant's date of birth (e.g., 02211958).
- (3) Applicant's mailing address (number and street, apartment number, P.O. Box or rural route, city, state/country, and zip code).
- (4) Applicant's citizenship. [Appendix 1, Figure 20]
- (5) Applicant's U.S. Social Security Number, if voluntarily provided, or eight-digit date of birth (e.g., 02211960).

b. Test Information.

- (1) Date of test (e.g., 10262002).
- (2) Title of test (e.g., Private Pilot - Airplane).
- (3) Test code (e.g., PAR).
- (4) Take number.
 - (a) For an initial test, enter "1."
 - (b) For retakes within 24-calendar months, enter the next successive number (e.g., "2," "3," "4," etc.). If there is a break of more than 24 months from the last test date, start again with "1."
- (5) Course completion date and school certificate number.
 - (a) If the applicant has completed an FAA-approved course, enter the completion date and school certificate number.
 - (b) For pilot applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 141 pilot school.
 - (c) For mechanic applicants, enter all characters of the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 147 school.

NOTE: AFS-630 will provide the CTD registrar a list of 14 CFR parts 141 and 147 schools and their certificate numbers. No entry must be made if a school is not on the provided list.

8-2. AIRMAN KNOWLEDGE TEST REPORT SPECIFICATIONS. The CTD must develop Airman Knowledge Test Reports that conform to the following requirements.

a. Print Size.

- (1) Line 31 must be 18 point in color red. (Preprinted paper is acceptable.)
- (2) Lines 34 through 43 must be a minimum of 9 point.
- (3) All other lines of the test report must be 10 point.

b. Print Quality. Use of a laser printer is recommended to facilitate FAA microfilm processing.

c. Paper Quality. Plain white 8 1/2- by 11-inch paper of 20-pound weight must be used.

d. Test Report Content. The information contained on the Airman Knowledge Test Report must follow the layout as described in appendix 1, figure 12. (The numbers that appear in the left margin of the figure are for format design only and must not appear on the actual test report issued to the applicant.)

e. Miscellaneous Requirements.

- (1) Two-inch header and footer must be available for the CTD's approved logo, address, and telephone number(s).
- (2) The CTD's circular embossed seal must appear in the middle right portion of the body of the test report.

CHAPTER 9. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

9-1. BACKGROUND. In May 2000, the FAA entered into an agreement with the Defense Activity for Non-Traditional Education Support (DANTES). Per this agreement, DANTES was granted limited authority to administer FAA airman mechanic knowledge tests to eligible active-duty and reserve component personnel of covered branches of the U.S. military service. For additional information regarding the DANTES organization, see the DANTES Web site at <http://www.dantes.doded.mil>.

9-2. DANTES PERSONNEL DEFINITIONS.

a. Alternate Test Center Officer (ATCO). A person selected and authorized by the MCP to serve as TCO for a period not to exceed 90 days. (Equivalent to ATCS, paragraph 1-6.c.)

b. Manager, Certification Programs (MCP). A person selected by the DANTES organization, and approved by AFS-630, to serve as manager of the FAA/DANTES Internet-based test delivery program. (Equivalent to CTM, paragraph 1-6.g.)

c. Test Examiner. A properly trained and qualified individual appointed by a TCO and approved by the MCP to administer airman knowledge tests. (Equivalent to Test Proctor, paragraph 1-6.s.)

d. Test Center. A facility that provides applicants an FAA-approved Internet-based testing environment for the administration of airman mechanic knowledge tests. (Equivalent to Testing Center, paragraph 1-6.t.)

e. Test Center Officer (TCO). A person selected by the CTM to oversee the administration of airman knowledge tests. The TCO is responsible for the operation of an approved test center. (Equivalent to TCS, paragraph 1-6.u.)

9-3. DANTES TEST CENTER GUIDANCE. Specific guidance for DANTES test centers and personnel is outlined in the FAA/DANTES Testing Handbook. This handbook will be distributed, by AFS-630, through the MCP, only to DANTES-affiliated test centers.

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)
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)
ARL	Airline Transport Pilot Powered Lift (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 Powered Lift
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
FNX	Flight Navigator
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

FIGURE 1. TEST CODES - CONTINUED

IPI	Instrument Instructor Powered Lift (added rating)
IPL	Instrument Rating Powered Lift
IRA	Instrument Rating Airplane
IRH	Instrument Rating Helicopter
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)
PEA	Pilot Examiner Airplane
PEB	Pilot Examiner Balloon
PEG	Pilot Examiner Glider
PEL	Pilot Examiner Airship
PER	Pilot Examiner Rotorcraft
PEY	Pilot Examiner Gyroplane
PPL	Private Pilot Powered Lift
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

FIGURE 2. SAMPLE LETTER OF APPLICATION

December 1, 2000

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 GTS be designated as a computer testing designee (CTD). GTS is seeking authorization to administer FAA airman knowledge tests, in all certification and rating areas, in accordance with the provisions of Order 8080.6D, Conduct of Airman Knowledge Tests.

GTS has reviewed the initial application qualifications, and the security, experience, support, technical, and statistical requirements listed in the order. (Attachment No. 1 outlines our knowledge base and describes the methods utilized for complying with these requirements.)

In addition, I request approval of Dr. Robert Landon as computer testing manager (CTM). (Attachment No. 2 lists Dr. Landon's qualifications.) If approved, Dr. Landon will coordinate and supervise the operations at our testing centers. (Attachment No. 3 lists the proposed locations of our initial 20 testing centers, and the names of our proposed testing center supervisors (TCSs)).

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 3. KNOWLEDGE TEST DATA RECORD LAYOUT

KNOWLEDGE TEST DATA RECORD LAYOUT		
A > delimiter shall separate the fields within each record.		
Quotes should NOT be used around text. Quotes and commas are allowed within the fields.		
Field #	Content	Description
1	Test Type	This will be 11 for CTDs. REQUIRED
2	Exam ID	Maximum length 17 characters. Positions 1-2 = CTD ID; positions 3-10 = 8-digit test date; positions 11-12 - 2-digit test identifier; positions 13-17 = CTD internal use. REQUIRED
3	Test Date	Format; mmddccyy. Required length 8 characters. The months of January through September must have a leading zero (i.e., 09132002). REQUIRED
4	Last Name	Maximum length 30 characters. REQUIRED
5	First & Middle Name	Format: applicant's first name, space, applicant's middle name. Maximum length 30 characters. REQUIRED
6	Name Suffix	Maximum length 5 characters. (i.e., Jr., Sr., III)
7	Applicant ID	Social Security Number or birth date (no other ID is acceptable). Maximum length 9 numeric characters. If birth date is used in this field, it must be identical to the entry in the Birth Date field. REQUIRED
8	Birth Date	Format: mmddccyy. Required length 8 characters. The months of January through September must have a leading zero (i.e., 09132002). REQUIRED
9	Citizenship	Maximum 3 characters. Must contain number taken from AFS-630s approved country code list. REQUIRED
10	Address 1	Maximum length 75 characters. REQUIRED
11	Address 2	Maximum length 75 characters.
12	City	Maximum length 30 characters. REQUIRED
13	State	Maximum length 2 characters. If this field contains data, the Province Code and Country fields must be blank. Must contain identifier taken from AFS-630s state code list. REQUIRED FOR DOMESTIC ADDRESSES
14	Zip Code	Format: #####-#### for US addresses. Maximum length 10 characters, minimum length 5 characters. Four-digit extension not required, but character 6 must be a dash if entered.
15	Province Code	Maximum length 2 characters. If this field contains data, the State field must be blank. Must contain code taken from AFS-630's Province Code list. USE FOR CANADIAN ADDRESSES ONLY
16	Country	Maximum length 25 characters. Country name must be spelled out. If this field contains data, the State field must be blank. USE FOR FOREIGN ADDRESSES ONLY
17	CTD	Required length 2 numeric characters. Must contain identifier assigned by AFS-630. (i.e., 50 or 90) REQUIRED
18	Site ID	Format: xxx????? Three alpha characters indicating the CTD, followed by 5 alphanumeric characters (i.e., abs73103 or lasge001) Must contain identifier taken from AFS-630s exam site list. REQUIRED
19	Test Code	Required length 3 characters. Must contain identifier taken from AFS-630s approved test code list. REQUIRED

FIGURE 3. KNOWLEDGE TEST DATA RECORD LAYOUT (continued)

20	Test Form	Required length 6 characters. First 3 characters must match the Test Code field. REQUIRED
21	Test Version	Required length 5 numeric characters. Contains number indicating when a form was last updated. (i.e., 20013 = the third tri-annual change cycle for calendar year 2001). REQUIRED
22	Test Take Number	Maximum length 2 numeric characters. REQUIRED
23	Test Time	Maximum length 3 numeric characters. Time allowed in minutes for answering and reviewing test questions. REQUIRED
24	Actual Time in Test	Maximum length 3 numeric characters. Time in minutes actually spent answering and reviewing test questions (NOT including time spent on validation questions). REQUIRED
25	Number of Questions	Maximum length 3 numeric characters. Number of questions in the test administered (NOT including number of validation questions). REQUIRED
26	Overall Number Score	Maximum length 3 numeric characters. Numeric score of the exam. REQUIRED
27	Overall Pass or Fail Indicator	Maximum length 1 character. Pass = P, Fail = F. REQUIRED
28	Graduation Date	Format: mmddccyy. Required length 8 characters. The months of January through September must have a leading zero (i.e., 09132002).
29	Aviation School	Maximum length 8 characters. Must contain code taken from AFS-630s approved Part 141 or 147 school list. If Graduation Date field contains data, this field is required.

FIGURE 4. KNOWLEDGE TEST QUESTION DATA RECORD LAYOUT

KNOWLEDGE TEST QUESTION DATA RECORD LAYOUT		
A > delimiter shall separate the fields within each record.		
Quotes should NOT be used around text. Quotes and commas are allowed within the fields.		
Field #	Content	Description
1	Exam ID	Maximum length 17 characters. Positions 1-2 = CTD ID; positions 3-10 = 8-digit test date; positions 11-12 - 2-digit test identifier; positions 13-17 = CTD internal use. REQUIRED
2	Question Number	Maximum length 10 numeric characters. REQUIRED
3	Question Sequence Number	Maximum length 3 numeric characters. Number indicating the order of the question on the test. REQUIRED
4	Actual Time in Question	Maximum length 5 numeric characters. Time in seconds for each question answered including time for review. REQUIRED
5	Question Result	Maximum length 1 character. Correct = C, Incorrect = I, Omitted = O. REQUIRED.
6	Topic Code	Maximum length 10 numeric characters. REQUIRED
7	Correct Answer	Maximum length 1 character. Letter of correct answer for the question. REQUIRED
8	Applicant Answer	Maximum length 1 character. Letter of applicant's answer for the question. This field may be blank if the applicant did not answer the question.
9	Subject Matter Code	Maximum length 6 characters. REQUIRED

FIGURE 5. VALIDATION QUESTION DATA RECORD LAYOUT

VALIDATION QUESTION DATA RECORD LAYOUT		
A > delimiter shall separate the fields within each record.		
Quotes should NOT be used around text. Quotes and commas are allowed within the fields.		
Each FAA form test may contain between zero and five validation questions.		
Do not transmit a Validation Question file for a form test that contains no validation questions.		
Field #	Content	Description
1	Exam ID	Maximum length 17 characters. Positions 1-2 = CTD ID; positions 3-10 = 8-digit test date; positions 11-12 - 2-digit test identifier; positions 13-17 = CTD internal use. REQUIRED
2	Question Number	Maximum length 10 numeric characters. REQUIRED
3	Actual Time in Question	Maximum length 5 numeric characters. Time in seconds for each question answered including time for review. REQUIRED
4	Question Result	Maximum length 1 character. Correct = C, Incorrect = I, Omitted = O. REQUIRED.
5	Topic Code	Maximum length 10 numeric characters. REQUIRED
6	Correct Answer	Maximum length 1 character. Letter of correct answer for the question. REQUIRED
7	Applicant Answer	Maximum length 1 character. Letter of applicant's answer for the question. REQUIRED

FIGURE 6. SURVEY DATA RECORD LAYOUT

SURVEY DATA RECORD LAYOUT		
A > delimiter shall separate the fields within each record.		
Quotes should NOT be used around text. Quotes and commas are allowed within the fields.		
Field #	Content	Description
1	Exam ID	Maximum length 17 characters. Positions 1-2 = CTD ID; positions 3-10 = 8-digit test date; positions 11-12 - 2-digit test identifier; positions 13-17 = CTD internal use. REQUIRED
2	Survey Question 1	Maximum length 1 numeric character. Yes = 1, No = 2, Not Applicable = 0
3	Survey Question 2	Maximum length 1 numeric character. Yes = 1, No = 2, Not Applicable = 0
4	Survey Question 3	Maximum length 1 numeric character. Yes = 1, No = 2
5	Survey Question 4	Maximum length 1 numeric character. Yes = 1, No = 2, Not Applicable = 0
6	Survey Question 5	Maximum length 1 numeric character. Yes = 1, No = 2
7	Survey Question 6	Maximum length 1 numeric character. Yes = 1, No = 2
8	Survey Question 7	Maximum length 1 numeric character. Yes = 1, No = 2
9	Survey Question 8	Maximum length 1 numeric character. Yes = 1, No = 2
10	Crash	Maximum length 1 numeric character. Yes = 1, No = 2. REQUIRED
11	Comment for #5	Open ended comment relating to question 5.
12	Comment for #7	Open ended comment relating to question 7.
13	Survey Question 9	Open ended comment.
14	Survey Question 10	Open ended comment.
15	Start Date & Time	Format; mmddccyyhhmi. Required length 12 characters. Use military time for "hhmi". (i.e., 2:05 p.m. = 1405) The months of January through September, and the hour must have a leading zero (i.e., 9/13/2002 9:05 a.m. = 091320020905). REQUIRED
16	End Date & Time	Format; mmddccyyhhmi. Required length 12 characters. Use military time for "hhmi". (i.e., 2:05 p.m. = 1405) The months of January through September, and the hour must have a leading zero (i.e., 9/13/2002 9:05 a.m. = 091320020905). REQUIRED
17	Proctor ID	Maximum length 7 characters. First initial, middle initial, first 5 characters of proctors last name (last name may be shorter than 5 characters); (i.e., JDSmith, AKLee, AMWilso). REQUIRED

FIGURE 7. SAMPLE LETTER OF DESIGNATION

January 20, 2001

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 company's application to become a computer testing designee (CTD).

Following our review of the qualifications of Government Testing Service (GTS) and an on-site inspection of your proposed testing operation, we have determined that GTS meets the requirements for CTD status. GTS is approved to administer FAA airman knowledge tests in all certification and rating areas.

AFS-630 approves Dr. Robert Landon for the position of computer testing manager (CTM), and concurs with your proposal for 20 testing center locations and the associated testing center supervisors.

We are enclosing FAA Form 8000-5, Certificate of Designation, and copies of Order 8080.6D, Conduct of Airman Knowledge Tests. GTS's assigned designation code is GTS-0001.

We look forward to a mutually beneficial working relationship.


Sincerely,

Kenneth Arnold

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

Enclosures

FIGURE 8. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION

	<h1>Certificate of Designation</h1>
	<p><i>Reposing special trust and confidence in the integrity, diligence, and discretion of</i></p> <p>GOVERNMENT TESTING SERVICE</p> <p><i>who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as</i></p> <p>COMPUTER TESTING DESIGNEE</p> <p><i>with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.</i></p>
<p><i>Issued at</i> Mike Monroney Aeronautical Center Oklahoma City, Oklahoma</p> <p><i>Dated</i> January 20, 2001</p> <p><i>Certificate No.</i> GTS-0001 <i>Expires</i> January 31, 2003</p>	<p><i>By Direction of the Administrator</i></p> <p><u>Kenneth Arnold</u></p> <p>Kenneth Arnold, Manager <u>Airman Testing Standards Branch, AFS-630</u></p>

FAA Form 8000-5 (4-84)

**FIGURE 9. SAMPLE LETTER REQUESTING RENEWAL OF
FAA FORM 8000-5, CERTIFICATE OF DESIGNATION**

November 20, 2001

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 Order 8080.6D, Conduct of Airman Knowledge Tests, paragraph 2-9, Government Testing Service (GTS) hereby applies for the renewal of its Certificate of Designation. The certificate which GTS presently holds is dated January 20, 2001, and therefore expires January 31, 2003.

If you have any question regarding GTS'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 10. SAMPLE LETTER OF INTENT TO CANCEL A CTD'S
FAA FORM 8000-5, CERTIFICATE OF DESIGNATION**

August 15, 2001

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 (GTS) as an FAA computer testing designee (CTD). This proposed action is in accordance with the provisions of Order 8080.6D, Conduct of Airman Knowledge Tests, paragraph 2-11.

Since renewal of the GTS designation on January 20, 2001, your company has committed the following actions which breach the guidelines set forth in the order.

- a. Testing center personnel were administered FAA knowledge tests through their employing CTD at your Tulsa, OK; San Jose, CA; and New York City sites.
- b. Your central computer was transferred to another location without specific written approval by the FAA.
- 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 August 22, 2001.

Sincerely,

Kenneth Arnold

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

**FIGURE 11. SAMPLE FINAL LETTER CANCELING A CTD'S
FAA FORM 8000-5, CERTIFICATE OF DESIGNATION**

August 29, 2001

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 August 27, 2001. 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.

After full consideration of all factors, we have decided to uphold the cancellation of your designation. The reasons for our action were stated in our letter to you dated August 15, 2001.

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 12. SAMPLE AIRMAN KNOWLEDGE TEST REPORT - PRIVATE PILOT

1		
2		
3		
4	U.S. DEPARTMENT OF TRANSPORTATION	
5	Federal Aviation Administration	
6		
7	Airman Knowledge Test Report	
8		
9	NAME: Jones, David John	APPLICANT ID: 123456789
10		
11	EXAM: Private Pilot Airplane (PAR)	EXAM ID: 90122020004612312
12		
13	EXAM DATE: 12/20/2000	EXAM SITE: ABS12399
14		
15	SCORE: 82%	GRADE: Pass
16		TAKE: 1
17		
18		
19	Below are subject matter knowledge codes in which questions were answered incorrectly. For code	
20	descriptions see the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge	
21	Codes for Airman Knowledge Testing, available via the Internet: http://afs600.faa.gov . A single	
22	code may represent more than one incorrect response.	
23		
24	A20 B01 B03 H01 H04 H06 I21 I22 J03 J05 K52 M27	
25		
26		
27		
28	EXPIRATION DATE: 12/31/2002	
29		
30		
31	<u>DO NOT LOSE THIS REPORT</u>	
32		
33	_____	
34	Authorized instructor's statement. (If Applicable)	
35		
36	I have given Mr./Ms. _____ additional instruction in each subject area shown to	
37	be deficient and consider the applicant competent to pass the test.	
38		
39	Last _____ Initial _____ Cert. No. _____ Type _____	
40	(Print Clearly)	
41		
42		
43	Signature _____	
44		
45		
46		
47		
48	FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION	
49	OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.	
50		
51		
52	ISSUED BY: ADMINISTRATOR	
53	FEDERAL AVIATION ADMINISTRATION	
54		

**FIGURE 13. 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 14. SAMPLE APPLICANT CRITIQUE

Please answer the following survey – your comments are very important.

1. Did the test proctor ask for proper authorization before administering your airman knowledge test?
Yes No Not Applicable
2. Did the test proctor inspect your test aids and/or reference materials before allowing you to use them during the test?
Yes No Not Applicable
3. Did the test proctor give you an adequate briefing on computer testing procedures?
Yes No
4. Was the supplementary test material in good condition?
Yes No Not Applicable
5. Was the testing area free of distractions and non-test-related activity?
Yes No Comments:
6. Did you feel there was adequate spacing between testing stations?
Yes No
7. Was your testing experience free of computer equipment problems?
Yes No Comments:
8. Was visual or video surveillance of the testing area being conducted while you were taking your test?
Yes No
9. Please enter any comments regarding specific FAA test questions?
10. Please enter any comments regarding your testing experience?

**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 who 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, who have a flight engineer curriculum.
4. An FAA aviation safety inspector (operations/airworthiness).

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

Memorandum

To: FAA Airman Knowledge Testing Centers
From: Amanda Tucker, Aviation Safety Inspector (Operations/Airworthiness)
Date: November 15, 2000
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 in accordance with Title 14 of the Code of Federal Regulations (14 CFR) section 63.35.

Amanda Tucker
Aviation Safety Inspector (Operations/Airworthiness)
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 MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION—PRIVACY ACT			<i>Form Approved:</i> OMB No. 04-R0110		
1. NAME (<i>Last, first, middle</i>)			2. MECHANIC CERTIFICATE NO.		
3. MAILING ADDRESS (<i>Number, street, city, State/County, ZIP Code</i>) (<i>Place at which you desire to receive Airworthiness Directives, etc.</i>)		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? (<i>For Renewal Only</i>)					
10. BASIS FOR RENEWAL (<i>Number Performed</i>)					
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>I certify that the statements made above and in all attachments hereto are correct and true.</i>					
DATE			SIGNATURE OF APPLICANT		
14. RECORD OF ACTION (<i>For FAA use only</i>)					
<input type="checkbox"/> ISSUANCE <input type="checkbox"/> VOLUNTARY SURRENDER <input type="checkbox"/> ENDORSEMENT <input type="checkbox"/> RENEWAL		INSPECTOR'S SIGNATURE		OFFICE IDENTIFICATION	
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 8080.6D, Conduct of Airman Knowledge Tests

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

(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: _____