

## Part 66 Examination Bookings

### **Part 66 Examinations**

Part 66 examinations are conducted in accordance with the relevant regulatory standards and regulations. Please refer to either the CASR Part 66 Manual of Standards or Commission Regulations (EU) No 1321/2014.

- Multi-Choice Question (MCQ) examinations are delivered via a computer-based program in all approved locations. MCQ examinations are based on a nominal average of 75 seconds (1.25 minutes) per question – with a pass mark of 75%.
- Essays are paper-based, with a total of 20 minutes allocated (pass mark of 75%).
- The maximum number of consecutive attempts for each module is three (3). Further sets of three attempts are allowed with a 12 month waiting period between sets.
- **Examination Resits** - A failed module may not be retaken for at least 90 days following the date of the failed examination, except in the case of attending Aviation Australia tailored remediation and/or retraining for the failed subjects in the particular module – you are then able to retake that module after 30 days.

### **Bookings**

Examination booking requests will be confirmed via email within 3 business days. For all examinations from 1 January 2021, all bookings must be paid in full before a seat is confirmed for an examination session.

Examination booking requests must be submitted online by close of business (Brisbane Time/Australian Eastern Standard Time) within the specified time frames (examination booking closing time) listed below – **no late bookings will be accepted**:

- Aviation Australia locations: at least 7 days in advance of the advertised session date;
- All other locations (including ASPEQ): at least 14 days in advance of the advertised session date.

NOTE - All locations have limited seating and sessions will be closed if rooms reach capacity.

If information supplied on the booking form is found to be incorrect (such as last sat examination date, ineligible voucher code used), the examination booking may be cancelled & payment forfeited. In this case, a new booking request must be submitted online.

### **Changes / Cancellations**

Changes to or cancellation of bookings must be requested in writing via [devex@aviationaustralia.aero](mailto:devex@aviationaustralia.aero) (providing your name, examination, date and location of original booking). Changes may result in submission of a new online bookings form.

The following apply to changes or cancellations made to your exam bookings:

Before the closing time listed above:

- Changes - you can reschedule the examination date once, at no cost, as long as the change is made prior to the examination booking closing time listed above. Any further requests for changes will incur a \$50 administration fee;
- Cancellations - an administration fee of \$50 will be charged if you cancel your examination before the examination booking closing time. The administration fee will be deducted from the fee paid and the balance will be refunded to your credit card within 10 business days of the cancellation;

After the closing time listed above:

- Changes - Your examination fee (including any booking fees) will not be refunded if you wish to reschedule your booking after the examination booking closing time (except if you have a medical certificate, extenuating circumstances). A further exam fee will be payable for a new exam booking;

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- Cancellations - your examination fee (including any booking fees) will not be refunded if you cancel your booking after the booking closing time;
- Fail to show - should you fail to appear for an examination, your exam fee will not be refunded or credited.

### **Refunds**

In accordance with Australian Consumer Law (ACL), refunds will only be given if the below criteria has been met:

- Aviation Australia has notified you that they can no longer offer your examination on the selected date; or
- The student has paid an amount greater than the examination fee advertised at the time of enrolment; or
- The student cancels the exam after the examination booking closing time (an administration fee of \$50 will be deducted from the refund); or
- The student is otherwise entitled to a refund pursuant to the ACL.

Students may have extenuating circumstances that prevent them from completing their examination. Where evidence can be provided to support the student's circumstances, examination fees may be refunded in full (less administration fee of \$50). The decision of assessing the extenuating circumstances rests with Aviation Australia and shall be assessed on a case by case basis.

### **Privacy Statement**

Aviation Australia is bound by the National Privacy Principles under the Privacy Act 1988. The personal information disclosed by you will be used for the purposes of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of affecting the transaction to which it relates and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Aviation Australia has the right to share information about your course and progress with your sponsor or educational representative. By providing your private email address on this form, students accept that they are giving permission to Aviation Australia to communicate with them on any matters relating to enrolment at Aviation Australia.

### **Declaration**

When booking an examination:

- I authorise Aviation Australia to obtain and maintain all details relating to my academic record;
- I acknowledge that the provision of incorrect information and documentation relating to my application may result in the cancellation of my enrolment;
- I consent and give permission for Aviation Australia to contact me to request participation to complete appropriate surveys by a third party and/or Aviation Australia after I complete my course;
- I confirm I have read, understood and agree to the 'Terms and Conditions' and aware that all related Policies and Procedures are available on the Aviation Australia website; and
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Statement above.