

**1. Purpose**

- 1.1 This procedure documents the requirements in the event of a Summative Examination failure and a student wishing to resit within 30 days (as per EASA Part 147/ GCAA CAR 147 requirements)
- 1.2 To outline the standard methods for the handling of student remediation.

**2. Scope**

- 2.1 This procedure applies to all Students wishing to retake an Aviation Australia (AA) EASA / GCAA regulatory exam.

**3. Revision Details**

- 3.1 This section outlines any adjustments made to the document during the most recent revision.

Section Reference #	Rationale for Change
All	Update to reflect changes in CASA regulations, removing CASA references as no remedial required under CASA. Adding GCAA remedial requirements.

6, 7 & 8

- 3.2 This section outlines the review frequency of the document.

<b>Planned Revision</b>	Biennially
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**4. Regulatory References**

- 4.1 EASA Part 66
- 4.2 GCAA CAR 66

**5. Related Documentation**

- 5.1 [AA TT PRO 13a Examination Application and Remediation Schedule](#)
- 5.2 [AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet](#)

**6. Glossary of Terms**

- 6.1 **CTTM** – Campus Technical Training Manager
- 6.2 **ITM** – International Training Manager
- 6.3 **SME** – Subject Matter Expert.

**7. Responsibilities**

- 7.1 The Document Owner holds the delegated authority for the proper content and execution of the protocols within the document.
- 7.2 The Responsible Delegate ensures the proper implementation and adherence to the protocols within the document.

<b>Document Owner:</b>	National Technical Training Manager
<b>Responsible Delegate(s):</b>	Campus Technical Training Manager

- 7.3 Key Stakeholder Positions may contain multiple responsibilities for various parts of the document however the overall responsibility must remain with the document owner.

<b>Key Stakeholder Positions – Mandatory Consultation Required</b>
CTTM or ITM or delegate Training Administration Regulatory Compliance Manager Chief Examiner

**8. Procedure**

**8.1 Regulatory**

<p><b>8.1.1 EASA</b></p> <p>An examination in a module may not be retaken earlier than 90 days following the date of a failed examination in that module, except in the case of a maintenance training organisation approved in accordance with Annex IV (Part 147) <i>which delivers a course of retraining tailored to the failed subjects in the particular module</i>; the failed module may be retaken after 30 days.</p> <p align="right"><i>EASA Part 66 1321/2014 Appendix II</i></p>
<p><b>8.1.2 GCAA</b></p> <p>A failed module may not be retaken for at least 90 days following the date of the failed module examination, except in the case of a CAR 147 approved maintenance training organisation which conducts a course of retraining tailored to the failed subjects in the particular module when the failed module may be retaken after 30 days.</p> <p align="right"><i>GCAA CAR 66 Issue 09 Appendix II</i></p>

## **8.2 EASA Part 66 Guidelines for Remediation of Students who fail a Summative Examination**

8.2.1 In the event of a summative examination failure students can access their coaching report online by logging into their QuestionMark On Demand Account <https://ondemand.questionmark.com/home/400389/>

## **8.3 Onsite Brisbane or Perth Campus for EASA Exams**

8.3.1 The student will contact the CTTM or delegate (email or in person) and schedule a remediation session with an instructor as required (captured in Celcat). Sessions will typically occur prior to the start of normal delivery classes.

8.3.2 Students are required to bring their coaching report, a completed AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet that can be found on Qudos or at the AA Brisbane campus (hard copies can be downloaded and filled in) and an AA TT PRO 13a Examination Application and Remediation Schedule form.

8.3.3 At the completion of the face to face session with the instructor/SME, the completed and signed forms will be stored in Wisenet and an email sent to the student as evidence of the remedial session. The student will take the signed AA TT PRO 13a to reception when paying for the examination resit. The student will then send Devex an email requesting the examination sitting and include a copy of the completed AA TT PRO 13a.

8.3.4 If the student fails to provide the required remediation evidence, they will be restricted from retaking the examination until they provide the evidence, or after 90 days without remediation from the date of failure of the initial examination.

8.3.5 The student must complete the AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet, pay for the exam resit and forward the completed AA TT PRO 13a to DEVEX no less than seven (7) days prior to the requested examination date.

## **8.4 International Delivery Locations**

8.4.1 In overseas locations, the ITM or delegate will receive a request from the student to complete remediation. The student must complete the AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet and arrange a time to conduct a face to face tutorial with an instructor/SME.

8.4.2 ITM or delegate will arrange a tutorial session between the student and an instructor/SME which will be captured in Celcat or an attendance register.

- 8.4.3 The student will bring their coaching report, a completed AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet and an AA TT PRO 13a Examination Application and Remediation Schedule form to the tutorial session.
- 8.4.4 Once the session is completed the instructor/SME will sign the AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet and the AA TT PRO 13a Examination Application and Remediation Schedule form and send to Training Administration for storage in the students Wisenet logbook. The AA TT PRO 13a Examination Application and Remediation Schedule form will need to be completed and forwarded to DEVEX.
- 8.4.5 The ITM or delegate must ensure the face to face tutoring and upload of AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet and the AA TT PRO 13a Examination Application and Remediation Schedule form is completed a minimum of 14 days prior to the requested examination date.

**The student is responsible for the control and completion of all documentation of each remediation session.**

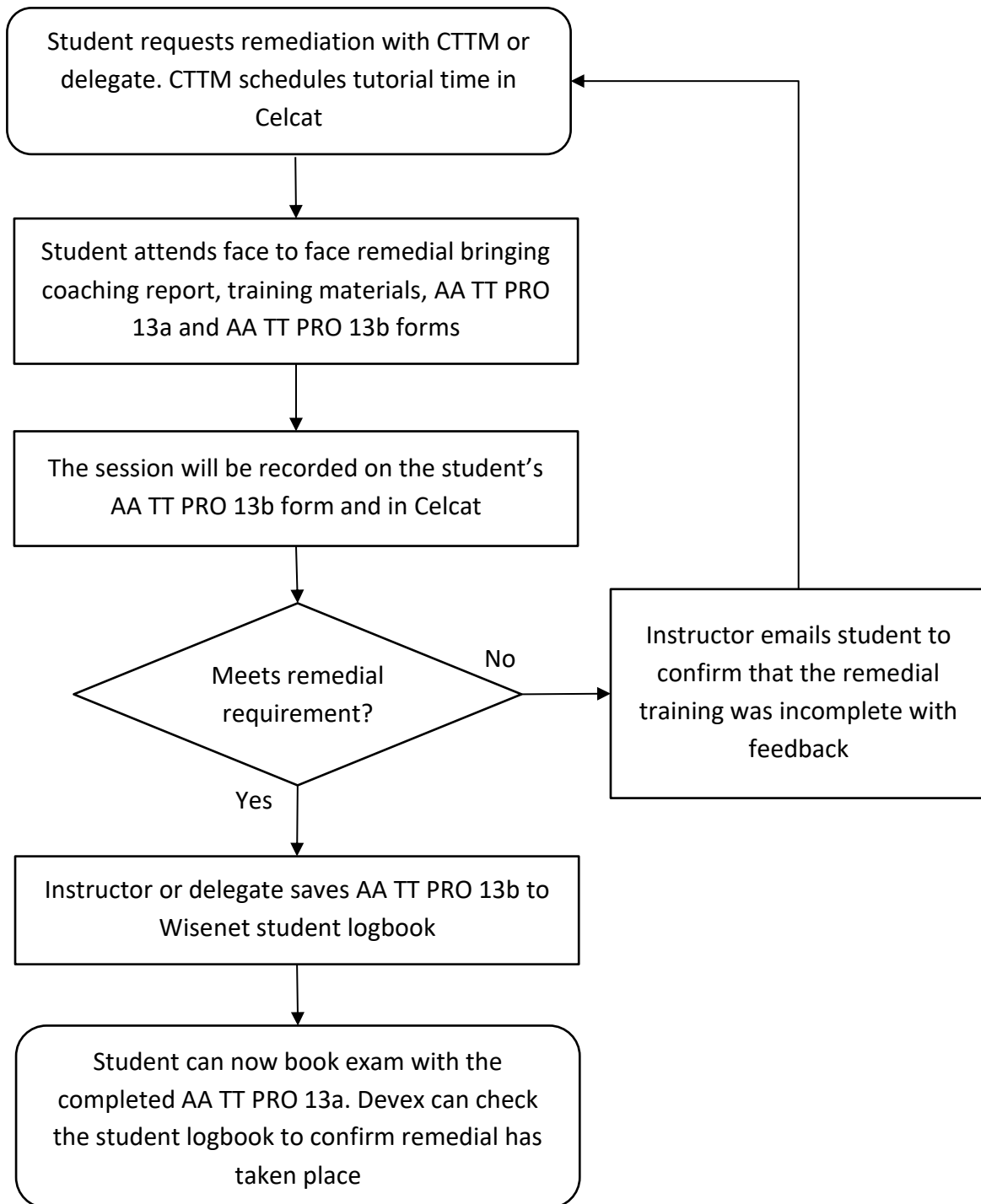
**Aviation Australia is not responsible for any lost or unsigned AA TT PRO 13a Examination Application and Remediation Schedule.**

## 9. Records

- 9.1 All AA TT PRO 13b EASA Part 66 / GCAA CAR 66 Remedial Training Worksheet and AA TT PRO 13a Examination Application and Remediation Schedule records are to be kept electronically on the student's file in Wisenet.

10. Flowchart

10.1 Onsite Brisbane or Perth Campus Remedial



**10.2 International Remote Students Remedial**

