

# PPL Candidate Tasman Guide

**CAP 1903A** 



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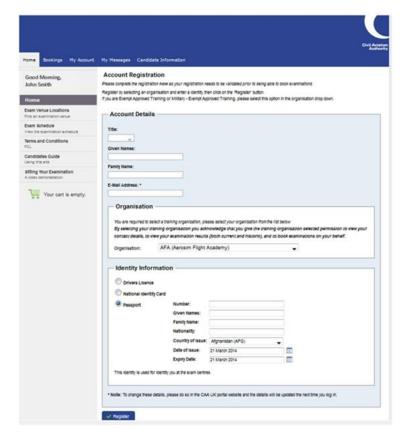
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## **UKCAA Private Pilot Licence Candidate Guide**

## **Account registration:**

Before registering for e-Exams, you must have first registered for the CAA portal and selected the Private Pilot Theoretical Knowledge e-Exams service. Guidance for portal registration can be found on the CAA website.



If this is your first time accessing the e-Exams and e-Licensing system, you will be asked to specify your Training Organisation and Identity information.

To select your Training Organisation begin typing the Training Organisation's name or reference number. As you type the Training Organisation that match the stored record, the details associated to that Training Organisation will be selected and provided onscreen. Select the Training Organisation you are training with.

Enter your Identity Information in the Identity Information section. Only the following identifications are acceptable:

- a. Drivers Licence;
- b. Passport;
- c. Identity Card (EC/EEA/National Identity Card).

Note: Only ID that is registered can be used to confirm identity during an examination sitting.

If you wish to amend your personal details, you will need to do this via the CAA Customer Portal. Details of

your examination identity document cannot be updated online after you have submitted them. To change your examination identity document, you must contact the CAA Exams Team at <a href="fcl-EExams@caa.co.uk">FCL-EExams@caa.co.uk</a>.

It is essential that you provide an accurate email address as CAA will send you a notification to the stated email address for the validation of the account once the registration is submitted. To change your email address, you must make the change in the CAA Customer Portal.

#### Booking an exam:

You are not able to book a Private Pilot Licence exam via your account in the candidate portal. All bookings will be undertaken by your Training Organisation. To make a booking please contact your Training Organisation.

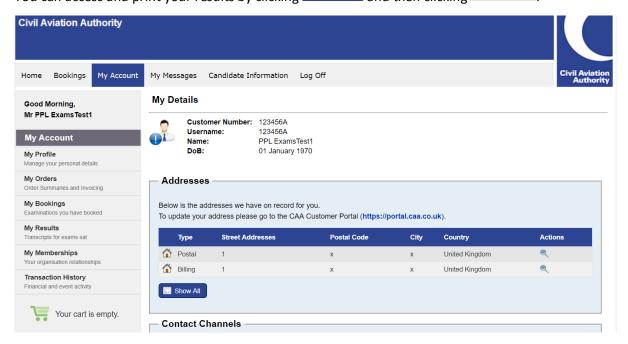
**Note:** Bookings for Private Pilot Licence exams are able to be sat for 90 days from the date of booking. Once a booking has been made please arrange a suitable time with your Training Organisation to sit the exam.

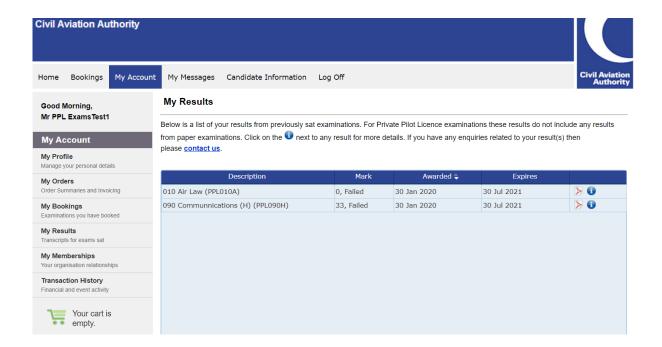
## Cancelling your exam:

To cancel your exam please contact your Training Organisation.

## **Accessing and Printing Results:**

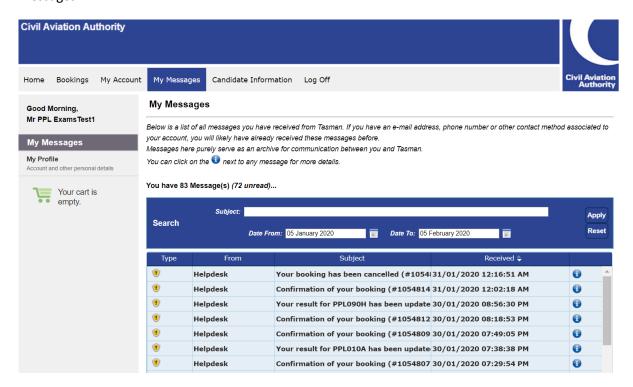
You can access and print your results by clicking My Account and then clicking My Results
Transcripts for exams sat





## **Checking messages:**

Messages are automatically sent to notify you of any significant activity regarding your account and bookings. These messages are available in your e-Exams Portal and they are also sent to your nominated e-mail address. You are able to check your messages by clicking at the top of the page when logged in. The page below will then appear. Note that the number in brackets indicates the number of unread messages.



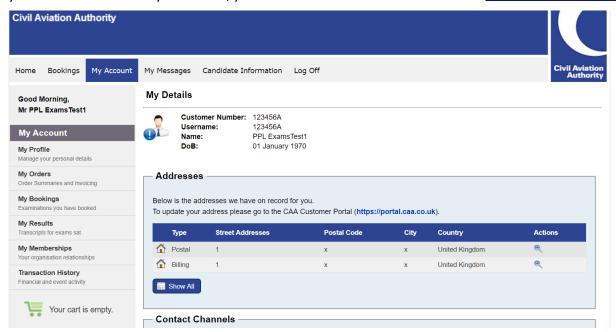
Unread messages will appear in **bold**. Messages can be read either by double clicking or by clicking on the applicable message.

#### Viewing account details:

You can view your account details by clicking My Account at the top of the page when logged in.

You are requested to keep these details current as this will assist CAA in contacting you should the need arise. It is highly recommended that you provide an accurate email address and mobile phone number as these will be our primary means of contact.

If you wish to amend your personal details, you will need to do this via the CAA Customer Portal. Details of your examination identity document cannot be updated online after you have submitted them. To change your examination identity document, you must contact the CAA Exams Team at <a href="fcl-EExams@caa.co.uk">FCL-EExams@caa.co.uk</a>.



## Managing memberships:

Tasman will enable the management of memberships between candidates and Training Organisations. For Private Pilot Licence exams your Training Organisation will make bookings on your behalf. Your approved Training Organisation will also be able to view your results.

Upon registration, you will be required to specify the training organisation you are affiliated to. The Training Organisation will receive a notification to advise them of the request. They will need to approve the request to confirm the membership prior to bookings being able to be made.

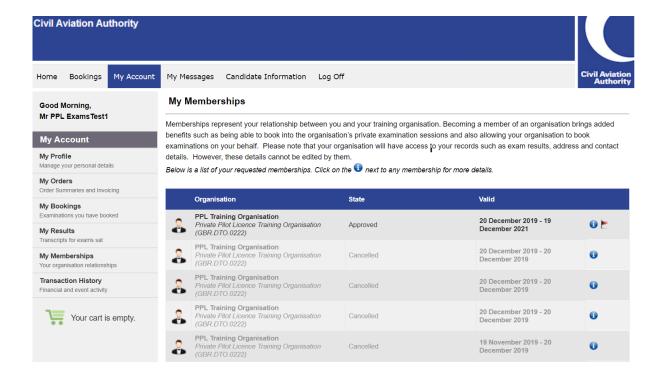
The status of the membership is indicated under 'State', see below. Note that all new memberships will need to be approved by the Training Organisation before they will come into effect. The 'State' will change to approved when validated by the Training Organisation.

You are able to manage your memberships by clicking

My Memberships
then clicking

Your training organisation

on the left of the page. You will then be able to view your memberships as below.



#### **New Membership:**

New memberships can be requested by clicking <a href="Request New Membership">Request New Membership</a>



Memberships can also be requested by a training organisation. You will receive a notification to advise you of any such request. You will then need to approve the request to confirm the membership.

Note: You can only have one membership with a Training Organisation at any one time.

#### **Cancelling Membership:**

An approved membership can be cancelled by clicking the red flag then Continue

A Training Organisation can also cancel a membership. You will receive a notification to advise you if your membership with a Training Organisation has been cancelled. You will need to have an approved membership with a Training Organisation for a private pilot licence exam booking to be made.

#### **Further information:**

Additional information on our procedures and regulations is available by clicking Candidate Information at the top of the page.