

CHAPTER 146. ISSUE EXAMINING AUTHORITY

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Written Test Examining Authority.*

(1) Original issuance: 1556

(2) Additional issuances: 1557

B. *Flight Test Examining Authority: 1552.*

3. OBJECTIVE. The objective of this task is to determine whether a pilot school that is applying for written and/or flight test examining authority meets the requirements outlined in Federal Aviation Regulations (FAR) Part 141, Subpart D. Successful completion of this task results in either issuance or denial of examining authority to that pilot school.

5. GENERAL.

A. *Examining Authority.* A pilot school may request flight test examining authority, written test examining authority, or both for a course of training.

(1) FAR 141.65 states that a holder of examining authority may recommend graduates of that school's approved certification and/or rating courses for pilot certification and ratings without the graduates having to take the Federal Aviation Administration (FAA) flight and/or written tests.

(2) If a school does not hold flight test examining authority, final pilot certification is conducted by an FAA inspector or a designated pilot examiner (DPE).

(3) If a school does not hold written test examining authority, written tests for certificates or ratings must be given by an FAA testing center, a designated written test examiner, or an FAA-approved computer testing center.

B. *Limitations.* FAR 141.65 states that holders of examining authority may not recommend graduates for courses for flight instructor certificates, airline transport pilot certificates and ratings, and turbojet type ratings. However, the FAA has issued exemptions to pilot schools for examining authority in those courses.

7. ELIGIBILITY. Only the holder of an air agency certificate for a pilot school (NOT a provisional pilot school) is eligible for an examining authority.

A. *FAR Requirements.* In addition to meeting the requirements of FAR Part 141, Subparts A-C, within the preceding 24 calendar months, an applicant for examining authority must:

(1) conduct training activities as a certificated pilot school in the course for which examining authority is requested;

(2) have graduated at least 10 students from the course for which examining authority is requested; and

(3) have had 9 of the 10 most recent graduates of the course for which examining authority is requested pass any combination of interim or final tests on the first attempt. These tests must have been given by either an FAA inspector or a DPE.

B. *Types of Examining Authority.* Examining authority may be authorized for flight tests, written tests, or both. Issuance of Written Test Examining Authority and Flight Test Examining Authority run along parallel lines.

C. *Expiration of Authority.* Examining authority expires concurrently with the air agency certificate on which it is issued, that is, examining authority expires at the end of the 24th month after the month it was issued. Reapplication must be made at least 30 days before the expiration date. Examining authority is routinely renewed at the same time the school's certificate is renewed, provided the school meets the requirements of FAR Part 141, Subpart D.

9. INITIATION.

A. *Application.* Application for examining authority is made in duplicate on FAA Form 8420-8, Application for Pilot School Certificate, and sent to the FAA Flight Standards District Office (FSDO) having jurisdiction over the area in which the school is located. The inspector accepts or denies an application on the basis of eligibility, completeness, or accuracy.

(1) When examining authority is requested for flight testing privileges only, the applicant must enter the words "flight only" on the application immediately after the title of the course or courses.

(2) When examining authority is requested for written testing privileges only, the applicant must enter the words "written only" on the application immediately after the title of the course or courses.

(3) When examining authority is requested for both flight and written testing privileges, the applicant must place an "X" in the box beside the title of the course. No other wording is necessary.

B. Role of the FSDO.

(1) When a pilot school notifies the FAA that it intends to apply for an examining authority for one or more of its approved courses, the jurisdictional FSDO should closely monitor those courses.

(2) After receipt of the application, the FSDO should conduct at least 50 percent of any upcoming stage tests. These tests should be accomplished in as timely a manner as practical to expedite the issuance of examining authority.

11. INSPECTION. When a correctly completed application for examining authority has been received, the inspector shall conduct an inspection of the school to determine if the school continues to meet the requirements for the privilege(s) it already holds. In addition, inspections for specific examining authorities are noted later in this task.

13. EFFECT OF EXAMINING AUTHORITY ON THE STUDENT.

A. Pilot Ground School. When a student graduates from a ground school course conducted by a pilot school that has written test examining authority, that student is issued a ground school graduation certificate (GSGC), which will be accepted as evidence of meeting the aeronautical knowledge requirements for the pilot certificate or rating sought. Such a GSGC is valid for 24 calendar months.

(1) When a GSGC is presented in lieu of a written or computer test report, the inspector or DPE who administers the practical test should make the appropriate entry on FAA Form 8710-1, Airman Certificate and/or Rating Application. The GSGC will be included in the applicant's file, which is transmitted to the Airmen Certification Branch, AVN-460.

(2) When a holder of a GSGC graduates from an appropriate flight course under an examining authority, that student becomes an applicant for a certificate or rating in accordance with FAR 61.71(b). The student should apply for the certificate or rating

within 90 days following graduation. If application is not made within this 90 day period, the student must meet all of the applicable requirements of FAR Part 61 for the certificate or rating sought, including passing the appropriate FAA written test.

(3) The following are examples of the use of a GSGC issued under examining authority:

(a) When the holder of a GSGC elects to complete training under FAR Part 61, the GSGC holder must meet all the certification requirements of FAR Part 61, except that the GSGC is accepted in lieu of the FAA written test for 24 calendar months from the date of ground school graduation.

(b) When the holder of a GSGC elects to complete training in an FAA-approved flight course without examining authority, the GSGC holder must meet the practical test requirements of FAR Part 61, except that the GSGC is accepted in lieu of the FAA written test for 24 calendar months from the date of ground school graduation.

B. Certification of Graduates. Holders of examining authority should be advised that certification stage tests shall not be conducted until all other requirements for the pilot certificate or rating have been met, including the passing of the required written examination within the preceding 24 calendar months.

(1) A student completing the approved course applies for a certificate or rating by using FAA Form 8710-1. After the final flight test, the chief instructor for the examining authority course must enter a recommendation on the reverse of the application, indicating the name and number of the agency involved and the course completed.

(2) The school forwards the student's FAA Form 8710-1, complete training record including GSGC, and FAA Form 8060-4 to the Certificate Holding District Office (CHDO). The training record should include documentation of the student's written test score.

(3) The CHDO reviews the student's file and evaluates the training record to determine if the required training has been accomplished. The student's FAA Form 8710-1 should be clearly marked "Certificated as a graduate of examining authority." After all the documents in the file have been examined and approved, FAA Form 8710-1, the GSGC, written test score documentation, and FAA Form 8060-4 should be forwarded to AVN-460 for issuance of a pilot certificate or rating. The student's training record is returned to the school. If the inspector has doubts concerning the student's training record (that is, falsification), the matter should be investigated in

accordance with FAA Order 2150.3, Compliance and Enforcement Program.

(4) Some pilot schools have airman certification representatives (ACR) who issue airman certificates under specific circumstances (see Volume 2, Chapter 147 of this Handbook). The ACR prepares and issues the Temporary Airman Certificate to the graduate of a course with examining authority and forwards the student's file to the FSDO for review.

15. WRITTEN TEST EXAMINING AUTHORITY.

A. General. If a school that has written test authority is designated as a computer testing center, that school must surrender their authority. An FAA inspector must examine the school's testing materials.

(1) The school must use current FAA T-8080 series written test books for each course. However, they must develop their own question selection sheets. Using the FAA written test books, the school may choose to test for more knowledge beyond FAA requirements, but not less. Schools must ensure that their final written tests for FAA certificates and ratings reflect comparable written tests given by the FAA in scope, depth, and difficulty. No compromise with prescribed standards can be tolerated.

(2) For written test reports, the school should use the approved standard written test form, which is embossed with the school's seal in the lower right corner. Unique to each FAR Part 141 school, the seal must include the school's name and air agency certificate number (Figure 146-8). The use of a standard written test report format by approved schools will enable AVN-460 to readily identify an invalid document when transmitted with an applicant's file to that office, and should also limit the use of altered or falsified documents by pilot applicants. DPE's will check the validity of the records of FAR Part 141 school graduates prior to beginning a practical test.

(3) All testing programs shall be maintained in good order; their condition is verified through periodic surveillance by the jurisdictional FSDO. Immediate corrective action shall be initiated when a deviation from prescribed standards is evident.

B. Acceptable Written Testing Methods. Pilot schools with written test examining authority must use the FAA T-8080 series written test books. Schools may use these materials to test either by the standard hand-marked method or by computer. When the school applies for written test examining authority, it must specify the method it plans to use in addition to specifying which tests it plans to administer. Regardless of the method used, the percentage of questions in each knowledge area of the school's question selection sheets must be the same as the percentage of

those questions in the equivalent FAA tests currently in use. Inspectors shall contact the Operations Support Branch, AFS-630, through appropriate channels for those percentages and provide them to the school.

C. Written Test Book Testing Method. When a pilot school is approved to administer final certification or rating written tests by this method, the inspector shall ensure that only current FAA T-8080 written test books are used.

(1) The inspector shall ensure that the school has at least five different question selection sheets available for use in the private pilot airplane and commercial pilot airplane testing area, and that all five question selection sheets are replaced once a year. The replacement shall be accomplished during the months of June through October. The inspector shall contact AFS-630 for the specific number of question selection sheets required for each testing area other than the private and commercial pilot airplane.

(2) The inspector shall ensure that the number of questions on question selection sheets, and the percentage of questions in each knowledge area, conform with AFS-630 guidelines. These guidelines may be obtained as necessary from AFS-630. The jurisdictional FSDO relays this information to the schools that hold written test examining authority. This information will also be relayed to schools making initial application for that authority.

(3) A pilot school seeking examining authority for final written tests or a pilot school that has been granted examining authority and is replacing a test shall submit three copies of an appropriate set of at least five question selection sheets, answer sheets, and scoring sheets to the jurisdictional FSDO for review. The inspector who reviews the test materials submitted by the school shall determine whether the number of questions and the percentage of questions in the appropriate knowledge areas meet AFS-630 guidelines.

(4) Test materials may be determined unsatisfactory on initial review because of gross errors such as illegibility, incorrect percentages, and insufficient questions.

(5) After initial FSDO approval, forward the school's question selection sheets to AFS-630. AFS-630 is responsible for conducting the final technical and editorial review to determine whether the school's tests are at least equal in scope, depth, and difficulty to the tests developed by the FAA. At the completion of the review, AFS-630 will send appropriate written comments and suggestions to the FSDO. AFS-630 keeps one copy of the test materials. The FSDO keeps one copy of the question selection sheets, answer sheets, scoring sheets, and supplementary materials and returns the third copy with AFS-630's comments to the school.

D. Computer Testing Method. A pilot school that holds or seeks written test examining authority and wishes to administer those tests via computer must establish a bank of questions for each certification or rating area for which they are requesting authorization.

(1) All of the questions contained in the appropriate FAA written test book for a particular certificate or rating must be entered in the computer question bank.

(2) At least three different question selection sheets, or a randomizing plan for at least three tests, must be developed for each authorized certification or rating area. The three question selection sheets or tests shall be replaced in accordance with paragraph 15C of this Section, as it applies. The guidance that is provided in paragraph 15C(2) of this Section also applies to computer testing methods.

(3) Regardless of the method used, the total number of questions for each test must be at least equal to that of the equivalent FAA test. The guidance in paragraph 15C of this Section should be followed as it applies to a computer testing program.

(4) A pilot school that wishes to test using computers must apply by letter to the jurisdictional FSDO.

(5) Before the issuance of the authorization letter, an inspector from the jurisdictional FSDO will observe the simulated administration of a test by computer and determine whether the integrity of the test administration process is compromised. If, in the inspector's judgment, the school's equipment and procedures are satisfactory, the inspector will forward a copy of the school's application letter, including information on the proposed tests and testing procedures to AFS-630 for review. After AFS-630 has completed its review, a letter containing comments and suggestions will be sent to the FSDO. If AFS-630 concurs, the FSDO issues a letter authorizing the administration of specific tests via computer. The letter will list the authorized tests by title (Figure 146-1).

(6) The pilot school is responsible for ensuring that the computer equipment functions properly during a test.

(7) The pilot school is responsible for ensuring that the complete set or bank of questions for each test authorized is accurately entered in the computer's

memory and displayed in an easily readable format on the monitor screen.

(8) Pilot school personnel who are involved with computer testing must be knowledgeable in all computer uses associated with the testing program and be competent to answer questions concerning the computer terminal and its uses.

(9) A pilot school with authority to test by computer must own, or have exclusive use of, the computer equipment used and must have operational control during test periods.

(10) A designated member of the pilot school's staff must monitor applicants during computer testing periods.

(11) The computer terminal will be available only to the applicant and the test monitor while the test is being administered. The computer terminal will not be used by the applicant for mathematical computations or for obtaining any unauthorized information that may assist in taking the test.

(12) In addition to general security information found in paragraph 15E of this Section, testing with computers requires strict security procedures to avoid test compromise.

(a) Access to computer equipment when it is loaded with test information must be controlled by the pilot school staff.

(b) Access to the computer test by unauthorized persons must be prohibited.

(c) Test information and related software must be deleted from the computer at the completion of the testing period if the equipment is to be used for other purposes.

(d) Any disk or similar magnetic storage device containing test questions, selection sheets, or other test information must be secured in accordance with the security provisions found in Volume 2, Chapter 3 of this Handbook.

(e) A computer terminal must not have a two-way communications feature operating during the test that could provide unauthorized assistance to the applicant or that could contribute to test compromise.

E. Written Test Security. It is essential that school personnel follow strict security procedures to prevent test compromise. Adequate security also ensures that the students enrolled in courses conducted by pilot schools will be tested on FAR Part 61 knowledge requirements pertinent to the certificates or ratings sought without compromise. Before issuing written test examining authority, the inspector must determine

if the storage, transportation, and administration of written tests are carefully controlled.

(1) The inspector shall ensure that pilot schools with examining authority meet their responsibilities in establishing and implementing written test security procedures conforming with those required by this Handbook and recommended in Advisory Circular (AC) 141-1, Pilot School Certification, as amended.

(2) Instructors, students, and the general public shall not be allowed to use question selection sheets for study or discussion purposes nor copy any portion of the question selection sheets or supplementary material.

(3) Both before approval of examining authority and periodically thereafter, the inspector shall inspect the school to determine if personnel of the school involved in the administration of tests are fully informed about written test security requirements. The inspector should determine if the school has adequate storage facilities for tests (such as lock-safe files), and whether the school has sufficient space and personnel to separate and monitor students adequately during written test administration. After examining authority has been granted, the inspector shall conduct a periodic inspection of the school to ensure compliance in the following areas:

(a) The school must use padded paper bags or equivalent security-type envelopes for shipping tests and supplementary materials. When test materials are transported from one location to another, they must be hand carried by a school official or sent by certified mail. The school must maintain a record of the contents of each test materials package. This form shall be signed by the sender and by the receiver. The receiver shall return the signed form to the sender to indicate receipt of the test materials (Figure 146-2). This procedure shall be followed in shipping test materials between the main operations base and a satellite base.

(b) Tests and supplementary materials must be stored in locked cabinets or spaces (preferably three-tumbler lock safes, combination type). If three-tumbler combination lock safe files are not available for storage of test materials, the inspector shall ensure that the opening to the storage area is secured with lock bars or hasps and combination locks or security-type key locks.

(c) The school must designate, in writing, one or more individuals who are responsible for opening and closing security cabinets or spaces and for monitoring cabinets or areas when open. Those individuals will be responsible for maintaining inventory records of all tests by title and number. The school must main-

tain log-out/log-in sheets for use when test materials are removed or replaced in security cabinets or security spaces. This log-out/log-in sheet must include the test title and number.

(d) The inspector shall ensure that the school promptly submits any obsolete test material to the FSDO.

(e) The school shall conduct an inventory of its test materials and maintain an inventory record at least once a week. This ensures early detection of missing test materials. The inspector shall require the school to make a complete inventory of its test materials in the event of forced entry, theft, unsecured cabinets left during the absence of responsible personnel, or the misplacement of any test materials. If any test materials are discovered to be missing, the school official discovering the loss shall perform the following:

(i) determine, if possible, the identity of the person or persons responsible for the missing test materials and promptly attempt to recover the materials;

(ii) immediately notify the FSDO by telephone; and

(iii) promptly submit a complete written report to the FSDO, relating the circumstances and findings, what effort has been made to recover the test materials, what disciplinary action (if any) has been taken or is contemplated, and what action is being taken to prevent a recurrence of the problem.

(f) If test materials are lost or compromise is suspected, the materials shall be immediately withdrawn from use and replaced.

(g) If necessary, the FSDO may initiate an investigation in accordance with FAA Order 2150.3, Compliance and Enforcement.

(4) The school must adhere to the following guidelines when administering final written tests for FAA certificates and ratings:

(a) The school must permit only the students enrolled in the course for which the test is being given to take the written test.

(b) The school must ensure that the students do not mark or deface written test books or supplementary materials. Plastic overlays should be provided by the school for protection of performance charts during plotting.

(c) The school test monitor shall separate students as much as possible during the administration of written tests. Different question selection sheets should be issued to students seated adjacent to each

other. Whenever possible, students taking tests on the same subject should be seated in different parts of the room.

(d) The school shall ensure that students use only those reference materials provided with the written test. FAA policy concerning the use of aids during a written test, including calculators and hand-held flight computers, can be found in Volume 2, Chapter 3 of this Handbook.

(e) The school shall ensure that the students taking a written test are furnished with only the following:

(i) the proper written test book and the supplementary material that is referenced on its front cover;

(ii) an appropriate question selection sheet;

(iii) an answer sheet;

(iv) a specific number of sheets of scratch paper; and

(v) a specific number of Number 2 soft lead pencils.

(f) Students taking a written test must be monitored to prevent cheating. The following guidelines should be followed:

(i) The test monitor must be present and able to view the students at all times, be aware of all activities in the testing room, and be alert for any signs of cheating. The monitor should not perform any tasks during the test that would divert his or her attention for an extended period or require the monitor to be absent from the testing room or monitoring position. The monitor should not answer questions that will give a student an indication of a correct answer.

(ii) If a student appears to be cheating, the test monitor shall immediately discontinue the test, save the test, collect all supplementary test materials that were issued, and also collect any evidence of cheating. If other students are present in the testing room, the test monitor should move the suspected student to another more private area to avoid disturbing the other students who are taking tests. The test monitor should advise the student suspected of cheating that further attempts to take any FAA airman written or computer knowledge tests will not be permitted until suspicion of cheating has been investigated and resolved. The monitor will immediately notify the appropriate school authority. The school shall keep the file on the student suspected of cheating in a locked security area until it is transmitted to the FSDO either in person or by certified mail. The school authority will notify the jurisdictional FSDO by tele-

phone and present all facts relating to the case. The telephone call will be followed by a letter that includes all evidence related to the matter. The FSDO conducts the initial investigation and notifies the appropriate Civil Aviation Security Division and the FAA Regional Counsel in writing. If the charge of cheating is upheld, FAR 61.37(b) applies. If the charge of cheating is resolved in favor of the student, the regional office notifies the FSDO; the FSDO notifies the school and the student. If the test was not completed, arrangements will be made for the student to retake the test.

(iii) At the close of the test, the monitor collects the test materials and each sheet of scratch paper. The monitor should check each sheet of scratch paper to determine if there are missing papers on which portions of the test may have been written. In the presence of the student, the monitor should leaf through the written test book and any supplementary materials to determine that no marks have been made nor pages removed.

(5) The school must ensure that a student who fails a written test for an FAA certificate or rating is not administered a retest until at least 30 days after failure of the previous test. However, in the case of a first failure, the school may retest the student before the 30 days have expired, if the student presents a written statement from an authorized instructor of the school certifying that the student has received ground instruction and is competent to pass the test. Under no circumstances should a student be permitted to take the same test twice. The school should develop a sufficient number of tests from the written test books to accommodate retests.

(6) The school must implement a means to record the areas in which the student experienced difficulty on a written test. This information should be available to the instructor for guidance in remedial study with the student before the practical test. The pilot examiner giving the practical test should refer to this information and determine whether a student is competent in the areas in which he or she experienced difficulty on the written test.

(7) The graduation certificate (final written test results) given by a pilot school with examining authority shall have a duration of 24 calendar months. However, if the student enrolls and graduates from an approved flight training course with examining authority during this 24-month period, the duration of the written test results on the graduation certificate is 90 days from the date of final graduation (FAR 61.71(b)).

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of FAR Part 141, FAA policies, and qualification as an Aviation Safety Inspector Operations.

B. Coordination. This task requires coordination with the principal operations inspector and the Operations Support Branch, AFS-630.

3. REFERENCES, FORMS AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, 141, and other applicable FAR.
- FAA Order 8080.1, Conduct of Airmen Written Tests
- FAA Order 8710.3, Pilot Examiner's Handbook
- AC 60-11, Aids Authorized for Use by Airman Written Test Applicants
- AC 141-1, Pilot School Certification, as amended
- Appropriate Practical Test Standards (PTS)
- FAA Written Test Book for each course requested
- Training Course Outline (TCO) for each course for which examining authority is requested

B. Forms.

- FAA Form 8000-4, Air Agency Certificate (Figures 146-4, 146-6, and 146-7)
- FAA Form 8420-8, Application for Pilot School Certificate (Figure 146-3)

C. Job Aids.

- Sample letters and figures

5. GENERAL PROCEDURES.

A. Initial Inquiry.

(1) Advise the school to apply for examining authority by completing FAA Form 8420-8, Application for Pilot School Certificate. Give the applicant two copies of FAA Form 8420-8 (Figure 146-3).

(2) Inform the applicant that both copies of FAA Form 8420-8 must be filled out and signed by appropriate school officials (see Volume 2, Chapter 141 of this Handbook).

(3) Explain the requirements of written test examining authority, flight test examining authority, or both.

B. PTRS. Open PTRS file.

C. Review Application. Upon receipt of the completed application, examine it for completeness and accuracy.

(1) When examining authority is requested for flight testing privileges only, check that the words, "flight only" are on the application immediately after the title of the course or courses.

(2) When examining authority is requested for written testing privileges only, check that the words, "written only" are on the application, immediately after the title of the course or courses.

(3) When examining authority is requested for both flight and written testing privileges, check that an "X" is in the appropriate box beside the title of the course; no other wording is necessary.

(4) If the application is not accurate or complete, inform the applicant of the deficiencies. On the reverse of both copies of FAA Form 8420-8, mark the Disapproved box and indicate in the remarks box the specific areas needing correction.

(a) Return one copy of the original application to the applicant, and place one copy in the FSDO file on the school.

(b) If necessary, provide additional blank applications for resubmission.

(5) If the application is acceptable, review the applicant's qualifications.

D. Inspection History. Review the FSDO file for information from past inspections. Note any unsatisfactory items which might affect issuance of examining authority.

E. Accident/Incident History. Using office procedures, query EIS/AIDS and note any problems which might affect issuance of flight test examining authority.

F. Qualifications. Based on the information provided in the application, the FSDO file, and the accident/incident history, determine if the applicant meets the requirements of FAR Part 141 Subpart D, Examining Authority.

(1) If the applicant is not qualified, inform the applicant of the deficiencies. On the reverse of both copies of FAA Form 8420-8, mark the Disapproved box and indicate in the remarks box the specific areas needing correction.

(a) Return one copy of the original application to the applicant, and place one copy in the FSDO file on the school.

(b) If necessary, provide additional blank applications for resubmission.

(2) If the applicant is qualified, discuss the privileges and limitations of examining authority.

G. Privileges and Limitations of Examining Authority. Discuss with the applicant the proposed procedure for complying with FAR 61.71(b) and 141.67(d) and/or the procedure for use of an ACR.

H. Schedule Inspection. When the application is complete and accurate and the applicant meets the appropriate qualifications, schedule the inspection for written test examining authority and flight test examining authority, or both.

7. WRITTEN TEST EXAMINING AUTHORITY PROCEDURES (ONLY).

A. Written Test Examining Authority. The following procedures are for issuing written test examining authority:

(1) Ensure that the school has submitted three copies of each set of question selection sheets, answer sheets, and supplementary material with the application.

(2) Determine whether the school uses FAA test question books for each course that the school is applying for written test examining authority.

(3) Examine the question selection sheets developed by the school and ensure that each selection sheet adequately covers the required subject matter.

(a) Ensure that the school has developed at least five different question selection sheets for each testing area.

(b) Determine whether the school uses the AFS-630 recommended number of questions on selection sheets, and the recommended percentage of questions in each knowledge area, for each testing area for which written test examining authority application is made.

(4) If any of the school's question selection sheets are deemed unsatisfactory, return all three copies of these test materials to the school.

(a) On the reverse of both copies of FAA Form 8420-8, mark the Disapproved box and indicate in the remarks box the specific areas that must be corrected.

(b) Along with the question selection sheets, answer sheets, scoring sheets, and supplementary material, return one copy of the original application to the applicant. Place one copy in the FSDO file on the school.

(5) If the question selection sheets, answer sheets, scoring sheets, and supplementary material are satisfactory, send one copy of the test materials to:

Federal Aviation Administration
Aviation Standards National Field Office
Operations Support Branch, AFS-630
P. O. Box 25082
Oklahoma City, OK 73125

(6) While awaiting approval of the test materials from AFS-630, continue the inspection as follows:

(a) Determine if the school uses padded paper bags or equivalent security-type envelopes for shipping tests and supplementary materials.

(b) Determine if test materials are either carried in person by a school official or are sent by certified mail when transported from one location to another.

(c) Ensure that the school maintains a record or shipping list of the contents of any test materials package. The shipping list must have provisions for the signatures of the sender and the receiver. Ensure that there is a procedure for the receiver to return the signed form to the sender to indicate receipt of the test materials.

(d) In the case of shipment of test materials between the main operations base and a satellite base, determine if the school follows the same procedures as those outlined in this paragraph.

(e) Determine that tests and supplementary materials used by the school at either the main base

or a satellite base are stored in locked cabinets or spaces. If three-tumbler combination lock safe files are not available for storage of a test material, ensure that the opening to the storage area is secured with lock bars or hasps and combination locks or security-type key locks.

(f) Determine that the school has designated, in writing, one or more individuals who are responsible for opening and closing security cabinets or spaces and for monitoring cabinets or areas when open. Those individuals are also responsible for maintaining inventory records of all tests by title and number.

(g) Determine that the school conducts an inventory of its test materials at least once a week to ensure early detection of missing test materials. Require the school to make a complete inventory of its test materials in the event of forced entry, cabinets left unsecured during the absence of responsible personnel, theft, or misplacement of any test materials.

(h) Determine that the school maintains a log-out/log-in sheet for use when test materials are removed from or replaced in security cabinets or security spaces. Ensure that the log-out/log-in sheet includes the test title and number.

(i) Ensure that the school has a procedure to promptly return any obsolete test material to the jurisdictional FSDO. Destruction of these materials shall be accomplished following the same procedure as prescribed in Volume 2, Chapter 140 of this Handbook.

(j) Determine that the school has a procedure for reporting when written test books, test book pages, question selection sheets, or other test materials are missing because of loss, theft, or for any other reason.

(7) If AFS-630 disapproves the question selection sheets or other test materials, return all copies to the applicant with a written explanation of what needs to be corrected.

(a) If the applicant is also applying for flight test examining authority, follow the procedures in paragraph 9 of this Section.

(b) If the applicant does not submit corrected question selection sheets or other test materials within 60 days, close PTRS. Inform the applicant that he or she may reapply.

B. Written Test Examining Authority - Computer Testing Method. Review the letter of application, which accompanied FAA Form 8420-8, requesting written test examining authority using computers. The

letter of application must include the following information:

(1) The type, make, and model of all computer related equipment to be used.

(2) A statement that describes the availability of the equipment to the school. A copy of an owner-ship record, use agreement, or lease shall be attached when applicable.

(3) The location of the equipment. If the equipment is portable, the locations where approval is requested.

(4) The school's detailed plan for test administration, grading, and security.

(5) The school's procedure for removing a programmed test and related software from the computer when it is not being used for testing.

(6) A description of the question bank.

(7) Where the correct response for each question can be found.

(8) The total number of questions for each test.

(9) A copy of each question selection sheet, if this method is used.

(10) Evidence that the percentage of questions in each knowledge area included in each test is the same as the percentage of those questions in the equivalent FAA test currently in use.

(11) The method by which supplementary information related to the questions will be presented to the student.

(12) A detailed description of the school's plan for randomizing questions if such a plan is to be implemented.

C. Inspection Satisfactory. If the applicant is seeking written test examining ONLY and the inspection is satisfactory, prepare and issue the new air agency certificate (Figure 146-4) and list of approved courses. Refer to paragraph 11 of this Section.

D. Inspection Unsatisfactory. If, after a complete inspection, it is determined that the applicant does not meet all or any of the required items, advise the applicant in writing of the disapproval and of what corrective action should be taken (Figure 146-5).

(1) On FAA Form 8420-8, in the section marked "for FAA use only," indicate disapproval.

(2) On the reverse side of the application, make any necessary comments and sign.

(3) Return one copy of the application and all documents to the applicant. Place one copy of the application in the FSDO file on the school.

9. FLIGHT TEST EXAMINING AUTHORITY PROCEDURES (ONLY).

A. Flight Test Examining Authority. Use the following procedures for the flight test examining authority inspection:

(1) Verify the qualifications of chief flight instructor. Refer to FAR 141.33 and 141.35, and Volume 2, Chapters 141 and 143 of this Handbook.

(2) Inspect training aids, simulators, aircraft, pilot briefing areas, and other facilities for compliance with the school's TCO.

(3) Verify that the school has current copies of appropriate PTS.

(4) Evaluate the student records to determine whether or not qualifications and standards have been satisfactory and that the syllabus has been followed. Refer to FAR 141.67, 141.77, 141.85, 141.93, 141.95, and 141.101.

B. Inspection Satisfactory.

(1) If the applicant is seeking flight test examining authority ONLY and the inspection is satisfactory, prepare and issue the new air agency certificate (Figure 146-6) and list of approved courses. Refer to paragraph 11 of this Section.

(2) If the applicant is seeking both flight and written test examining authority and the inspections are satisfactory, prepare and issue the new air agency certificate (Figure 146-7) and list of approved courses.

(3) If applicable, designate an ACR. Refer to Volume 2, Chapter 147 of this Handbook.

C. Inspection Unsatisfactory. If the applicant does not meet all or any of the required items, advise the applicant in writing of the disapproval and of the corrective action that should be taken (Figure 146-5).

(1) On FAA Form 8420-8, in the section marked "for FAA use only," indicate disapproval.

(2) On the reverse side of the application, make any necessary comments and sign.

(3) Return one copy of the application and all documents to the applicant. Place one copy of the application in the FSDO file on the school.

11. ISSUING EXAMINING AUTHORITY.

A. ir Agency Certificate. Use the procedures found in Volume 2, Chapter 141 of this Handbook to prepare and issue the air agency certificate. Include the following as appropriate:

(1) For written test examining authority, place the words "Examining Authority-Written Only" immediately after the course title.

(2) For flight examining authority, place the words "Examining Authority-Flight Only" immediately after the course title.

(3) For both, place the words "Examining Authority" immediately after the course title.

B. List of Approved Courses. Prepare a new list of approved courses showing all courses the school is approved to conduct, including the courses with examining authority.

C. Application. On the reverse side of the application, check the approval box and file one copy with the FSDO file.

(1) For Written Test Examining Authority only, return to the school one copy each of selection sheets, answer sheets, scoring sheets, and supplementary material with FAA-approved stamp, the date, and the signature of the inspector on the cover sheet only.

(2) File a copy of each of the documents included in the application package in the FSDO file.

D. PTRS. Close PTRS file.

E. Vital Information Subsystem (VIS). Update the Air Agency VIS file.

13. TASK OUTCOMES. Completion of this task results in one or more of the following actions:

A. Issuance of a new air agency certificate with examining authority and a new list of approved courses.

B. Issuance of a new air agency certificate with written test examining authority and a new list of approved courses.

C. Issuance of a new air agency certificate with flight test examining authority and a new list of approved courses.

D. A letter denying examining authority.

E. A letter confirming voluntary termination of the authorization process.

15. FUTURE ACTIVITIES.

A. Conduct surveillance or inspections at appropriate intervals.

B. Conduct phase checks and/or prepare Temporary Airman Certificates.

C. Possibly designate an ACR.

FIGURE 146-1
LETTER AUTHORIZING TESTING BY COMPUTER

FAA Letterhead

[*date*]

[*name and address of school*]

Dear [*name*]:

This letter authorizes the holder of Air Agency Certificate number [number and name of pilot school] to use the following computers to conduct certain airman written tests:

- *List each computer by make and model and the titles of the airman written tests to be given on each.*

The following provisions apply:

1. A bank of questions for each airman certificate or rating written test authorized by this letter must contain a total number of questions equal to the number of questions in the appropriate equivalent FAA written test book currently in use, or 500 questions, whichever is greater.
2. The bank shall include only questions which appear in the equivalent FAA written test book, and the total number of questions for each test must be equal to that of the appropriate equivalent FAA test.
3. At least three different question selection sheets, or a random-select plan for at least three question selection sheets, must exist for each authorized test.
4. The computers listed in this authorization must be owned or used exclusively by the pilot school.
5. Access to computers when used for airman written testing must be limited to pilot school staff only.
6. Test information and related software will be removed from each computer at the completion of a testing period and before the computer is used for another purpose.
7. Test material will be secured as outlined in FAA Order 8080.1, Conduct of Airman Written Tests.

[*FSDO manager's signature*]

**FIGURE 146-2
SAMPLE OF AN ACCEPTABLE SHIPPING LIST**

TEST MATERIALS SHIPPING LIST		DATE
SHIPPED TO		
<i>INSTRUCTIONS: Check shipment against items listed on this form. Complete Part II; describe any discrepancies in the remarks space in Part II. Return original copy to the address below within 5 working days of receipt.</i>		
PART I - LIST OF MATERIALS SHIPPED		
DESCRIPTION		
PART II - RECEIPT OF MATERIAL		
REMARKS (Discrepancies, etc.)		
RETURN TO		DATE OF RECEIPT
		OFFICE IDENTIFICATION
		AUTHORIZED SIGNATURE

AC Form 8080-8 (12-74) (0053-00-550-4001) Supersedes AC Form 1720-21 (10-70) AC OP 7

**FIGURE 146-3
FAA FORM 8420-8, APPLICATION FOR PILOT SCHOOL CERTIFICATE**



U.S. Department
of Transportation
**Federal Aviation
Administration**

APPLICATION FOR PILOT SCHOOL CERTIFICATE

*Form approved; OMB No. 2120-0009
Use Expires March 1985*

APPLICANT - Read submittal and signature instructions on reverse.

CERT. For FAA Use only
NO. .

NAME OF SCHOOL Carolyn S. Brannon Brannon Aviation	TELEPHONE NO.	ADDRESS OF PRINCIPAL BUSINESS OFFICE 13206 Poplar Tree Road, Fairfax, VA.
LOCATION OF MAIN OPERATIONS BASE Fairfax Airport, Fairfax, VA.	LOCATION OF SATELLITE BASE(S) Centerville Airport	

APPLICATION IS HEREBY MADE FOR:

Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (*three copies of each course outline are attached*); also, examining authority is requested for the courses appropriately checked.

Renewal of Pilot School Certificate and associated ratings currently numbered _____ which expires on _____
 without changes to the currently approved course outlines. with addition of course(s) identified below for which approval is requested (*three copies of each course outline is attached*), including request for examining authority for the course(s) appropriately checked; with deletion of course(s) identified below from the curriculum.

Amending the current Pilot School Certificate and associated ratings numbered **CSB-S-025-A** which expires on **11/30/92**
 by adding the course(s) identified below for which approval is requested (*three copies of each course outline are attached*), including request for examining authority where appropriate checked; for deletion of the course(s) identified below from the curriculum.

IDENTIFICATION OF TRAINING COURSES *NOTE: Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.*

<input checked="" type="checkbox"/> Private Pilot	<input type="checkbox"/>
<input type="checkbox"/> Private Test Course	<input type="checkbox"/>
<input checked="" type="checkbox"/> Instrument Rating	<input type="checkbox"/>
<input checked="" type="checkbox"/> Commercial Pilot	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(If more space is needed, continue on reverse in space provided)

I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.

Carolyn S. Brannon
 Signature(s) and Title(s) } **Carolyn S. Brannon**
Owner

10/31/89
Date

FOR FAA USE ONLY

APPROVED - a Provisional Pilot School Certificate a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective _____ and which expires on _____ DISAPPROVED

Renewal without amendments with amendments Amendments

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE
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FIGURE 146-4
FAA FORM 8000-4, AIR AGENCY CERTIFICATE SHOWING WRITTEN TEST EXAMINING
AUTHORITY

UNITED STATES OF AMERICA
 DEPARTMENT OF TRANSPORTATION
 FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number (Enter original certificate number)

This certificate is issued to

(Enter name of School)

whose business address is

(Enter address of main base of operations)

upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved (Enter the words, Pilot School.)

with the following ratings:

(Enter all authorized ratings; after the ratings with written
 test examining authority, enter the words, (Written Test Only)

This certificate, unless canceled, suspended, or revoked,
shall continue in effect (Enter expiration date of original certificate)

By direction of the Administrator

Date issued: (Enter date of original certification)

(Enter date of amendment) (Have district office manager sign)

**THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
 SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

FIGURE 146-5
LETTER DENYING EXAMINING AUTHORITY

FAA Letterhead

[*date*]

[*name and address of school*]

Dear [*name*]:

This letter is to inform you that your application for [*written*] [*flight*] examining authority is denied because of the following:

List specific discrepancies that were reason for denial.

Should you wish to re-apply for this examining authority or want to discuss this matter, please contact this office at [*telephone number*].

[*FSDO manager's signature*]

FIGURE 146-6
FAA FORM 8000-4, AIR AGENCY CERTIFICATE SHOWING FLIGHT TEST EXAMINING
AUTHORITY

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number (Enter certification number from
original certificate)

This certificate is issued to

(Enter name of school)

whose business address is

(Enter address of main base of operations)

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved* (Enter the words, Pilot School.)

with the following ratings:

(Enter all authorized ratings; after the ratings with flight
test examining authority, enter the words, (Flight Test Only)

This certificate, unless canceled, suspended, or revoked,

shall continue in effect (Enter expiration date of original certificate)

By direction of the Administrator

Date issued: (Enter date of original certification)

(Enter date of amendment) (Have district office manager sign)

**This Certificate is not Transferable, and any major change in the basic facilities, or in the location thereof,
shall be immediately reported to the appropriate regional office of the Federal Aviation Administration**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

FIGURE 146-7
 FAA FORM 8000-4, AIR AGENCY CERTIFICATE SHOWING EXAMINING AUTHORITY FOR BOTH
 WRITTEN AND FLIGHT TESTING

UNITED STATES OF AMERICA
 DEPARTMENT OF TRANSPORTATION
 FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number (Enter certificate number from
 original certification)

This certificate is issued to

(Enter name of school)

whose business address is

(Enter address of main base of operations)

*upon finding that its organization complies in all respects
 with the requirements of the Federal Aviation Regulations
 relating to the establishment of an Air Agency, and is
 empowered to operate an approved* (Enter the words, Pilot School.)

with the following ratings:

(Enter all authorized ratings; after the ratings with both
 examining authorities, enter the words, (Written and Flight Tests)

*This certificate, unless canceled, suspended, or revoked,
 shall continue in effect* (Enter expiration date of original certificate)

By direction of the Administrator

Date issued: (Enter date of original certification)

(Enter date of amendment) (Have district office manager sign)

**This Certificate is not Transferable, and any major change in the basic facilities, or in the location thereof,
 shall be immediately reported to the appropriate regional office of the Federal Aviation Administration**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both