

How-To Guide for EASA PPL Online students

Instructions:

- Make sure you are added to the Flying Academy WhatsApp group. In case you are not, contact Customer Service at <u>cs@flyingacademy.com</u>. WhatsApp groups allow us to share the updates, quickly troubleshoot minor technical issues, and much more.
- Set up a Gmail account, in case you are using different email services. Online classes are provided via *Google Classroom*, and having a Gmail account allows you to use its features fully. *Google Classroom* serves as the main point for Online Lessons this is utilized to schedule lectures and consultations and provide students with assignments. Let us know once you create an account via WhatsApp, for example. *The Student's Guide to Google Classroom* is available in the Learning Management System.
- After you enroll in the course, you will receive an invitation to **Google Groups** by email. Google Groups are mainly used to group up email addresses for administrative reasons. <u>Make sure to accept this invitation!</u>
- Once the lesson is scheduled, you will receive an *invitation* to the **Google Event.** This invitation contains a joining link. You can also find joining info in the WhatsApp chat - the moderators copy this info to the chat every evening for your reference.
- The scheduled lesson will also be shown on your Google Calendar.
- The schedule of the course and FAQ are published on FlyFA.com. In case you cannot access it, please, inform us at cs@flyingacademy.com.

Flying Academy Prague | Brno | Miami | Los Angeles | New Delhi Beranovych 130, Praha 9 - Letnany 199 00

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Requirements:

- Attend **100% of the lectures** per subject (Please note that the ground lessons are here to help you with problematic areas in your studies and to give you space to consult your questions. Therefore, you should also study for the subjects before and after attending the lessons)
- Attend 100% of the guided discussions per subject
- Study for each subject in the Study mode (via <u>Flying Academy Testing Portal</u>)
- Pass the tests in the Exam mode (via Flying Academy Testing Portal) from each subject above 75%. **NOTE:** The final tests should contain a minimum of 30 questions per test!

Please note that you have to finish your PPL theory training for all subjects <u>within 18</u> <u>months</u> from your enrollment date (theoretical training includes <u>online classes</u>, <u>self-study</u>, as well as final tests). In case you don't know your enrollment date do not hesitate to ask in the office or contact us at <u>cs@flyingacademy.com</u>.



How to plan your exams:

Plan your exams with respect to the CAA examinations schedule and to the fact that:

- 1. Maximum period 18 months is calculated from the day of your first exam at the CAA.
- 2. You cannot repeat one subject more than three times (means 4 tries total for each subject).
- 3. The validity of the successfully passed examination is 24 months from the date of examination to the relevant license issuance date.
- 4. Make sure to book a seat at the CAA at least **14 calendar days before** the planned date of examination.

To schedule yourself for the exams

Contact us at <u>cs@flyingacademy.com</u> to let us know you wish to book your exams at the CAA with your preferred date of exam. We will contact the Czech CAA and issue your Course Completion Certificate.

ATTENTION - if you wish to complete your exams elsewhere than Czech CAA (e.g. at Austrocontrol), please inform us about it when you request a certificate!

- 1. Please note it takes a couple of business days for the CAA to confirm the booking.
- 2. Choose the desired dates from the CAA examinations schedule.
- 3. Bear in mind, you can cancel your planned exam maximum 7 days in advance. In case you do not cancel on time and do not show up for the exam, it will be considered as failed. The only exception is a **notice from a doctor**.

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Examination regulations

- Be on time (if you arrive late, you cannot take part in the exam)!
- Any kind of cheating leads to failing the exams and a ban for at least 12 months.
- PLEASE RESPECT THAT ALL THE COMMUNICATION WITH CAA HAS TO BE DONE VIA FLYING ACADEMY TEAM, SO ALL THE PROCEDURES WILL BE FOLLOWED.

What to take with you for the exams

- 1. Original ground school certificate from school,
- 2. your ID or passport,
- In case your authority is the Czech CAA 5000,- CZK in cash (examination fee) this fee is paid just once before your 1st exam,
- 4. allowed aids: writing accessories, navigation triangle, flight computer and compasses, all the other equipment will be provided by CAA (using anything else is considered cheating and will lead to failing the exam).