Orbit Groundschool

AUSTRO CONTROL EXAMS · ARNHEM

Austro Control Exam Guide

Student Portal & Application Form Instructions

How to book your Austro Control theory exams with Orbit Groundschool, complete the Application Form, and prepare for exam day.

Booking your exams

A new booking and a new Austro Control Application Form are required for **every exam week**.

01 Select your exam week

Open **Book exam** and choose an available exam week — the first step of every booking. Future weeks may appear before they open. If a week is full, a waiting-list reservation may be offered.

> *A waiting-list reservation is not a guarantee of an exam place. If a suitable place becomes available following a timely cancellation, it may be assigned to an appropriate candidate on the waiting list.*

02 Select your exams & check your details

Select the exams you want to take and check your personal and address details. A valid **passport or ID card** must be present in the Student Portal. **"Other Flight School"** is the training organisation (ATO/DTO) where you follow your theory training — not where you sit your exams.

Orbit contacts you using your **Student Portal email**. You cannot change this address yourself — contact Orbit if it needs changing. Please check your inbox and spam/junk folder regularly for messages and notifications from Orbit Groundschool.

03 Complete & upload your Application Form

Download the **Aeroplane** or **Helicopter** form during booking and upload it in the same booking. If your theory training organisation isn't Orbit, that organisation completes/signs the relevant sections. Full instructions on pages 4–7.

> **Complete the form digitally and in full. Handwritten forms are not accepted.**

04 Review & pay

Check your application, submit it and pay immediately as part of the booking.

Note — your booking can only be processed and scheduled after successful payment; until payment is completed, no exam place can be scheduled. Successful payment does not by itself mean your exact exam schedule is already confirmed.

05 Orbit reviews & schedules

Orbit reviews your application and documents, and may ask you to correct anything incomplete. **Orbit determines the exact days and time slots** of your exams within the exam week you selected. Once confirmed, your schedule is visible in the Student Portal.

Good to know

The essential rules for booking correctly and attending your exam.

WHEN BOOKING

- Each exam week you attend counts as **one sitting**.
- **ATPL / CPL / IR / CB-IR:** maximum 6 sittings.
- Maximum **4 attempts** per examination paper.
- All required exams must be passed within **18 months**, counted from the end of the month of your first exam.
- A retake cannot be taken in the same sitting.
- A new sitting means a new booking and a new Application Form.

PPL

- All 9 PPL exams are taken in the **first sitting**.
- They are completed **on one day**.
- Required retakes are taken together in a later sitting.
- Enter the correct next sitting on the Application Form.

For other licences, exams may be scheduled across several days depending on their number and duration.

Changes or cancellations? Contact Orbit Groundschool before the applicable registration deadline. Current deadlines and conditions are on our website.

On exam day

What to expect and what to bring.

- **Arrive at least 15 minutes before your first scheduled exam.**

09:30 – 11:30	12:00 – 13:30	14:00 – 16:15
SLOT 1	SLOT 2	SLOT 3

Mandatory breaks 11:30–12:00 and 13:30–14:00. These **exam-day time slots (scheduling windows)** are different from the maximum duration of an individual exam — see page 3.

YOU MAY BRING	ORBIT PROVIDES	KEEP IN YOUR LOCKER
Protractor	Calculator — Casio fx-82EX	Phone
Ruler	Pen	Smartwatch
Drafting compass	Scratch paper	Your own iPad
Mechanical navigation computer		Cap / hat
Electronic flight computer		
Non-aviation translation dictionary (non-digital)		

Flight computers — mechanical and electronic flight computers are both permitted. An electronic flight computer must work completely offline, start with an empty memory (clearable after use), be a standalone device — not an app on a phone, tablet or other smart device — and be used without any operating manual or instructions. Examples include the ASA CX-3 and Sporty's E6B; this is not an exhaustive or official list, and suitability depends on the device's capabilities. No operating manual or instruction sheet may be used with a mechanical navigation computer either.

Until 31 Dec 2026 — The Jeppesen manual and charts and applicable CAA CAP documents may be used where permitted for **ATPL, CPL, IR, CB-IR and BIR** examinations. Relevant CAP documents apply to subjects **031, 032, 033, 034 and 061**. Permitted documents are checked by the invigilator and must not be marked, highlighted or contain notes.

From 1 Jan 2027 — **No Jeppesen materials, CAA CAP documents or personal calculators** may be brought into or used in the examination room. All required maps, tables and other examination materials, as well as a suitable calculator, will be provided.

Appeals — submit during the exam using the comment box for the relevant question. Appeals cannot be submitted afterwards.

Exam durations

Maximum examination time per subject.

The times below are the **maximum examination times per subject**. They are different from Orbit's exam-day time slots (page 2). Shown as hours:minutes — **1:30 = 1 h 30 min**. **(A)** = aeroplane, **(H)** = helicopter; a single value applies to both, a blank means the subject is not examined for that licence.

ATPL & CPL

Subject	ATPL(A)	ATPL(H) incl. IR	ATPL(H) VFR	CPL (A/H)
010 Air Law	1:00	1:00	0:45	0:45
021 Aircraft General Knowledge (AGK)	2:00	2:00	2:00	1:30
022 Instrumentation	1:30	1:30	1:30	1:00
031 Mass & Balance	1:15	1:15	1:15	1:00
032/034 Performance	2:00	1:15	1:15	1:15 (A) 0:45 (H)
033 Flight Planning & Monitoring	2:00	2:00	1:30	1:30
040 Human Performance	1:30	1:30	1:30	1:00
050 Meteorology	2:00	2:00	2:00	1:30
061 General Navigation	2:15	2:15	2:15	2:00
062 Radio Navigation (PBN)	1:30	1:30	1:00	0:30
070 Operational Procedures	1:15	1:15	1:00	1:00 (A) 0:45 (H)
081/082 Principles of Flight	1:30	1:15	1:15	1:15
090 Communications	1:00	1:00	1:00	1:00

PPL (A/H) — ALL 9 EXAMS, ONE DAY

Subject	Duration
10 Air Law	0:40
80 Aircraft General Knowledge	0:25
70 Flight Performance & Planning	0:25
20 Human Performance	0:25
30 Meteorology	0:40
90 Navigation	1:00
60 Operational Procedures	0:25
50 Principles of Flight	0:25
40 Communications	0:25

IR & CB-IR (A/H)

Subject	IR (A/H)	CB-IR
010 Air Law	0:45	0:30
022 Instrumentation	0:30	0:20
033 Flight Planning & Monitoring	1:15	1:00
040 Human Performance	1:00	0:30
050 Meteorology	1:30	0:50
062 Radio Navigation (PBN)	1:00	0:40
090 Communications	1:00	1:00

BIR (modular) Module 1 **1:20** · Module 2 **1:30** · Module 3 **1:30**

Application Form — Aeroplanes · page 1

Registration for theoretical knowledge examination (FCL.025).

- **Complete the form digitally and in full. Handwritten forms are not accepted.**

Registration for theoretical knowledge examination - aeroplanes

Registration for theoretical knowledge examination for the issue of a licence/rating for aeroplanes according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.025

Please fill in the framed fields of the form, sign it and send it together with attachments to examinations@austrocontrol.at, or via FAX to +43 (0) 51703 7086, or by post to:

AUSTRO CONTROL GmbH, Aviation Agency, Schnirchgasse 17, 1030 Vienna, Austria

We kindly ask you to fill in this form directly on the computer.

1 Type of application

Registration for theoretical knowledge examination to obtain following licence/privilege:

☐ LAPL(A)* ☐ PPL(A)* ☐ CPL(A) ☐ ATPL(A) ☐ IR(A) ☐ CB IR(A) ☐ BIR

* Required language: ☐ german ☐ english (only possible for LAPL(A) and PPL(A), all other exams are only held in English)

Indicating**

☐ 1. sitting ☐ 2. sitting ☐ 3. sitting ☐ 4. sitting ☐ 5. sitting ☐ 6. sitting

** sitting: a period of time within which a candidate can take an exam. This period must not exceed 10 consecutive days. Only one attempt at each examination paper is allowed in one sitting, otherwise a new sitting begins from the time of repetition.

2 Applicant

Form. address | Title | First Name(s) | Last Name(s)

Street | City | Postal code | Country

Telephone | E-mail

Date of Birth | Place of Birth | Citizenship

Place | Date | Signature of Applicant

For examination registrations in Vienna: Please note that the invoice for the registered examination subjects will already be sent after receipt of the examination registration. The invoice will be sent to the applicant's e-mail address. Should you wish the invoice to be sent by post, please inform us accordingly.

3 Attachments (Please attach, if not specified differently, copies of the listed documents to the application)

- official photo-ID

4 Confirmation of the completion of the Area KSA 100 assessment by the ATO

(only applicable for CPL(A), MPL(A) and ATPL(A))

It is hereby confirmed that the Area KSA 100 assessment was conducted in accordance with the requirements of Part-FCL.

Place | Date | Signature of HT/CTKI | Seal (if available)

1. **Licence / rating** — tick the licence or rating you are applying for (PPL, CPL, ATPL, IR, CB-IR or BIR).
2. **Language** — German or English for PPL(A) only. All other exams are in English.
3. **Sitting** — tick the sitting this booking is for. Each exam week you attend is one sitting; for PPL retakes, tick your next sitting (2nd, 3rd or 4th).
4. **Personal details** — type all fields. Your name(s) must match your passport / ID card.
5. **Email** — the address Austro Control uses for correspondence, including exam results.
6. **Signature** — sign the box. Without your signature the form is not valid.
7. **Photo ID** — make sure a valid passport or ID card is uploaded in the Student Portal.
8. **KSA 100 (box 4)** — leave blank; your training organisation signs this. Applies to CPL(A), MPL(A) and ATPL(A).

Which email? Austro Control uses the address on the Application Form (including for results). This may differ from your Student Portal address — Orbit uses your Student Portal address to contact you. The two do not need to match.

You complete · Training organisation / blank

Application Form — Aeroplanes · page 2

Training-organisation recommendation and subjects.

Registration for theoretical knowledge examination - aeroplanes

Registration for theoretical knowledge examination for the issue of a licence/rating for aeroplanes according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.0

First name(s) | Last name(s)

Recommendation for theoretical knowledge examination by the training organisation

It is hereby confirmed that the training was conducted in accordance with the requirements of Part-FCL and the approved training manual and that the applicant has all the necessary knowledge for the theoretical examination for the subjects in accordance with point 6.

From (Date) | Until (Date) | HT/CTKI (or deputy, if applicable) (Name) | ATO/DTO (Appr./Ded. No.)

Place | Date | Signature of HT/CTKI | Seal (if available)

This recommendation is valid for 12 months (according to Commission Regulation (EU) No 1178/2011 Annex I (Part-FCL) FCL.025 (a) (3)).

6 Registration

Licence/Rating

☐ LAPL(A) (all 9 subjects must be completed in one day)
☐ PPL(A) (all 9 subjects must be completed in one day)
☐ BIR (please mark the corresponding module) ☐ M01 ☐ M02 ☐ M03

Subject	CPL(A)	ATPL(A)	IR(A)	CB IR(A)
010 Air Law	☐	☐	☐	☐
021 Aircraft General Knowledge Airframe, Systems and Powerplant	☐	☐		
022 Aircraft General Knowledge Instrumentation	☐	☐	☐	☐
031 Flight Performance and Planning Mass and Balance	☐	☐		
032 Flight Performance and Planning Performance	☐	☐		
033 Flight Performance and Planning Flight Planning and Monitoring	☐	☐	☐	☐
040 Human Performance and Limitations	☐	☐	☐	☐
050 Meteorology	☐	☐	☐	☐
061 Navigation General Navigation	☐	☐		
062 Navigation Radio Navigation (PBN)	☐	☐	☐	☐
071 Operational Procedures	☐	☐		
081 Principles of Flight	☐	☐		
090 Communications	☐	☐	☐	☐

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1. **Name again** — type your name(s), matching your passport / ID card.
2. **Training-organisation recommendation (section 5)** — leave blank. If you trained at another ATO/DTO, that organisation completes and signs it. If Orbit Groundschool is your theory ATO, Orbit completes the relevant section.
3. **Licence / rating (section 6) — PPL(A):** tick only the PPL(A) box and nothing else. **BIR:** tick the module you are applying for (M01, M02 or M03).
4. **Subjects** — tick each exam under the correct licence column (CPL / ATPL / IR / CB-IR). Entries must match your Student Portal booking.

What you complete vs. leave blank: you fill in your name and the licence/subject boxes. Section 5 (recommendation) is completed by your training organisation.

You complete | Training organisation / blank

Application Form — Helicopters · page 1

Registration for theoretical knowledge examination (FCL.025).

- **Complete the form digitally and in full. Handwritten forms are not accepted.**

Registration for theoretical knowledge examination - helicopter

Registration for theoretical knowledge examination for the issue of a licence/rating for helicopters according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.025

austro CONTROL

Please fill in the framed fields of the form, sign it and send it together with attachments to examinations@austrocontrol.at, or via FAX to +43 (0) 51703 7086, or by post to:

AUSTRO CONTROL GmbH, Aviation Agency, Schnirchgasse 17, 1030 Vienna, Austria

We ask you to fill out this form directly on the computer.

1 ype of application

Registration for theoretical knowledge examination to obtain following licence/privilege:

☐ LAPL(H)* ☐ PPL(H)* ☐ CPL(H) ☐ IR(H) ☐ ATPL(H) VFR ☐ ATPL(H)

2 * Requested language: ☐ german ☐ english (only possible for LAPL(H) and PPL(H), all other exams are only held in English)

3 sitting**

☐ 1. sitting ☐ 2. sitting ☐ 3. sitting ☐ 4. sitting ☐ 5. sitting ☐ 6. sitting

** sitting: a period of time within which a candidate can take an exam. This period must not exceed 10 consecutive days. Only one attempt at each examination paper is allowed in one sitting, otherwise a new sitting begins from the time of repetition.

4 Applicant

Form of address | Title | First Name(s) | Last Name(s)

Street | City | Postal code | Country

5 Telephone | E-Mail

Date of Birth | Place of Birth | Citizenship

Place | Date | 6 ature of Applicant

For examination registrations in Vienna: Please note that the invoice for the registered examination subjects will already be sent after receipt of the examination registration. The invoice will be sent to the applicant's e-mail address. Should you wish the invoice to be sent by post, please inform us accordingly.

7 Attachments (Please attach, if not specified differently, copies of the listed documents to the application)

- official photo-ID

4 Confirmation of the completion of the Area KSA 100 assessment by the ATO

(only applicable for CPL(H) and ATPL(H))

8 It reby confirmed that the Area KSA 100 assessment was conducted in accordance with the requirements of Part-FCL.

Place | Date | Signature of HT/CTKI | Seal (if available)

1. **Licence / rating** — tick the licence you are applying for: PPL(H), CPL(H), IR(H), ATPL(H) VFR or ATPL(H).
2. **Language** — German or English for PPL(H) only. All other exams are in English.
3. **Sitting** — tick the sitting this booking is for. For PPL(H) retakes, tick your next sitting (2nd, 3rd or 4th).
4. **Personal details** — type all fields. Your name(s) must match your passport / ID card.
5. **Email** — the address Austro Control uses for correspondence, including exam results.
6. **Signature** — sign the box. Without your signature the form is not valid.
7. **Photo ID** — make sure a valid passport or ID card is uploaded in the Student Portal.
8. **KSA 100 (box 4)** — leave blank; your training organisation signs this. Applies to CPL(H) and ATPL(H) only.

Which email? Austro Control uses the address on the Application Form (including for results). This may differ from your Student Portal address — Orbit uses your Student Portal address to contact you. The two do not need to match.

You complete · Training organisation / blank

Application Form — Helicopters · page 2

Training-organisation recommendation and subjects.

Registration for theoretical knowledge examination - helicopter

Registration for theoretical knowledge examination for the issue of a licence/rating for helicopters according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.0

1

First name(s) | Last name(s)

5 Recommendation for theoretical knowledge examination by the training organisation

2

It is hereby confirmed that the training was conducted in accordance with the requirements of Part-FCL and the approved training manual and that the applicant has all the necessary knowledge for the theoretical examination for the subjects in accordance with point 6.

From (Date)	Until (Date)	HT/CTKI (or deputy, if applicable) (Name)	ATO/DTO (Appr./Decl. No.)

Place	Date	Signature of HT/CTKI	Seal (if available)

3

This recommendation is valid for 12 months (according to Commission Regulation (EU) No 1178/2011 Annex I (Part-FCL) FCL.025 (a) (3)).

6 Registration

Licence/Rating

☐ LAPL(H) (all 9 subjects must be completed in one day)

☐ PPL(H) (all 9 subjects must be completed in one day)

4

Subject	CPL(H)	IR(H)	ATPL(H) VFR	ATPL(H)
010 Air Law	☐	☐	☐	☐
021 Aircraft General Knowledge Airframe, Systems and Powerplant	☐		☐	☐
022 Aircraft General Knowledge Instrumentation	☐	☐	☐	☐
031 Flight Performance and Planning Mass and Balance	☐		☐	☐
033 Flight Performance and Planning Flight Planning and Monitoring	☐	☐	☐	☐
034 Flight Performance and Planning Performance	☐		☐	☐
040 Human Performance and Limitations	☐	☐	☐	☐
050 Meteorology	☐	☐	☐	☐
061 Navigation General Navigation	☐		☐	☐
062 Navigation Radio Navigation (PBN)	☐	☐	☐	☐
071 Operational Procedures	☐		☐	☐
082 Principles of Flight	☐		☐	☐
090 Communications	☐	☐	☐	☐

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1. **Name again** — type your name(s), matching your passport / ID card.
2. **Training-organisation recommendation (section 5)** — leave blank. If you trained at another ATO/DTO, that organisation completes and signs it. If Orbit Groundschool is your theory ATO, Orbit completes the relevant section.
3. **Licence / rating (section 6)** — PPL(H) only: tick the PPL(H) box and no others.
4. **Subjects** — tick each exam under the correct licence column: CPL(H), IR(H), ATPL(H) VFR or ATPL(H). Entries must match your Student Portal booking.

What you complete vs. leave blank: you fill in your name and the licence/subject boxes. Section 5 (recommendation) is completed by your training organisation.

You complete · Training organisation / blank

Results & more information

After your exams, and where to find current details.

RESULTS

Your result is shown on the iPad after completing your exam. Austro Control also sends the official result to the email address stated on your Application Form.

CERTIFICATE

After you have passed all required exams, Austro Control issues your certificate. Orbit makes it available in the Student Portal and sends the original by post.

CERTIFICATE VALIDITY

24 months	36 months	BIR & ATPL
PPL	CPL / IR / CB-IR	Different validity rules apply — see our FAQ

MORE INFORMATION

For current exam dates and registration deadlines, view our exam information. For common questions and practical exam information, visit our FAQ.

Still have a question?

Contact Orbit Groundschool