



UPDATED FCL, ASPEQ AND AMEL EXAM FEES AND EXAM SCHEDULES

This AIC replaces AIC 07/16, which is hereby cancelled

1. INTRODUCTION

- 1.1 This Aeronautical Information Circular (AIC) provides updated information on examination schedules, venues, booking requirements, and applicable fees for:
 - Aircraft Maintenance Engineer (AME) examinations conducted by the Civil Aviation Authority of Fiji (CAAF) and facilitated through the ASPEQ online examination system
 - CAAF Flight Crew Type Rating examinations
 - AME examinations delivered via the New Zealand ASPEQ online platform
 - ASPEQ online examination for Aviation Language Proficiency
- 1.2 For clarity, CAAF remains the Licensing Authority responsible for examination standards, syllabi, and licensing decisions, while ASPEQ provides the examination delivery platform and online assessment services on behalf of CAAF.

2. PURPOSE

The purpose of this Aeronautical Information Circular (AIC) is to inform and guide all relevant aviation personnel and stakeholders on the updated arrangements for Aircraft Maintenance Engineer (AME) and Flight Crew Type Rating examinations administered under the authority of the Civil Aviation Authority of Fiji (CAAF).

This AIC outlines the current examination schedules, designated venues, booking procedures, and applicable fees for examinations delivered through the ASPEQ online platform. It also clarifies the respective roles of CAAF and ASPEQ, ensuring that candidates clearly understand that while examination delivery is facilitated online, CAAF retains full responsibility for regulatory oversight, examination standards, and licensing decisions.

The circular aims to promote transparency, consistency, and accessibility in the examination process, enabling candidates to plan and participate effectively in the required assessments.

3. EXAMINATION VENUE

3.1 All written and online examinations conducted by the Authority will take place at:

Civil Aviation Authority of the Fiji Islands (CAAF)

Head Office, Namaka, Nadi.

4. ASPEQ ONLINE EXAMINATIONS (INCLUDING AME EXAMS AND ALP EXAMS FACILITATED BY CAAF)

4.1 Exam Schedule

The ASPEQ online exams Exam schedules are as follows:

Exam Type	Exam Days	Exam Time	Fees
FCL Online Exams	Every Fridays <i>(except for Fiji Public Holidays)</i>	08:00am – 05:00pm	CAAF Website
AMEL Online Exams	Every Mondays <i>(except for Fiji Public Holidays)</i>	08:00am – 05:00pm	
ALP Online Exams	Every Tuesdays <i>(with 2 weeks prior notification with ASPEQ)</i>	08:00am – 05:00pm	

Where Friday falls on a Fiji Public Holiday, the examination session will be conducted the following Tuesday.

4.2 Bookings and Payments

All candidates wishing to sit **CAAF examinations facilitated via the ASPEQ platform** are required to:

- Register on the ASPEQ Portal (accessible via the CAAF website)
- Complete online booking and payment

Bookings and payments must be completed no later than **1:00pm on Wednesday of the examination week for the FCL Exams and at least a week prior to examination day for AMEL online exams.**

4.3 Special Sittings

Special Sittings may be arranged upon request. Candidates must provide **timely notifications** to allow CAAF to coordinate with ASPEQ. Additional fees apply.

4.4 Failure to Sit

Candidates who do not attend, fail to sit, or to complete their schedule examination will forfeit both the CAAF and ASPEQ fees paid.

4.5 Fees

All ASPEQ examination payments are made **online**, via:

- Visa Debit, or
- Mastercard

Payments are processed in New Zealand dollars (NZD).

A full breakdown of examination fees per subject is available on the [CAAF Website](#) under *Rates*.

4.6 Cancellation Policy

- Cancellation policy allows you to cancel an exam without penalty if done at least 7 days before the session.
- Cancelling between 3 and 7 days before the exam results in a forfeiture of your fee.
- Cancellations requested within 3 days are generally not accepted.

4.7 Transfer Policy

The exam transfer policy allows you to change your exam date, but fees and timelines apply.

- **3+ Days Before:** Transfers made more than 3 days prior to your exam session start time are permitted, but a transfer fee may apply if done within 7 days.
- **Within 3 Days:** Transfer requests made fewer than 3 days before the exam session generally forfeit the full examination fee.
- **Medical/Compassionate:** If you must transfer or cancel due to illness or emergency, you may be eligible for an exam fee credit. You must supply medical certificates or proof within 5 days of the original sitting.

5. CAAF FLIGHT CREW TYPERATING EXAMINATIONS

5.1 Schedule and Booking

- Technical type rating examinations are conducted **every Wednesday** at 10 am.
- Candidates must book in advance by completing **Form PL101A** (available on the CAAF website) and paying the prescribed fee of **\$56.25 per exam**.
- The closing time for **Type Rating examination** bookings will be **5:00 pm** on the **Monday** preceding the scheduled examination.

5.2 Transfers and Cancellations

- Requests to transfer an exam booking must be submitted **in writing at least 2 days before** the scheduled date.
- Failure to comply will result in:
 - forfeiture of exam fees, and
 - disqualification from sitting exams for 2 weeks.

5.3 Special Sittings

Special sittings outside the normal timetable may be arranged at additional cost.

5.4 Resits

Examinations may be re-sat after 7 working days.

6. ASPEQ Aviation Language Proficiency Examination

Applying for an Aviation Language Proficiency (ALP) exam with Aspeq is an online process. You will need to create a candidate account, register for an available session, book your exam, and pay your fees via their secure online examination portal.

6.1 Step-by-Step Application Process

1. **Register for an Account:**

Visit the Aspeq Homepage and select your specific aviation customer group (e.g., Civil Aviation Authority of Fiji). Navigate to the "Register" page to create an invigilated online exam portal account. You will likely need an Aviation Reference Number (ARN) or equivalent license credentials to link your identity.

2. **Check Schedule and Venues:**

Browse the online exam schedule and select your preferred testing location. Because the formal language evaluation interviews (FLE) are frequently conducted over the telephone, you may be able to complete a semi-direct or live test remotely without traveling to a physical center.

3. **Book Your Assessment:**

Choose the specific ALP exam required (such as the Level 6 Proficiency Demonstration or Formal Language Evaluation) and confirm your booking date and time.

4. **Pay Examination Fees:**

Complete your booking by paying the prescribed examination and delivery fees directly through the secure payment system using a debit or credit card.

5. **Review Booking Confirmation:**

Once payment is accepted, you will receive a Booking Confirmation detailing your exam schedule and any mandatory pre-exam instructions.

7. REQUIREMENTS FOR REQUESTING SPECIAL CONSIDERATION WHEN UNABLE TO SIT SCHEDULED EXAMINATIONS

7.1 Applicants who are unable to meet required deadlines or attend scheduled examinations due to sickness or personal/family emergencies must submit an official request for special consideration.

7.2 Requests must be supported with written evidence, which may include one of the following:

- Medical Certificate or doctor's written advice confirming illness and recommended recovery period; or
- Written explanation outlining the nature of the family or personal emergency.

- End of AIC -