



International Virtual Aviation Organisation

Private Pilot (PP) exam

Briefing Guide and Flight Test Standards

English version

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Training director/assistant director: Michael Hansohm, Hervé Sors
Working group: Peter Schott , Richard Bischoff, Splendor Bouman, Jérémy Dewever,

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Note: Left vertical revision marks indicate changes from previous version

1. Requirements

- *Previous rating requirements:* have your Advanced Flight Student rating and at least 50 hours flying time logged on IVAN (controller hours are not taken into account),
- *Theoretical exam:* complete the Private Pilot (PP) online test (45 minutes to answer 20 questions randomly chosen in the database),
- *Practical exam:* perform a VFR flight under the guidance of a nominated examiner (note that this exam doesn't require any IFR knowledge).

2. Applying for the exam

The theoretical exam can be requested through the [Exams / Request Theoretical Exam] menu of the IVAO [Training department page](#).

After your successful theoretical exam, you can apply for the skills test. Unlike the theoretical exam, which is automated and centralised, the practical exam is done by your division. If you are not a member of an active division, or your division doesn't have a competent examiner, we will assign one from another country. The practical exam can be requested through the [Exams / Request Practical Exam] menu of the IVAO [Training department page](#). In case your practical exam has previously been cancelled, you should follow the procedure described on our [Exam Policy page](#) (Practical exams – General points).

Once your exam is registered, the examiner will contact you via your e-mail address on your details page. *Before requesting for the exam, check that this e-mail is valid since it is the only way for the examiner to get in touch with you.*

In case you do not attend the exam at the agreed date/time, the examiner will wait for 15 minutes. You will have 48 hours to provide a valid reason for not having attended the exam. If a valid reason is not given, your exam will be marked 0/100 which means a delay of 90 days will apply before a new exam can be asked for.

3. Validation of the exam

After the flight test your examiner will send his evaluation to the Training Director who will assign a validator; the validator will verify the marking based on the comments and marking sheet of the examiner. If your exam is validated as a success your rating will be updated at 1200z the following day.

4. Skills Test

The PP exam is a series of tasks to appreciate your ability of using the pilot IVAO software, your basic VFR theoretical knowledge and your practical VFR flying skills.

Note that **these are our minimum standards**. *Your local division may have set additional requirements that should be published on its web site.*

4.1 IVAO software and communication modes

You can use any IVAO approved client for the exam. Visit the [IVAO virtual pilot client web page](#) (IvAp) for a complete list (the page also includes a link to the [IvAp manuals](#)).

You must use IVAO approved software *with IVAO weather enabled*. We discourage the use of other weather sources to ensure examiner and examinee use the same reference.

The examiner will check your ability of correctly using the main functions of IVAO software, mainly:

- establish a communication with an active ATC position,
- retrieve and interpret the ATIS of a controller,
- use the different transponder modes,
- be able to transmit by text on the current ATC frequency and privately,
- retrieve a station METAR and TAF (interpreting it correctly is part of theoretical knowledge).

We strongly recommend voice communication for the exam. We do not recommend a "text-text" or "text-voice" communication method due to the increased level of difficulty and incompatibilities with certain tasks. Should a member be unable to use voice or the voice/text method, please contact the HQ Training Department before requesting the exam in order to establish an individual procedure. For some exercises, the examiner will also request you transmit in text mode either on the active frequency or in a private (chat) mode.

4.2 VFR theoretical knowledge

You will be assessed on your theoretical VFR knowledge as part of the exam. During the briefing or at some times during the flight, the examiner will ask you a few short questions regarding the following items:

- *Basics of air law*: instrument and visual flight rules, weather requirements for VFR flights, airspace classes and structure, types of controlled airspaces, ATC units and positions, transponder codes,
- *Chart reading and VFR procedures*: VFR charts interpretation and VFR circuit,

- *Navigation*: VFR routes, basic use of radionavigation aids, semi-circular rules, transition altitude and transition level,
- *Meteorology*: METAR and TAF interpretation,
- *Flight instruments and aircraft knowledge*: principles of altimetry, altimeter settings, airspeeds, basic flight instruments, aircraft characteristics.

Most of the required knowledge can be found on the [IVAO Academy](#) site. You will find a list of training materials you could refer to in [Appendix I](#).

4.3 The VFR skills test

The skills test is a series of tasks laid out to evaluate your basic VFR flying skills.

4.3.1 General requirements

(a) A *light (L) single engine propeller aircraft* (such as a Cessna 172, 182, Piper PA28, Mooney M20 or similar) must be used for the flight test. Basic NAV and COM equipment is enough to fulfil exam requirements. Make sure you choose an aircraft you know well and are comfortable with.

(b) Use of the autopilot and GPS system are permitted on the exam. However, be aware that autopilot might not be able to fulfil required manoeuvres exceeding the autopilot capabilities, resulting in exam failure. You are free to use the autopilot at your own risk.

(c) Your examiner will advise you of the departure and destination airports prior to the exam but you will have to plan the route yourself. As a general rule, you will be requested to fly between two airports at least 20 nm apart under visual flight rules. In case the nearest airport is too far from the departing field, a local flight may be prescribed.

(d) You will be expected to find the necessary VFR charts yourself (check your [country's AIS](#) for online chart availability). If you have difficulties doing so, contact your examiner prior to the exam. In all cases, you may have to coordinate with the examiner so as to determinate which charts will be needed.

(e) VMC conditions must exist for the flight to be performed. If necessary, the examiner will postpone or relocate the exam or even can accept simulated clear weather conditions. When starting the exam, you will have to decide if the current weather is acceptable for the intended VFR flight. FS daytime is accepted.

(f) You should connect to IVAO at your departure airfield using the following callsign: EXMxxxx where xxxx are the last 4 digits of the exam number. Your radiotelephony callsign will be "Exam ####". Your exam number can be found on the [My details] page under the Training tab.

(g) The examiner will usually be connected as an observer and will "simulate" an active ATC position although he may also connect as an active ATC or collaborate with another ATC in charge of the airspace where the exam takes place. In all cases, comply with all instructions normally.

(h) Unless you are disconnected from the network, we require *you submit your flight plan once*, when starting the test flight, and on examiner request. You should not change any item and/or resubmit your flight plan thereafter.

4.3.2 VFR flight

The test flight will mainly assess the following:

- Connection at the departing airport,
- VFR flight plan; we encourage you to carefully learn how to correctly fill a flight plan by consulting [this Academy chapter](#); unless you are disconnected during the exam, we request that you send your flight plan *only once* at the beginning of the flight and on request of the examiner,
- Ground movements from gate/parking area to assigned runway,
- Take off technique,
- VFR departure,
- En-route VFR navigation (accuracy of navigation based on visual references and radionavigation aids, if any); during the flight, your examiner may ask you to make some exercises (turns to specified headings, climbs/descents to assigned altitude, crosses a defined fix at a specified altitude, flies direct to a VOR and a NDB, makes a 360),
- VFR arrival (entry points, pattern integration),
- Traffic patterns,
- Touch and go or go around followed by a 2nd pattern,
- Full stop landing and taxi to apron/gate,
- Phraseology (use of correct phraseology, prompt and accurate readback, minimum proficiency in spoken English),

5. Evaluation and marking method

The examiner will score separately **all** required tasks (including both theoretical questions and practical exercises) on a dedicated marking sheet.

Each score will reflect the accuracy and depth of your knowledge and your ability to accurately perform the required tasks.

Your examiner will calculate your final score. The maximum score is 100 points. The pass mark is 75/100. In all cases, your examiner will give you a detailed break-up of your score during the debriefing so you can identify your errors and correct them.

Certain minimum requirements are expected for some tasks: IVAO software knowledge, basic VFR theoretical knowledge, connecting to the network, pattern execution, radio communications and basic VFR English proficiencies. Failure to perform these tasks at the specified standard will result in the exam being marked as fail regardless of your overall performance.

Insufficient theoretical knowledge in one or more of these areas: (i) IVAO software knowledge, (ii) basic VFR theoretical knowledge, (iii) connection to the IVAO network, will make the exam is stopped and the final exam mark is 49/100 or 0/100 depending on examiner's assessment.

Also, in case you decide to stop the exam at any time after it has begun, your exam will be marked 0/100.

Some special situations will also result in an automatic exam failure and the score will be at the most 49/100:

- Not having the necessary charts for the exam (when provided by IVAO, your examiner or freely available on the Internet),
- Connecting on the runway,
- Entering the runway, taking-off or landing without clearance,
- Inability to properly execute VFR patterns,
- Inadequate radio communications and/or English proficiencies,
- Crashing due to terrain collision or aircraft overstress.

However, in such cases, and unless you experienced a crash, *the exam will be continued until all points are covered.*

APPENDIX I

Training materials

1. [Academy – Bare basics](#) (including Guidelines for Pilots notes if appropriate)
 - Connecting instructions
 - Air Traffic Control Units and Positions
 - Airspace structure
 - Airspace classification
 - ATIS – Automatic Terminal Information Service
 - Clearance and instructions
 - Flight rules
 - Flight plan (filing a VFR flight plan)
 - Communications – Phraseology basic words
 - Communications – Alphabet & Call Signs
 - Communications - Numbers
 - Communications - Read Back
 - Communications - UNICOM
 - Altimeter Settings
 - Cruising Levels
 - Squawk codes & Transponders
 - Right of way
2. [Academy – On and around the airfield](#)
 - VFR Flight (General points)
 - VFR Flight – Aerodrome Traffic Circuit
 - VFR Flight – Special VFR Flight
3. [Academy – More information](#)
 - METAR – (Short) TAF: Aviation Weather Reports
 - Speed
 - Self Announcing Procedure
4. Other online sources
 - [Phraseology common mistakes](#) (IVAO Belgium)
 - [VFR circuit](#) (IVAO Belgium)
 - [Microsoft Flight Simulator Handbook](#) (Part I – Visual Flight)
 - [Pilot's Handbook of Aeronautical Knowledge](#) (especially [Flight controls](#), [Flight instruments](#) and [Aircraft performance](#))

Note: The Training department of your division may also publish some recommended material on its web site (either in English or in your own language) and will include the necessary links in the localized version of this document.