

1. Purpose

- 1.1 This procedure documents the requirements in the event of a Summative Examination Failure.
- 1.2 To outline the standard methods for the handling of student remediation.

2. Scope

- 2.1 This procedure applies to all Students wishing to retake an Aviation Australia (AA) regulatory exam.

3. Revision Details

- 3.1 This section outlines any adjustments made to the document during the most recent revision.

Section Reference #	Rationale for Change
8.4	Update to remote student remedial request
8.5	Added remedial training section for international locations.
10	Added flowcharts

- 3.2 This section outlines the review frequency of the document.

Planned Revision	Biennially
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4. Regulatory References

- 4.1 CASA Part 66
- 4.2 EASA Part 66

5. Related Documentation

- 5.1 [AA TT PRO 13a Examination Application and Remediation Schedule](#)

6. Glossary of Terms

- 6.1 **PI** – Program Instructor
- 6.2 **PoC** – Point of Contact (AA's representative for International contracts)
- 6.3 **International PoC** - Point of Contact (International contract)
- 6.4 **SME** – Subject Matter Expert.
- 6.5 **SPC** – Student Program Coordinator

7. Responsibilities

- 7.1 The Document Owner holds the delegated authority for the proper content and execution of the protocols within the document.
- 7.2 The Responsible Delegate ensures the proper implementation and adherence to the protocols within the document.

Document Owner:	Technical Training Manager
Responsible Delegate(s):	Student Program Coordinator (SPC)

Key Stakeholder Positions may contain multiple responsibilities for various parts of the document however the overall responsibility must remain with the document owner.

Key Stakeholder Positions – Mandatory Consultation Required
People and Operations Manager

8. Procedure

8.1 CASA/EASA Part 66 Guidelines for Remediation of Students who fail a Summative Examination

- 8.1.1 A failed module examination may not be retaken by a candidate for at least 90 days after the date of the examination. *However, if the candidate undergoes a course of retraining, tailored to the failed subjects of a module, conducted by an MTO, the examination may be retaken after 30 days.*

CASA Part 66.A.100 Appendix II

- 8.1.2 An examination in a module may not be retaken earlier than 90 days following the date of a failed examination in that module, except in the case of a maintenance training organisation approved in accordance with Annex IV (Part 147) *which delivers a course of retraining tailored to the failed subjects in the particular module; the failed module may be retaken after 30 days.*

EASA Part 66 1321/2014 Appendix II

- 8.1.3 In the event of a summative examination failure students can access their coaching report online by logging into their QuestionMark On Demand Account <https://ondemand.questionmark.com/home/400389/>

8.2 Onsite Brisbane Campus for CASA and EASA Exams

8.2.1 AA has scheduled remediation classes with an Instructor every Tuesday and Thursday at our Brisbane Campus Corporate Building Classroom between 2.30 pm and 3.30 pm.

8.2.2 Students are required to bring their coaching report, other training materials and AA TT PRO 13a form that can be found at the AA Brisbane campus corporate building reception or contact SPC.

8.2.3 Students will be required to fill out the class roll provided by the instructor for the remediation session and the role returned to the SPC for recording purposes. The session will be recorded on the student's AA TT PRO 13a form listing the subject, the study method, and the date.

Note: Attending the face-to-face remediation between 2.30 pm and 3.30 pm will count as one remediation session.

8.2.4 The following minimum remediation sessions will be required before being allowed to retake a failed examination:

- 0% - 59%, attendance at a minimum of (4) four remedial sessions.
- 60% - 69% attendance at a minimum (3) three remedial sessions.
- 70% - 74% attendance at a minimum (2) two remedial sessions.

Note: Self-study in the student's own time is not considered remediation.

8.2.5 If the student fails to provide the required remediation evidence, they will be restricted from retaking the examination until they provide the evidence, or after 90 days without remediation from the date of failure of the initial examination.

8.2.6 When a student has evidence of and completed the required amount of remediation and Part B of AA TT PRO 13a, the student fills in Part A of AA TT PRO 13a then lodges the AA TT PRO 13a form, not less than seven (7) days prior to the requested examination date, to AA reception with the examination payment, if necessary. The receipt number is documented on AA TT PRO 13a and filed on the requested examination date.

8.2.7 SPC will check to validate the details and signs that the form has been completed correctly, prior to lodgement with Devex team/Examination Cell.

8.3 Acceptable Remediation Evidence

8.3.1 Remediation evidence can consist of the following:

- Student handwritten study notes.
- Student handwritten Question and Answers.
- AA formative/practice exams.
- Instructor or SPC directed remediation studies.

8.4 Domestic Remote Students (not at Brisbane Campus)

- 8.4.1 The student contacts SPC or designated SME for remediation assistance following a failed summative examination.
- 8.4.2 The SPC or designated SME will request and assess the student's coaching report and set specific areas of remediation to aid in topic comprehension.
- 8.4.3 SPC or designated SME send AA TT PRO 13a form to student and the required amount of study material.
- 8.4.4 At the completion of the remediation the student returns the completed study material and AA TT PRO 13a form to SPC or designated SME.
- 8.4.5 SPC or designated SME will check the remediation study material and make comments and or assign additional study material, if required.
- 8.4.6 The SPC or designated SME will complete Part B of the Remediation form and sign, stamp and date.
- 8.4.7 SPC or designated SME returns completed form to the remote student.
- 8.4.8 When the student is booking the examination online, they are to submit the completed and signed AA TT PRO 13a form as evidence of completion of remediation, not less than seven (7) days at an AA campus or 14 days at an external examination provider, prior to the requested examination date.

8.5 International Remote Students

- 8.5.1 In overseas locations, the training organisation may arrange a course of retraining tailored to the failed subjects or topics within a module if the failed module be retaken after 30 days.
- 8.5.2 The student contacts SPC or PoC for remediation assistance following a failed summative examination.
- 8.5.3 The SPC or PoC will request and assess the student's coaching report. The specific areas of remediation to aid in topic comprehension will be sent to International PoC.
- 8.5.4 SPC or PoC to send AA TT PRO 13a form to student for completion.
- 8.5.5 International PoC ensures the required amount of study has been conducted then returns completed AA TT PRO 13a form to SPC or PoC a minimum of 14 days prior to the requested examination date.
- 8.5.6 SPC or PoC will check AA TT PRO 13a form and make comments and/or assign additional training, if required.
- 8.5.7 SPC or PoC to forward completed and signed AA TT PRO 13a form to Devex for scheduling.

8.6 AA Students Not Attending Scheduled Class Exams or Retake.

8.6.1 If a student fails to attend a scheduled class exam and cannot produce compelling or compassionate evidence, they will not be able to retake the exam for 30 days.

8.6.2 If a student notifies the SPC or Devex, 7 days prior to the exam session alternate exam date might be arranged. The AA TT PRO 13a form may need to be completed and submitted to Devex for approval.

The student is responsible for the control and completion of all documentation of each remediation session.

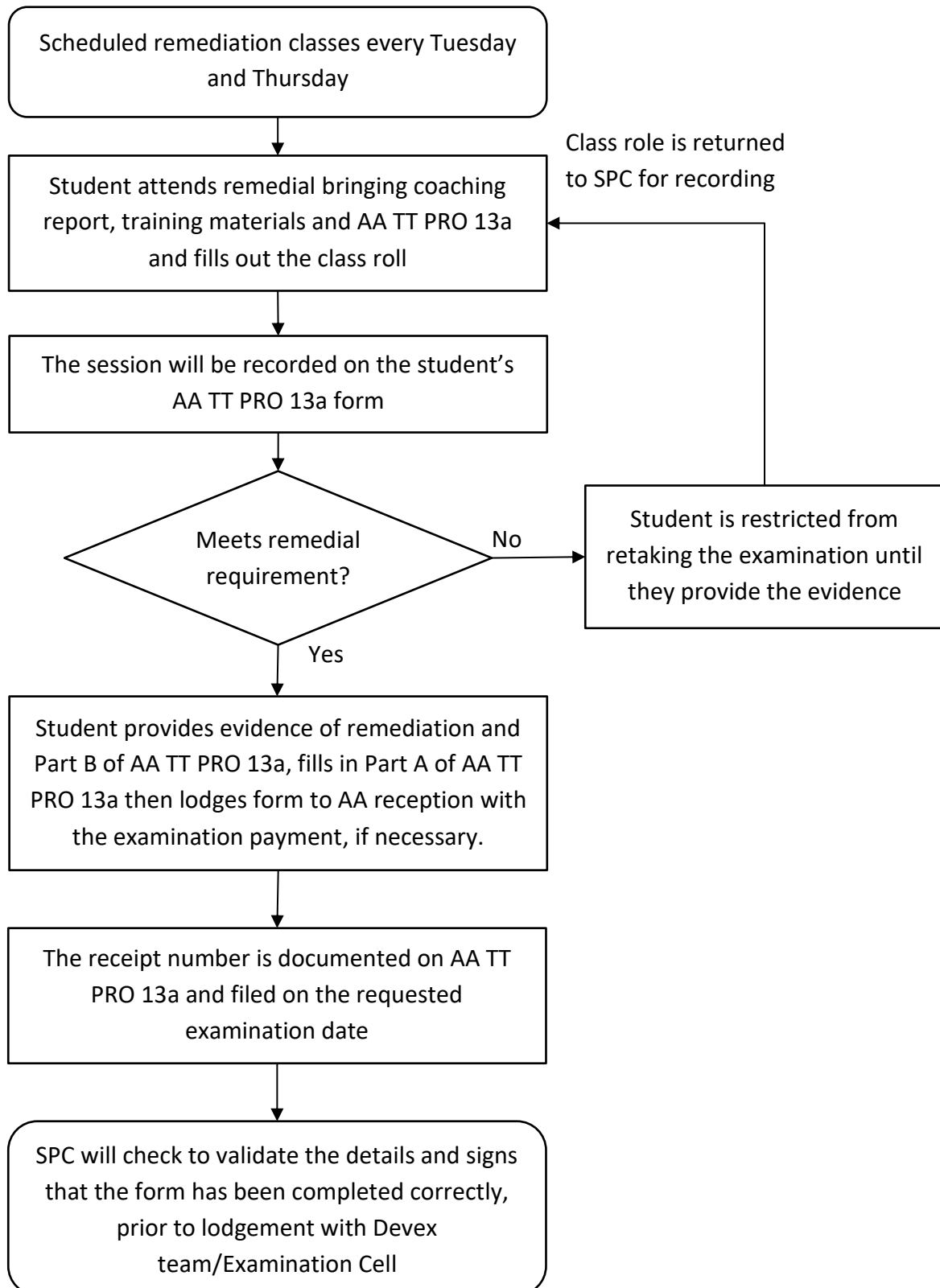
Aviation Australia is not responsible for any lost or unsigned Examination Application and Remediation Schedule.

9. Records

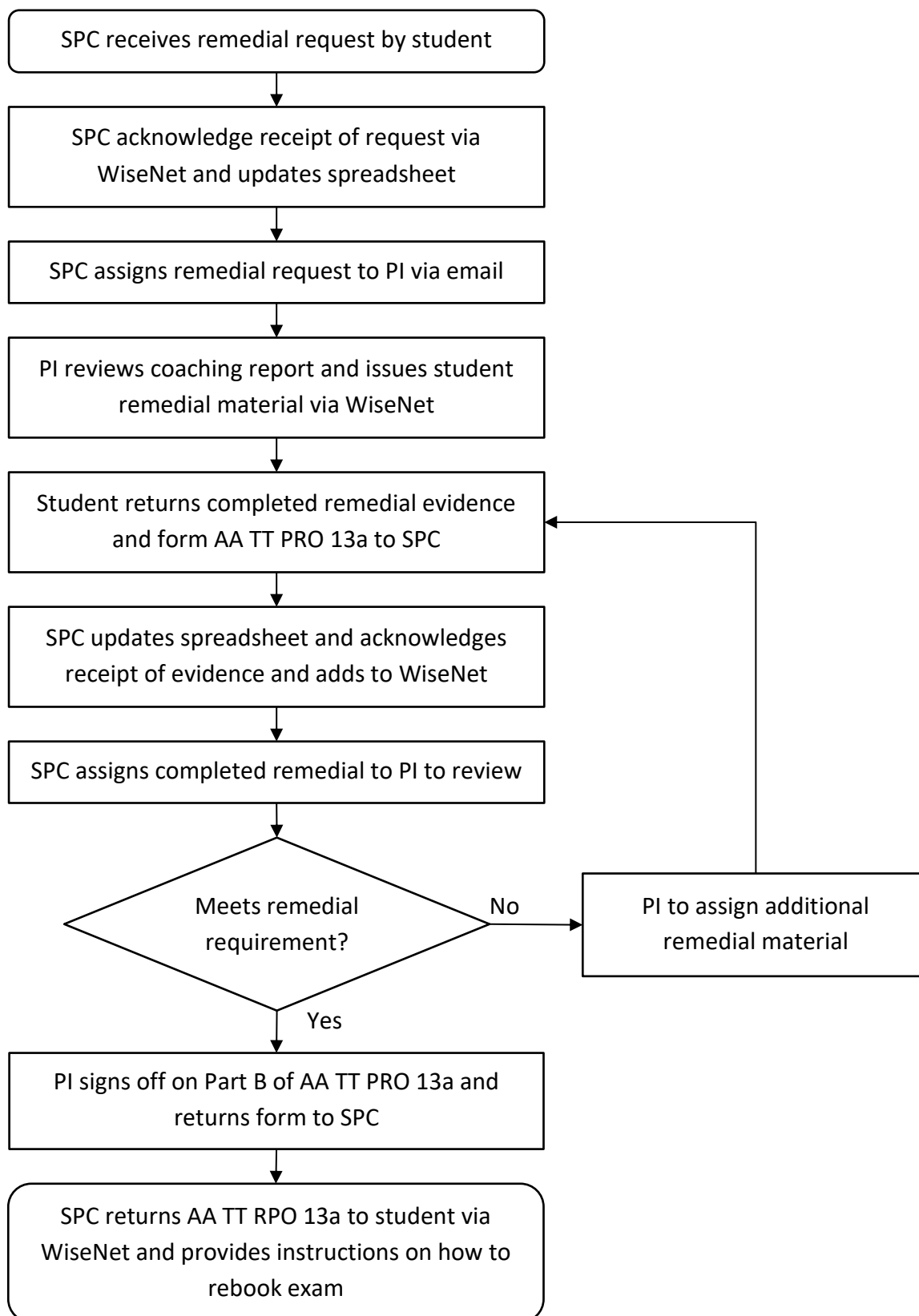
9.1 All AA TT PRO 13a form and records are to be kept electronically on the student's file.

10. Flowchart

10.1 Onsite Brisbane Campus Remedial



10.2 Domestic Remote Students (Not in Brisbane Campus) Remedial



10.3 International Remote Students Remedial

