

aspeq

beyond
question



UKCAA AML Candidate Site Guide June 2025

Date published: 25 June 2025

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UKCAA AML Candidate Guide

1 Account Login and Registration:

UKCAA Complete Registration

You must complete account registration before you can book examinations or apply for licences.

1 Account Details 2 Select Organisation 3 Select Identity 4 Agreements

If these details are incorrect, please update them in the CAA Portal.

| | |
|----------|----------------|
| Title | Mr |
| Name | Aspeq Fcltest4 |
| Username | 900004A |

Next

If this is your first time sitting an electronic examination (e-Exam), you will be asked to complete your personal information. You will not be able to proceed until this registration process is completed.

Part of this registration process requires the submission of an official Identification Document*(ID). It is important to note that the primary ID that is registered on the examination system, is the ID that must be presented during an examination session.

If at any time you wish to amend your personal details, you will need to do this via the Civil Aviation Authority (CAA) Customer Portal. You will be unable to change your registered examination ID online, once submitted. To change your registered examination ID, you must contact the CAA Exams Team at AML-Exams@caa.co.uk.

*Only the following identifications are acceptable:

- a) UK Drivers' licence;
- b) Passport

Note: Only ID that is registered can be used to confirm identity during an examination sitting.

You may also specify your affiliated training organisation during registration. However, this is optional.

Continue clicking to move on to the next page. Once you have finished entering your details, click to complete the process.

You are now registered for e-Exams.

Please note: examinations cannot be booked until your membership with your Training Organisation is approved (for Part-66L only) and your account is activated by the CAA.

Once you receive confirmation that you are registered for your e-Exams account, you can proceed to use the site for your exam booking.

It is essential that you provide an accurate email address as the CAA will send you a notification to the stated email address for the validation of the account once the registration is submitted. If required, you can amend your recorded email address which must be done in the CAA Customer Portal.

2 Viewing account details:

You can view your account details by clicking your name at the top of the page when logged in, and then clicking "My Profile".



You are kindly requested to keep these details current as this will assist CAA in contacting you should the need arise. It is highly recommended that you provide an accurate email address as this will be our primary means of contact.

3 Managing Memberships:

Tasman will enable the management of memberships between candidates and training organisations. This will allow you to book into sessions reserved by these organisations and will allow the training organisation to make bookings on your behalf. The training organisation will also be able to view your results.

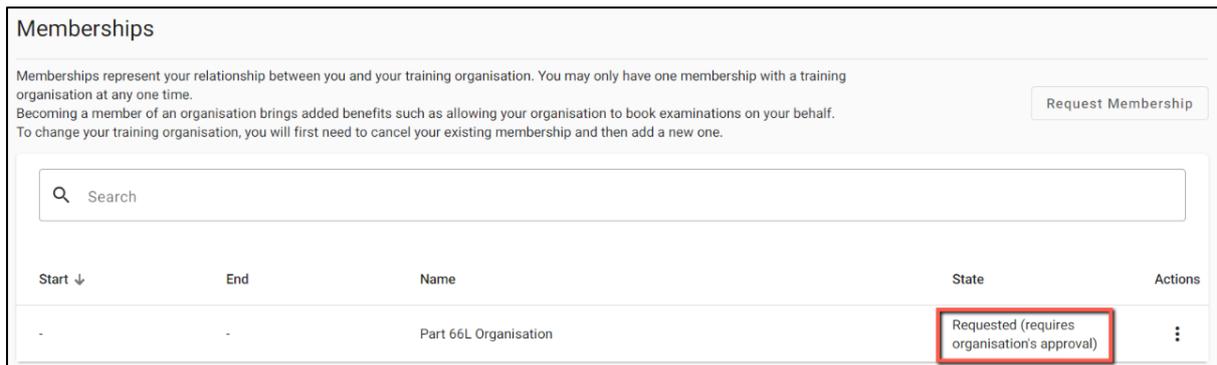
Upon registration, if you are affiliated to a training organisation, you may wish to specify the training organisation you are affiliated to. However, this is optional. The organisation will receive a notification to advise them of the request. They will need to approve the request to confirm the membership.

You can manage your memberships between you and your training provider by clicking your name at the top of the page when logged in, and then clicking "My Memberships".



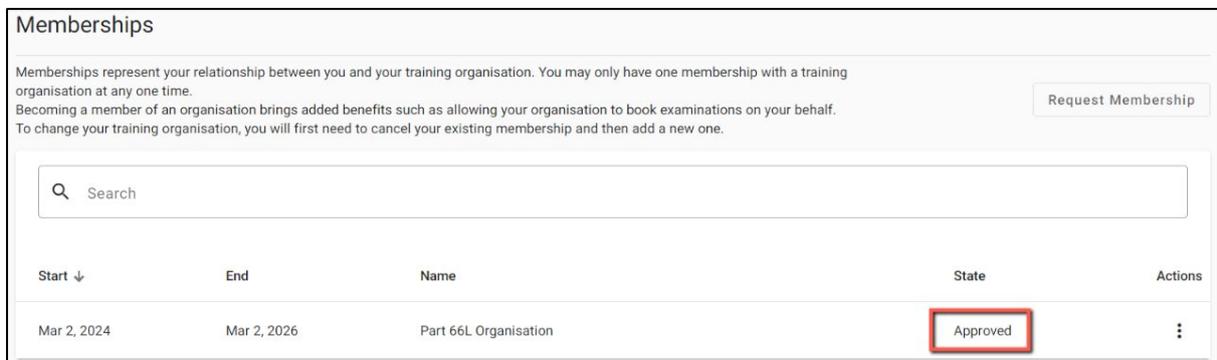
3.1 New Membership:

New memberships can be requested during account registration if you are affiliated to a training organisation. However, this is optional. Your training organisation will then need to approve the new membership. All new membership will need to be approved by the training provider before it will come into effect.



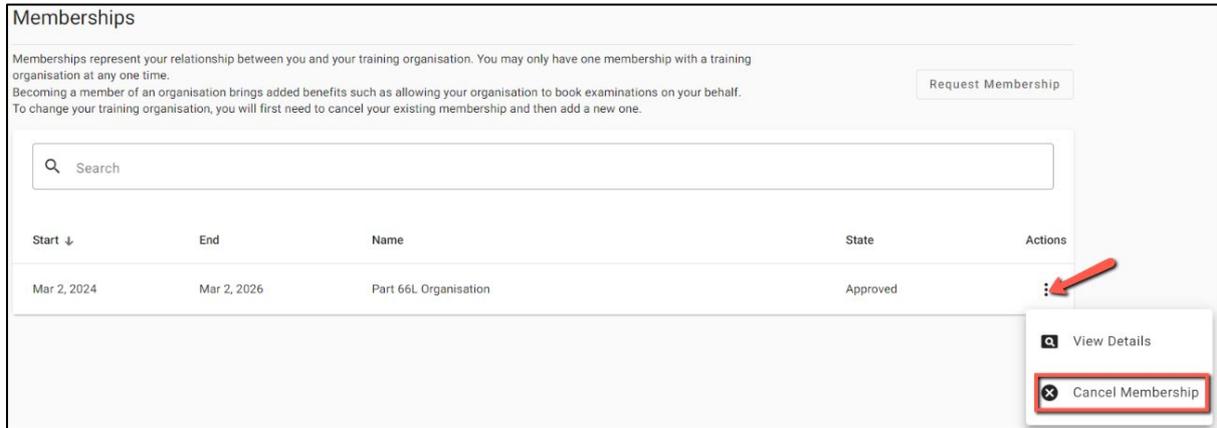
Note: You can only have one membership with a training provider at any one time.

The 'State' will change to approved when validated by the training provider.



3.2 Cancel Existing Membership:

You can cancel your membership with the current training provider by clicking on the three dots on the applicable row. Then click on “Cancel Membership”.



Memberships

Memberships represent your relationship between you and your training organisation. You may only have one membership with a training organisation at any one time.
Becoming a member of an organisation brings added benefits such as allowing your organisation to book examinations on your behalf. To change your training organisation, you will first need to cancel your existing membership and then add a new one.

Request Membership

Search

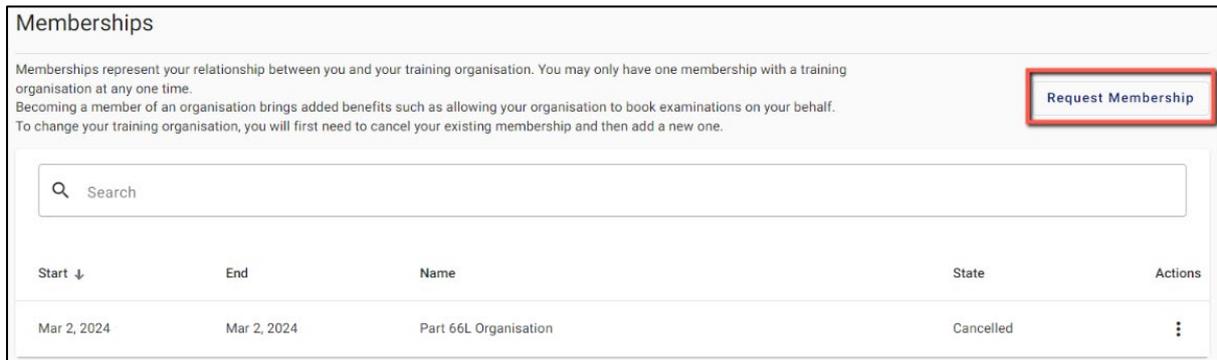
| Start ↓ | End | Name | State | Actions |
|-------------|-------------|-----------------------|----------|---|
| Mar 2, 2024 | Mar 2, 2026 | Part 66L Organisation | Approved |  |

- View Details
- Cancel Membership

3.3 Apply for New Membership:

Once you have cancelled your membership with a training provider, you can then apply to be a member of another training organisation.

Click on “Request Membership”.



Memberships

Memberships represent your relationship between you and your training organisation. You may only have one membership with a training organisation at any one time.
Becoming a member of an organisation brings added benefits such as allowing your organisation to book examinations on your behalf. To change your training organisation, you will first need to cancel your existing membership and then add a new one.

Request Membership

Search

| Start ↓ | End | Name | State | Actions |
|-------------|-------------|-----------------------|-----------|---|
| Mar 2, 2024 | Mar 2, 2024 | Part 66L Organisation | Cancelled |  |

Select the applicable training organisation from the dropdown list and click “Request Membership”.

Request New Membership

Find and select the organisation you wish to request a membership from. If you require further information on this, please refer to the [Privacy Statement](#).

Organisation*

- AT07631
- AT0783
- AT08290
- AT08304
- P66L Club Test
- Part 66L Organisation

Request Membership

[Back](#)

The status of the membership is indicated under 'State', see below. Note that all new memberships will need to be approved by the training organisation before they will come into effect.

The 'State' will change to approved when validated by the training organisation.

Memberships can also be requested by a training organisation. You will receive a notification to advise you of any such request. You will then need to approve the request to confirm the membership.

Memberships

Memberships represent your relationship between you and your training organisation. You may only have one membership with a training organisation at any one time.
 Becoming a member of an organisation brings added benefits such as allowing your organisation to book examinations on your behalf.
 To change your training organisation, you will first need to cancel your existing membership and then add a new one.

[Request Membership](#)

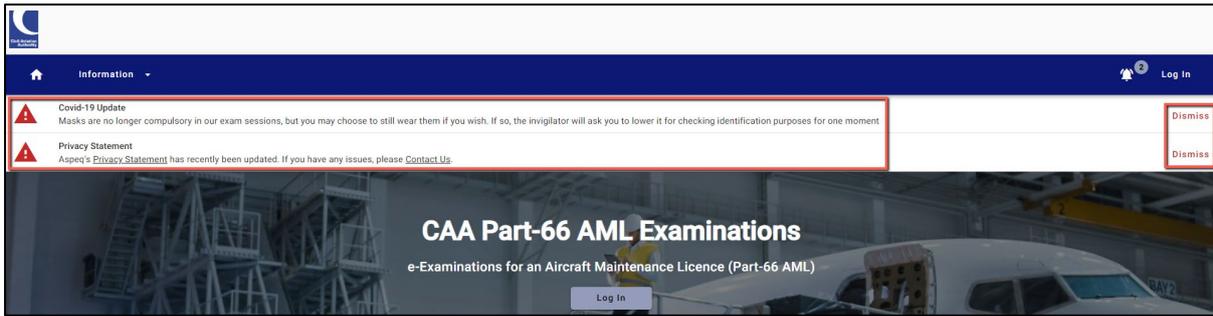
| Start ↓ | End | Name | State | Actions |
|-------------|-------------|-----------------------|--|---------|
| - | - | AT08290 | Requested (requires organisation's approval) | ⋮ |
| Mar 2, 2024 | Mar 2, 2024 | Part 66L Organisation | Cancelled | ⋮ |

Note: You can only have one current membership with an organisation at a time.

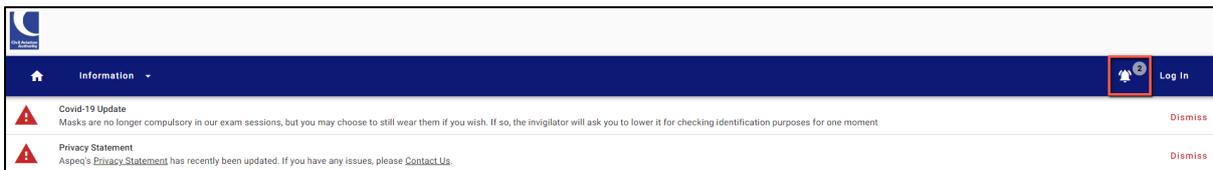
4 Notifications/Alerts:

From time to time, CAA will broadcast a message or alert that may be relevant to you. You do not have to be logged in to view the notifications or alerts.

Any critical or important notifications or alerts will show on screen and you can dismiss the notifications or alerts once you have read it.



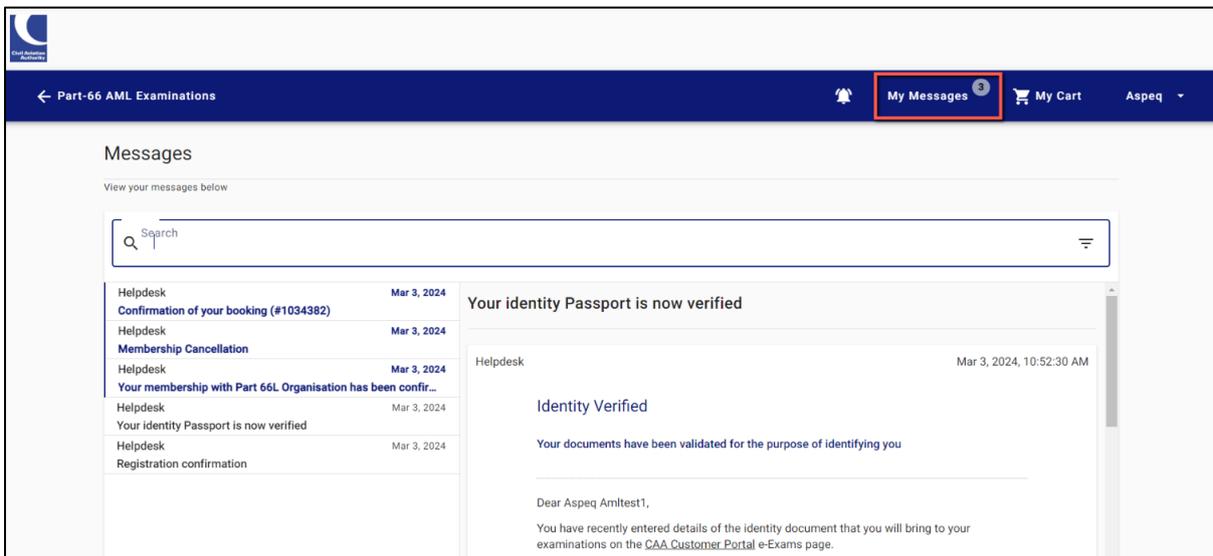
Other notifications or alerts can be viewed by clicking the bell icon at the top of the screen.



5 Checking Messages:

Messages are automatically sent to notify you of any significant activity regarding your account and bookings. Periodically messages will also be sent by CAA administration staff to inform you of any necessary changes to bookings or scheduling.

You can check your messages by logging in and clicking "My Messages" at the top of the page when logged in. The page below will then appear. Note that the number in brackets indicates the number of unread messages.



Unread messages will appear in **bold**. Messages can be read by clicking on the applicable message.

6 Booking an exam:

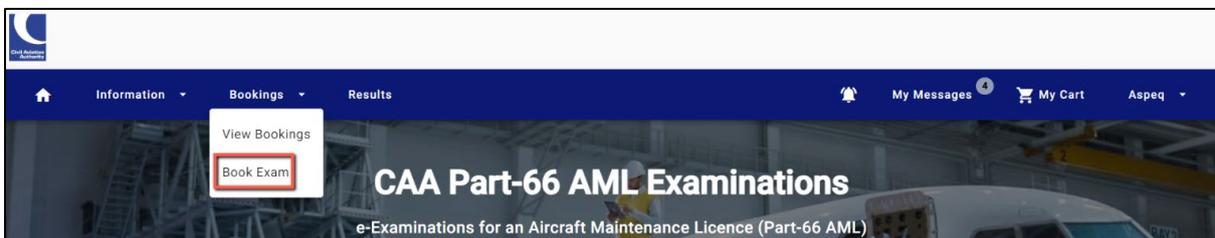
You will only be able to book an exam once the CAA Exams Team has verified your exam history (if applicable). When this verification check is completed, your access to book examinations will be granted.

You can make an examination booking by clicking "Bookings" at the top of the page when logged in.

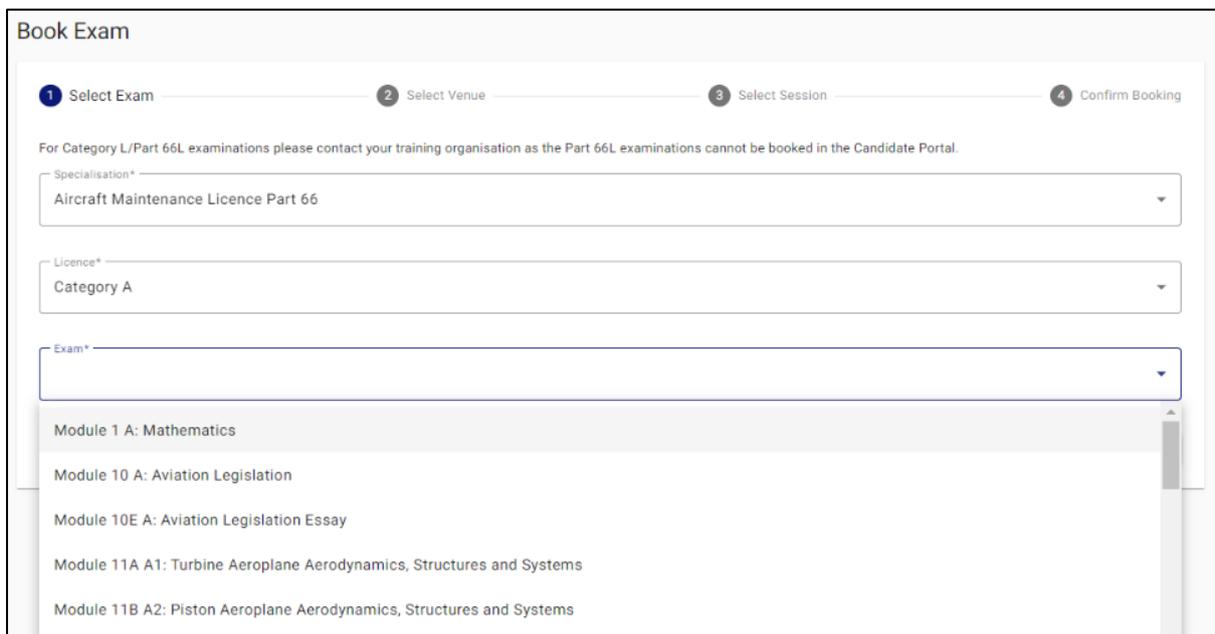


6.1 Booking Examinations:

Click "Book Exam" from the dropdown box.



Click on each box to expand and view the dropdown selection and select the applicable examination.



Click "Next" to continue.

Book Exam

1 Select Exam — 2 Select Venue — 3 Select Session — 4 Confirm Booking

For Category L/Part 66L examinations please contact your training organisation as the Part 66L examinations cannot be booked in the Candidate Portal.

Specialisation*
Aircraft Maintenance Licence Part 66

Licence*
Category A

Exam*
Module 1 A: Mathematics

| | |
|-----------|--------------|
| Exam Code | Module 1 A |
| Exam Name | Mathematics |
| Duration | 30 minute(s) |

Next

Select the venue for your examination sitting by clicking on each box to expand and view the dropdown selection. Click "Next" to continue.

Book Exam

1 Select Exam — 2 Select Venue — 3 Select Session — 4 Declaration — 5 Confirm Booking

Select the venue for sitting your examination. Available venues nearby this venue can be selected in the next step.

Country*
United Kingdom

Region*
West Sussex

Venue*
Gatwick, CAA Aviation House

Location
Beehive Ring Road
Crawley
RH6 0YR Gatwick
West Sussex
United Kingdom

Open Hours
1:00 AM - 5:15 PM (UTC) Dublin, Edinburgh, Lisbon, London
Monday, Tuesday, Wednesday, Thursday, Friday

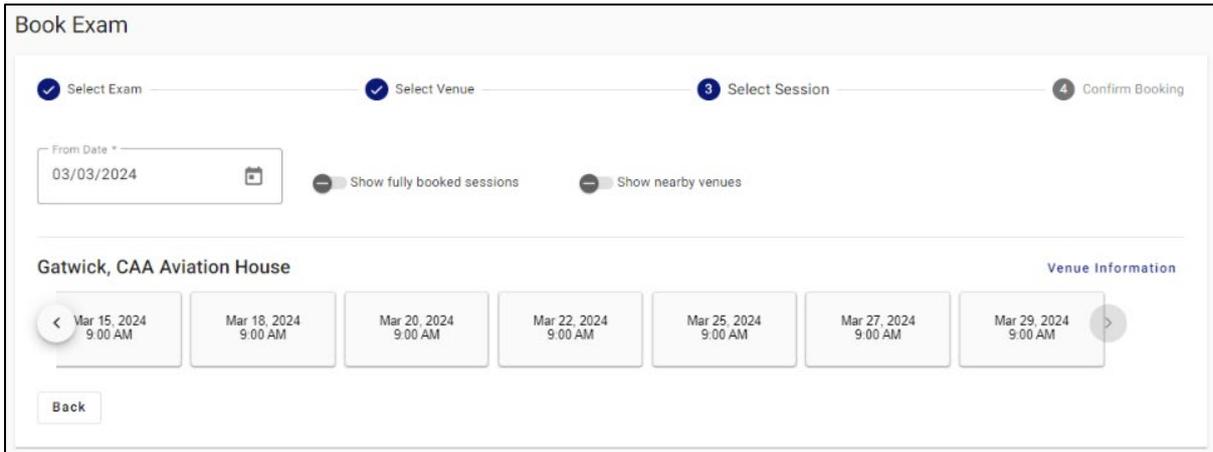
Additional Details
This messages appears on the Booking Confirmation Report by Venue

Map

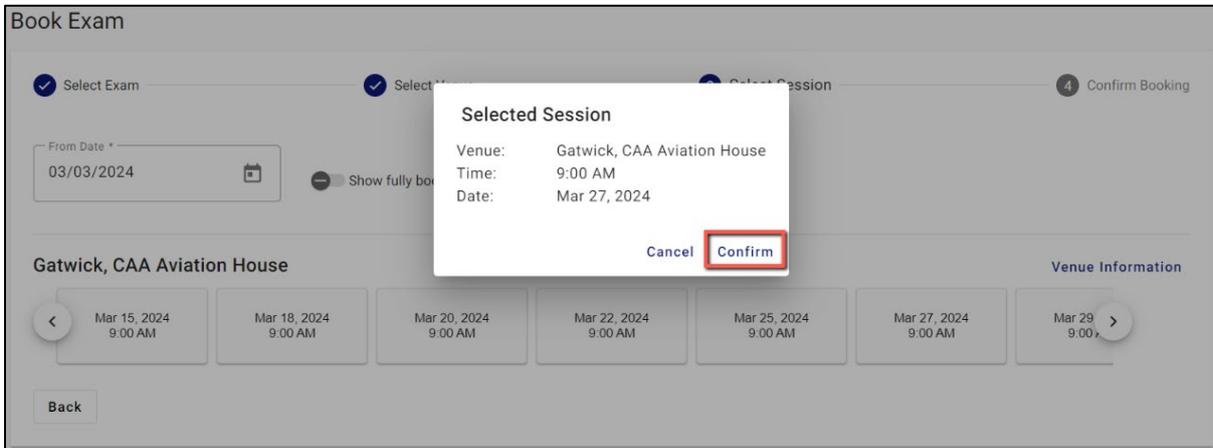


Back **Next**

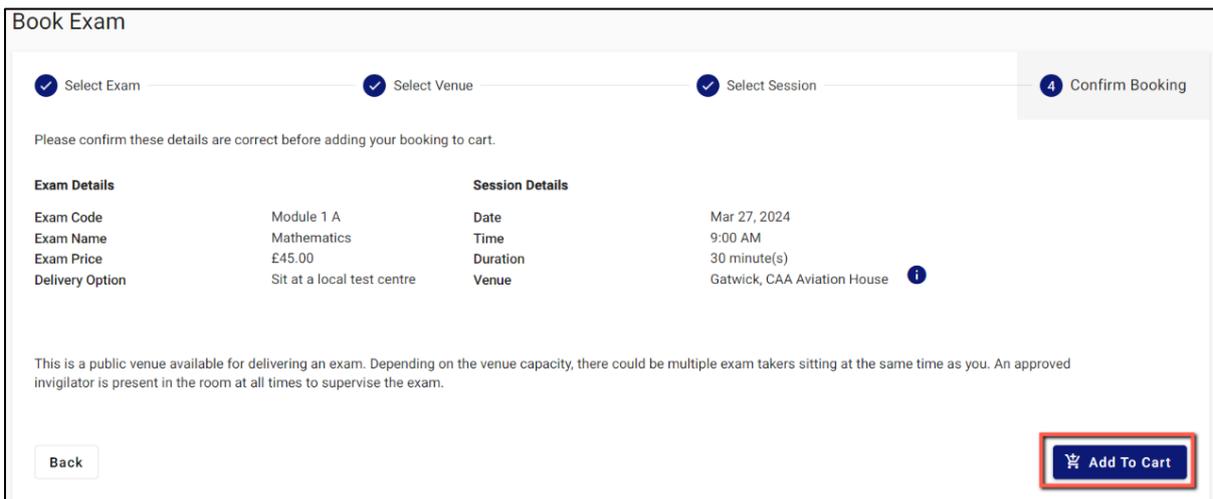
A calendar will then appear showing the available sessions for the selected exam and venue.



You can book a session by clicking one of the times shown and then clicking "Confirm", which will appear once a session has been selected.

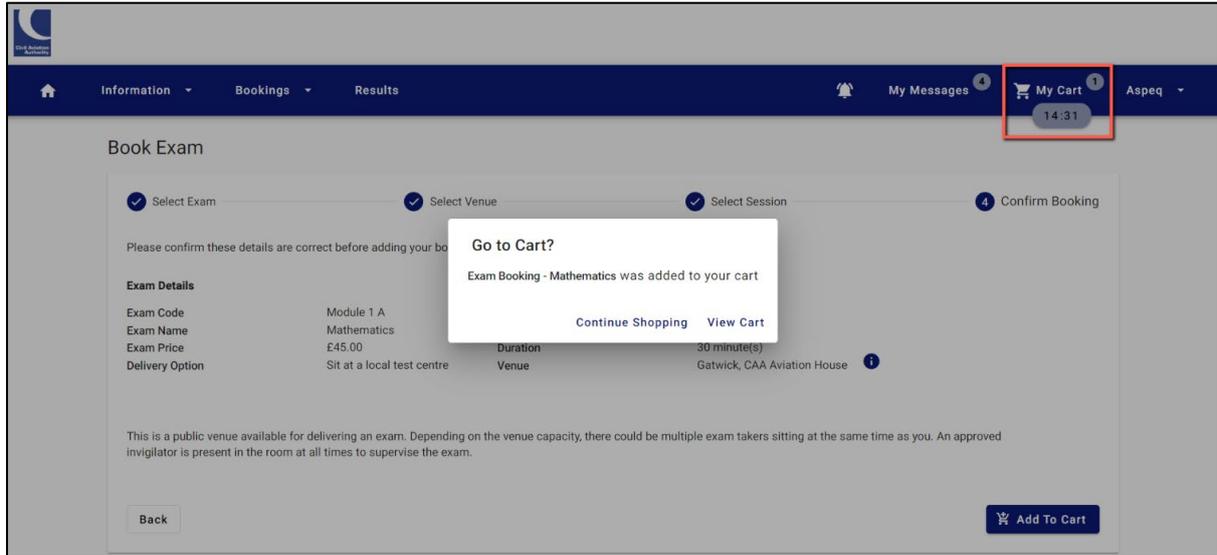


To proceed with payment, click "Add to Cart".

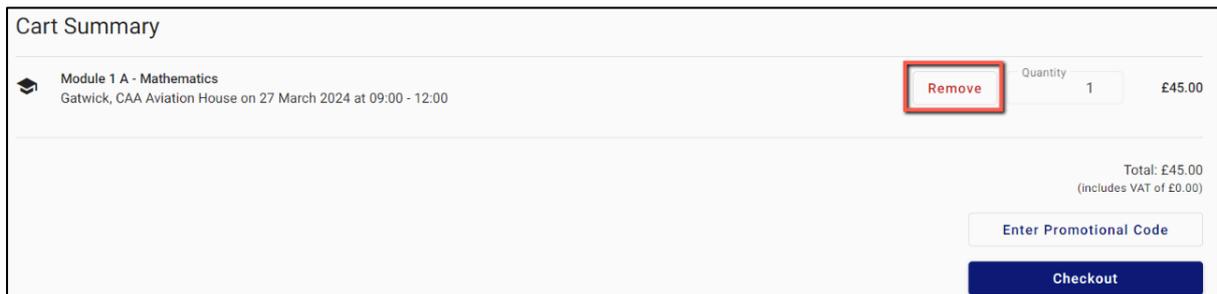


You will then have 15 minutes to complete your order, during which time other products and services can be added to the shopping cart. To add other products

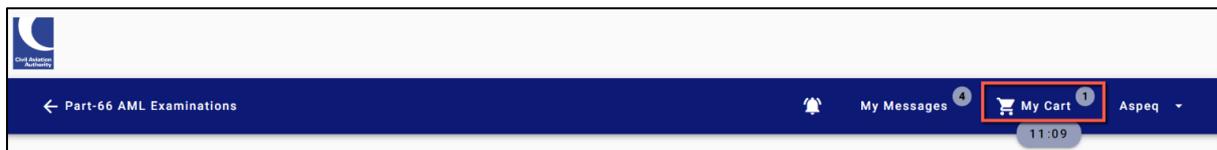
and services, click on "Continue Shopping". At any time, you can view the contents of your shopping cart and finalise the order by clicking on "View Cart".



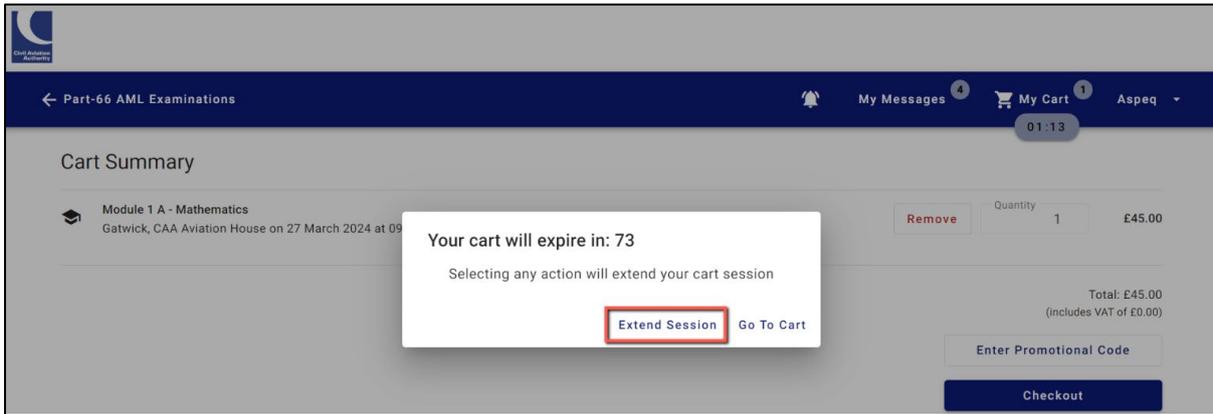
To manually clear the shopping cart, click "View Cart" and then click "Remove" on the item you wish to remove.



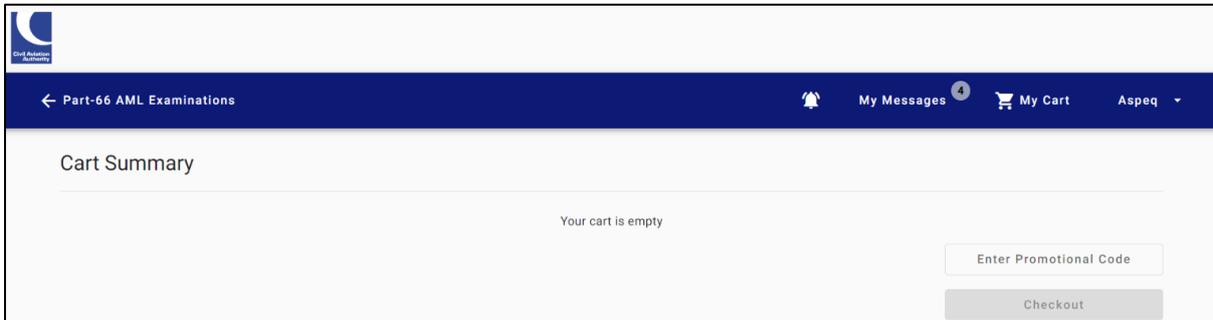
You can also click on "My Cart" at the top of the page to finalise or edit your purchases.



You can extend the time limit if you wish to do so. This will restart the timer for another 15 minutes.



Abandoned orders (such as where you exit before completing your purchase) will be cleared after the time limit. If your time limit is exceeded, the system will clear the cart and allow you to start again.

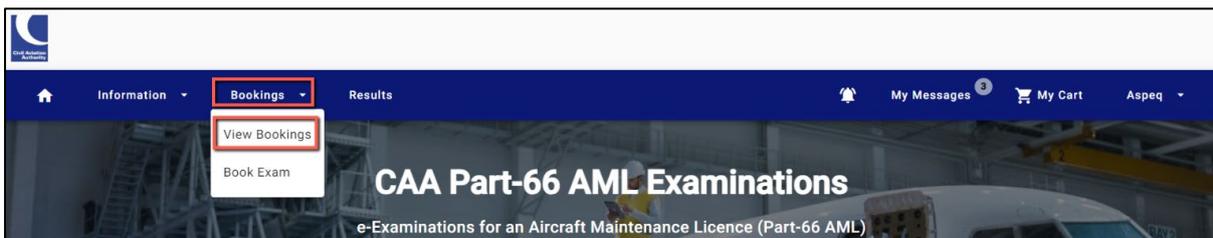


7 Printing Booking Confirmation:

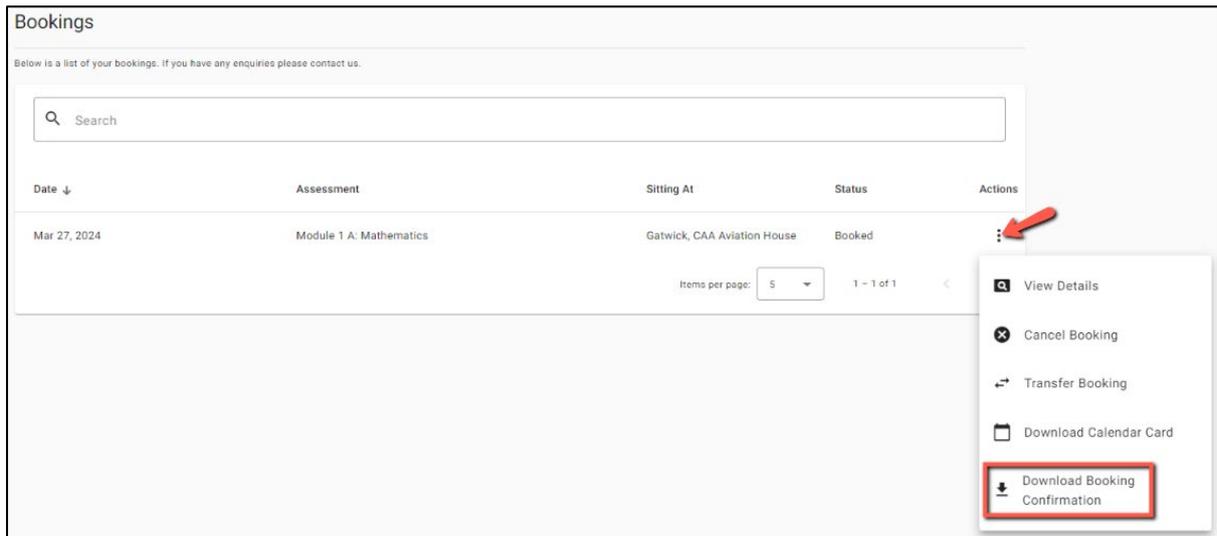
You will be prompted to print the booking confirmation upon completion of payment during the booking process.



You can also download and print the booking confirmation at a later date. To do this, click on "Bookings" and then "View Bookings". You need to be logged into CAA Exams online booking site to do this.



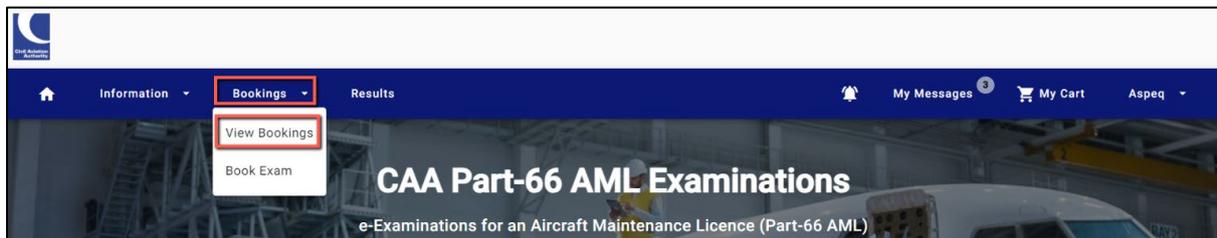
Click on the three dots next to the applicable booking and click on "Download Booking Confirmation".



If viewed via your email you provided during registration, you can print the booking confirmation which is a PDF attached to your booking confirmation message.

8 Transferring or Cancelling Your Exam:

You can transfer or cancel an existing booking by clicking "Bookings" at the top of the page when logged in, and then clicking "View Bookings".



To transfer your booking (changing the date, time or venue of your exam), click on the three dots next to the applicable booking, and click "Transfer Booking".

Bookings

Below is a list of your bookings. If you have any enquiries please contact us.

Search

| Date ↓ | Assessment | Sitting At | Status | Actions |
|--------------|-------------------------|-----------------------------|--------|---|
| Mar 27, 2024 | Module 1 A: Mathematics | Gatwick, CAA Aviation House | Booked | <ul style="list-style-type: none"> View Details Cancel Booking Transfer Booking Download Calendar Card Download Booking Confirmation |

Items per page: 5 | 1 - 1 of 1

If neither icon appears, then you are not permitted to transfer or cancel the corresponding booking.

If transferring or cancelling your booking, you will be led through the booking and order confirmation process as when booking an exam.

Note: Charges may incur for cancellations or transfers, these are displayed on the booking screen.

9 Accessing and Printing Results:

To access your results, click on "Results" at the top of the page when logged in.



Then click on the three dots next to the applicable result and click "Download Transcript" if you wish to print the result. Alternatively, you can click on "View Details" to download the result transcript.

Results

Below is a list of your results from previously sat examinations. If you have any enquiries related to your result(s) then please contact us.

RESULTS PER LICENCE

Type: Show All | Search

| Date ↓ | Assessment | Mark | Result | Expires | Actions |
|------------|-------------------------------------|------|--------|---------|---|
| 24/08/2023 | Quadrant fast test (lina-fast-test) | 59 | Failed | - | <ul style="list-style-type: none"> View Details Download Transcript Request Review |

Items per page: 5 | 1 - 1 of 1

You can also print your result from the result notification email by clicking on the "download your result slip" link in the email.

Note: Each result notification will provide a report of the candidate's knowledge deficiency; this report is generated by matching questions failed by the candidate to the published learning objectives from the EASA Syllabus. Candidates whose score is less than 50% will not receive a knowledge deficiency report. **Note: A knowledge Deficiency Report is not available for Essay modules.**

The marking process for essays will take longer than the multi-choice e-Exam, with essay results being issued within 10 working days from the date sat.

10 Review Request:

A review of an assessment or a test (including Essays) involves an evaluation by a CAA Subject Matter Expert of questions or aspects of the assessment highlighted by the candidate as unsatisfactory. A candidate can select a review through their personal account in the candidate portal, this is a paid service.

The target time for the CAA to complete a candidate review is 10 working days.

This review shall check:

- Relevance to appropriate subject matter.
- Technical correctness of the question stem, and answer, and suitability of other options.
- The language used, including grammar, syntax, level and style.
- Instructions to candidates and any other points which the candidate may have raised.

Candidates who have received a mark greater than 50% in an assessment or have not achieved the desired level of competency in a test may request a review. The request and fee must be received within 10 clear working days of the examination.

Candidates who have submitted a request for a review are strongly advised against resitting or rebooking the examination until the outcome of the review has been communicated. Should candidates choose to proceed with the examination while their review is still under consideration, please be aware that if the initial result is subsequently upgraded to a pass, the second result will be voided and no refund will be issued.

Candidates will be advised via email of the outcome, and any changes to examination marks will be reflected on the results page in the normal way. Any review that changes the result from a fail to a pass for the candidate, will have the review fee refunded in full.

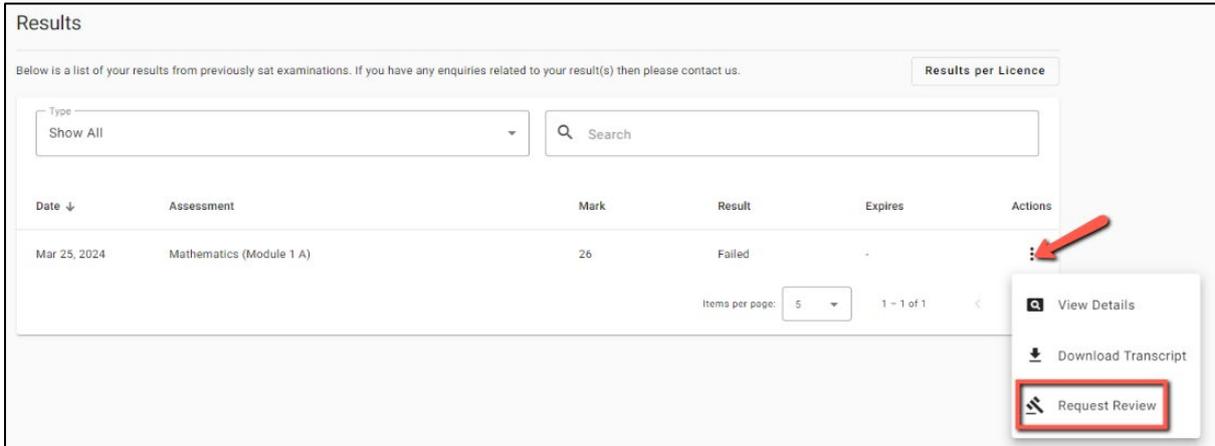
The assessments and tests are not available for release to the candidate, as they are Intellectual Property of EASA and the CAAUK. Answer sheets, markings and any recordings also will be withheld.

10.1 Requesting a Review:

To apply for a review, click on "Results" at the top of the page when logged in.



Click on the three dots next to the applicable result and click "Request Review". If you do not see the "Request Review" option, you are unable to have the exam reviewed.



11 Paying in Money/Crediting an Account:

You can credit your account by paying in money at any time. The credit can be used to pay for any bookings you make.

To credit your account, click "My Profile" at the top of the page when logged in.



Expand the arrow next to "Account Balance" and click on "Add Credit".

Profile

Please review the [Privacy Statement](#) before changing any details

Details Addresses Contacts Identities

Account Details Change Password

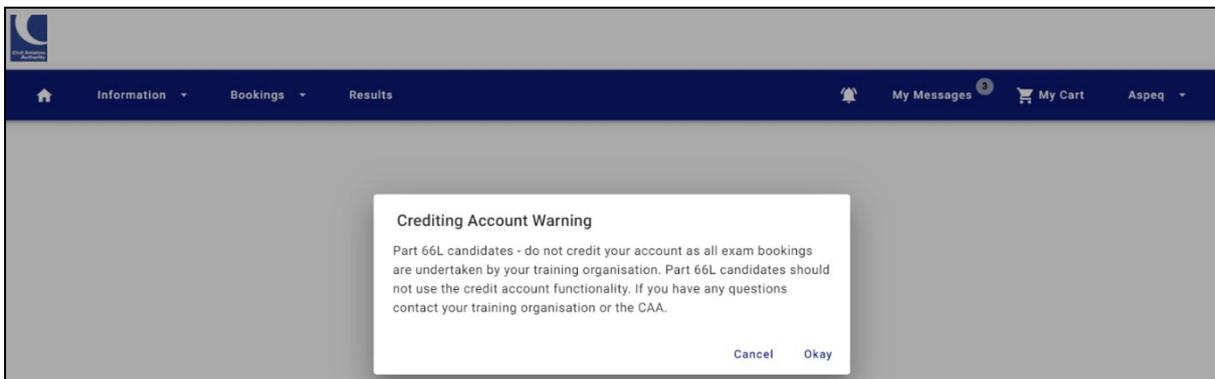
| | |
|-----------------|----------------------|
| Customer Number | 601096A |
| Username | 601096A |
| Name | Aspeq ▼ |
| Date of Birth | January 1, 1981 |

Account Balance £105.00 ^

Credit can be used to purchase anything from the portal, either individually or in combination with other payment methods.

Add Credit

Enter the payment details and click "Credit Account" to proceed.



Crediting Account Warning

Part 66L candidates - do not credit your account as all exam bookings are undertaken by your training organisation. Part 66L candidates should not use the credit account functionality. If you have any questions contact your training organisation or the CAA.

Cancel Okay

Click "Okay" to continue.

Credit User Account

Enter your payment details below then click Credit to continue.

Payment Method *
WorldPay Payment Gateway ▼

£ Amount*

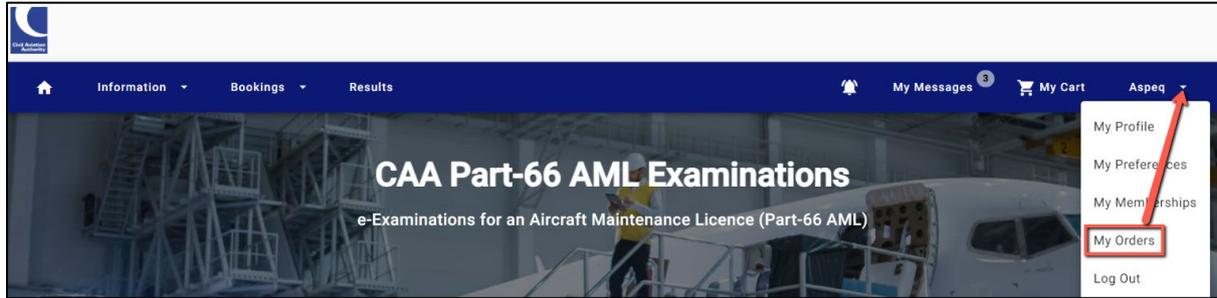
To process your payment we will now redirect you to WorldPay Payment Gateway's hosted payment page. Once there, you may enter your credit card details securely.

← Back **Credit Account**

When booking an exam, you will need to select "Account Credit" as your method of payment. If your account does not have enough credit to pay for a booking, you will be prompted to pay the balance via credit card.

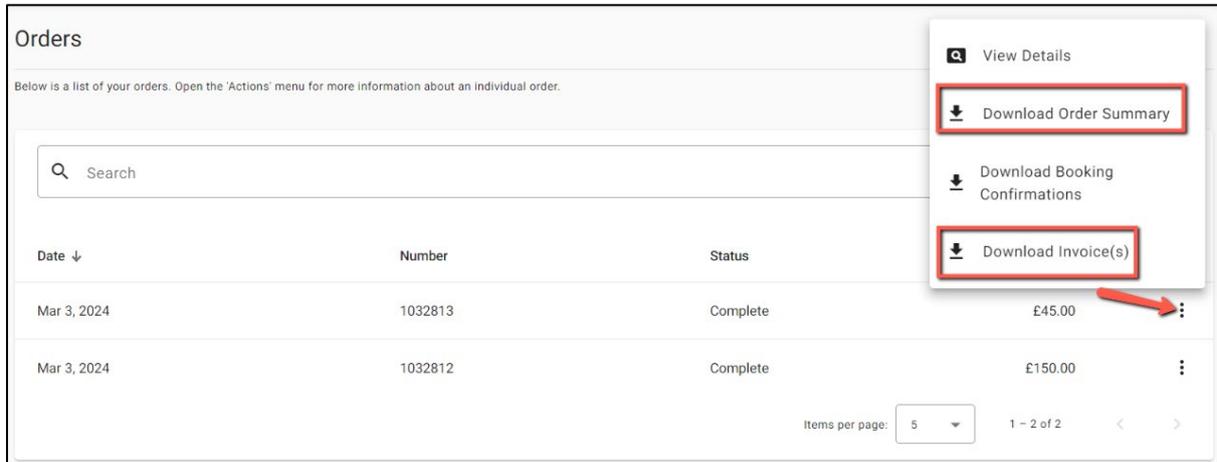
12 Retrieving an Invoice or Order Summary:

You can retrieve an invoice or order summary by clicking your name at the top of the page when logged in, and then clicking "My Orders".

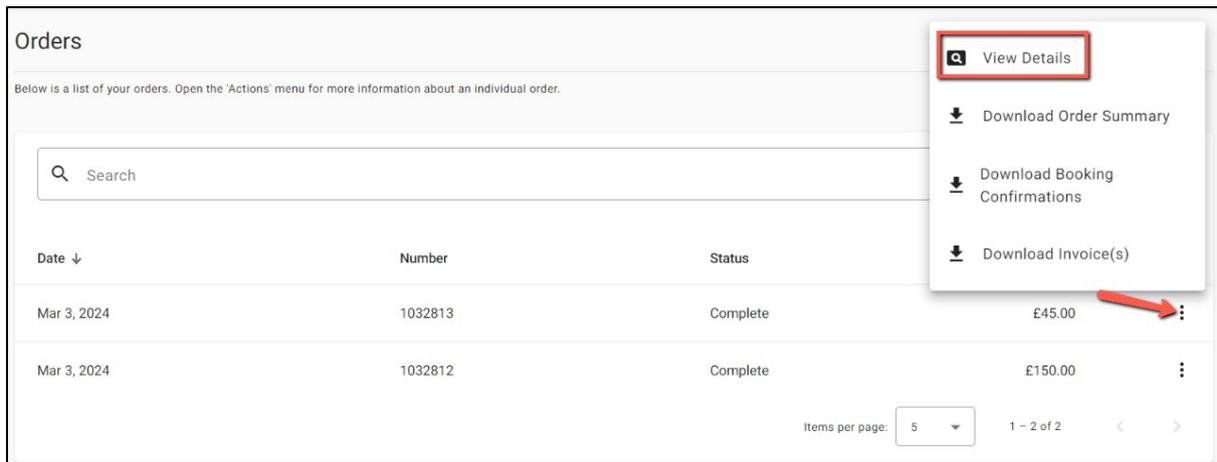


Click on the three dots next to the applicable transaction.

- To print your tax invoice, click "Download Invoice".
- To print your order summary, click "Download Order Summary".

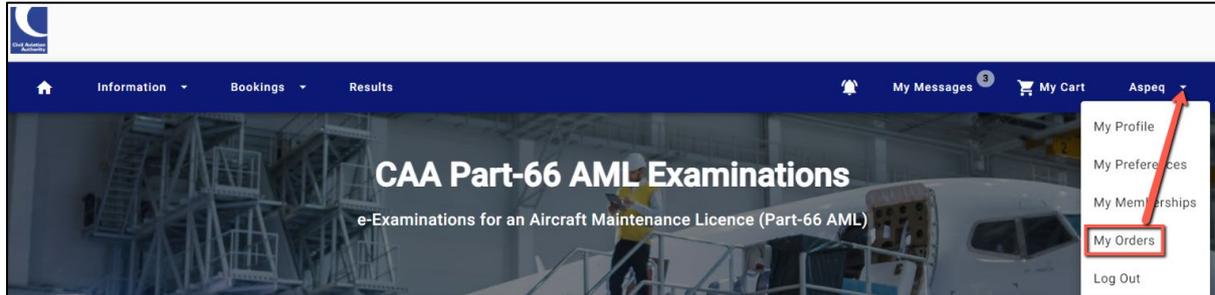


The details of a transaction can be viewed by clicking the three dots and clicking on "View Details" on the applicable row.

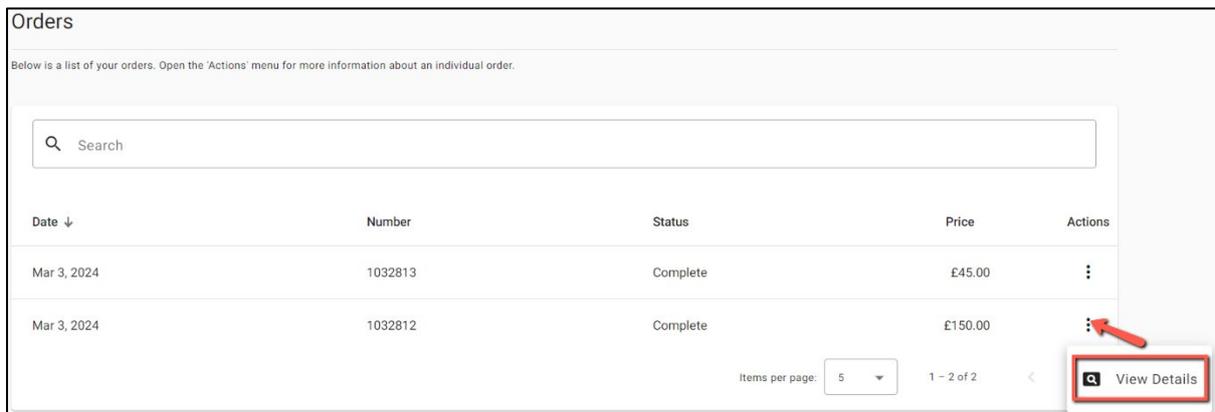


13 Retrieving a Receipt:

To access your receipts, click on "My Orders" at the top of the page when logged in.



Click the three dots and then click on "View Details" on the applicable row.



In the *Payment Details* section, click on the three dots and click on "Download Receipt" to download your receipt.

Order Details

Order Number: 1032812
Status: Complete
Date: Mar 3, 2024, 12:04:34 PM

[Back](#)

Items

| Type | Item Number ↓ | Description | Quantity | Price | Actions |
|--------------|---------------|----------------|----------|----------------|---------|
| Item | - | Account Credit | 1 | £150.00 | ⋮ |
| Total | | | | £150.00 | |

Items per page: 5 | 1 - 1 of 1

Payment Details

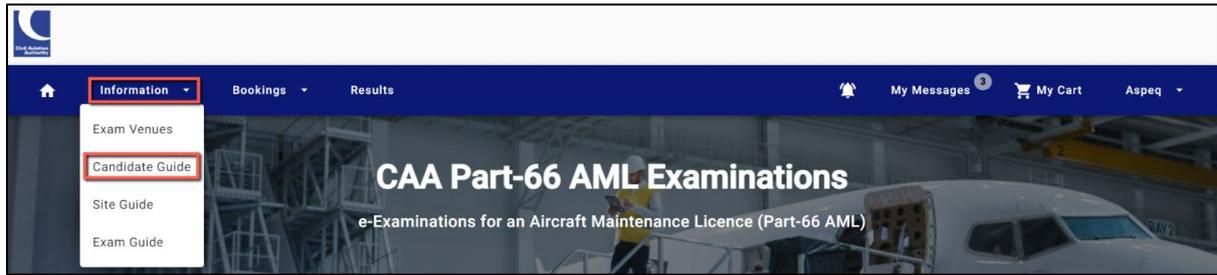
| Type | Reference ↓ | Settled | Status Details | Status | Price | Actions |
|----------------|-------------|--------------------------|----------------|----------|----------------|----------------------------------|
| Account credit | - | Mar 3, 2024, 12:04:34 PM | - | Accepted | £150.00 | ⋮ |
| Total | | | | | £150.00 | Download Receipt |

Payment Details per page: 5 | 1 - 1 of 1

14 Further information:

Additional information on procedures and regulations is available by clicking the "View" button of the Candidate Guide section.

Alternatively, you can also access the Candidate Guide section from the "Information" dropdown options.



If you have any remaining questions or concerns, please contact our office:

Civil Aviation Authority UK
Examination Services
Shared Services Centre
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Telephone number: 0330 022 1909 (Monday to Friday 8:30am to 4:30pm)

Email AML-EEExams@caa.co.uk