**Writing a GCAA Module 10 Essay**

**Exam Format**

* You will have 20 minutes total to write 2 essays (i.e. 10 minutes per essay).
* The examiner is checking your regulatory knowledge, structure, and application—not how much you can write.

**How to Build Your Answer**

1. Understand the Question (30 seconds)
   * Highlight key words: *Define, Explain, Describe, Identify, Justify*.
   * Ask yourself: *What exactly do they want me to prove I know?*
2. Plan Your Answer (1 minute)
   * Mentally break it into:
     + **Intro: What is it? Why is it important?**
     + **Main points: Who does what, when, how, and under what regulation.**
     + **Close: Why it matters (e.g., safety, compliance, continuing airworthiness).**
3. Write with Clear Structure (8 minutes)
   * Start with a strong opening line.

“A C of A is a legal document issued by the GCAA to confirm an aircraft complies with its Type Certificate and is safe for flight.”

* + Use bullet points or numbered lists.
    - Issued under CAR 21 Subpart H
    - Requires valid ARC and AMP compliance
    - Must be always carried on board
  + State who is responsible.

“The Continuing Airworthiness Management Organisation (CAMO) must ensure...”

* + Include regulation references.

“As required by CAR M.901...”  
“In accordance with CAR 145.30...”

1. Final Check (30 seconds)
   * Did you answer the question?
   * Did you include a regulation?
   * Would this sound correct to an examiner

**Quick Success Tips**

* Be clear, direct, and factual—don’t guess or waffle
* Use technical language—write like an engineer, not a student
* Focus on what, who, when, and under what regulation