Examination Briefing – Ground Engineers

- Bags and coats are to be placed at the rear/front of the exam room, or separate area if provided. Please remove all headwear and place on the floor. Check that phones and watch alarms are switched off and that mobile phones are away from your person (i.e. in a bag, etc).
- Photographic proof of identity must be placed on the desk and will be checked during every exam. The photographic ID must be a passport, driving licence or UK forces ID. School passes and Company ID with a photo are acceptable.
- Please note the fire exits in the exam room. If the fire alarm sounds please leave all personal belongings and paperwork on the desk and leave the room quickly. Once the "all clear" has been given the exam will restart.
- Candidates are not permitted to have any items on their desk other than those provided by the CAA.
- Candidates are to use only the pencil provided for completion of the answer sheet and essay papers.
- Calculators are not permitted in the exams.
- Check the paperwork on your desk. Once you are satisfied that you have the correct modules or essay, sign and date each exam paper. Read the instructions on the top left-hand corner regarding how to fill out the answer sheet. Encode the exam and candidate number.
- Workings out must be done on the rough working paper provided. Do not write on any other paper except the answer sheet and rough working paper.
- Note the total time you have to complete the examination by adding together the times of all your papers including an essay. It is your responsibility to allow enough time to finish each exam. At the end of your allotted time we will tell you to finish.
- Start time will be put on the board and times are taken from the clock in the exam room.
- Any writing before the start of the exam, other than details requested on the examination paperwork will not be tolerated.
- Pencils must be put down immediately when time is called, otherwise disciplinary action will be taken. Answers must be transferred during the examination time.
- No extra time will be given after the exam has finished for candidates to write comments or queries. This must be done during the exam.
- During the exam only general questions may be answered. You will not be given meanings or explanations of words used in the question papers.
- At the end of the exam please remain seated until all paperwork is collected.
- If you finish your exam early please raise your hand and remain silent. Remain seated until your paperwork is collected and checked, then you may leave the exam room quietly. Be considerate of others still working.
- Please note you will have different allocated seats if you are sitting both in the morning and afternoon sessions. Check the seating plan at lunchtime.
- The exam room will be locked during lunchtimes and personal items may be left in the room. Personal items left anywhere are your own responsibility.

Silence is to be observed in the examination room at all times. If you wish to speak with the invigilator remain seated and raise your hand.