Examination Briefing – Flight Crew

- 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 telephone and watch alarms are switched off and that mobile telephones are turned OFF and placed away from your person (i.e. in a bag, etc).
- Photo ID must be placed on the desk and will be checked during every exam. ID must be a passport or UK forces ID. FTO 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 and the time allowed will be extended to account for the time out of the room.
- All cases for pencils, navigation computers and electronic calculators and confirmation notifications are to be placed on the floor.
- The only personal items of equipment allowed on the desk are:
    - A scientific, non-programmable, non-alphanumeric calculator without specific aviation functions
    - A mechanical navigation slide-rule (DR calculator) e.g. CRP-5.
    - Student Pilot Training Route Manual (TRM) for Flight Planning examination only.
    - Protractor, Compass and Dividers, Ruler
    - One highlighter pen
- Dictionaries, of any kind, are not permitted to be used during UK examinations.
- Checks may be made on equipment during the exams.
- Candidates are to use only the pencil provided for completion of the answer sheet.
- Check the details are correct on the cover sheet and enter a postal address for examination results if different from that shown. The cover sheet must stay on desk at all times, please note the start times for your exams and be available 10 minutes prior to each start time.
- Workings out should be done on the rough working paper provided.
- Start and finish times 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.
- Check the exam paperwork on your desk. Once you are satisfied that it is correct, including appendices, sign and date the 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 in pencil only. Do not make any other marks on the sheet apart from your answers.
- Be aware of the 5 minute warning which will be given before the end of the exam.
- 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.
- Appendices can be detached and handed in with the exam paperwork. Each separated appendix must have your name or initials on it.
- 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.