ATTENDANCE AT THE EXAMINATION

Candidates should be present at the examination centre with photographic proof of identity* at least 20 minutes before the scheduled commencement time of each examination. A candidate who fails to provide authorised identification will not be permitted to sit and will be subject to forfeit the fee and attempt for that subject. The sitting number may also be affected. Candidates may enter the examination room only after invitation by the Invigilator, during the 10 minutes preceding the start of the examination to prepare examination material. Candidates must not remain in the examination room after the finish of the examination period.

*****_acceptable forms of photographic ID are:- Valid passport, UK Forces ID, Photographic Driving Licence, School passes and Company ID._ **All forms of ID must be photographic**.

Coats, bags, briefcases, etc., must be placed at the rear of the examination room, or as directed by the invigilating officer. Any bags, etc., could be removed if left unattended outside the examination room.

MOBILE TELEPHONES & ELECTRONIC COMMUNICATION/STORAGE DEVICES:

Mobile Telephones/Storage Devices are not permitted to be on a candidates person once they enter the Examination Room. All such mobile telephones/devices must be switched off and placed away from your person. Disciplinary action will be taken for any non-compliances.

Note: The CAA accepts no responsibility for any personal items/equipment which a candidate brings to the examination hall and which he/she is not permitted to retain during an examination.

Whilst every attempt is made to ensure reasonable comfort in examination halls, the CAA cannot be held responsible for extraneous noise or for any breakdown or fluctuation in heating, lighting or ventilation facilities in examination halls which are operated on hire or lease arrangements and over which the CAA, as a result, has no direct control. Candidates are also advised that, at all examination centres, a 'no smoking rule' must be observed.

Note: You are not permitted to take any photographs at CAA examination venues.

AMENDING EXAMINATION BOOKINGS

Examination bookings cannot be amended in the five clear working days prior to Day One of the examination week that the examination booking is contained within. Cancellations/transfers will only be accepted if received in writing at least five clear working days (ten clear working days for non UK venues) before Day One of the examination week, if accompanied by the cancellation/transfer fee as specified in the current Personnel Licensing Scheme of Charges. Cancellations/transfers requested within these five & ten clear working days respectively, are subject to the loss of the subject fee. Refund of examination fees for emergency cancellations or non-attendance will only be given if a valid medical certificate (original) is provided, together with a letter of explanation.

Note: For CAA purposes, working days are Monday to Friday (excluding public holidays).

A fee applies to any amendment to an existing booking and must accompany the written amendment request.

Money will only be debited from a debit/credit card or from money that is held in credit for that individual with prior authorisation from the card/account holder.

Where a candidate does not show for a booked examination(s), the fee for those subjects will be non-refundable and non-transferable. For any subjects not attempted within a sitting, when having attempted at least one subject, the fee(s) and attempt(s) are non-refundable and non-transferable. If a candidate arrives for an examination late and no other candidate has left the room, they may elect to sit the exam with no extra time allowed. If a candidate has left the room, they will not be permitted to sit the exam.

On occasions when there is a possibility of disruption to public transport services, for whatever reason, candidates are expected to make alternative arrangements for attendance or if appropriate to give formal notice of their inability to attend.

MATERIALS FOR THE EXAMINATION

When necessary the following reference books and tables will be supplied to each candidate but they must not be marked in any permanent way or removed from the examination room:

(a) CAP 696 Mass and Balance Manual
(b) CAP 697 Flight Planning Manual
(c) CAP 698 Performance Manual

Candidates **MUST** bring the following materials to the following examination:

(a) General Navigation ATPL, Navigation CPL and IR - E(LO) 1/2 and E(LO) 1A Jeppesen Chart.

Candidates **MUST** bring the following materials to the following examination:

(a) Flight Planning - candidates must provide their own Jeppesen Training Route Manual. These are subject to random checks by the CAA Invigilators.

Candidates are required to provide themselves with all the necessary drawing and calculating instruments, e.g. dividers, compasses, protractors, parallel rules, slide rules and navigational computers and a scientific, non-programmable, non-alphanumeric calculator without aviation functions. Candidates may use their own pens, pencils, highlighters etc. on the rough working paper provided and/or on their own documents. Reference Documents (e.g. CAP's) provided by the CAA must not be marked in any permanent way (if pencils are used in CAA manuals, all marks must be erased before they are collected by the invigilator). *No pencil cases/boxes, containers, instrument cases or calculator covers are permitted on tables.*

The use of slide rules or instruments containing printed information on critical point, point of no return, distance to the horizon, convergency, conversion angle, dep/d'long, conversion factors, etc. are not permitted.

REGULATIONS THAT WILL BE APPLIED TO THE CONDUCT OF EXAMINATIONS

Candidates are not allowed to use any loose paper other than that provided at the examination by the CAA. All papers issued and documents provided by the CAA are to be returned with the answer sheet to the Invigilator on completion. Failure to comply with this rule may result in disciplinary action being taken.

Answer sheets must be completed using the pencil provided. Candidates may use other writing implements on the rough working paper or on their own documents.

Silence is to be observed in the examination room at **all times**. Alarms from wristwatches and key rings are not permitted. Mobile telephones, pagers etc. must be switched off and left in the candidates personal belongings and **must not** be on your person.

If a candidate wishes to speak to an invigilating officer, they should remain seated and silent and raise their hand. *It should be noted that the invigilating officer will consider only those questions from candidates which relate to the general conduct of the examinations and they will not enter into discussion on the interpretation of words or questions contained in the examination papers.*

A candidate may leave the room only with the permission of the invigilating officer if they have finished an examination before time, except during the last 5 minutes (after the warning is given) before the end of any paper. Candidates are to stop work and put pencils down immediately when so directed and must remain seated and quiet until all paperwork has been collected. Failure to comply with this rule may result in disciplinary action being taken.

Any candidate who attempts to remove unauthorised examination materials/papers from the room will be liable to disqualification from those examinations that have been taken and may be subject to special arrangements for any future examinations.

If a candidate chooses to ignore any of the above regulations, they may be asked to leave the examination room.

EXAMINATION RESULTS

In normal circumstances results will be despatched by first class post or airmail within ten working days after the Friday of the examination week. Results will not be despatched until any outstanding payments have been received. It is not possible to collect your results on the day of despatch, simply because one candidate could enjoy a time advantage over another.

Please note that examination results cannot be e-mailed or advised via the telephone.

In the event of non-receipt of a result notification, arrangements can be made (on receipt of a written request) for a repeat notification to be sent by post, however an allowance should be made for possible postal delays before requesting a repeat notification. Candidates must allow a minimum of 10 working days for United Kingdom addresses and 15 working days for overseas addresses, in which to receive their posted result notification before contacting the CAA for a repeat notification. These working days are calculated from the date of results publication and not the examination date.

The CAA cannot enter into discussion or correspondence with candidates on the subject of their examination results, but candidates may apply for any paper to be re-marked on payment of the fee as stated in the CAA Scheme of Charges, together with a written request.

FAILURE TO COMPLY WITH EXAMINATION REGULATIONS

Any infringement of examination regulations may result in the candidate being disqualified in any subject that has been taken and barred from further participation in future examinations. if a candidate chooses to ignore any of these regulations, immediate removal from the examination room may be imposed.

NOTES:

Candidates for Professional Pilots' Licences are advised to consult:

1 (a) CAP804 – Flight Crew Licensing – Mandatory Requirements, Policy and Guidance.

(b) EASA PART-FCL 1 and EU-OPS 1 for aeroplane examinations.

(c) EASA PART-FCL 2 and JAR-OPS 3 for helicopter examinations.

(d) EASA PART-FCL 3 for relevant medical regulations.

(e) JAA Learning Objectives (LOs) at appropriate level.

2 All candidates are reminded that Aeronautical Information Circulars (White) published by the CAA are the means of conveying early warnings of, and short notice changes to, any of the examination requirements or timetables.