

CIVIL AVIATION AUTHORITY
PERSONNEL LICENSING DEPARTMENT



FLIGHT CREW LICENSING
EXAMINATION CANDIDATES GUIDANCE
INFORMATION
D5 V2

EXAMINATION PROCEDURE GUIDANCE (D2 V4)

.....
DIRECTIONS TO EXAMINATION VENUES (D3 V2)

.....
EXAMINATION BRIEFING (D1 V3)

PLEASE READ THE FOLLOWING INSTRUCTIONS.

The examination number and the candidate booking number must be filled in correctly. Following the simple instructions for marking the answer boxes. Failure to comply with these instructions may mean that your paper will not be marked. Please only use the pencil provided.

EXAM NUMBER This is the number on the top right hand side of the examination paper e.g. A123.

CANDIDATE BOOKING NUMBER This is the candidate booking number that is shown on your confirmation sheet and the coversheet on the desk in the examination room. It is a 6 figure number and is for the examination session only.

BOTH THESE NUMBERS SHOULD BE ENTERED ON THE ANSWER SHEET IN THE MANNER SHOWN ON THE EXAMPLE BELOW. FILL THE LETTER AND/OR NUMBERS IN THE BOXES ON THE HEADING, IN NORMAL FORMAT FIRST (starting at the left). THEN IN THE COLUMNS BELOW CAREFULLY FILL IN THE APPROPRIATE BOXES CORRESPONDING WITH THE LETTER OR THE NUMBERS ABOVE, COMPLETING EACH COLUMN.

THE METHOD OF INDICATING YOUR CHOICE OF ANSWER IS ALSO BY CAREFULLY FILLING IN THE APPROPRIATE BOX A, B, C or D, WHICHEVER YOU CONSIDER IS THE CORRECT ANSWER.

LEAVE BLANK A B C D IF YOU DO NOT WISH TO ANSWER A QUESTION



FLIGHT CREW LICENSING EXAMINATION:

PLEASE READ THE INSTRUCTIONS TO CANDIDATES ON THE FRONT OF THE QUESTION PAPER WHEN HANDED OUT.

Use the pencil provided.

To answer the question carefully fill in the appropriate box containing the correct letter thus: A B C D

To cancel an answer, erase the mark completely and re-mark the correct answer as shown.

Make no other marks apart from the answer below this line.

EXAM NUMBER				BOOKING NUMBER					
A	1	2	3	4	5	6	7	8	9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NAME: A. ONE

VENUE: GATWICK

SUBJECT: EXAMPLE ANSWER SHEET

TIME ALLOWED: hours: 1 minutes: 00

CANDIDATE SIGNATURE: A. One

DATE: 01/01/2000

1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	21 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	41 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	61 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	81 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
2 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	22 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	42 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	62 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	82 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
3 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	23 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	43 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	63 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	83 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D



**JAR-FCL EXAMINATIONS
EXAMINATION PROCEDURE GUIDANCE
D2 V4**

MARCH 2007

CIVIL AVIATION AUTHORITY, LONDON

ATTENDANCE AT THE EXAMINATION

- 1 Candidates should be present at the examination centre with photographic proof of identity* at least 20 minutes before the scheduled time for the commencement 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.

- 2 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.

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.

- 3 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.

Please note you are not permitted to take any photographs at CAA examination venues.

AMENDING EXAMINATION BOOKINGS

- 4 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 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 clear working days 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).

- 5 A fee applies to any amendment (except venue changes) to an existing booking and must accompany the written amendment request.
- 6 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.
- 7 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.
- 8 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

- 9 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
- 10 Candidates may 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.
- 11 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.
- 12 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. Documents 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 boxes, containers or instrument cases 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 WHICH WILL BE APPLIED TO THE CONDUCT OF EXAMINATIONS

- 13 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.
- 14 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.
- 15 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.
- 16 If a candidate wishes to speak to an invigilating officer, they should remain seated 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.*
- 17 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 answer material has been collected. Failure to comply with this rule may result in disciplinary action being taken.
- 18 Any candidate who attempts to remove unauthorised examination materials/papers from the room will be liable to disqualification from those examinations which have been taken and may be subject to special arrangements for any future examinations.
- 19 If a candidate chooses to ignore any of the above regulations, they may be asked to leave the examination room.

EXAMINATION RESULTS

Candidates should not telephone in as we always endeavour to work to the timescales below and results despatch enquires before the published despatch date only serve to delay the process.

In normal circumstances results will be despatched by first class post or air mail 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 repeat notifications to be sent by post, however an allowance should be made for possible postal delays before requesting a repeat notification.

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.

Immediate removal from the examination room maybe imposed if a candidate chooses to ignore any of these regulations.

NOTES:

Candidates for Professional Pilots' Licences are advised to consult:

- 1
 - (a) LASORS – The Guide For Pilots.
 - (b) JAR-FCL 1 and JAR-OPS 1 for aeroplane examinations.
 - (c) JAR-FCL 2 and JAR-OPS 3 for helicopter examinations.
 - (d) JAR-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.

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March 2007

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Civil Aviation Authority, Safety Regulation Group, Personnel Licensing Department, Aviation House,
Gatwick Airport South, RH6 0YR



**JAR-FCL EXAMINATIONS
DIRECTIONS TO EXAMINATION VENUES
D3 V2**

MARCH 2007

VENUE:

GATWICK

Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Telephone: 01293 573700
Fax: 01293 573996
Email: fclweb@srg.caa.co.uk

ARRIVAL PROCEDURE:

Please allow adequate time on the first occasion to locate the venue and to complete the initial booking-in procedure at reception. In order that examinations can start on time, please be ready at least fifteen minutes before the first examination starting time on your schedule.

MEAL ARRANGEMENTS:

Meal and snack facilities are available in the Pioneers Restaurant, at a charge.

ACCOMMODATION:

Accommodation is available in the local area. Candidates must make their own arrangements regarding accommodation.

The CAA is unable to provide a recommended list of accommodation.

TELEPHONE MESSAGES:

The Civil Aviation Authority is able to assist in taking URGENT messages for candidates. Candidates who are delayed or unable to attend on their examination day may also use this facility to inform the invigilator. For this service, please telephone 01293 573700.

DOCUMENTS:

Please bring your examination confirmation notification with you, together with your required accepted photographic identification. In all correspondence with the CAA, please ensure you quote your CAA reference number and/or your Examination Booking number.

MAP OVERLEAF

Public Bus Service to Aviation House

From January 27th 2007 there are changes to the stops at Gatwick Airport for buses to the CAA Safety Regulation Group headquarters building Aviation House.

Aviation House
South Area Gatwick Airport
RH6 0YR

Telephone 01293 567171

The Bus Service

The bus services are operated by Metrobus and are numbered 10, 20, 100 and 200. Numbers 10 and 20 are branded as 'Fastway'. There is no charge for the journey.

To Find the Bus Stop

When travelling from the Airport (South Terminal) or the Railway Station head towards the North end of the arrivals area pass along the side of Costa Coffee and go towards the Left Baggage and Travel Goods shop pass through the Emergency Exit doors on the right, go down all the stairs to the ground level and out of the building.

Walk ahead, past the now unused bus shelters to the pedestrian subway. Go through the subway to the southbound side of the A23 dual carriageway road where Bus Stop Number 11 is located. Buses call here heading in the direction of Aviation House.

OR

On the pedestrian route from the Railway Station into the South Terminal go through the Emergency Exit doors, which are almost opposite the entrance to the North Terminal Transit Shuttle. Take the Emergency Exit then go through the door on the left and down the metal stairs. Walk along the Cycle Path to the bus stop.

When on the bus, ask for 'City Place'. It will drop you at the stop opposite the BT Building. From there follow the road round to the right for 200m in the direction that the bus departs. You will find Aviation House on the right.

UNDER NO ACCOUNT SHOULD ANYONE CROSS THE DUAL CARRIAGEWAY EXCEPT via THE SUBWAY

Access for wheelchair users to the bus stop serving Aviation House is possible from the South Terminal. Call 01293 573725 for further information.

There is another route using lifts and level paths from the North Terminal. For details call the same number.

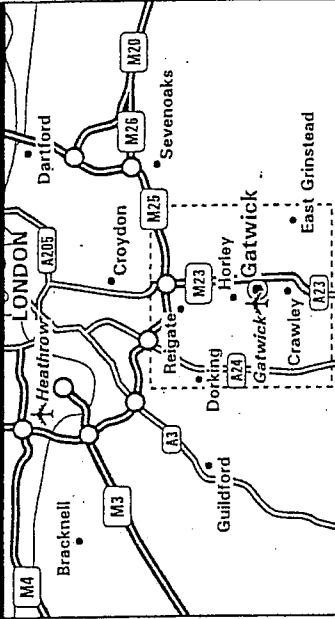
When returning to the Airport, buses from City Place drop passengers at Bus Stop Number 12. From there follow the walking signs to the South Terminal or go through the door marked 'R Ground', climb the first two flights of stairs and enter the International Arrivals area.

26.01.07

Safety Regulation Group Headquarters Gatwick



Civil Aviation Authority
Aviation House - South Area
Gatwick Airport
Tel: 01293 567171 - Fax: 01293 573999
Web: www.caa.co.uk



From the M25 & M23

Exit the M25 at Junction 7 for the M23 Southbound, signposted to Gatwick Airport and Brighton.

Leave the M23 at Junction 9 and join the motorway spur road towards Gatwick Airport.

The motorway spur road leads to Junction 9a and then joins the A23 (Airport Way). Take the second exit, signposted REDHILL.

At the next roundabout take the fourth exit, signposted REDHILL (heading North). At the next roundabout take the fourth exit, signposted A23, GATWICK, BRIGHTON (heading South).

Continue south bound down the A23 which passes under the Airport South Terminal. At the next set of traffic lights, signposted City Place, turn left.

Go over the next two roundabouts, the road bears right with the Beehive building on your right. The entrance to Aviation House is the next right.

Aviation House should be visible in front of you - a large, grey, four storey building with the CAA Logo at roof height.

The visitors car park is first left.

IF YOU MISS THE TURNING AT THE TRAFFIC LIGHTS.

Continue on to the next roundabout and take the first exit left into Gatwick Road, signposted MANOR ROYAL.

Turn left at the traffic lights.

Then first left into Aviation House.

FROM BRIGHTON

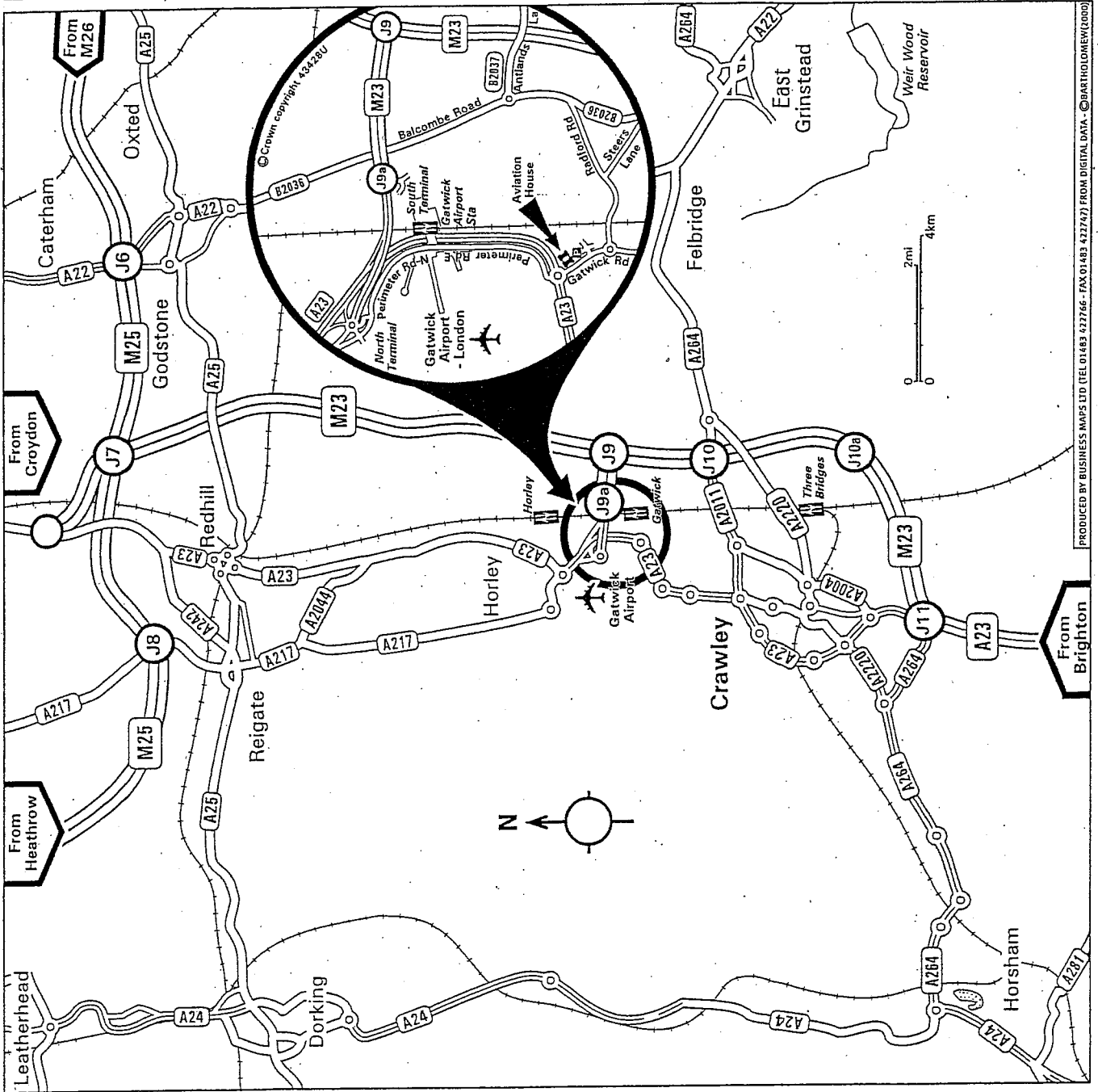
Leave Brighton on the A23 and subsequently the M23 towards London.

Leave the M23 at Junction 9 (see above for route from here).

BY TRAIN

Gatwick Airport Station is the nearest mainline station.

For further information on train times and fares, please call the National Rail Enquiry Line on 0845 748 4950 or http://www.nationalrail.co.uk/times_fares/



VENUE: GLASGOW

Adelphi Centre
12 Commercial Road
Gorbals
Glasgow
G5 0PQ

NOTE:

The examinations are held in the Adelphi Centre. On arrival at the Centre, please report to the reception.

ARRIVAL PROCEDURE:

Please allow adequate time on the first occasion to locate the venue and to complete the initial booking-in procedure. In order that examinations can start on time, please be ready at least fifteen minutes before the first examination starting time on your schedule.

MEAL ARRANGEMENTS:

A public restaurant is available for lunchtime meals.

ACCOMMODATION:

Accommodation may be available in the Glasgow College of Nautical Studies Hall of Residence, which is adjacent to the Adelphi Centre. For availability and costs, please contact the Hall of Residence on Tel: 0141 5652884 or Fax: 0141 5652589. Alternatively, candidates should make their own accommodation arrangements.

The CAA is unable to provide a recommended list of accommodation.

TELEPHONE MESSAGES:

The Adelphi Centre are able to assist in taking URGENT messages for candidates. Candidates who are delayed or unable to attend on their examination day may also use this facility to inform the invigilator. For this service, please telephone 0141 429 6006.

DOCUMENTS:

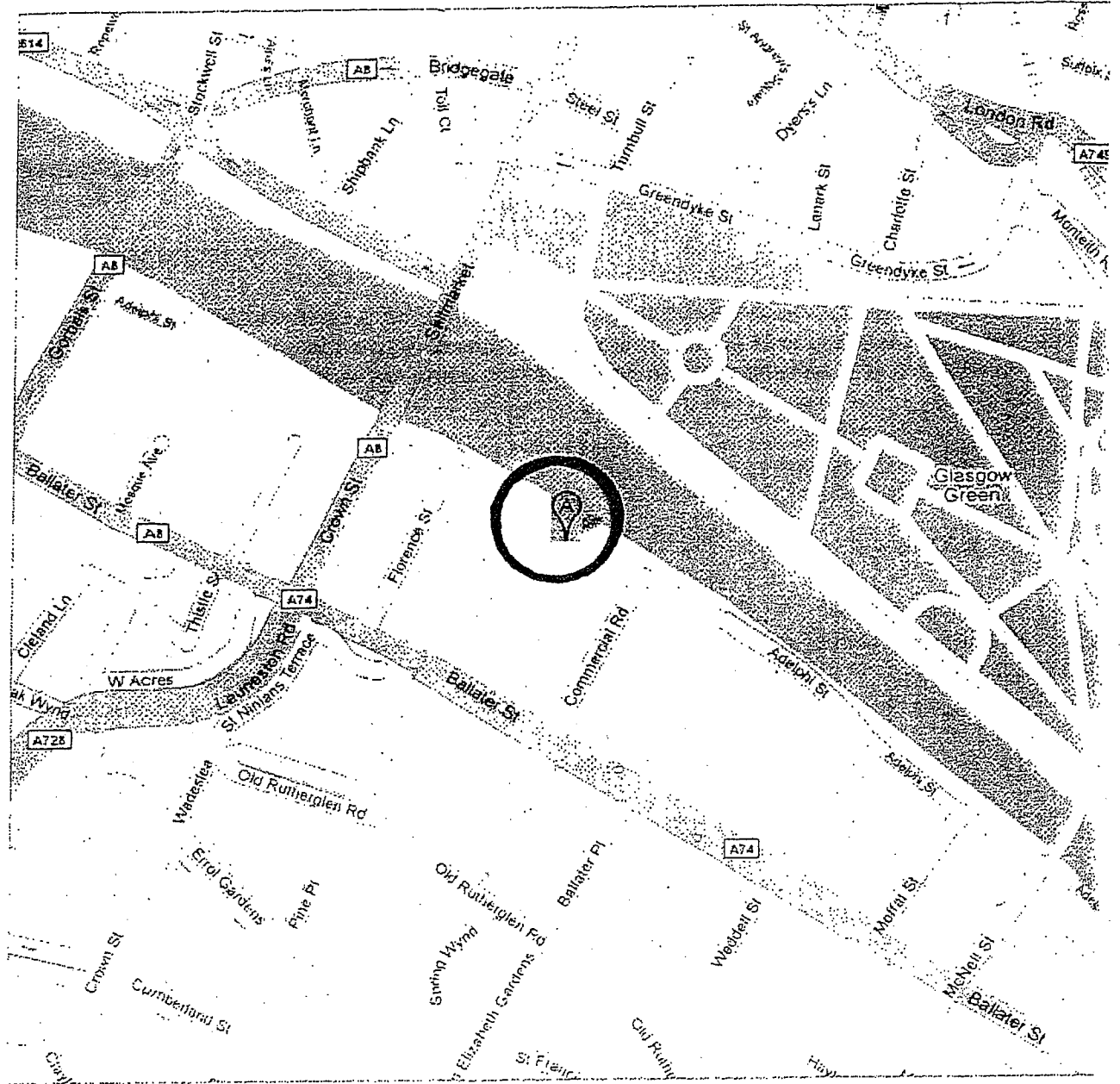
Please bring your examination confirmation notification with you, together with your required accepted photographic identification. In all correspondence with the CAA, please ensure you quote your CAA reference number and/or your Examination Booking number.

MAP OVERLEAF

VENUE:

GLASGOW

Adelphi Centre
12 Commercial Road
Gorbals
Glasgow
G5 0PQ



VENUE: OXFORD

Oxford Aviation Training
Oxford Airport
Langford Lane
Kidlington
Oxford
OX5 1QX

ARRIVAL PROCEDURE:

Please allow adequate time on the first occasion to locate the venue and to complete the initial booking-in procedure. In order that examinations can start on time, please be ready at least fifteen minutes before the first examination starting time on your schedule. All visitors should report to the Airport Security post where they will be directed to the car park allocated for CAA examination candidates. Please do not park in any area other than that instructed by the Airport Security due to limited parking available at other locations on the airport.

MEAL ARRANGEMENTS:

A public restaurant is available for lunchtime meals and refreshments.

ACCOMMODATION:

Accommodation is available by prior arrangement only. Please contact Oxford Aviation Customer Services on Tel: 01865 840313. Alternatively, candidates should make their own accommodation arrangements.

The CAA is unable to provide a recommended list of accommodation.

TELEPHONE MESSAGES:

Oxford Aviation Training will assist in taking URGENT messages for candidates. Candidates who are delayed or unable to attend on their examination day may also use this facility to inform the invigilator. For this service, please telephone the secretary to the Ground Training Department on 01865 844245.

DOCUMENTS:

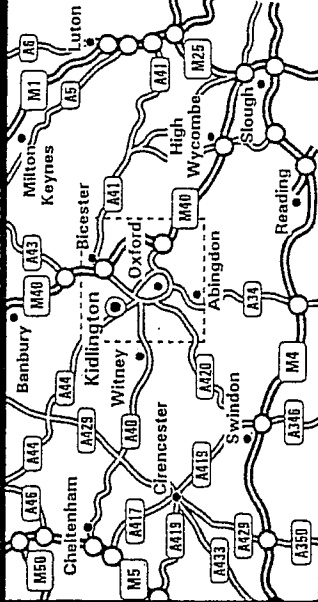
Please bring your examination confirmation notification with you, together with your required accepted photographic identification. In all correspondence with the CAA, please ensure you quote your CAA reference number and/or your Examination Booking number.

MAP OVERLEAF

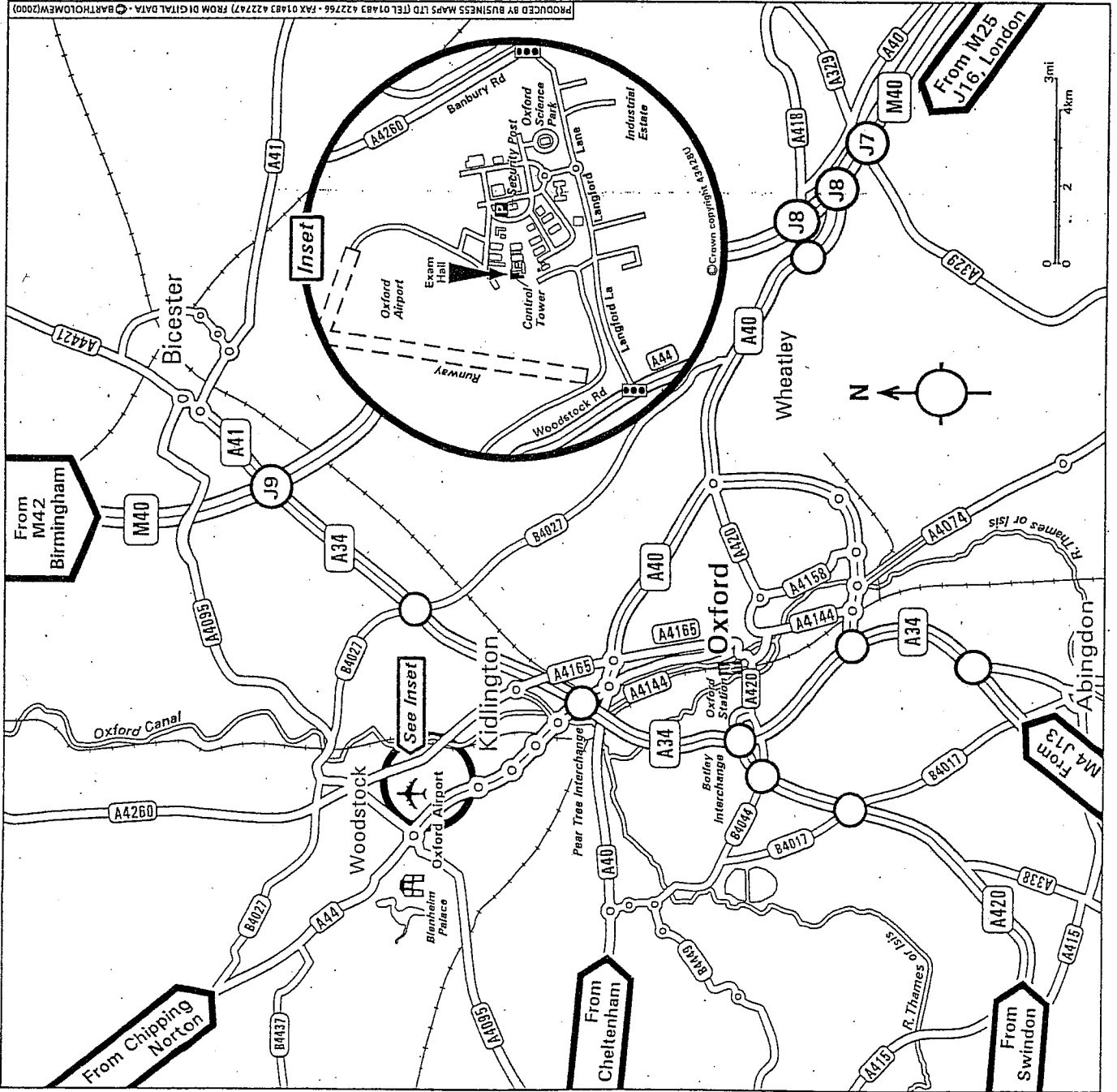
**Safety Regulation Group
Oxford Examination Centre**



Civil Aviation Authority
Oxford Air Training School
Oxford Airport - Kidlington
Tel: refer to joining instructions
Web: www.caa.co.uk



- From the M40 at junction 9 (signed Oxford, Newbury (A34), Bicester & A41).
- Join the A34 following signs for Oxford and Newbury.
- Exit the A34 at the Pear Tree Interchange to join the A44 Woodstock Road signed Blenheim Palace and Woodstock.
- Continue straight ahead on the A44 over four roundabouts.
- Turn right at the traffic lights onto Langford Lane (see inset).
- Turn left at the mini-roundabout, please report to the Airport Security Post where further car parking directions will be provided.
- From Swindon
- Follow the A420 to the junction with the A34 (Botley Interchange).
- Take the first exit at the roundabout onto the A34 northbound.
- Exit the A34 at the Pear Tree Interchange to join the A44 Woodstock Road signed Blenheim Palace and Woodstock.
- Continue straight ahead on the A44 over four roundabouts.
- Turn right at the traffic lights onto Langford Lane (see inset).
- Turn left at the mini-roundabout, please report to the Airport Security Post where further car parking directions will be provided.
- From Cheltenham
- Follow the A40 to the roundabout with the A44.
- Take the first exit to join the A44 (Woodstock Road) signed Blenheim Palace and Woodstock.
- Continue straight ahead on the A44 over five roundabouts.
- Turn right at the traffic lights onto Langford Lane (see inset).
- Turn left at the mini-roundabout, please report to the Airport Security Post where further car parking directions will be provided.
- By Train
- Oxford Station is the nearest mainline station.
- For further information on train times and fares, please call the National Railway Enquiry Line on 0845 748 49 50.
- Taxis are available from the station.



PRODUCED BY BUSINESS MAPS LTD (TEL 01483 422766 - FAX 01483 422747) FROM DIGITAL DATA - © BARTHOLOMEW(2000)

VENUE:**SHUTTLEWORTH**

Shuttleworth College
Old Warden Park
Biggleswade
Bedfordshire
SG18 9EA

ARRIVAL PROCEDURE:

Please allow adequate time on the first occasion to locate the venue and to complete the initial booking-in procedure. In order that examinations can start on time, please be ready at least fifteen minutes before the first examination starting time on your schedule.

MEAL ARRANGEMENTS:

Limited facilities for lunchtime meals are available, at a charge on the campus.

ACCOMMODATION:

Accommodation is available on the campus and also in the local area. Both of these must be dealt with directly with the accommodation provider. For accommodation at the college, please telephone 01767 626 200.

The CAA is unable to provide a recommended list of accommodation.

TELEPHONE MESSAGES:

The College are able to assist in taking URGENT messages for candidates. Candidates who are delayed or unable to attend on their examination day may also use this facility to inform the invigilator. For this service, please telephone 01767 626 200.

DOCUMENTS:

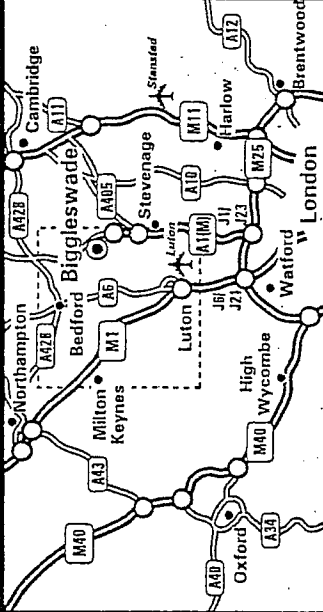
Please bring your examination confirmation notification with you, together with your required accepted photographic identification. In all correspondence with the CAA, please ensure you quote your CAA reference number and/or your Examination Booking number.

MAP OVERLEAF

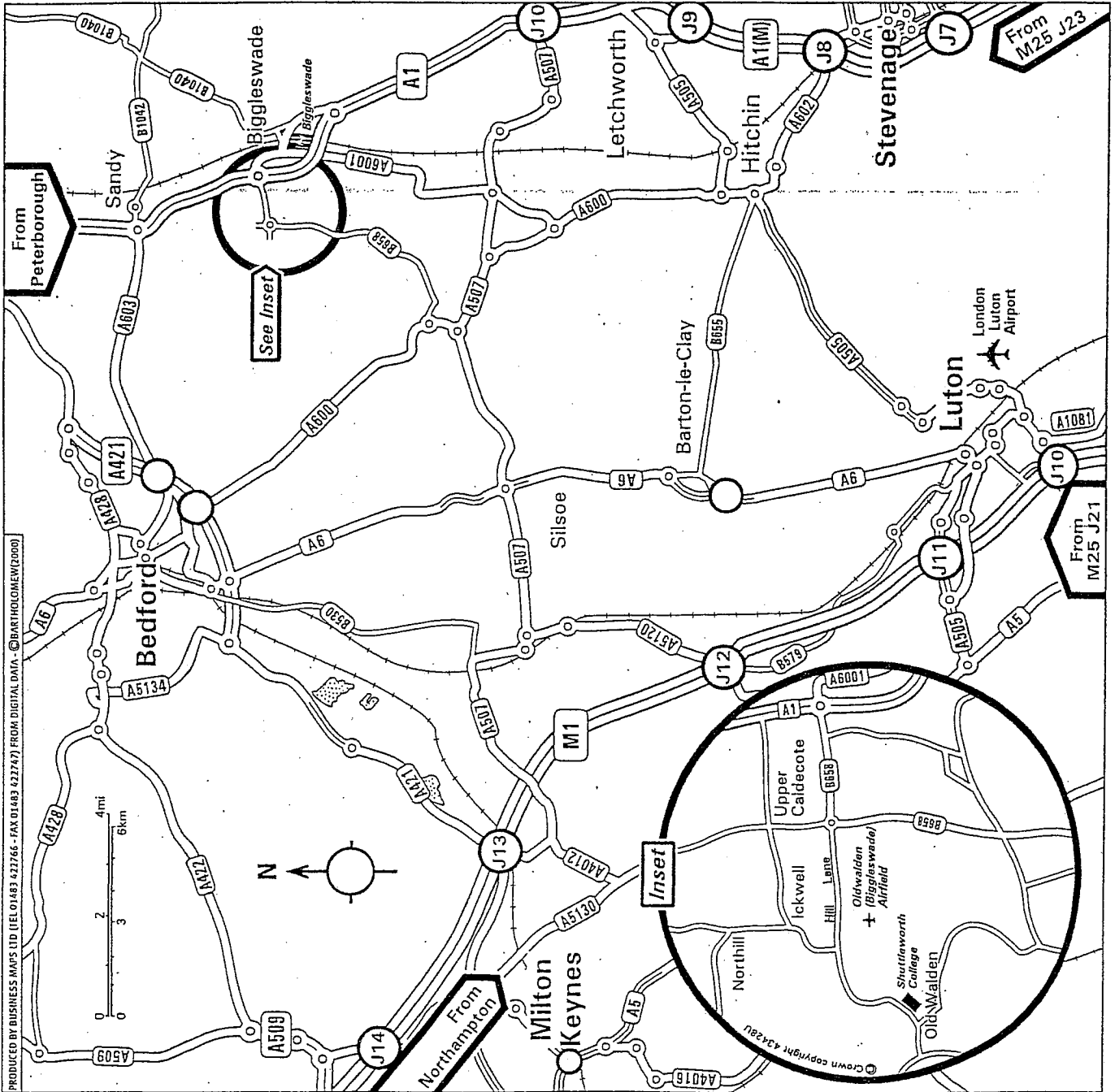
Safety Regulation Group Shuttleworth Exam Centre



Civil Aviation Authority
Shuttleworth College - Old Walden Park
Biggleswade - Bedford SG18 9EA
Tel: refer to joining instructions
Web: www.caa.co.uk



- From the M25 at Junction 23 to join the A1 (M) northbound.
 - Continue on the A1 (M) to join the A1.
 - At the roundabout with the A6001, near Biggleswade, turn left onto the B658.
 - Continue straight ahead at the next roundabout onto Hill Lane (see inset).
 - Follow the road round towards Old Walden, Shuttleworth College from A1 at the next roundabout onto Hill Lane.
 - Leave the A1 at the roundabout with the A6001, near Biggleswade, turn left onto the B658.
 - Continue straight ahead at the next roundabout onto Hill Lane (see inset).
 - Follow the road round towards Old Walden, Shuttleworth College can be found on the left hand side.
 - From Luton
 - Leave Luton on the A6 towards Bedford.
 - At the roundabout with the A507 turn right.
 - Turn left onto the A600 at the next roundabout.
 - Then turn right onto the B658 at the next roundabout.
 - Continue to the next roundabout and turn left onto Hill Lane (see inset).
 - Follow the road round towards Old Walden, Shuttleworth College can be found on the left hand side.
- By Train**
- Biggleswade is the nearest station.
 - For further information on train times and fares, please call the National Rail Enquiry Line on 0845 748 49 50.
 - Taxis are available from the station.



**Safety Regulation Group
Personnel Licensing Department**



**Examination Briefing – Flight Crew
Document 1, Version 3**

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) eg 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.