

MANDATORY INSTRUCTIONS TO BE READ TO CANDIDATES PRIOR TO THE COMMENCEMENT OF ANY PEXO EXAM

If you have a mobile phone or pager, it **must be** turned **OFF** and **must be** placed on the Invigilator's desk along with all other 'Not permitted material'. **Please do this now!** Once the exam starts, if you are found to be in possession of any 'Not permitted' material, it will be deemed to be cheating.

Turn **OFF** any wrist-watch alarms. PEXO has a countdown clock displayed on your screen. It will provide a 'time remaining' alert in RED at the top of the screen with five minutes remaining.

ONLY 'Permitted material' may be on your desk or in your possession for the duration of the exam. There is to be **no communication** between candidates in the examination centre. You **must not** share any material or equipment with another candidate. If you want to speak to me, please raise your hand and I will attend to you promptly.

I cannot give you any help with the examination, in working out a question or to discuss any alleged errors or ambiguities in any examination.

If you need to need to use the bathroom, please do so now before the examination starts, to minimise the disruption to other candidates. Once the exam commences, you will be permitted a toilet break **after** every 1½ hours of exam duration.

The time allowed for your examination does not commence when either of the preliminary screens of 'Exam Rules' or 'Permitted Material' are being displayed. The time allowed for your actual examination commences to countdown when the first question appears on your screen.

Once your examination starts, I have no authority or facility to stop it, and when your exam time is completed, the examination will automatically be submitted. If you do finish early, you may submit your exam by clicking on the 'END' button at the top of the screen.

When you have completed your examination, please remain in your seat and raise your hand. **You are NOT to leave the exam room until all material provided to you by the Invigilator has been returned and checked.** If you need a toilet break at the end of your exam, then you will have to wait until the Invigilator has checked your returned material first.

If something is concerning you during the exam, please raise your hand and I will attend to you. If you complete your examination while others are still sitting, please be considerate and leave the exam centre quietly.

If during your examination, internet connection is lost temporarily, you will be able to resume your exam from the same point once connection has been restored. All your answers will be persevered and you will have the same time remaining in your examination when it is restarted.

Civil Aviation Regulations permit CASA to deem a person to have not passed the examination and to prevent them from attempting **any** exam for a period of one year for cheating. Cheating may include:

- Being in possession of any **Not permitted material**, including mobile phones, recording devices, cameras, dictionaries etc. whether they are used in the exam or not – just having them with you will be considered inappropriate. **All** not permitted material **MUST BE** left on the Invigilator's desk prior to commencing the exam.
- Copies of any training notes, exam questions or indexes hidden within permitted material.
- Attempting to remove copies of exam questions, answers, notes or working from the exam centre.
- Talking with another candidate during the examination.

Confirm the log in details on your place card includes **your ARN** as the Username and the correct **exam code**. You may now log in and commence your exam.