

Rules of Conduct for Exam Candidates

1 Hints for a better exam experience

- 1.1 To ensure your exam session happens with a minimum of fuss, please read the CASA web site commencing with page <https://www.casa.gov.au/operations/standard-page/exams>

Pay particular attention to:

- Candidate Identification Requirements, photo ID is mandatory;
- Pre-qualifications;
- Permitted material under Part 61;
- Re-training periods & windows;
- Candidate's Responsibilities.

- 1.2 **Plan extra time.** Arrive early at the exam centre. Late arrival will add stress to you and may mean you are turned away from the exam centre. Equally plan for additional time at the end of the exam in the event of a delayed start or an interruption occurs during your exam.
- 1.3 Ensure you **have your [photo ID](#)** with you – no photo ID means, no exam!
- 1.4 The Invigilator needs to check each candidates '**Permitted material**' which may be time consuming at some centres. Do not take additional material with you into the exam centre. This just slows the process for everyone.
- 1.5 **Use bathroom facilities** prior to starting the exam. Whilst breaks are permitted during the exam (after 1½ hours) the timer on your exam continues to count down whilst you are out of the exam venue.
- 1.6 When you receive your '**Place card**', check it has your ARN against the Username on it and the exam code (e.g. CMET) you expect. If there is any discrepancy, bring this to the attention of the Invigilator **immediately**.
- Do NOT log onto PEXO unless the Place card details are correct.
- 1.7 Listen to and obey the instructions of the Invigilator and do NOT start the exam until instructed to do so.
- 1.8 **Read carefully** each question and its answers. Don't rush your exam. The aim is to leave the exam centre with the very best result you can achieve.
- 1.9 You may **answer questions in any order**, change your selection of answer at any time, skip questions and return to them later. The list of question numbers on the left hand side of the screen will indicate the number of points a question is worth (1 p = 1 point) and a tick indicates just that you have entered an answer – it does not mean that your choice of answer is correct.

2 Role of the Invigilator

- 2.1 The Invigilator acts on behalf of CASA.
- 2.2 The Invigilator's main role is to ensure the exam is conducted properly and fairly and that the relevant rules and procedures are followed.
- 2.3 The Invigilator is not permitted to interpret exam questions or instructions.
- 2.4 The Invigilator is not responsible for searching for, or providing, required exam material that a candidate has forgotten or was unable to bring to the exam.
- 2.5 The Invigilator is in charge of candidates before, during and after the exam until the candidates leave the premise of the exam venue.
- 2.6 Invigilators are required to ask for, and candidates are required to provide [photographic identity](#) to identify themselves, prior to the commencement of an exam.
- 2.7 Invigilators are required to check your permitted material.

3 Conduct of exams

- 3.1 Candidates for exams **must**:
 - (a) respect the rights of other candidates;
 - (b) not speak to any person other than the Invigilator;
 - (c) obey all reasonable instructions and orders issued by the Invigilator;
 - (d) not eat, drink or smoke in the exam venue;
 - (e) not listen to or use any 'non-permitted' electronic device;
 - (f) not behave in any way likely to disturb the work of any other candidates or upset the conduct of the exam;
 - (g) leave all materials not permitted at the front of the exam venue or in the container provided or with the Invigilator;
 - (h) sit at a place allocated by the Invigilator. The Invigilator may at his/her discretion approve a candidate's request to change the place allocated;
 - (i) not take a mobile phone, camera, laptop, electronic notebook, programmable watch or any unauthorised equipment into the exam venue;
 - (j) not take training notes into the exam venue;
 - (k) not borrow equipment, documents or materials during the exam;
 - (l) hand over to the Invigilator any unauthorised material and equipment prior to commencement of the exam;

- (m) return all material, including scribble paper, provided by the Invigilator at the end of the exam;
- (n) not remove copies of any questions, or parts of questions, or their answers or working from the exam venue [See CAR 298(A)];
- (o) confirm the details on their place card include their name, ARN and the correct exam code;
- (p) not argue with, or make threatening comments or be abusive towards Invigilators;
- (q) **not damage** the computer equipment, e.g. by drawing lines on the computer screen.

Note: *No responsibility is taken for the materials or equipment handed in. You should know prior to the exam what is permitted and you should avoid taking to the exam centre any 'non-permitted' materials or items.*

3.2 You may attract the attention of the Invigilator by raising your hand.

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

4 Computer or PEXO difficulties

4.1 PEXO is very dependent upon the quality of the internet connection. It may happen that a loss of connection or power failure may cause a temporary inability to continue with an exam that has already started.

4.2 If an exam sitting is interrupted due to technical problems, e.g. loss of internet connection or loss of power to the computer, the Candidate can easily restart the exam on the same or any other computer at that venue on the same day. To verify that the correct Candidate is restarting their exam, it is necessary that an Invigilator confirms the new logon.

Note: *If an exam is interrupted for any reason, then you are NOT permitted to leave the exam venue, except for a toilet break if appropriate, during the period of the interruption.*

4.3 If it is not possible for you to complete your exam on that same day, due to an interruption, then a restart on another day is NOT possible, and this exam will be an INCOMPLETE exam and no result recorded. It is necessary that you re-book the exam for a future date. There is no charge to the school or organisation for the CASA fee of \$65 for any incomplete exams.

4.4 When an exam is resumed after an interruption, PEXO saves all previously entered answers and restores the candidate to the same question they had at the time of the interruption and the clock is adjusted accordingly, i.e. no answers or exam working time is lost due to the interruption.

5 Problems with exams or questions

5.1 Should you encounter a problem, simply raise your hand and bring it to the attention of the Invigilator. Realise that the Invigilator cannot assist you with:

- solving any question; or
- gaining a better understanding of any question; or
- telling you what a word means.

The type of problems they need to know about are:

- a question is not displayed on the screen correctly; or
- has incomplete information; or
- the computer will not accept an answer; or
- the computer has stopped working.

Information of this type will be forwarded to Flight Crew Licensing personnel for investigation, and if necessary, corrective action.

5.2 If you believe a question is 'flawed' or has errors of any sort, including typos, you may use the '[Post Exam Comment](#)' facility and write to fcl.exams@casa.gov.au Include your name, ARN, exam code, date of exam and description of the problem or error you believe was in your exam.

5.3 The CASA 'Post Exam Comment' facility does not mean that CASA will provide details of a question(s), or answer(s) or how to derive the answer to any question. Doing so would undermine the integrity of the exam.