

**Safety Regulation Group
Personnel Licensing Department**



Engineer Licensing

**Examination Briefing – Ground Engineers
Document 46, Version 1**

Examination Briefing – Ground Engineers

- Bags and coats are to be placed at the rear/front of the exam room, or separate area if provided. Please remove all baseball caps and place on the floor. Check that phones and watch alarms are switched off.
- Photo ID must be placed on the desk and will be checked during the exam. ID must be a passport or UK forces ID. School passes and Company ID with a photo is 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.
- All pencil cases and confirmation notifications are to be placed on the floor. Calculators are not permitted.
- Candidates are to use only the pencil provided for completion of the answer sheet. Pens may be used for completing the essay papers.
- Check the paperwork on your desk. Once you are satisfied that you have the correct modules and essay, sign and date each 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. Do not make any other marks on the sheet apart from your answers.
- Workings out must be done on the rough working paper provided. Do not write on any other paper except the answer sheet and rough working paper.
- Note the total time you have to complete the examination by adding together the times of all your papers including any essay. It is your responsibility to allow enough time to finish each exam. At the end of your allotted time we will tell you to finish.
- Pencils must be put down immediately when time is called, otherwise disciplinary action will be taken.
- Start time will be put on the board and we go by the clock in the exam room.
- During the exam only general questions may be answered. You will not be given meanings or explanations of words used in the question papers.
- If you finish your exam early please put up your hand quietly. Remain seated until your paperwork is collected then you may leave the exam room quietly. Be considerate of others still working.
- The exam room will be locked during lunchtimes and valuables may be left in the room. Valuables left anywhere are your own responsibility.
- Please note you will have different allocated seats if you are sitting both in the morning and afternoon sessions. Check the seating plan at lunchtime.
- 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.