

Rules and Procedures for CyberExaminations

Note: Before the commencement of the examination, each candidate must read and sign a declaration as having read and understood these rules and procedures.

Each candidate must read the following rules and sign the declaration at the bottom before sitting the examination.

A candidate must follow all reasonable instructions from the supervisor. Any candidate who does not follow such requests may have the examination invalidated. Non-Compliance with the supervisor's directions may result in suspension from all flight crew examinations for 12 months.

The supervisor assigns the candidate to a seating position. Unless the supervisor approves, the candidate must remain in the assigned position for the whole examination.

Toilet breaks are disruptive to other candidates as well as interruptive to the secure conduct of an examination session. CASA procedure states that an examination of up to 1.5 hours are not permitted toilet breaks.

Any examination longer than 1.5 hours may allow for a toilet visit, but only after the first 1.5 hour of the session. Only one candidate may visit the toilet at any one time. Notwithstanding this, the supervisor has the authority and discretion to refuse and/or delay approving any request to visit the toilet if he/she deems that a refusal or a delay in approving is appropriate to ensure the security and fair conduct of the examination.

If a candidate wishes to depart from the room before the end of the allocated time for the examination it will be assumed that the candidate has completed the examination and therefore re-entry to continue will not be permitted.

A candidate must not communicate with another candidate or anyone else other than the supervisory staff during an examination, If there is a need to raise a point of immediate urgency, the candidate is required to raise their hand to attract the supervisors attention.

The candidate may only use the material permitted for the examination, The candidate would have been provide with a list of the approved items prior to the exam sitting. All student provided items are subject to inspection by the exam supervisor.

Mobile telephones and pagers must be switched off before commencing the exam.

The candidate may have 2 pens, 2 pencils, an eraser, a basic pencil sharpener and a ruler.

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The candidate is not permitted to take away any supporting documents, including charts, diagrams, graphs and scribble pads. All examination material must be returned to the supervisor on completion of the examination.

CyberExams has a practice examination that provides guidance to the candidate on how to use the CyberExam system. This process does not constitute any part of the allowable time for the actual examination. It is to the candidates advantage to fully utilise this facility. The candidate is at the liberty to bypass this and go straight to the actual exam.

At the end of the practice examination, or if the candidate bypasses it, the system will ask the candidate whether they would like to commence the actual examination. The examination starts only when the candidate affirms this intention-that is the candidate alone decides when to start.

Once the count-down clock starts, the supervisor has no authority or facility to give extra time for whatever reason- the system controls the examination time automatically. Apart from the screen clock the candidate receives two timing advise from the system at 15 minutes and 5 minutes before the end of the exam.

The candidate may only operate the PC to perform examination functions. Any attempt to conduct other operations, such as changing Windows applications, Cut, Copy, Paste, Save As, Print operations etc. are defined as illegal acts, and CyberExams may immediately terminate the exam process. The candidate may also be terminated from the CyberExam system for a period of 12 months.

The examination ends when the candidate submits the examination or when the time expires. The candidate must indicate to the supervisor that he/she has completed the examination.

The candidate may ask the supervisor for a printed hard copy of the Result Advice and KDR if one is required.

Failure to comply with any of the above rules, and those contained in the *Rules of Conduct for Examination Candidates*, will disqualify the candidate from the sitting.

Signed as having read and understood the above:

Signature of candidate:

ARN of candidate:.....

Name of candidate:.....

Date:/...../.....

Examination Centre: