



AUSTROCONTROL EXAMS AT THE AVIATION CENTRE

01/12/2020

General Procedures.

1. Schedule for exams will be notified to the ATO and/or the candidate a week prior to the first date of the session. If there is any special request as to time/day or exam order, it should be notified a minimum of 15 days prior to the same email address as used for inscription. All efforts will be made to meet these requests, but this cannot be guaranteed.
2. Attendance to the exams will be on the date and at the time scheduled. Candidates should arrive at the venue at least 20 minutes before the scheduled time of the first exam. Please wait outside the exam room until called. Lateness could result in losing the exam slot.
3. Photographic ID will be checked by the Exam Supervisor and all telephones/electronic devices, including smart watches, must be left outside of the exam room, switched off, or in airplane mode.
4. Candidates will be expected to be silent and respect other candidates by not making any distracting noises or movements. The only person that may talk within the exam room is the Exam Supervisor. If there is an issue, the candidate will inform the Exam Supervisor only.
5. All exam fees should be paid within 5 days of receipt of invoice. Payment should be in Euros and payment can be either by transfer or credit card via a secure online platform.

Cancelation Policy

1. If a candidate decides to not take a given exam, or to cancel their sitting completely, as long as this is notified seven (7) days prior to the first day of the sitting, the fee will be held in credit. Cancellations after this date need to be justified for credit to be held. In no case will the exam count as a sitting.

The Aviation Centre Team