

**Exam Candidates Brief and Covid-19 Safety Measures (v.16)**

**Rosyth Exam Centre (Pathway Pilot Training)**

Please note that you must arrive at Rosyth Business Centre (KY11 2WX) **at least 30 minutes before your exam time** to allow time for the Covid processes (if needed) and Invigilator pre-exam brief. Please enter the building via the reception in the main entrance located at the back of the building as you approach it. If driving, there are two large car parks available to use free of charge along with on street parking. Rosyth train station is within 25 mins walking distance from the Centre and there are local but infrequent bus services.

There is a door entry code to the building and the waiting room is Room 51 – follow the arrows initially to the right from Reception. A member of the Pathway staff team will be available from 8am in the building to greet you and take you through to the Exam Waiting Room (51). RBC Reception opens at 9am. However, at busy times or early in the morning when reception is closed there may be a delay. If necessary, call Norman on 07899 903480 for entry to the building.

Covid-19 measures are now more relaxed and no specific procedures are in place at the moment. Face coverings are no longer required when moving around the building or needed in the exam room for the CAA exams. For AustroControl exams, face coverings are not required in the exam room. For current sittings, you will **not** be required to take a Lateral Flow Test on arrival unless you are exhibiting any Covid symptoms, but test kits are available if you have any doubts about your current health. If needed, it takes a minimum of 20 minutes to complete this test.

Upon arrival at the Centre, if Covid procedures are in force, your forehead temperature will be taken and you will be asked to complete a Covid-19 self-declaration form. We will take contact tracing details from you in the event we need to contact you within 10 days after your exam. These details can be submitted using the Pathway Covid-19 digital form accessed via the QR code found on the notice boards in the waiting room and office. You may also need to complete a similar paper form for the CAA Invigilator that you hand to him when invited into the Exam Room (Room 31).

Social distancing rules of 1 metre are still advisory whilst in the building. Please do not congregate in large groups of more than 4 and use outside spaces as much as you can. Please wash your hands thoroughly on arrival, before and after your exam(s), and after using the toilets or touching communal surfaces. We ask that you also use hand sanitiser regularly. This is readily available in RBS Reception, the Pathway waiting room and in the exam room.

After finishing your exam, we ask you to please sanitise and wipe down your allocated workstation, mouse and keyboard (or iPad for Austro Control exams).  Materials will be available for you to do this. Please leave the building as soon as possible after your exam unless you have another exam immediately following.

Please avoid bringing any items into the building/exam room that are not permitted as there is very limited storage space available. Bags/phones can be left locked in your vehicle or left in the Waiting Room at your own risk.