



Exam Candidates Brief (v.19)

Rosyth Exam Centre (Path2pilot.com – P2P)

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 Invigilator pre-exam brief. This takes place 20 mins before the allotted exam time in the waiting room. 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 Main Reception which is at the back of the building as you approach it. A member of the P2P staff team will be available from 8am in the building to allow entry to the Centre (if locked by calling the number displayed on the swing sign outside the main entrance), 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.

You must avoid bringing any items into the building/exam room that are not permitted as there is very limited storage space available. Bags/phones/watches should be left locked in your vehicle or can be left in the Waiting Room at your own risk. The waiting room (if empty) will be locked by our duty staff member while you are taking the exam. Only the permitted equipment (listed on your CAA booking confirmation document) are allowed into the exam room and this will be checked carefully and very strictly enforced.

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 P2P waiting room and in the exam room.

If you are feeling unwell, you must notify the P2P staff and the CAA exam Invigilator and please do not infect other candidates in the waiting or exam rooms.

After finishing your exam, we ask you to please sanitise and wipe down your allocated workstation, mouse and keyboard. Materials are available for you to do this. Please leave the building as soon as possible after your exam unless you have another exam immediately following.

Centre Fire Alarms are tested every Wednesday at 1115am. If this is activated at any other time, the Centre must be evacuated immediately by following the green arrows and the Assembly Area is in the gravel car park on the east side of the building near the roundabout.