

ADDITIONAL RULES FOR THEORETICAL EXAMS DURING COVID-19 PANDEMIC INCLUDING SANITARY AND EPIDEMIOLOGICAL GUIDELINES

The following rules are introduced due to the epidemiological situation and are complementary to the existing rules for taking theoretical examinations at Aviation Examination Board of the Polish CAA.

Reservations

1. Candidates with reservations are obliged to register by 12:00, anybody with reservation after this time will be treated as candidate without reservation.
2. The reservation equals to one entrance to the examination room. When a candidate with reservation leaves the examination room for a longer break and/or study before the next subjects, the reservation is no longer valid. Candidates who have used their booking may take the next exams on the same day by queuing with candidates without booking.

Waiting in queue

3. On arrival at the Office, candidates shall be obliged to queue in a suitable queue outside the building. Special markings will indicate the direction and course of the queue.
4. Candidates waiting in line are required to keep a distance of 2 meters from other candidates.
5. For sanitary reasons, the ticket machine is out of use.
6. It will not be possible to stay in the Aviation Examination Board waiting room.

Registration

7. On the premises of the Polish CAA, candidates are required to wear masks that cover their nose and mouth. Candidates who do not have their mouth and nose covered as required will not be allowed to sit the exam.
8. All candidates entering the Polish CAA should measure body temperature at the reception terminal and disinfect their hands. If the temperature measurement shows value greater than 37.5 ° C, the candidate will not be allowed to enter the Office.
9. Candidates without reservation are waiting outside in the queue for an Aviation Examination Board employee who will be inviting new candidates to register.
10. In case the examination room is full, the candidates with reservations will also be asked to wait outside.
11. Candidates will be accepted for registration according to the order of the queue.
12. Prior to registration, the candidate is obliged to familiarize her/himself with the applicable sanitary rules. By signing the list, the candidate declares that he/she knows the rules of taking exams under the Polish CAA and accepts them.
13. People with symptoms of cold/flu will not be admitted to the examination room.
14. Polish CAA does not provide personal protective equipment for candidates, candidates taking exams are required to provide masks on their own.

15. A disinfecting liquid will be available at the entrance to the Office and at registration.

Taking the exam

16. Due to sanitary and epidemiological guidelines, spaces between candidates will be kept in the examination room. Candidates are required to occupy only designated stations.

17. Candidates are required to cover their nose and mouth while in the examination room.

18. For sanitary reasons, there will be no available materials for candidates (calculators, rulers, protractors) in the examination room. Candidates may receive the above mentioned aids after informing the personnel (during registration) that they will need such help.

19. Candidates who will need printed attachments during the examination should write down the numbers of the required attachments together with the number of the station and bring the list to the designated place near the Venetian mirror and hand it over to the LKE employee. The candidate is waiting for attachments at his station. If another person is waiting in the designated place, keep a 2-meter distance from them.

20. After the exam is over, the used sheets should be thrown into a designated container in the examination room. Other educational aids owned by Polish CAA (calculators, rulers, protractors) should be handed over for disinfection when leaving the examination room.

Completion of the test

21. After completing the examination, the candidates are required to leave the examination room as soon as possible, and leave the Aviation Examination Board waiting room after taking their belongings from the cabinet.

22. IMPORTANT! After emptying the cabinet of personal belongings, candidates should immediately return key for disinfection at the registration.

23. Candidates who have passed all the subjects and thus completed the theory tests must report this fact to the Aviation Examination Board staff and then wait at the indicated location for a report to be issued.

24. Information on further proceedings, after receiving the report after passing the theory test, will be available on information board and on the Polish CAA's website.