

**Safety Regulation Group
Personnel Licensing Department**



Engineer Licensing

**Amendments to Booking Procedures – Engineer Exams
Document No. 75, Version 4**

AMENDMENTS TO BOOKING PROCEDURES – ENGINEER EXAMS

Please find below the new booking procedures, valid from the date shown below.

Bookings:

Exams close 10 clear working days prior to the examination date. Any applications received after this date, including applications received before the closing date requesting an exam date or venue that is already at full capacity, will automatically be booked for the next available venue choice and date.

Personnel Licensing will aim to send booking confirmations to reach candidates at least 2 weeks prior to the examination date. Please do not make any arrangements regarding a requested exam (for travel, accommodation, etc), until you have received your booking confirmation, as this is a guarantee that your application has been processed and will advise of your allocated date and venue.

Cancellations/Transfers:

Requests for cancellations, transfers or any amendments to a booking must be made in writing at least **10 clear working days** before the examination. For CAA purposes, working days are Monday to Friday (excluding public holidays).

As from 1st January 2006 an administration fee is payable (as per the CAA Scheme of Charges) and must accompany each cancellation, transfer or amendment request. **Examination bookings cannot be amended within the 10 clear working days prior to the examination.** Candidates failing to attend a booked exam, will lose all fees paid.

Note: An amendment refers to any change to a booked examination.

Cancellations due to medical illness will not incur the administration fee, providing that a valid medical certificate is provided, together with a letter of explanation.

Results:

Exam results will normally be despatched by first class post within 10 working days after the examination date. Candidates should not phone in to request the despatch date of the examination results. Any comments from candidates made during the exams will be passed to the examiners. This may delay the despatch of the results.

Candidates cannot obtain results over the telephone under any circumstances.

Results will not be despatched until any outstanding payments have been received.

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