

Administering an Examination

When administering an examination for an **unlimited license** this procedure should be followed:

1. An applicant is to complete all of the exam modules on consecutive days.
2. Applicants may attempt as many modules as can be completed within the normal working hours of the examination room provided a minimum of two modules are completed per day.
3. The administered order of modules is to be in the order published and listed in the ESS.
4. All of the modules comprising an exam must be completed one time before beginning retakes.
5. If one or two modules are not successfully completed, the applicant may be retested twice on each failed module.
6. If three different modules are not successfully completed – the exam is failed. The entire exam may be retaken at the next available exam period.
7. If the applicant again fails three or more modules, at least three months must lapse before another complete examination is attempted.
8. Failure of the same module three times requires a retest of the complete exam after a lapse of 90 days.

When administering an exam for a **limited license** this procedure should be followed:

1. An applicant is to complete all of the exam modules on consecutive days.
2. Applicants may attempt as many modules as can be completed within the normal working hours of the examination room provided a minimum of two modules are completed per day.
3. The administered order of modules is to be in the order published and listed in the ESS.
4. All of the modules comprising an exam must be completed one time before beginning retakes.
5. Applicant may have two retakes on each failed module.
6. Failure of the same module or the entire exam three times requires retesting of the complete exam after a lapse of 60 days.

RULES OF THE EXAMINATION ROOM

1. Handbags, briefcases, pagers, cellular phones, books, or notes are not allowed in the Exam Room. Use of personal plotting equipment is encouraged. However, the Examiner can provide these items. Programmable calculators are not allowed in the Exam Room. During the examination you may not refer to any material other than that specifically authorized by the Examiner.
2. Anyone engaged in any cheating or dishonest practices during the exam, including, but not limited to, referring to concealed notes, communicating with or copying work from other applicants, or removing written material from the Exam Room will be dismissed from the exam room and will have failed the entire exam. A re-exam will not be permitted for six months. Those applicants already holding a Merchant Mariner's Document or Coast Guard license may be charged to appear before an Administrative Law Judge where their license may be suspended or revoked or other penalties assessed.
3. Applicants should complete a module before leaving the exam room. Head (restroom) calls are not normally permitted. Upon completion of an examination, all reference publications must be returned to their proper location in the exam room. Place your answer sheet and scratch paper inside of the front cover of the examination booklet and give the items to the Examiner.
4. Eating and drinking are not permitted in the exam room.
5. You may complete as many modules per day as the exam room working hours permit. At closing time unanswered or unmarked questions will be treated as wrong answers. Failure to complete any module will result in a failing grade being assessed on the uncompleted module.
6. Do not write or mark in the test booklets or any reference material. If you notice any marks in the exam book or any reference material, please notify the Examiner.
7. If you feel a question is faulty, unclear, or has no correct answer indicated, choose the most correct answer, mark the answer sheet accordingly, and complete a COMMENT - PROTEST SHEET provided by the Examiner. Explain as clearly as possible the specific concern or objection to the question. If you feel there is a more correct answer that is not included in the choices **show** how you arrived at your answer including all **computations** for navigation and other mathematical problems. **A correct answer must be shown.**
8. The Examiner is always available to assist you. However, the Examiner cannot discuss question content with you. See item 7.

I HAVE READ AND UNDERSTAND THE ABOVE RULES. I ALSO UNDERSTAND THAT I MUST COMPLETE THE ENTIRE EXAM , INCLUDING RETESTS IF ANY, WITHIN 90 DAYS OF THE BEGINNING OF THE EXAM CYCLE.

SIGNATURE: _____ **DATE:** _____

COMMENT - PROTEST SHEET

_____ COMMENT _____ PROTEST (For Coast Guard use only)

APPLICANT'S NAME: _____

MODULE NAME: _____

MODULE NUMBER: _____ QUESTION NUMBER: _____

If you believe there is something wrong with a question that prevents it being answered correctly, i.e., no correct answer, or that you believe there is more than one correct answer shown, or the question is poorly worded, etc, please give all the details below. **Include** your reasons and all **calculations** for math problems such as pump capacity, navigation, stability, or cargo. **Provide** what you believe to be **the correct answer**. Even if your comments will not affect your grade, they are considered very valuable and will be used to improve the quality of the questions used on future tests. If you fail this exam and submit your comments with your completed answer sheet, for each comment sheet for a question you did not receive credit will then become a protest for that question. Further, if you fail the examination module by no more than one question, you will be given the opportunity to review each question for which you were not given credit. Immediately after your review and without leaving the exam room following your review you may submit a protest as indicated above on no more than two questions in addition to the comment sheets you had submitted. If you review your answer sheet and leave the exam room for **ANY REASON**, prior to submitting your protests they will not be accepted.

SIGNATURE: _____ **DATE:** _____