

Rules of the Examination Room

1. The normal work hours for this REC are _____ to _____. The examination room will be open from _____ to _____ and _____ to _____. The REC will be closed _____ to _____ for lunch.
2. If the REC is closed due to inclement weather, mid-week federal holidays, building emergencies, etc., examinations will resume on the next business day. The chief of the REC may approve modifications of the above based on exigent circumstances.
3. All personal items, including outer garments and electronic devices, are prohibited in the examination room. Where needed, the applicant is to provide their own plotting equipment. Programmable calculators are not allowed in the examination room. During the examination, the applicant may not refer to any material other than that which is specifically authorized by the United States Coast Guard. See **Examination Room Materials**, located on the [Examinations page of the NMC website](#), for specific authorized materials.
4. Applicants who arrive late for an examination appointment may be seated at REC discretion but will not be afforded additional time to complete the module.
5. Eating, drinking, smoking, and chewing gum or tobacco are not permitted in the examination room.
6. Applicants are not permitted to leave the examination room before a module is completed, including restroom calls. Once an applicant leaves the examination room, the examination will be scored at that time.
7. There will be a 3.5-hour morning examination session and a 3.5-hour afternoon examination session daily. It is expected that applicants will attempt only one module per examination period. At the discretion of the REC examiner, an applicant may attempt additional modules during an examination period; however, no additional time will be provided to complete the extra module. This does not include retests of a module that an applicant just failed. Retests are to be administered in the next examination session in order to give the examiner ample time to prepare a new version of the examination requiring retest.
8. Modules may be administered in the order chosen by the applicant at the time of appointment or if no order was chosen, the modules will be administered in the order listed in the Deck and Engineering Guide or on the ATT letter.
9. Once testing has begun, all modules comprising an examination must be completed in consecutive examination periods on consecutive days within the same business week. Completion of multiple modules in one examination period meets the requirement for consecutive examination periods for that day.
10. If an applicant is approved for multiple endorsements on one ATT letter, all modules for a particular endorsement must be attempted (not all passed) during consecutive examination periods, before commencing modules for an additional endorsement. Retakes do not have to be completed before moving on to the second endorsement; however, if moving on to the second endorsement, all of the modules on that endorsement's first attempt shall be completed before the retakes of the first endorsement.
11. Any applicant engaged in any form of cheating during the examination, such as referring to concealed notes, communicating with or copying work from other applicants, removing written material from the examination room, or any other dishonest practice, will be dismissed from the examination room and will be considered to have failed the entire examination. A re-examination will not be permitted for 6 months. Those applicants already holding a Merchant Mariner Credential may be referred for suspension and/or revocation action.
12. The applicant must darken the appropriate spaces for their reference number, module number, and test number at the top of the answer sheet. The examiner will not accept for grading any answer sheet with an incomplete information block at the top of the form.
13. If an answer sheet is submitted with unanswered questions, these questions will be considered to have been answered incorrectly, which may result in a failing score. Do not write or mark in the test booklets or any reference material. If the applicant notices any marks in a test booklet or in any reference material, or if any illustrations or pages are missing, notify the examiner.
14. If an applicant fails an examination module by a single question, the applicant will be given the opportunity to review the module and prior to leaving the examination area, the applicant may challenge up to two questions that were scored as incorrect. Follow the directions on the **Challenge/Comment Sheet** provided by the examiner. Challenges will not be accepted for questions that were left blank. Should the applicant leave the examination room for any reason before submitting the challenge, it will not be accepted. Comments may also be submitted using this sheet. Comments will not affect the score, but they may be used to improve the quality of questions used on future examinations.
15. Upon completion of a module, all reference publications must be returned to their proper location in the examination room and the examination module, answer sheet, and all scratch paper (including any charts, maneuvering boards, etc.) returned to the examiner.
16. The examiner is always available to assist the applicant. However, the examiner cannot discuss question content with the applicant.

I have read and understand the rules as stated above. Failure to acknowledge these rules by signing below will result in dismissal from the examination room.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____ **MRN:** _____