Rules of the Examination Room

1. The normal work hours for this REC are _______ to _______. The exam room will be opened from _______ to _______.

2. Handbags, briefcases, pagers, books, notes, cellular phones, smart watches, or any other electronic devices are not allowed in the Exam Room. The applicant is to provide their own plotting equipment. Programmable calculators are not allowed in the exam 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.

3. Any applicant engaged in any form of cheating during the exam, such as, referring to concealed notes, communicating with or copying work from other applicants, removing written material from the exam room, or any other dishonest practice, will be dismissed from the exam room and will be considered to have failed the entire exam. A re-exam will not be permitted for 6 months. Those applicants already holding a Merchant Mariner Credential may be referred for suspension and revocation action.

4. Applicants are not permitted to leave the exam room before a module is completed. Head (restroom) calls are not normally permitted. However, if required, the applicant shall be escorted to insure that no attempt is made to access additional information related to the exam. See Item 3. Upon completion of a module, all reference publications must be returned to their proper location in the exam room. The exam module, answer sheet, and all scratch paper (including any charts, maneuvering boards, etc.) are to be returned to the Examiner.

5. Eating, drinking, smoking, and chewing tobacco are not permitted in the exam room.

6. All modules comprising an original examination, re-examination, or retests for any officer or rating endorsement must be completed in consecutive exam periods on consecutive days within the same business week. Modules may be administered in any order agreed to between the applicant and REC Examiner provided that all modules are attempted before any retests. If no order was chosen, the modules will be administered in the order listed in the Deck and Engineering Guide. There will be a morning and an afternoon exam period daily, each consisting of 3.5 hrs. It is expected that applicants will only attempt one module per exam period. Once testing has begun, applicants may not skip exam periods. At the discretion of the REC examiner, an applicant may attempt additional modules during an exam period, however, no additional time will be provided to complete the extra module. 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.

7. Once a module has been started, the applicant is obligated to complete it. 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. This also applies to situations in which the mariner may finish a module early and voluntarily agrees to start another module. If the second module is not finished in the original examination period, it may also result in a failing score.

8. 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/pages are missing, notify the Examiner.

9. 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 whose information block at the top of the form is incomplete.

10. If an examination module is failed by a single question, you will be given the opportunity to review the module. Prior to leaving the exam room, you may submit a challenge on up to two questions that were scored as incorrect. Challenges will not be accepted for questions that were left blank. On the Challenge/Comment Sheet provided by the Examiner, explain your specific concern or objection to the question. If you feel there is a better answer, you must show how you arrived at that answer including all computations for navigation and other mathematical problems. Should you leave the exam room for ANY REASON (except escorted bathroom breaks) before submitting your challenge, the challenge will not be accepted. Comments may also be submitted utilizing this sheet. Comments will not affect your score, but they may be used to improve the quality of questions used on future examinations.

11. The Examiner is always available to assist the applicant. However, the Examiner cannot discuss question content with the applicant. See Item 10.

I have read and understand the rules as stated above. I also understand that I MUST complete the entire exam, including retests if required, WITHIN 90 DAYS of the beginning of the exam cycle and WITHIN THE ONE YEAR approval period of the Approved to Test (ATT) letter.

SIGNATURE: ___________________________ DATE: ___________________________

PRINT NAME: ___________________________ MRN: ___________________________

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