

America's Boating Club®—United States Power Squadrons®
EDUCATIONAL DEPARTMENT

ADMINISTRATION OF EXAMINATIONS

Examination Policy

All course examinations are offered and taken on the honor system. The key honor items are: all candidates should take the examination within the scheduled exam interval; only eligible candidates may take the examination; each candidate must work independently; and, candidates must not discuss any part of the examination with each other or anyone else until after all have completed the examination. These and other items are explained on the front cover of the exam booklet. Please become familiar with them before giving the examination. *EDM I* provides more details on administering exams.

The following are authorized to administer exams: class instructors and chairmen responsible for the course; any current Squadron, District, or National Commander, Executive Officer, Educational Officer (including EdDept R/Cs and Stf/Cs), Administrative Officer, or Assistant Educational Officer; the ChLB/AG, ChLB/EC, or ChLB/B; or any holder of the Educational Achievement Award ("Senior Navigator"). **Exception: those taking the examination can never administer it.**

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Use this form as a checklist (✓) to be sure that all steps are taken properly.

When the Examination Arrives

- 1) ___ Open the examination package and check the Packing List against the contents.
- 2) ___ Check each examination booklet to be sure it is for the proper course and course edition (year) and, for computer-generated exams, that the candidates' names, certificate numbers, and the exam order number are correct on all booklets and, for scanner-graded exams, in agreement with the pre-printed answer sheets. Also, verify that all pages are present and in order in all exam booklets.
- 3) ___ Check the Examination Order Confirmation list of "approved candidates" against the ED-33 Examination Order form.
- 4) ___ Notify the SEO immediately if any listed items are missing or wrong or there are "rejected" candidates.
- 5) ___ Notify any "rejected" candidates before the examination date.
- 6) ___ Contact all "approved candidates" to remind them of the date, time, and place of the examination; as well as the material they should bring.

- 7) ___ If this order includes exams that were computer-generated, the answer key for those examinations will be available at HQ only until the expiration date printed on the front cover of the examination.. If they cannot be completed and returned by that date, return them and order new ones.

Administering the Examination

- 1) ___ Only candidates pre-approved by USPS HQ and for whom examination papers have been provided by HQ may be given exam papers, except as provided below (items 5 and 6).
- 2) ___ Give the "approved candidates" their proper examination booklets and pre-printed answer sheets (if any). Some exams are take-home, open-book exams. Candidates have 7 days to complete the open book Marine Navigation or Piloting exams and the Advanced Marine Navigation or Advanced Piloting exams, and 15 days to complete the open book Offshore Navigation or Junior Navigation and Celestial Navigation or Navigation exams
- 3) ___ Have all candidates thoroughly read all examination instructions. Ask for and answer questions on the instructions before they start the examination.
- 4) ___ Examination materials are copyrighted by USPS, are confidential, and may not be divulged to others, but may be duplicated by USPS members for personal use only.
- 5) ___ The **Extra Exam** may not be used for any candidate without prior approval either from HQ, the Committee Chair (R/C) responsible for the course or the DEO. The latter two should contact HQ and inform the exam processors regarding the name and certificate number of the student using the additional exam.
- 6) ___ Instructions for the use of the **Extra Exam**:
 - Copies of the Extra Exam are not acceptable.
 - On the Exam Order Confirmation, sheet cross out "XTRA" listed in "Cert #" field and fill in the student's certificate number.
 - In the "Name" field of the Exam Order Confirmation sheet cross out "Extra Exam" and fill in the student's name.
- 7) ___ No changes are to be made to pre-printed names and certificate numbers on scanner-graded answer sheets.
- 8) ___ Pre-printed scanner-graded answer sheets may not be used by anyone other than the member for whom they were printed, unless the above approvals have been granted.

- 9) ___ Make no marks of any kind on any unused scanner-graded answer sheets.
- 10) ___ If any interpretive comments are made during the examination in reply to candidate questions, they must not reveal or hint at the proper examination answer. Any interpretation must be stated to the entire group and noted on the Squadron Report of Examination (ED-34).
- 11) ___ A #2 pencil is to be used to fill out scanner-graded answer sheets, not ink.

As the Examination Ends

- 1) ___ As the examination papers are turned in, check that each candidate's name and certificate number appear on all examination folders, work papers, charts, and answer sheets.
- 2) ___ Do not go over the examination work or answers with the candidate. It is a violation of USPS policy for a candidate to get back an examination paper for any "rework" after it has been turned in. When the candidate turns in his/her paper, that member's examination is over.
- 3) ___ Tell the candidates they will each receive a personal examination critique, via their SEO, within 2-4 weeks for scanner-graded examinations. For manually-graded exams, please allow 6-8 weeks for the graded examination booklets to be returned.

After the Examination is Over*

- 1) ___ Mark on the Examination Order Confirmation form for each candidate indicating whether or not that person took the examination. For two-part examinations, make the applicable notations for both OB and CB examinations.
- 2) ___ Fill out the Squadron Report of Examination (ED-34), noting any questions for which a clarifying interpretation was given. For computer-generated exams, refer to such a question by the number in brackets above the question (e.g., [056]), not by the question number on the exam. Also, list any guests present during part or all of the examination (i.e., all those present other than the administrator or students).
- 3) ___ Return the following items to HQ:
 - All used and unused examination answer sheets should be returned for scanner-graded examinations. Students may keep the examination booklets for scanner-graded exams.

- All examination booklets containing answers, work papers, and charts for navigation courses. Unused examination booklets should be destroyed, not returned.
- One copy of the completed Examination Order Confirmation form.
- One copy of the completed Squadron Report of Examination (ED-34).

- 4) ___ All examination materials must be returned to HQ in a single shipment within 16 days of the date when the first student completed an examination from this order, or within two business days after the last student completes an examination from this order, whichever comes first. Moreover, for computer-generated exams, the exams must be returned prior to the expiration date printed on the front cover of the examination booklet. This date range allows the examination to be given to a candidate who may be ill or otherwise unable to take the examination on the scheduled date.
- 5) ___ If it is not possible to return an answer sheet or exam booklet as per the previous step, indicate on the exam report that exam material is missing, attach a note indicating what material is missing and why it cannot be retrieved; also request that the student be deleted from the exam order. (HQ can then grade the other exams.) The squadron can order another exam for the student who was deleted.
- 6) ___ Using the mailing label provided, ship the materials back to USPS HQ via a receipted delivery system (e.g., U.S.P.S. delivery confirmation, UPS or FedEx). For your records it is recommended that you make an imaged copy of the materials being shipped. Note: U.S.P.S. Priority Mail Flat Rate service w/ delivery notice provides 2nd day delivery at a modest cost.

Final Action

- 1) ___ Notify the SEO(s) what examination was given, and to whom. (If some students are from other squadrons, their SEOs must be informed when the exam results arrive; be sure to send them critiques or graded exam booklets for distribution to their students.)

Further Information

You can find additional, more detailed information in:

- The examination booklet front cover
- *Ed Dept. Manual I (EDM-I)*, Section 5

If you need additional assistance or have further questions, contact your SEO or DEO.

***Note:** Examinations will not be graded until all examination answer sheets and other required materials on this order have been returned to USPS HQ, or the process described in "After the Examination Is Over", step 5 above has been completed.