



Examination Procedures

June 2025 – Version 16

TABLE OF CONTENTS

SECTION

| | |
|--|----|
| SUMMARY | 3 |
| 1. INTRODUCTION | 4 |
| 1.1 General | 4 |
| 1.2 Definitions | 4 |
| 2. IAMI | 6 |
| 2.1 Terms of Reference | 6 |
| 2.2 Financial Arrangements | 6 |
| 2.3 IAMI Examination Administration Team | 6 |
| 2.4 IAMI Examination Audits | 7 |
| 3. APPROVED TRAINING PROVIDERS | 8 |
| 3.1 Definition | 8 |
| 3.2 Duties and Authority | 8 |
| 4. CHIEF EXAMINERS | 9 |
| 4.1 Definition | 9 |
| 4.2 Duties and Authority | 9 |
| 5. WRITERS | 10 |
| 5.1 Definition | 10 |
| 5.2 Duties and Authority | 10 |
| 6. MARKERS | 11 |
| 6.1 Definition | 11 |
| 6.2 Duties and Authority | 11 |
| 7. QUESTION PAPERS | 12 |
| 7.1 Composition of papers | 12 |
| 7.2 Identification | 13 |

| | | |
|------|--|----|
| 8. | EXAMINATION ORGANISATION | 14 |
| 8.1 | Requesting an Examination | 14 |
| 8.2 | Cancelling an examination request | 14 |
| 8.3 | Conducting an examination | 15 |
| 8.4 | Queries and Complaints | 15 |
| 9. | EXAMINATION PROCEDURES | 16 |
| 9.1 | Examination Centres | 16 |
| 9.2 | Candidate Eligibility | 16 |
| 9.3 | Preparation for an examination | 16 |
| 9.4 | Arrangements for Examination | 17 |
| 9.5 | Procedure for certification: Navigation and Radar (OOW Yachts) | 18 |
| 9.6 | Starting the Examination | 18 |
| 9.7 | Use of Calculators | 19 |
| 9.8 | Conduct of Examination | 20 |
| 9.9 | Finishing the Examination | 20 |
| 9.10 | Irregular Behaviour | 21 |
| 9.11 | Marking and Issue of Results | 21 |
| 9.12 | Examination Appeals and Complaints Procedures | 22 |
| 9.13 | Retention of examination scripts | 23 |
| 10. | EXAMINATION CENTRES | 24 |
| 10.1 | Examination Centre – Approval | 24 |
| 11. | INVIGILATORS | 25 |
| 11.1 | Duties and Responsibilities | 25 |
| | ANNEXES | 27 |

SUMMARY

The International Association of Maritime Institutions (IAMl) undertakes examination services on behalf of the UK Maritime and Coastguard Agency (MCA) to assist in monitoring the academic standards of candidates applying for their MCA certificates of competency.

These procedures have been developed to guide the exam administration, examination centres, training providers, markers and writers through the examination system and details the roles and responsibilities of all parties involved.

This document should be regarded as a controlled document and considered a part of the exam centre's Quality Management System.

1. INTRODUCTION

1.1 General

1.1.1 IAMI provides an examination service for the Deck Yacht examination.

1.1.2 The following modules are undertaken via this examination service:

- Officer of the Watch (Yachts less than 3,000gt) - Navigation and Radar;
- Officer of the Watch (Yachts less than 3,000gt) - General Ship Knowledge;
- Master (Yachts) - Seamanship and Meteorology;
- Master (Yachts) - Stability;
- Master (Yachts) - Business and Law;
- Master (Yachts) - Navigation, ARPA and Radar Simulator;
- Master (Yachts) - Celestial Navigation
- Master (Workboats) – Workboat Operations

1.1.3 IAMI provides an examination service for the Engineering Officer of the Watch (EOOW) and S/ETO examination.

1.1.4 The following modules are undertaken via this examination service:

- General Science A
- General Science B
- Control Engineering
- Engineering Knowledge (Motor)
- Engineering Knowledge (Steam)
- Engineering Knowledge (General)
- S/ETO

1.1.5 This procedures manual should be treated as a controlled document and no un-authorised additions or amendments should be made.

1.2 Definitions

1.2.1 The following definitions are used in this document:

| | |
|----------------------------|---|
| MCA | UK Maritime and Coastguard Agency |
| MGN | Marine Guidance Note |
| MSN | Merchant Shipping Notice |
| MIN | Marine Information Note |
| Approved Training Provider | Facility that offers MCA approved training |
| Examination Centre | A venue approved by the MCA to conduct examinations |
| Examination Admin Officers | The team administrating the day-to-day operation of the examination system |
| Chief Examiner | A suitably qualified subject matter specialist appointed by the MCA and commissioned by IAMI responsible for the quality of the question bank and examination papers for a designated training module |

| | |
|--------------------|--|
| Writer | A suitably qualified subject matter specialist commissioned by IAMI and approved by the MCA to write new questions and specimen answer for the examination question bank |
| Marker | A suitably qualified subject specialist commissioned by IAMI and approved by the MCA to mark candidates' examination scripts for a particular subject |
| Invigilator | Person responsible for overseeing an examination sitting |
| IAMI Exam Managers | Appointed by IAMI to develop and oversee the examination system on behalf of IAMI and to liaise with the MCA, Chief Examiners, Writers, Markers, and the Exam Admin Officers |
| IAMI | International Association of Maritime Institutions |
| YDES | Yacht Deck Examination System |
| EKES | Engineering Knowledge Examination System |
| EOOW | Engineer Officer of the Watch III/1 |
| S/ETO | Electrotechnical Officer III/6 |

2. IAMI

2.1 Terms of Reference

2.1.1 IAMI have Exam Managers with the following terms of reference:

- To propose a Chief Examiner, for appointment by the MCA to moderate the creation of a suitable examination questions for each topic;
- Maintain a bank of questions and model answers for each of the examinations listed under 1.1.2 and 1.1.4;
- To appoint question writers, question markers and Chief Examiner for the preparation of new papers, and authorise these question papers and model answers for use;
- Ensure all questions and model answers are formally moderated with MCA input;
- Create examination papers on demand using a cloud-based service;
- Oversee and control the examination system;
- Review and amend the examination procedures as necessary;
- Maintain statistics of pass/fail rates;
- Request an audit of any examination centres.
- Ensure IAMI complies with their responsibility to act as Data Processor for all examinations

2.2 Financial Arrangements

- 2.2.1 The examination fee is collected from each individual candidate by the examination centre.
- 2.2.2 IAMI will declare the examination fee on an annual basis.
- 2.2.3 A set amount of the total is recouped by the MCA.
- 2.2.4 All changes to the examination fee or the fee structure are subject to prior consultation with and approval of the MCA.
- 2.2.5 An examination centre may add a small surcharge to the examination fee to recoup some of their overheads, use of facilities or currency fluctuations.

2.3 IAMI Examination Administration Team

- 2.3.1 The administration team, consisting of Exam Officers, is nominated by IAMI.
- 2.3.2 The examination administration team is responsible for the day-to-day operations of the IAMI Examination System. The examination administration team liaises with all parties involved in the system.
- 2.3.3 The team controls the examination process and is the first point of contact, in particular for examination centres and the IAMI examination markers.
- 2.3.4 The examination administration team is approved to maintain the question bank and authorised to generate and issue examination papers.
- 2.3.5 The examination administration team is approved to assign markers to mark scripts.
- 2.3.6 The examination administration team is approved to release the final marks and to authorise the appropriate pass certificate to successful candidates (see Annex F)

2.4 IAMI Examination Audits

- 2.4.1 IAMI is maintaining an audit process to monitor the quality of the YDES and EKES examination process. All centres will be audited within a five-year period by a centre visit, plus intermediate audits which may be virtual.
- 2.4.2 The audits will be conducted unannounced to the examination centre and will produce a snapshot approach to the oversight of centres offering the IAMI examinations. On the day of the audit visit a report will be prepared outlining the conclusions of the visit and providing strengths and best practices, recommendations and compliance with the examination procedures.

Three copies of the report will be prepared:

- a) Retention by the examination centre
 - b) Retention by IAMI
 - c) Copy to be forwarded to the Maritime and Coastguard Agency
- 2.4.3 In the case of breaches to the examination procedures, the following escalation of penalties will be raised. This will apply either based upon the results of an audit visit or information received by the examination administration.
- a) Initial warning letter
For repeated minor non-conformities (exam process errors)
First major non-conformity (a major non-conformity is defined as where exam process not followed or omissions with the control of an examination script)
 - b) Final warning letter
Where minor non-conformities are noted in three separate instances within a 12-month period or in two IAMI audits
Repeat of a single major non-conformity
 - c) Suspension
Refusal to accept an IAMI audit
Two major non-conformities repeated within a 6-month period
Serious non-conformity where a centre has knowingly aided a candidate to commit examination fraud (an act rather than an omission)

3. APPROVED TRAINING PROVIDERS / **APPROVED EXAM CENTRE**

3.1 Definition

- 3.1.1 An approved training provider is a facility approved by the MCA to provide approved training course(s).

3.2 Duties and Authority

- 3.2.1 Approved training providers are not permitted to store any live questions or examination papers either as a hardcopy or in digital format. Evidence thereof will be subject to further investigation and may result in the approval being revoked.
- 3.2.2 An approved training provider shall have a recognised ISO approved Quality Management System (QMS) or similar in place which is being externally audited in regular intervals.
- 3.2.3 A maritime training provider can apply to the MCA to become an approved training provider. The application and approval process are set out in the relevant M-Notices.
- 3.2.4 A newly approved training provider must contact the IAMI Exam Manager with a formal request to be included and setup on the IAMI Examination System.
- 3.2.5 The approved training provider is responsible for issuing course completion certificates as outlined in Annex E and Annex G of these procedures.
- 3.2.6 The Exam Centre will process candidate data and therefore they need to comply with the IAMI Data Protection processes as outlined within Annex H of these Examination Procedures

4. CHIEF EXAMINERS

4.1 Definition

- 4.1.1 A Chief Examiner is a suitably qualified subject matter specialist appointed by the MCA and commissioned by IAMI responsible for the quality of the question bank and exam papers for a designated training module.

4.2 Duties and Authority

- 4.2.1 Chief Examiners will be appointed by the IAMI for an initial term of three years. IAMI may appoint the Chief Examiner for subsequent terms once the initial term has come to an end.
- 4.2.2 For each Chief Examiner there is a Deputy Chief Examiner in order to provide redundancy.
- 4.2.3 The appointment of each Chief Examiner and Deputy Chief Examiner is subject to the MCA's approval.
- 4.2.4 Chief Examiners and Deputy Chief Examiner can be associated with an examination centre or training provider but must recuse themselves if dealing with an issue relating to this examination centre or training provider.
- 4.2.5 All Chief Examiners must have a contractual agreement with IAMI that defines what they have been commissioned for and also sets out terms of payment.
- 4.2.6 The Chief Examiner has the responsibility for the overall spread and quality of the questions and answers for his dedicated module. For this purpose, the Chief Examiner has access to all questions for his module.
- 4.2.7 The Chief Examiner is to request the writers associated to his/her module to provide new questions. These new questions will be uploaded to enable the Chief Examiner to moderate the question and the model answer to allow process 4.2.9 to be completed.
- 4.2.8 Where the Chief Examiner was the writer, the question and the model answer must be moderated by the Deputy Chief Examiner.
- 4.2.9 Once a new question and model answer have been uploaded onto the IAMI Online Examination System and has been approved by the MCA it will be available to be incorporated into an examination paper.
- 4.2.10 For each module the Chief Examiner, the Deputy Chief Examiner and a suitable subject matter expert will meet on a regular basis with the MCA to review the current question bank for this module.
- 4.2.11 Under all circumstances and at all times a Chief Examiner or Deputy Chief Examiner must not make any questions or model answers available to anyone else nor shall an examination centre gain an advantage by an associated Chief Examiner or Deputy Chief Examiner. Any event of such misconduct will result in instant dismissal of the Chief Examiner or Deputy Chief Examiner.

5. WRITERS

5.1 Definition

- 5.1.1 A writer is a suitably qualified subject matter specialist commissioned by IAMI responsible to write new questions and model answers.

5.2 Duties and Authority

- 5.2.1 Writers must hold a contractual agreement with IAMI.
- 5.2.2 Writers are commissioned by IAMI to supply a minimum number of new questions and model answers per year. A writer may be assigned to several different modules but never to all of them.
- 5.2.3 A writer uploads new questions and model answers to IAMI Online Examination platform.
- 5.2.4 The Chief Examiner then moderates the questions on the IAMI Online Examination platform.
- 5.2.5 The Chief Examiner may reject the questions, or parts of the questions, and ask the writer to amend it and to resubmit.
- 5.2.6 Payment will be due to the Writer once a question has been approved by the MCA.
- 5.2.7 The MCA will approve the new question to ensure they meet the required standard.
- 5.2.8 Under all circumstances and at all times a writer must not make any questions or model answers available to anyone else nor shall an examination centre gain an advantage by an associated writer. Any event of such misconduct will result in instant dismissal of the writer.

6. MARKERS

6.1 Definition

- 6.1.1 A marker is a suitably qualified subject matter specialist commissioned by IAMI responsible to mark exam scripts for a designated training module.

6.2 Duties and Authority

- 6.2.1 Markers must hold a contractual agreement with IAMI.
- 6.2.2 Markers are commissioned by IAMI to mark exam scripts for a designated training module. A marker may be assigned to several different modules.
- 6.2.3 When the exam administration team receives a new examination request it will seek to assign a first and second marker. For this purpose, the exam admin team will contact available markers either by email or by phone.
- 6.2.4 All markers can be either assigned as a first marker or a second marker.
- 6.2.5 The marker will receive an e-mail notification once the scripts have been uploaded by the exam centre or picked up by a courier.
- 6.2.6 As soon as the marker has received this notification, the marker's dashboard in the IAMI examination system will display the examination paper and the grading scheme.
- 6.2.7 Once the marking is completed, the marker will record the marks in the IAMI Examination online system and submit these. The system will work out which scripts will need second marking, final arbitration by the MCA or a random spot check by the MCA.
- 6.2.8 The marker must add a marker's report. Part A is public and can be seen by all markers, and examination centre, Part B is for the attention of Chief Examiners who will discuss any issues direct with the MCA.
- 6.2.9 The examination admin team will release the final marks to the examination centre.
- 6.2.10 Payment will be due once the marking cycle has been completed.
- 6.2.11 Markers shall not contact examination centres directly nor shall they be contacted directly by an examination centre.
- 6.2.12 A marker is not allowed to mark examination scripts from an examination centre for which he/she is involved in the tuition of yacht deck courses.
- 6.2.13 Under all circumstances and at all times a marker must not make any questions or model answers available to anyone else nor shall an examination centre gain an advantage by an associated marker. Any event of such misconduct will result in instant dismissal of the marker.
- 6.2.14 The Marker must ensure that they comply with their contractual requirements in the handling and processing of candidate data, in accordance with Annex H of this document.

7. QUESTION PAPERS

7.1 Composition of papers

7.1.1 For YDES, IAMI has been appointed by the MCA to compose the following examination papers detailed in Merchant Shipping Notice (MSN) 1858 – Amendment 1 (or as superseded):

- Officer of the Watch (Yachts less than 3,000gt) – General Ship Knowledge;
- Officer of the Watch (Yachts less than 3,000gt) – Navigation and Radar;
- Master (Yachts) - Seamanship and Meteorology;
- Master (Yachts) – Stability;
- Master (Yachts) – Business and Law;
- Master (Yachts) – Navigation, ARPA and Radar Simulator.
- Master (Yachts) – Celestial Navigation
- Master (Workboats) – Workboats Operations

7.1.2 For EKES, IAMI has been appointed by the MCA to compose the following examination papers detailed in Merchant Shipping Notice (MSN) 1857 Amendment 1 (or as superseded):

- Engineering Knowledge General;
- Engineering Knowledge Motor;
- Engineering Knowledge Steam;
- Control Engineering;
- General Engineering Science A;
- General Engineering Science B.
- S/ETO.

7.1.3 Examination paper will be generated by the exam admin team using the online system.

7.1.4 Each examination paper is unique. It is generated on request and will only be used for one dedicated examination per examination centre.

7.1.5 With a specific algorithm the online system chooses questions from the pool of approved questions. In doing so it will take into account when a question has been used the last time and how often it has been used.

7.1.6 Once an examination paper has been created it will be submitted automatically to the IAMI Exam Manager for approval.

- 7.1.7 On generation of a new examination paper the online system simultaneously creates the corresponding grading scheme. On the day of the examination, but not before, the exam paper that has been assigned to a specific examination will show in the examination centre's dashboard on the IAMI Online Examination System.

7.2 Identification

- 7.2.1 Each exam has its own unique ID, which is linked to the module, exam centre and date of exam.
- 7.2.2 The cover format of each examination paper shall be similar to the examples given in Annex C1 for YDES, Annex C2 for EKES and Annex C3 for S/ETO.
- 7.2.3 Each exam paper is unique for that examination and will include:
- 7.2.3.1 IAMI YDES Paper Pool ID
 - 7.2.3.2 Pre-filled examination title
 - 7.2.3.3 Pre-filled examination date
 - 7.2.3.4 Pre-filled examination centre
 - 7.2.3.5 Questions attempted for that exam type
 - 7.2.3.6 Question profile for 1st and 2nd marker for that exam type

8. EXAMINATION ORGANISATION

8.1 Requesting an Examination

- 8.1.1 Each Examination Centre is responsible for the request of an examination paper to meet the assessment needs of their own candidates or external applications.
- 8.1.2 For YDES, for each centre can nominally request 12 examinations can be scheduled per calendar year, including any resits. For additional examination requests up to 14 per calendar year, IAMI require that a minimum of 5 candidates are entered for these additional examinations.
- 8.1.3 For YDES, examinations are held on Fridays at one fixed time for Europe/Africa and another for the US.
- 8.1.4 For EKES, examinations are held on up to eight diets annually, dates are published by the MCA in a MIN annually.
- 8.1.5 For the examinations, requests are to be made to the IAMI Online Examination System, at least 7 days before the scheduled examination date. Any application for less than 7 days will be deferred to the next scheduled examination date.
- 8.1.6 Where an examination centre has missed the 7 days' deadline and where an examination has been scheduled already another centre for the same module, an examination centre can request an examination up to 72 hours prior to the exam for a "late request" fee.
- 8.1.7 Once an examination has been scheduled successfully, it will appear on the examination centre dashboard on the IAMI Online Examination System.
- 8.1.8 If the examination centre's account is in sufficient credit, the examination centre can now start to add candidates to the examination.
- 8.1.9 The examination administration team will assign a first and second marker.
- 8.1.10 Before adding a candidate to a scheduled examination, the examination centre must check if the candidate has already got an existing entry with a Candidate ID on the IAMI Online Examination System in order to avoid duplicate entries.
- 8.1.11 It is the examination centres responsibility to check that the entry of the candidate's details is correct. The system will only accept entries where all mandatory fields have been completed.
- 8.1.12 Candidates can be added to or removed from a scheduled examination up until 24 hours before the examination is due to take place via the IAMI Online Examination System.
- 8.1.13 Where a candidate has to be removed from the examination within 24 hours before the examination for extenuating circumstances, the centre is requested to contact the exam administration team. Note that submitting the request does not establish that the that the candidate will be removed and that the extenuating circumstances will be accepted.

8.2 Cancelling an examination request

- 8.2.1 A scheduled examination can be cancelled until 72 hours before the examination is due to take place via the IAMI Online Examination System.

- 8.2.2 If the examination centre fails to cancel a scheduled examination within the cancellation period, the centre will be charged a minimum fee of one candidate.
- 8.2.3 A candidate can be removed from the scheduled examination up to 24 hours before the scheduled examination via the IAMI Online Examination System. Removal of all candidates will be regarded as a cancellation as per paragraph 8.2.2.
- 8.2.4 In a case of “force majeure” or other special circumstances the examination centres may be exempt from being charged or the examination may be rescheduled. Such a request will need to be made in writing by an email to the examination admin team and will be pending the approval from the IAMI Exam Manager.

8.3 Conducting an examination

- 8.3.1 The procedure for conducting an examination is described in section 9.

8.4 Queries and Complaints

- 8.4.1 Any queries and complaints are in the first instance to be directed to the Exam Officers in the Exam Administration Team.
- 8.4.2 If the query or complaint is related to the Exam Administration Team, then it shall be directed to the IAMI Exam Manager.

9. EXAMINATION PROCEDURES

9.1 Examination Centres

- 9.1.1 Examinations may only be conducted at MCA approved exam centres. The exam centres are responsible for the administration and supervision of the examinations as detailed in this document. Examination centres must be open to inspection at any time by representatives of IAMI and/or MCA. Application for examination centre approval shall be addressed to the MCA. The MCA will provide IAMI with an up-to-date list of approved examination centres.

9.2 Candidate Eligibility

For YDES:

- 9.2.1 Only candidates who have successfully completed the required education and training course for a particular subject will be eligible to take the examination. This will be evidenced by a 'Course Completion Certificate' (Annex E) issued by the approved training provider. Except in the case of Master Celestial Navigation, where no approved course is required to be eligible for this examination.
- 9.2.2 A candidate who fails a particular examination on two occasions will be required to retake the course and to be issued with a new Course Completion Certificate before being eligible for a further two attempts.

[Note: For maximum interval between 1st and 2nd attempts see MSN 1858 – Amendment 1 (or as superseded)].

For EKES:

- 9.2.3 Only candidates who have successfully completed the required education and training course for a particular subject will be eligible to take the examination, unless course exemption is gained as detailed in MSN1857. This will be evidenced by a 'course completion certificate' (Annex E), or similar, issued by the training provider.
- 9.2.4 A candidate who fails a particular examination on three occasions will require to retake the course and be issued with a new course completion certificate before being eligible for a further three attempts.

9.3 Preparation for an examination

- 9.3.1 It is the obligation of the exam centre to provide the resources as defined on the IAMI Online Examination System for a specific examination.
- 9.3.2 Before each examination commences the centre shall prepare a register of candidates in alphabetical order against the subject title being taken (see Annex B). A copy of the register shall be held by the examination centre for the duration of five years. The register shall detail the subject title, the candidate's name, respective date of birth, and identity document details.
- 9.3.3 For YDES, if method 'upload' is chosen: Immediately on completion of the examination the candidates' answer papers shall be scanned and uploaded to the IAMI Online

Examination System. The examination papers shall be destroyed. The candidates' answer papers shall be placed in a signed and sealed envelope which shall be locked in a secure cabinet for the duration of five years.

- 9.3.4 For YDES, if method 'dispatch by courier' is chosen: Immediately on completion of the examination all the candidates' answer papers shall be placed in a signed and sealed envelope. The examination papers shall be destroyed. Date/time of sealing of the envelope to be signed for by both a candidate and the invigilator. This signed and sealed envelope shall be locked in a secure cabinet until dispatch to the markers. If the dispatch is in anyway compromised the examination will be deemed void.
- 9.3.5 For EKES and S/ETO, scripts will be dispatched by courier. Immediately on completion of the examination all the candidates' answer papers shall be placed in a signed and sealed envelope. Date/time of sealing of the envelope to be signed for by both a candidate and the invigilator. This signed and sealed envelope shall be locked in a secure cabinet until dispatch to the Marker. If the dispatch is in anyway compromised the centre examination will be deemed void.
- 9.3.6 For YDES: Under all circumstances and at all times an exam centre must not make any questions or model answers available to candidates before or after the examination or to anyone else for that matter. Any suspicion of such an event will be investigated by IAMI and the MCA and may result in the exam centre approval being revoked.

9.4 Arrangements for Examination

- 9.4.1 All examinations should be held in a suitable room set aside for examination purposes. The room should be laid out in such a way as to minimise any possible collusion between candidates. The seating arrangements must be such as to prevent candidates overlooking, intentionally or otherwise, the work of others, and with all candidates facing the same direction.
- 9.4.2 Wall charts, maps or any other display material likely to be of assistance to a candidate should be removed or covered prior to any examination. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise. A reliable clock must be visible to each candidate.
- 9.4.3 Two nominated invigilators should be in the examination room at least 20 minutes before the start of the examination and ensure that the room is properly prepared. The invigilator should be in possession of a candidate register. The register should be completed before commencement of the examination. Every candidate shall provide photographic proof of identity in the form of a valid passport, discharge book, or national ID card. The invigilator should mark an 'N' against any absent candidates' name. Only those candidates who appear on the candidate register will be allowed to sit the examination.
- 9.4.4 Prior to examination a seating plan should be prepared with each place setting clearly marked with the candidate's name. The seating plan must be included in the exam pack sent to the marker.
- 9.4.5 All candidates must sit for the examination at the centre approved unless prior permission has been obtained from the MCA for candidates to take the examination elsewhere.

9.5 Procedure for certification: Navigation and Radar (OOW Yachts).

- 9.5.1 The three-week module shall be run in one block. However, if operational requirements necessitate, it may be run in no more than two blocks. If run as two blocks, the maximum interval between the blocks will be no more than 3 months.
- 9.5.2 Theory will be covered in the first 10 days concluding with a written examination on the underpinning knowledge. Only candidates who have successfully completed the required education and training course for a particular subject will be eligible to take the examination. This will be evidenced by a NARAS (Yacht) Theory Course Completion Certificate issued by the training provider for the theory block.
- 9.5.3 On successful completion of the examination, a NARAS (Yacht) Theory Pass certificate will be issued by the exam admin team.
- 9.5.4 A 5-day Navigation and Radar Simulation Module will include at least 30 Hours devoted to simulator training. On successful completion the training provider will issue a Navigation and Radar Simulator Module (Officer of the Watch (Yachts) Course Assessment Certificate) (see ANNEX G).
- 9.5.5 A NARAS (Yacht) Course Completion Certificate, a NARAS (Yacht) Exam Pass certificate and a Navigation and Radar Simulator Module (Officer of the Watch (Yachts) Course Assessment Certificate) [NB: ALL 3 Certificates] will be required to cover the OOW NARAS requirements for presentation to the MCA towards the issue of an OOW (Yachts less than 3000gt) Certificate of Competency (CoC).

9.6 Starting the Examination

- 9.6.1 An examination is deemed to be in progress from the time the candidates enter the room until the time that all scripts have been collected.
- 9.6.2 Only those candidates whose names appear on the examination candidates register will be admitted to the examination. All candidates should be seated in accordance with the prescribed seating plan, changes of place setting should not be allowed.
- 9.6.3 Prior to the start of the examination, the invigilator should read out to the candidates the instructions detailed in Annex A and ensure that these are clearly understood.
- 9.6.4 Before candidates are permitted to start work the invigilator shall:
 - a) ensure that candidates are seated in accordance with the prescribed seating arrangements;
 - b) inform the candidates that they are now under examination;
 - c) warn candidates that any unauthorised material including all mobile devices must be handed in;
 - d) check that candidates have all the necessary material to enable them to complete the examination, and that examination stationary/booklets have been distributed as defined on the examination script;
 - e) issue the examination papers to candidates;

- f) draw to the candidates' attention the instructions printed on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject, and the number of examinations questions on the paper;
- g) Advise the candidates that;
 - i. the declaration, as Annex A, contained within the workbook must be signed otherwise the candidates paper is void.
 - ii. unless instructions are given to the contrary on the question paper, all work, including rough work, must be done on the paper provided. Any rough work should be neatly crossed through but not obliterated, as it will be forwarded to the marker;
 - iii. correcting fluid/correcting pens must not be used;
- h) Announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper(s);
- i) The invigilator shall remind candidates that they are forbidden to communicate in any way with, seek assistance from or give assistance to another candidate whilst they are in the examination room.

9.7 Use of Calculators

9.7.1 Where use of electronic calculators is allowed in an examination candidates must be informed in advance that:

- a) The calculator must be of a size suitable for use on the desk at which the candidate will sit the examination;
- b) The power supply for the calculator is the responsibility of the candidate and must be integral;
- c) The working condition of the calculator is the responsibility of the candidate;
- d) A fault in a calculator will not normally be considered as justifying special consideration to the user or delaying the examination;
- e) Calculator cases, instructions leaflets or instructions and formulae printed on the lid or cover of a calculator or similar material must not be in the possession of the candidate during the examination (where the instructions cannot be removed they should be securely covered);
- f) Calculators must not be borrowed from other candidates in the course of the examination for any reason, although the invigilator may provide the candidate with a replacement calculator;
- g) Programmable calculators may not be used in the examination room;
- h) Candidates are responsible for clearing any information stored in the calculator before the examination.
- i) Mobile phones or tablet devices may not be used as calculators.

9.7.2 Calculators with any of the following facilities are prohibited:

- a) Data bank;
- b) Retrieval of text or formulae;
- c) Capability of remote communication with other devices.

9.8 Conduct of Examination

- 9.8.1 Candidates must ensure that they are present in the appropriate examination room at least 15 minutes before the start of the examination.
- 9.8.2 No candidate may enter the examination room later than 15 minutes before the examination is scheduled to begin. In the event of a candidate being late, the candidate will only be permitted to sit the examination at the absolute discretion of the exam centre but must finish at the prearranged finishing time for the examination. No candidate may leave an examination room during the first hour except in the case of illness.
- 9.8.3 A candidate who arrives late may be refused examination if any of the examined candidates have already left the examination room.
- 9.8.3.1 A candidate who becomes ill or requires a toilet break or for any other reason during the examination and is obliged to leave the room will be permitted to return to the examination provided he/she was supervised during the entire absence. The question paper and script shall remain in the examination room. The invigilator will record the time and time taken of all such absences from the examination room.
- 9.8.4 A candidate wishing to abandon the examination may leave after the first hour, but must not remove the question paper and script.
- 9.8.5 Candidates may not leave the examination room during the last 15 minutes of the allotted time.
- 9.8.6 A list of permitted aids is to be shown on the question paper. Candidates must not bring into an examination any books, notes or other aids other than those specifically mentioned on the question papers. Possession of such unauthorised items will render the candidate liable to disqualification
- 9.8.7 No additional information or modification to the question papers is allowed except in agreement with the IAMI Exam Manager, even in the event of a possible error in the question papers. Candidates shall be instructed to work the paper as written.

9.9 Finishing the Examination

- 9.9.1 Five minutes before the end of the examination the invigilator shall inform candidates of the time remaining. At the end of the examination all candidates shall stop writing.
- 9.9.2 The invigilator shall instruct the candidates:
- a) to complete the details on the front sheet of the examination booklet;
 - b) to ensure that all the required information has been entered on their scripts;
 - c) to see that their answers are correctly numbered;
 - d) to assemble any loose sheets in the order in which the questions have been attempted and to number the pages.
- 9.9.3 All scripts and question papers are the property of the MCA and the invigilator shall ensure that these are handed in prior to candidates leaving the examination room.

- 9.9.4 All examination scripts; completed ANNEX A signed by the candidate; invigilator's report; the candidate register; and seating plan shall be enclosed in the signed and sealed envelope for return to exam admin team or then uploaded to the system. Exam centres shall return these (without reviewing or copying) by courier service or uploading to the system.

9.10 Irregular Behaviour

- 9.10.1 Where a candidate is found to be in possession of unauthorised material or is suspected of copying, his/her script must be withdrawn and endorsed by the invigilator as having been used prior to the incident. A fresh script will be issued, and the candidate permitted to continue the examination. Any unauthorised material will be confiscated, and a full report of the circumstances reported to the exam admin team and MCA.
- 9.10.2 In cases of serious disorderly conduct, the invigilator is empowered to discontinue the examination for the candidate(s) concerned and expel the candidate(s) from the examination after taking possession of the question paper, script and any material relevant to the irregularity.
- 9.10.3 It is the duty of the examination centre to ensure that all cases of irregular behaviour or misconduct are fully investigated, and the details and findings reported to the IAMI exam administration team and MCA.
- 9.10.4 IAMI will be responsible for conducting an investigation to allow the MCA to reach a decision and the MCA will inform the examination centre and the candidate of any action taken. Depending on the severity of the misconduct a candidate may be subject to additional penalties imposed by the MCA.
- 9.10.5 The Maritime and Coastguard Agency Policy regarding cheating in Examinations and Assessment leading towards an MCA Certificate of Competency is laid out in ANNEX A.

9.11 Marking and Issue of Results

- 9.11.1 Scripts may only be marked by a marker commissioned by IAMI against the model answers in the grading scheme. The marker decision will be binding except in the case of borderline scripts (those with marks falling within a band of minus 5% of the pass mark for YDES, $\pm 2\%$ for EKES) which will be subjected to a second marking within 4 weeks.
- 9.11.2 In the case of borderline scripts, the result of which is not resolved by the procedure contained in para 9.11.1 and/or otherwise remains disputed, these scripts will be referred to the MCA for arbitration. The MCA decision will be final.
- 9.11.3 For YDES, normally candidates' results will be issued within 6 weeks of the examination. A list of results of a particular subject will be issued by the exam administration team to the exam centres for candidate notification. Results will be released after second marking has been completed. In no circumstances will results be issued over the phone.
- 9.11.4 For EKES, normally candidates' results will be issued within 2 weeks of the examination, other than borderline scripts which are subject to 9.11.1. A list of results of a particular subject will be issued by the exam admin team to the exam centres for candidate notification. In no circumstances will results be issued over the phone.

9.12 Examination Appeal and Complaints Procedures

- 9.12.1 A complaint is defined as an irregularity in the provision of the IAMI examination and/or an irregularity in the examination paper. Candidates may wish to submit a complaint to their Exam Centre if they believe that there was a defect(s) in the provision of the examination which materially altered their performance.
- 9.12.2 Complaints must also be made in writing / email to the following email address Examofficer@iami.org.uk written within five (5) working days of the examination.
- 9.12.3 The complaint will be investigated by the assigned Exam Manager who will respond to the complainant within 10 days
- 9.12.4 IAMI will retain a record of all complaints received
- 9.12.5 An appeal refers to a request by the candidate for a review of a “Fail” outcome from their examination
- 9.12.6 Appeals must be made in writing / email to the ECs who will forward to the following email address Examofficer@iami.org.uk written within four (4) weeks of receiving the examination result
- 9.12.7 The IAMI examination centre can request on behalf of a candidate an administrative check of a candidate’s exam script. The assigned IAMI Exam Manager will check that:
- a) all parts of the script have been marked;
 - b) the marks given for each answer on the script have been totalled-up correctly;
 - c) the correct total/result was entered into the system for that script (the system evaluates all the results received in the different parts of the Course, in order to calculate the final grade.)
- 9.12.8 The charge to the candidate requesting this clerical check **will be £40**, which is refundable should an error in the addition of the total examination marks be found.
- 9.12.9 All appeals will be investigated by the assigned Exam Manager who will
- a) Check that the IAMI marking (and where required second marking) processes have been completed.
 - b) Check whether a complaint has been previously made on this examination
 - c) Respond to the appealing candidate **within 10 working days (excluding UK bank holidays & weekends)**
- 9.12.10 Examination papers will not be re-marked under any circumstances as this will invalidate all grades received for that examination paper, including those where a pass grade has already been awarded.
- 9.12.11 The candidate may appeal the outcome of the first appeal. This final appeal has to be made in writing / email to secretary@iami.org.uk and their role is to ensure that the initial appeal procedures has been fully undertaken. No examination paper will be re-marked in this final appeal process
- 9.12.12 IAMI will retain a record of all appeals received

9.13 Retention of examination scripts

9.13.1 All examination scripts will be retained for three (3) months after the examination date, to ensure all appeals and complaints have access to the original examination scripts. After this time, they will be disposed of by a commercial operator providing confidential shredding.

10. EXAMINATION CENTRES

10.1 Examination Centre – Approval

- 10.1.1 Before being eligible to conduct IAMI Yacht Deck or EOOW examinations, the centre should make a formal application to the MCA for approval to conduct such examinations. Prior to approval the MCA will have to be satisfied that the facility satisfies the following:
- i. The examination room is of appropriate size/layout for the proposed number of candidates, suitably located, is secure and properly equipped;
 - ii. Formal procedures are in place for the receipt, secure storage and handling (receiving and return) of examination documentation;
 - iii. There are sufficient properly qualified named invigilators; and
 - iv. Record keeping procedures.
- 10.1.2 On application the MCA will review the examination centre documentation and advise whether these meet the required standards. The MCA reserves the right to require the procedures to be amended or changed as required. The approval process may require an approval visit prior to formal approval.
- 10.1.3 Successful examination centres will be issued with a letter of approval together with a copy of the conditions for approval. The letter of approval will be valid for a period of 5 years subject to intermediate verification at 2½ years plus or minus 6 months.
- 10.1.4 Any variations to the conditions of approval should be notified to the MCA. Failure to do so may result in the examination centre approval being withdrawn.
- 10.1.5 An approved examination centre shall have a recognised ISO approved Quality Management System (QMS) or similar in place which is being externally audited in regular intervals.
- 10.1.6 Any examination centre must be a member of IAMI.

11. INVIGILATORS

11.1 Duties and Responsibilities

- 11.1.1 Each examination centre shall nominate suitably experienced adults as examination invigilators. The examination centre has discretion to decide who is suitably qualified and experienced. Any relative of a candidate in the examination room is specifically not eligible to serve as invigilator.
- 11.1.2 Invigilator are responsible for ensuring the examination room is properly prepared for each sitting and for the conduct of the examination.
- 11.1.3 Invigilator are responsible for the conduct of a particular examination session. Invigilators must give their whole attention to the proper conduct of the examination and are not to perform any additional tasks during the examination.
- 11.1.4 No person who has taught the candidates or is acting as a tutor at the examination centre for any of the examination modules shall act as invigilator.
- 11.1.5 Invigilators must be satisfied as to the identity of every candidate attending an examination session and only those candidates on the examination register as notified to the exam admin team are to be allowed in the examination room.
- 11.1.6 Particular attention shall be given to the prohibition of unauthorised material being brought into the examination room. Invigilators shall be alert for candidates suspected of aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.
- 11.1.7 The examination centre must keep a signed record of the seating plan (in a format defined in Annex D) and invigilation arrangements for each examination session. The MCA may require the seating and invigilation records at any time.
- 11.1.8 The duties of the invigilators are to:
 - i. Receive the secure question paper and ensure the integrity of the envelope has been maintained;
 - ii. At the time of examination ensure the examination room is properly prepared for the examination;
 - iii. Ensure the register of candidates is properly prepared;
 - iv. Check the identification of each candidate using an acceptable form of photographic I.D such as passport, discharge book or national identity card. The eligibility of the candidate (The Course Completion Certificate para. 11.2) to sit the exam shall be checked by the invigilator and noted on the Candidate Register when checking the candidate's identity.
 - v. Issue a copy of ANNEX A section 10.2 Instructions to Candidates part 2 of 2 to each candidate.
 - vi. Ensure that each candidate has read section 10.2 Instructions to Candidates Part 2 of 2 and has acknowledged their understanding by signature.
 - vii. Instruct the candidates on the examination procedures, rules and protocol;
 - viii. Read Annex A, point 1, and then hand each candidate a question paper and script booklet;
 - ix. Continue to read Annex A points 2 – 10 then announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper;

- x. Maintain a continuous attendance throughout the examination (unless relieved by an appropriate other person authorised to act as invigilator);
- xi. Where additional worksheets are required, these sheets shall be numbered prior to issue: (The numbering of additional sheets is for accounting purposes);
- xii. On completion of the examination collect the script booklets, including all additional sheets issued, and question papers, seal these together with the register, invigilation records (including signed ANNEX A section 10.2 and ANNEX B) and seating plan in a sealed envelope and arrange for secure return to the exam centre admin team. The sealed envelope shall be signed by the invigilator and a candidate.

ANNEX A – INSTRUCTIONS TO CANDIDATES

Instructions to Candidates Part 1 of 2

To be issued by the invigilator prior to the examination

1. You are now under examination conditions, no talking or conversing is allowed. Any un-authorised materials should be handed in. Unauthorised materials shall include calculators that do not comply with para 9.7, and devices with internet access. Mobile phones must be switched off and lodged in custody of the invigilator.
[Invigilator hands out question papers and answer booklets]
2. On the cover of your workbook you should show clearly your name, date of birth, question paper number, subject and date of examination.
3. You should start each new question at the top of a fresh page and the number of the question should be inserted in the left hand margin.
4. In the space provided in the section 'Questions Attempted' on the workbook cover you must circle the numbers of the questions you have attempted.
5. You should be in possession of a valid form of identification and your name entered on the candidate register.
6. Candidates must not be in possession of any books, notes or ancillary material other than those specified on the front of the question paper.
7. The examination is to be conducted in English. All written work must be in ink though pencil will be permitted for sketches, diagrams and chart working. Any written work completed in pencil with the exception of sketches, diagrams and chart working will result in an automatic failure of the examination.
8. Unless instructions are given to the contrary on the question paper, all work, including rough work, must be done on the paper provided.. Any rough work should be neatly crossed through but not obliterated. Correction fluid should not be used.
9. All workings must be shown in the workbook and care should be taken to delete all rough notes not intended for assessment.
10. If required additional paper may be provided and all such sheets must be included in the workbook. The number of additional sheets should be inserted in the box on the front of the workbook..
11. Announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper.

| |
|--|
| This Notice shall be posted in the Examination Centre for ready reference |
|--|

Instructions to Candidates Part 2 of 2

Maritime and Coastguard Agency-Policy Regarding Cheating in Examinations and Assessments Leading towards a MCA Certificate of Competency

The following details the Maritime and Coastguard Agency's policy with regard to cheating in examinations and assessments leading towards a MCA Certificate of Competency and the penalties for doing so:

- I. For the purpose of this policy, cheating will be defined as an attempt to gain unfair advantage in an examination or other mode of assessment by any device contrary to the relevant assessment regulation and shall be deemed to include allowing or assisting another candidate in such an attempt .
- II. Specific practices which will automatically be deemed to constitute cheating include:
- III. **Plagiarism** This is where a candidate incorporates another person's or body's work by unacknowledged quotation paraphrase imitation or other device in any work submitted for assessment, in a way which suggests that it is the candidate's original work
- IV. **Collusion** This is the collaboration without official approval between two or more candidates (or between a candidate[s] and another person[s]) in the presentation of work which is submitted as the work of a single candidate; or where a candidate [s] allows or permits their work to be incorporated in, or represented as, the work of another candidate.
- V. **Falsification** This is where the content of any assessed work has been invented or falsely presented by the candidate as their own work
- VI. **Replication** This is where the content submits the same or similar piece of work on more than one occasion for assessment to gain academic credit.
- VII. Be in possession of any unauthorised notes or devices in the examination room or during the period of the examination. All mobile phones must be surrendered to the invigilator during the period of the examination.
- VIII. Obtaining an unauthorised copy of an examination paper.
- IX. Communicating, or attempting to communicate with another candidate during the examination. Any communication in the examination must be with official invigilators only. Any other communication or sounds will be interpreted as attempts to communicate with fellow candidates.
- X. Being a party to impersonation in relation to an examination.
- XI. Removing an examination paper from the examination room during the period of the examination.
- XII. Any other means of gaining unfair advantage.

Action in the event of cheating or alleged cheating

All misconduct will be reported to the Chief Examiner at the MCA via the appropriate examination board.

The circumstances of reported cases will be considered individually and such consideration may result in the candidate's script(s) being declared null and void and the candidate being barred from sitting any examinations, either for a given specific period or until further satisfactory sea service has been completed by the candidate.

I confirm that I have read and understood the above.

Name:..... Date:.....

Signature:.....

YOUR EXAMINATION SCRIPT WILL NOT BE MARKED UNLESS YOU COMPLETE AND SIGN THIS FORM

Candidate Register

| | | | | | |
|-------------------------|---------------|-------------------------|-----------|---------------------------------------|---------|
| Examination Centre | | Subject Title: | | | |
| Examination Date | | Name of Invigilator (1) | | | |
| | | Name of Invigilator (2) | | | |
| Candidate Name | Date of Birth | I.D. Type | ID number | Course Completion certificate sighted | Remarks |
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| Invigilator's Signature | | | | Date: | |

Note: VOID unused boxes in the table to close signature

ANNEX C1 – YDES EXAMINATION WORK BOOK COVER



**Maritime &
Coastguard
Agency**

Bay 1/19
Spring Place
105 Commercial Road
SOUTHAMPTON
SO15 1EG

YACHT QUALIFICATION PANEL

EXAMINATION WORKBOOK

Candidates Name: /
(Surname) (Forename)

.....
(Candidates Signature)

Date of Birth: / /

Subject Title:

Examination Date: / /

College/Training Provider Attended:

Examination Centre:

Notes:

- 1 Prior to the start of the examination you are required to complete the section above in BLOCK CAPITALS.
- 2 Candidates must sign each workbook in the box above.
- 3 Additional worksheets may be provided on request and care should be taken to ensure that these are inserted in the main workbook.
Mark an X here if you have used additional worksheets []
- 4 In the section 'Question Attempted' below circle the number of the questions you have attempted. DO NOT make any entry in the Sections designated 'For Marker Only'

Questions Attempted (Circle Numbers)

1 2 3 4 5 6 7 8 9 10

For Markers' Use Only

| Question | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Total | % | |
|---------------|---|---|---|---|---|---|---|---|---|----|-------|---|-----------|
| Marks Awarded | | | | | | | | | | | | | Pass/Fail |

Markers Signature:

ANNEX C2 – EKES EXAMINATION WORK BOOK COVER

**INTERNATIONAL ASSOCIATION OF MARITIME INSTITUTIONS
ENGINEER OFFICER OF THE WATCH
EXAMINATION WORKBOOK**

Candidate's Name /
Surname Forenames

Date of Birth

Subject Title
.....

College Attended

College of Examination
(where different from above)

Date of Examination

NOTES

1. Prior to the start of the examination you are required to complete the section above in BLOCK CAPITAL LETTERS.
2. Candidates must sign the declaration inside the front cover.
3. An additional workbook may be provided on request and care should be taken to ensure that this workbook is inserted in the main workbook.

Mark an X here if you have used an additional workbook. ☐ Mark an X here if you have used a worksheet. ☐

Mark an X here if you have used graph paper. ☐

For Markers' use only

Marks Awarded

| 1 A1 | 2 A2 | 3 A3 | 4 A4 | 5 A5 | 6 B1 | 7 B2 | 8 B3 | 9 B4 | 10 B5 | 11 C1 | 12 C2 | C3 | C4 | C5 | C6 | C7 | SCRIPT TOTAL |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----|----|----|----|----|-----------------|
| | | | | | | | | | | | | | | | | | |

Markers' Initials

ANNEX C3 – S/ETO EXAMINATION WORK BOOK COVER

**INTERNATIONAL ASSOCIATION OF MARITIME INSTITUTIONS
SENIOR ETO
EXAMINATION WORKBOOK**

Candidate's Name /
Surname Forenames

Date of Birth

Subject Title
.....

College Attended

College of Examination
(where different from above)

Date of Examination

NOTES

4. Prior to the start of the examination you are required to complete the section above in BLOCK CAPITAL LETTERS.
5. Candidates must sign the declaration inside the front cover.
6. An additional workbook may be provided on request and care should be taken to ensure that this workbook is inserted in the main workbook.

Mark an X here if you have used an additional workbook. ☐ Mark an X here if you have used a worksheet. ☐

Mark an X here if you have used graph paper. ☐

For Markers' use only

Marks Awarded

| 1 A1 | 2 A2 | 3 A3 | 4 A4 | 5 A5 | 6 B1 | 7 B2 | 8 B3 | 9 B4 | 10 B5 | 11 C1 | 12 C2 | C3 | C4 | C5 | C6 | C7 | SCRIPT TOTAL |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----|----|----|----|----|-----------------|
| | | | | | | | | | | | | | | | | | |

Markers' Initials

SEATING PLAN

| | | |
|--------------------------------|-------------------------------------|--|
| Subject Title: _____ | Examination Centre: _____ | Examination Date: ____/____/____ |
|--------------------------------|-------------------------------------|--|

| | | |
|-----------------------------|---------------------------|---------------------------|
| <div>Invigilator Name</div> | | |
| <div>Candidate Name</div> | <div>Candidate Name</div> | <div>Candidate Name</div> |
| <div>Candidate Name</div> | <div>Candidate Name</div> | <div>Candidate Name</div> |
| <div>Candidate Name</div> | <div>Candidate Name</div> | <div>Candidate Name</div> |

Note: VOID unused boxes in the table to close signature

ANNEX E – COURSE COMPLETION CERTIFICATE

| | |
|--|---|
| COURSE COMPLETION CERTIFICATE | |
| Training Provider | |
| Address and Contact Details Header | |
| Tel/Fax | |
| This is to certify that [candidate name] | |
| Discharge Book or National ID No [*****] | |
| Has successfully completed an Maritime and Coastguard Agency (MCA) approved programme of education and training for: | |
| [Course Details/Title] | |
| for the course beginning [dd/mm/yyyy] and ending [dd/mm/yyyy]. | |
| This certificate is issued under the authority of the MCA of the UK, an executive agency of the Department for Transport. | |
| Signature for Training Provider | Training Provider Date and Stamp |

ANNEX F – PASS CERTIFICATE

PASS CERTIFICATE

Certificate No:

Date:

Exam admin team

Address and Contact Details Header

TellFax

This is to certify that [Candidate Name]

Discharge Book or National ID No [*****]

Has successfully completed a Maritime and Coastguard Agency (MCA) approved programme of education and training and passed the assessment examination for:

[Course Details/Title]

This certificate is issued under the authority of the MCA of the UK, an executive agency of the Department for Transport.

Signature for exam admin team

[Print Name]

Signature for Holder

[Print Name]

ANNEX G – NAVIGATION and RADAR SIMULATION MODULE CERTIFICATE

NAVIGATION AND RADAR SIMULATION MODULE

OFFICER OF THE WATCH (YACHTS)

Certificate No:

Date:

Training Provider

Address and Contact Details Header

Tel / Fax

This is to certify that [candidate name]

Discharge Book or National ID No [*****]

Has successfully completed a Maritime and Coastguard Agency (MCA) approved programme of education and training and passed the assessment examination for the:

NAVIGATION AND RADAR SIMULATION MODULE

OFFICER OF THE WATCH (YACHTS)

This certificate is issued under the authority of the MCA of the UK, an executive agency of the Department for Transport.

Signature for Training Provider
[print Name]

Signature for Holder
[Print Name]

Training Provider, date and stamp

ANNEX H – COMPLIANCE WITH UK GDPR REQUIREMENTS

Instructions to Exam Centres, IAMI employees, and IAMI service providers

Summary

IAMI are contracted to provide examination assessments to the MCA, in which the MCA act as the Data Controller, and IAMI acts as the Data Processor.

To ensure IAMI remain compliant with UK legislation and their contractual obligations, Exam Centre and IAMI are required to understand and follow these procedures. All enquiries should be directed to secretary@iami.org.uk in their role as the IAMI Data Protection Officer.

Controller / Processor

- i. Article 28 UK GDPR defines the controller – processor relationship. Within these examinations processes, the MCA is the Controller, and IAMI (and all the processes it controls) act as the Processor
- ii. All IAMI admin staff, IAMI YDES/EKES Managers, IAMI Markers and Exam Centre staff must ensure compliance with our Data Protection obligations.

Processor Agreements

- iii. All exam centres who act as Third Parties within Article 28 of the UK GDPR undertake to collect and process personal information for the sole purposes of enabling a candidate to enter and complete their YDES/EKES examination. All such Exam Centres are approved by the MCA and must retain their membership of IAMI. As such they are required to comply in full with the requirements of this Annex H.

Data Retention

- iv. All IAMI operators must process the personal data of YDES/EKES candidates in accordance with these procedures and only use the IAMI YDES/EKES exam portal to enter and store candidate information for the purposes of these YDES/EKES examinations.
- v. All exam scripts should be either sent to IAMI for marking OR where the scripts are scanned for transmission to IAMI, the written script can be disposed of following the release of the examination results.

Data Breaches

- vi. Where any IAMI staff or Exam Centre becomes aware of a data breach (or loss of data), then they must contact secretary@iami.org.uk within 3 days, and they will inform the MCA (as the Data Controller).

International Data Transfers

- vii. All data transfers, including those to/from non-UK members of IAMI are governed by the requirements of the MCA (in their role as the Data Controller). These data transfers must only use the systems and processes listed within these IAMI Examination Procedures (or their revision)

Subject Access Requests

- viii. Where IAMI receive any Subject Access Requests (or any other Data Subject Rights Request) regarding the processing of personal data, IAMI will notify MCA within 3 days, to enable the MCA to co-ordinate a response as the Data Controller.

Privacy Notice/ Policy

- ix. At the point of personal data receipt by any exam centre, the exam centre is required to inform all candidates of the MCA privacy information (in their role as Data Controller). This privacy information can be found at <https://www.gov.uk/government/publications/maritime-and-coastguard-agency-privacy-notice/written-assessment-privacy-notice>

Direct Marketing

- x. Under no circumstances can the personal data received or recorded by the Exam Centre or IAMI staff be used to undertake any direct marketing to YDES/EKES candidates.