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PSL/65-CM-Marine

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Requirements, Specifications and Procedures for Administration of PCN CM qualification examinations and Marine training examinations

Abbreviations and definitions

ATO: Accredited Training Organisation (provides training and training examinations for CM and marine approved courses)
AEC: Approved Examination Centre
Invigilator: Individual, authorised by BINDT, to supervise PCN CM examinations, ensuring that the conditions and requirements specified in this document are fulfilled.

Invigilation of Examinations

Invigilators will recognise that examination material to which they have access during the course of supervising PCN condition monitoring examinations is strictly confidential.

Invigilators will not discuss or disclose any information of a commercial or confidential nature relating to any persons in the course of their duties.

A PCN examination invigilator is prohibited from direct involvement in any examination of a candidate in whom they may have an interest by virtue of:

1. having a common employer on the date of examination (subject to BINDT discretion);
2. having provided training in the technology to any candidate for which they are invigilating examinations in the 2 years prior to the examination date;
3. being employed by an organisation which has a direct interest in the outcome of the examination;
4. being related to the candidate;
5. any other circumstances that may potentially threaten impartiality.

If an ATO is also registered as an AEC, then the appointed invigilator can only invigilate examinations for clients not employed by the ATO Company. Examinees who are employed by the ATO Company must be invigilated by an independent external, local invigilator.

An invigilator is sponsored (recommended) by a person known by BINDT and must be of sound character, trustworthy and will respect the confidentiality and security of the examination material placed in their care.

Instructions to the Invigilator

1. The invigilator does not access, read, copy, transmit or interpret the paper issued into his/her care, whether before, during or after the examination. If a candidate has a concern regarding a question then he/she must record it on the examination paper for BINDT officials to consider.
2. The invigilator will coordinate with the ATO and BINDT should a qualification examination be required immediately following a training course.
3. The ATO will advise BINDT and the invigilator of potential numbers of candidates for a qualification examination. All application documents to BINDT **no later** than 10 working days before the invigilator's presence is needed at an examination.
4. If the qualification examination is required at another AEC or later (for the candidate to acquire more experience) then the invigilator will coordinate with BINDT in accordance with PSL57-CM-Marine. In this situation the examination fees need not be paid to the ATO, but paid directly to BINDT. Nonetheless, all examination fees paid to the ATO for any candidate must be paid to BINDT upon receipt or within 30 days net. BINDT will invoice the ATO for all examinations with a 30-day net payment.
5. The invigilator is required to complete the information required on the ID check sheet, Annex A to PSL 65 provided with all examination papers, to verify the identity of the candidate and countersign. This identity check sheet is to be returned to BINDT with the examination papers in an appropriately secure method.
6. The invigilator will direct the attention of all candidates to the cover page of each examination, or in the instance of online exams the instruction page, which explains what they must do in the examination.
7. In the instance examinees are conducting their exams using Calibrand, the online exam system, the invigilator shall conduct the below:
 - Each laptop/PC provided shall meet the requirements of the Calibrand online exam system.
 - Each laptop/PC should be set up and the Calibrand candidate log-in screen should be displayed.
 - Each candidate should be logged on to the system by the invigilator. The invigilator should use the log-in information provided by BINDT for each examinee.
 - The invigilator should ensure the examinees read and understand the examination rules before starting the examination.
 - The invigilator should ensure the examinees do not finish the examination until they are satisfied they are completed. The invigilator should inform the examinee to double check they have answered all questions before finishing the exam.
 - If the examinee is completing multiple examination papers, the invigilator will need the log-in information for all examination papers and will need to log the examinee into the subsequent paper(s) once the previous one has been completed.
 - Once all examinees have completed their examinations, have logged out of the online exam system, and left the room. The invigilator should ensure that all laptop/PC's have been closed and stored appropriately.
 - In the instance an examinee's laptop/PC loses internet connectivity mid-way through completing the exam, the invigilator should ensure the examinee's completed exam has been downloaded and will then forward this onto BINDT to upload to the online exam system on the examinee's behalf.
 - The invigilator should then also forward copies of completed ID check sheet's (Annex A to PSL-65) to BINDT, also informing them that all examinees have finished and allowing BINDT to process the results.

Invigilator fees

Invigilators are appointed and authorised on an individual basis by BINDT and are normally appointed from AEC 'administrative staff', thereby not incurring additional travel costs. All examination packages are posted to the authorised invigilator. The following general rules for invigilators will apply as from 1st January 2009:

1. Examinations at registered AECs facilities preferred
2. Invigilation by a BINDT official will be facilitated at outer UK regions if no AEC in that region exists
3. Short distance travel of invigilators to be encouraged and implemented wherever possible
4. Long distance travel of any independent invigilator is discouraged

On this basis, as from 1st October 2011, all invigilators will be paid at the rate of £40.00 per hour (plus 20% VAT) which includes any costs incurred and the following conditions:

1. In circumstances of long-distance invigilation requiring day-return travel, the cost and subsistence for the invigilator to attend an examination at the request of an examination centre, training body or client should be the responsibility of that centre, body or client.
2. Any per diem charges from an invigilators employer to the centre or body are negotiated by these bodies with no BINDT involvement.
3. Where the appointed invigilator is employed by an AEC in whose premises the examinations are conducted, the above payment will be remitted directly to the AEC organisation concerned.
4. The invigilator or AEC, as appropriate, will raise an invoice for the above fees and send it to BINDT with the completed examination papers. Payment will be made within 30 days of the date of invoice.

Examination conditions

The invigilator and AEC will ensure that:

1. The conditions provided are conducive to the conduct of PCN examinations;
2. The examination room is fit for purpose, and that candidate's concentration will not be interrupted by noise or other interference;
3. All doors to the examination room are clearly labeled "examination in progress, do not enter";
4. The invigilator's desk is positioned such that his/her view of all candidates is not obstructed;
5. The level of lighting, including ambient light, is satisfactory for the purpose;
6. The examination room temperature is in the range 20 to 26 degrees centigrade;
7. There is sufficient space (no less than 1 metre in any direction) between examination desks and chairs to prevent candidates easily observing an adjacent candidate's answers to questions;
8. These conditions limit the maximum number of examination candidates to twelve, per examination per invigilator, however, more may be accommodated at the lead invigilators discretion, providing condition 7 is observed;
9. A clock or timer is positioned such that it is clearly visible to all candidates in order to determine the time elapsed since commencement of the examination;
10. Candidates have sufficient pens of the correct type with which to complete the examination;
11. Drinking water is available to candidates (there is no obligation upon AECs to provide coffee or food; this is optional);
12. Satisfactory arrangements have been made for candidate's access to toilet facilities;
13. In the instance of online exams, all laptops/PC's provided meet the requirements of the Calibrand system.

Instructions to be given to the Examinees

1. Examinees must present to the invigilator before the examination begins, evidence of identity to validate candidature at the examination and complete the identity form issued.
2. Invigilators are to advise examinees to read the instructions on the examination paper cover sheet, or in the instance of online exams the instruction page, carefully before commencing the examination.
3. Examinees to advise the invigilator of any conditions that they consider being unsatisfactory for examination prior to the commencement of the examination.
4. Examinees to advise the invigilator before the examination of any personal condition or disability which may affect their ability to complete PCN examinations. In all CM examinations this consideration has added up to an extra 25% of the total time to all examinations, therefore any additional time allowed is at the discretion of the invigilator if adequate evidence is provided prior to the examination period.
5. All examinees to switch off all mobile telephones, pagers and any memory storage electronic device, and/or, at the discretion of the invigilator, hand the devices to the invigilator for safekeeping whilst the examination is in progress.
6. Only one candidate at a time may leave the examination room during an examination to attend toilets, and at the invigilator's discretion, they may be escorted by an assistant.
7. No persons are permitted to remove examination materials from the examination room.
8. Examinees are advised not to cheat or to communicate with other candidates during the examination.
9. Examinees are to address any query to the invigilator only;
10. Examinees may use simple electronic calculators that do not possess memory capacity.
11. On completion of the examination, examinees must place all examination material in the envelope provided, which will be sealed and handed to the invigilator before the candidate leaves the examination room. Or, in the instance of online exams, examinees must click finish exam and log out of the Calibrand online exam system before leaving the room.

Procedure (method of working)

The following procedure is to be followed by;

- Candidates
- ATOs (Accredited Training Organisations)
- AECs (Approved Examination Centres)
- Invigilators
- BINDT CSD staff

regarding the application for, and conduct of, PCN-CM qualification examinations for candidates seeking PCN-CM certification for condition monitoring or marine assessment.

1. The candidate must be provided with all necessary forms, PSL57-CM, where applicable, and return them with two passport photographs, directly to BINDT with payment of fees, or, to the chosen ATO with payment for both training and examination fees [see PSL35-CM], no later than 14 working days before the commencement of the qualification examination. If the ATO manages receipt of the application forms and fees then BINDT will invoice that ATO and require payment no less than 30-days after invoicing.
2. The candidate may address initial enquiries directly to the ATO or BINDT. All forms may be obtained from BINDT or www.bindt.org.
3. Candidates applying for 'mature candidate entry' must apply directly to BINDT on PSL57-CM.
4. The ATO must coordinate with the invigilator, BINDT and applicant concerning date and venue of the examination, the number of examination scripts required, and the names of examination candidates for

each examination sitting, where applicable. BINDT will forward examination papers to the invigilator by secure post or email and the invigilator will secure them in a locked cabinet prior to the examination. In the instance of online exams they will be organised by BINDT and the relevant log-in information will be provided to the invigilator for the students.

5. All invigilators must have prior valid authorisation from BINDT to administer and supervise PCN qualification examinations (see PSL 62-CM).
6. The invigilator will be advised, immediately upon completion of training by the ATO, of the names of those candidates that have successfully completed the training course, and have been awarded a training certificate, and are therefore eligible to attempt the qualification examination. The trainer will forward a copy of all training certificates to BINDT. Candidates who fail the training examination are not permitted to attend the BINDT qualification examination.
7. If the candidate was to be allowed to attend the BINDT examination yet failed his training examination, then the BINDT certificate will not be issued, even if passed, until a training declaration/certificate from a re-sit examination is provided.
8. Examination fees paid by applicants will not be refunded for 'no-show' candidates, but another sitting can be booked.

