

IADC Assessment Session Notes

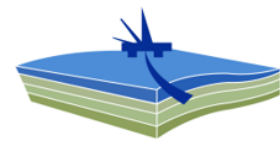
Knowledge-Based Test

- Training provider shall assist trainees with logging into testing database.
- Training provider or proctor shall review testing instructions with the class.
- Independent proctor will verify identity of test candidates before beginning the test. Proctors will use documents such as a national identification card, passports, driver's license (with photograph), or other valid means.
- Proctor will signal start time start all test candidates at the same time.
- All tests are to be "closed book." The candidate may have only the following items available during the test:
 - ✓ Formula Sheet supplied by training provider (This may not be part of a course manual or other handout reference document.)
 - ✓ Blank kill sheets and blank paper (for calculation work)
 - ✓ Reference tables specific to the course level (e.g., weights, pipe or annular displacements/capacities) that may not be part of a course manual or other handout reference document
 - ✓ Handheld calculator—Calculator should be non-programmable type and preferably supplied by training provider.
- Seating arrangements should ensure privacy of each candidates test questions.
- In normal circumstances, only one candidate at a time should be permitted to leave the examination room while the test is in progress.
- Candidates who have submitted their test and have been told their score are allowed to stay in the room and review the questions they got wrong.
- All kill sheets and papers used for calculations, etc. are to be collected and shredded by the Proctor following the test.

Knowledge Assessment

Knowledge assessments are developed by IADC in conjunction with industry work groups. The following details apply to this assessment and its administration.

- All questions are stored in a central database owned and maintained by IADC.
- Computer-generated knowledge assessments are customized to course, supplement, and stack requirements.
- The tests are randomly computer-generated with each question's answers randomly shuffled.
- Tests are to be given online via computer, electronic tablet, or other electronic device unless local circumstances preclude this delivery.
- An independent proctor shall observe all knowledge assessments at the Driller, Supervisor, and Engineering courses. The proctor is not required for the Introductory course written assessment.



- Selected core safety-critical questions are contained in the test and must all be answered correctly (100% pass), with the remaining answers requiring a **75% pass** rate.
- Maximum time to complete the knowledge assessment is course dependent.

Knowledge Assessment maximum time allocations.

Test Level	Proctor Required	Maximum Time Allowed (hours)
Drilling Operations		
Awareness		Test not required
Introductory		1.5
Driller	✓	2.5
Supervisor	✓	3.5
Workover Supplement	✓	1.25
Engineering	✓	To be determined
Well Servicing		
Introductory		1.5
Equipment Operator	✓	3.5
Oil & Gas Operator Rep.	✓	3.5
Subsea Supplement	✓	1.25

- Trainees are permitted to ask for clarification of a test question.
- The instructor must be available to provide clarifications if requested and will provide clarification only under the supervision of the Proctor.
 - Trainees shall be allowed to review missed questions following completion and submission of the test. A copy of the well control topics missed shall be made available to the trainee and the trainee's employer.