

# Examinations

General comments regarding written assessments for all programmes

## Before the Test:

- Candidates are required to bring their passport to the test centre on the morning of the test session. The Invigilator will check the passport details against the personal details on the candidate's registration form.
- Candidates will be given a registration form to complete before the test session commences. This must be completed in BLOCK letters using a pen or ballpoint. Please ensure that your name, date and place of birth are as stated on your passport.
- Mobile phones, brief cases, textbooks, calculation tables, and any other materials which candidates bring with them to the test centre must be left outside the examination room during the test.

## During the Test:

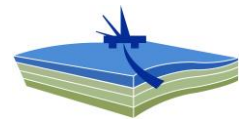
- Candidates will require a calculator, pen and ruler to complete their written test papers. A candidate's final answer(s) to each question must be clearly marked in pen or ballpoint.
- Candidates will be provided with approved formula sheets, blank note paper and kill sheets (Drilling programme only) by the Invigilator. All working papers, formula sheets and kill sheets must be handed to the Invigilator on completion of each test paper.
- Candidates may only leave the test room during the written tests with the Invigilator's permission.

## Examination Tips:

- Unless otherwise requested, you must only mark one answer for each question.
- If you are asked to select more than one answer, the precise number will be indicated in the question, and you must provide the correct number of answers.
- If a candidate gives ambiguous answers on a test paper, (e.g.; two answers are marked when only one is requested, or one is marked when two are requested), then **no points** will be awarded for that question
- All multiple choice questions must be answered by placing an 'X' in the appropriate answer box.
- Other questions may require the calculation of an answer. The marking scheme provides sufficient margin to allow for correct rounding of the final answer in a calculation question.
- Candidates must answer all calculation questions based on the data given. Assumptions must not be made about data or events that have not been provided, and candidates may not change data that they believe is incorrect.
- Calculations should be rounded in accordance with recognized field practice.
- To change an answer that has been entered on the paper, draw two lines through the answer or box - then tick the correct box or enter the new answer.
- Candidates should check their paper when they have finished - to ensure that all questions (on both sides of all the pages) have been answered.

## On Completion of the Test:

- Candidates must hand their completed test paper to the Invigilator together with any working papers or kill sheets. If a candidate is found to have removed examination material, or notes made during the examination, from the examination room their test paper may be voided.
- The person grading the test papers will be using a standard Marking Key. They cannot and will not make assumptions about answers or information that have been omitted from the paper.



- Drilling – A grading sheet is completed for each candidate for each of the written test papers. These grading sheets are retained at the Assessment Centres for a minimum period of two years, to assist trainers and their clients identify candidate strengths and weaknesses and plan future training objectives.
- Trainers are not allowed to see or review written test papers before, during or after a test session.
- Candidates are not allowed to review test papers once they have handed their paper in to the Invigilator.

## Results:

- The Accredited Centre Manager or a designated deputy will issue test results. The Test Invigilator does not give information directly to candidates.

## Written Assessment times

### Drilling Programme

Candidates will be allowed the following times for the written tests;

Drilling (Hours)	Surface, Eq.	Surface, P&P	Subsea, Eq.	Subsea, P&P
Level 2	1	1.5	1	1.5
Level 3	1	1.5	1	2
Level 4	1	2.5	1	2.5

### Well Intervention

Candidates will be allowed the following times to complete the written tests;

Well Intervention (Hours)	CE	WL	CT	SN	CO
Level 2	0.5	0.5	0.5	0.5	1
Level 3	0.5	0.5	0.5	0.5	1
Level 4	0.5	0.5	0.5	0.5	1.5