



Policy and rules for the conduct of oral examinations

The oral examination is an important component of the final assessment for issue of International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 (STCW) seafarer certificates under the *Navigation Act 2012* and for certificates of competency issued under the Marine Safety (Domestic Commercial Vessel) *National Law Act 2012* (the National Law).

This document sets out AMSA's policy and rules in relation to the conduct of oral examinations. Candidates should familiarise themselves with this document before undertaking the examination and confirm their compliance by signing and returning a copy of the policy and rules.

- ✓ Please sign and email copy at the time of booking orals.

1. Procedure for conducting virtual oral examinations

1.1 AMSA conducts virtual oral examinations via Microsoft Teams. We will let you know how you can connect to the virtual oral examination meeting session when your booking is confirmed.

1.2 Virtual oral examinations

Please follow the steps below to ensure your examination runs smoothly:

Prior to the day of the examination

- Download Microsoft Teams or connect through a web browser
- Make sure the IT equipment you will be using has a camera and access to a reliable high-speed internet connection (recommended minimum ADSL 2, 10 mbps) sufficient for Microsoft Teams to be successfully supported. The use of a smart phone (iPhone or Android) or tablet/iPad is not considered acceptable equipment for conducting a remote examination.

On the day of the oral examination

- Log into the meeting at least 30 minutes before the designated start time and check that Microsoft Teams is connected. Test your equipment as well as your internet speeds
- Have at hand your identity verification document containing your photograph such as your passport or driver's licence
- The room should, to the extent possible, be consistent with exam room conditions

- Make sure that the room that you are in is closed off from other spaces and there are no other people in the room
- All student notes/books must be removed from the room you are in. You will be asked to confirm this by the examiner by scanning the camera around the room
- Make sure your room is set up in the following way:
 - The table/desk you are using must be clear (except for permitted items listed below)
 - The ambient noise is low
 - The room is well lit
 - There is no glare on the computer screen
 - Your upper body and hands must be visible to the examiner throughout the exam. You may need to sit at least one metre away from your camera for your hands to be seen.
- You must only access your computer with the permission of the examiner.

Permitted items

The following items must be available for you to use during the examination:

- Your computer, and
- Blank paper, small whiteboard and marker or similar (preferred), pen, pencil, ruler and calculator.

Conduct during examinations

Prior to starting your oral examination, the examiner will check that you have signed and returned the declaration that you have read, understood and will comply with the Policy and Rules for Conduct of Oral Examinations.

If you have not signed and returned the declaration, the oral examination will not proceed.

The recording of oral final examination is not permitted and if a recording is attempted the consequences will be an automatic fail. If the examiner suspects you are cheating, the examination will be terminated immediately and you will be recorded as failing the examination.

Examiners will be alert to indicators that a candidate may be cheating, such as eyes concentrating on a certain place such as the table/desk or a specific place on the screen, frequent movement of the arms/hands, or noise from the movement of paper, or prompting sounds in the background.

The examiner may ask you to pan your camera 360 degrees across the room at any given moment, you will follow this direction immediately or else the oral examination will be terminated.

Where a candidate terminates the Teams meeting, their performance up to that point will be considered by the examiner and the outcome of the examination will be marked as competent or not yet competent (pass or fail). In such cases, the determination of the examiner will be final. In genuine cases of difficulty, the examiner may re-book and continue the examination as soon as possible.

1.3 Booking of oral final examinations

There is a minimum of a two-week wait to book an oral final examination. AMSA will not accept earlier bookings due to examiner availability. Candidates that fail will also have a two-week wait.

You must book for your examination by contacting AMSA by emailing SCSApplications@amsa.gov.au or by calling AMSA Connect on 1800 627 484.

1.4 International certificate of competency or certificate of recognition oral final examination requirements (STCW)

There are charges for oral final examination. Find out more about fees and charges at amsa.gov.au/schedule-charges. You must pay the charge at the time of booking your oral final examination. AMSA will not accept an oral final examination booking without payment. If you cancel the oral final examination (this includes rescheduling) after it has been booked, you will incur a cancellation fee which must be paid before a subsequent booking is accepted.

Required documents

If you wish to sit an oral final examination for a STCW international certificate, you will need to apply for a qualifying sea service assessment using the Seafarer form 419 and lodge it at an AMSA-contracted Australia Post outlet (if residing in Australia). Once you have received your assessment letter, you will be able to book the oral final examination.

For a National Law certificate, your qualifying sea service is checked with your application and you will not receive a sea service assessment letter.

When you sit your oral final examination you will need to have available to show the examiner:

- photographic identification—for example your valid Australian driving licence or current passport (Domestic and STCW international).

After your oral examination

The examiner will advise you at the end of the exam whether you have passed or failed (and send confirmation by email) and enter the result in AMSA's systems. If you are deemed competent (pass), you will need to apply for the issue of your STCW international certificate. If your oral examination was for a skilled migration assessment, we will issue you with a letter for your immigration application.

In circumstances where, the examiner determines that the candidate was unable to answer a question satisfactorily and requires the candidate to provide one or two pieces of additional information before the candidate is passed. The examiner may ask the candidate to return and provide this information on the same day as the exam – the oral exam will not, normally, be extended beyond the appointed examination day.

If you do not pass the oral examination, you will be able to try again. The examiner will provide a debrief on the incorrect answers and/or areas of knowledge which require further understanding. Your examiner will advise you when you can book your re-sit (allow a minimum of two weeks for a re-sit). You will have to pay the fee each time you sit for the oral examination.

Following the oral examination debrief the Microsoft Teams meeting will end. It is the responsibility of the candidate to either apply for a certificate of competency or book an oral exam, as necessary.

1.5 National Law certificate of competency oral final examination requirements

There are charges for oral final examination that are included in the application for a certificate of competency (domestic). Find out more about fees and charges at amsa.gov.au/schedule-charges. If you fail and want to book another oral examination you must pay the charge at the time of booking your oral final examination. AMSA will not accept an oral final examination booking without payment.

After your oral examination

If you are deemed competent (pass) the oral examination you will be emailed a National Law interim certificate of competency. This will allow you to commence work immediately and before your National Law certificate is delivered to your address.

In circumstances where the examiner determines that the candidate was unable to answer a question satisfactorily, and requires the candidate to provide one or two pieces of additional information before the candidate is passed: The examiner may ask the candidate to return and provide this information on the same day as the exam – the oral exam will not, normally, be extended beyond the appointed examination day.

If you do not pass the oral examination you will be able to try again. The examiner will provide a de-brief on the incorrect answers and/or areas of knowledge which require further understanding. Your examiner will advise you when you can book your re-sit (allow a minimum of 2 weeks for a re-sit). You will have to pay the fee each time you sit for the oral examination.

Declaration and consent

I declare that:

- To the best of my knowledge I have read, understood and will comply with the Policy and rules for the conduct of oral examinations.
- I understand that if I don't follow the Policy and rules, the examination will be terminated immediately and I will be recorded as failing the examination.
- I understand that the recording of oral final examination is not permitted and if a recording is attempted the consequences will be an automatic fail.
- If also understand that if the examiner suspects I am cheating, the examination will be terminated immediately and I will be recorded as failing the examination.

Signature

Name

Date