

Commonwealth of Dominica**Office of the Maritime Administrator**

- TO:** ALL SHIPOWNERS, OPERATORS, MASTERS, OFFICERS, MARINE PERSONNEL, TRAINING INSTITUTIONS, FACILITIES AND TRAINING PROVIDERS, MANNING AGENCIES, AND RECOGNIZED ORGANIZATIONS
- SUBJECT:** Examination System for Merchant Marine Personnel
- REFERENCE:** CDP-300, Requirements for Merchant Marine Personnel Certification
- PURPOSE:** This Circular addresses the examination system to reflect Parts A and B of the Code of the International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended in 1995.
- APPLICATION:** The Dominica examination system applies to all personnel who are candidates for Dominica certification by examination as officers, ratings, or special qualifications.

Background:

The Commonwealth of Dominica uses the following mariner certification tracks:

Approved Marine Education and Training Candidates for certificates as deck officer, engineer officer and radio operator are required to have completed “approved education and training”. This combined with sea-service of not less than one year as part of an approved program, which includes on-board training that meets the requirements of the respective tables in the STCW Code and is documented in an approved Training Record Book. Such mariners must have performed, during the required sea-service, watchkeeping duties under the supervision of a qualified shipboard instructor/officer. The Administration reserves the right to require a written or oral examination to all candidates.

In-service Training - Candidates for certificates as deck officer, engineer officer and radio operator are required to have completed an “in-service program of training, assessment of competence as prescribed in Section A-I/6 of the STCW Code while either on-board ship or ashore. The Maritime Administration will allow in-service training and assessment programs if organizations use the Administration provided Training Record Book and receive approval of their program through the Administration or a “Recognized Organization”. In-service Training can be best described as an “apprentice program” and when combined with specific

professional development courses as prescribed by STCW, can be the tool for a mariner to enhance his/her certificate of competence or license. The Administration reserves the right to require a written or oral examination to all candidates.

Endorsements - Equivalent certification in accordance with regulation I/10 of the STCW Convention. A person holding a valid license or certificate issued by a Party fully applying the provisions of the International Convention on Standards of Training and Watchkeeping currently in force, as amended, and who is not otherwise disqualified in the opinion of the Maritime Administrator or Deputy Maritime Administrator to whom application is made shall be eligible for an equivalent Dominica License or Certificate, subject to proof of physical fitness and adequate English language ability. The Administration reserves the right to require a written or oral examination to all candidates.

Examinations – All others, after demonstrating basic qualifications with respect to age, medical fitness, experience, approved education and training, desiring a license or certificate shall pass such written, oral and physical examinations as shall from time to time be required by the Maritime Administrator or Deputy Maritime Administrator to whom application is made. Certain skills will be required to be demonstrated and signed off in a TRB or approved course completion certificates presented attesting to demonstration of the skills required by STCW.

The publication, “Requirements for Merchant Marine Personnel Certification (CDP-300)”, contains the prerequisites for certification either by examination or by equivalency. Candidates are urged to review this publication prior to making any application for examination.

REQUIREMENTS:

1.0 Description

1.1 The Examination System

- .1 incorporates state-of-the-art techniques in producing, administering and grading examinations;
- .2 is computer-generated from a data base of over 10,000 questions, allowing almost infinite variation in the content of individual tests, thereby reducing the potential for compromise;
- .3 employs multiple-choice question formatting so as to be fair and objective to all candidates and to reduce examination time;
- .4 is computer-scored from photo-sensitive, standardized answer sheets;
- .5 is administered in a continuously supervised and controlled environment, with all candidates receiving the same detailed but simplified instructions for taking the examination;
- .6 includes testing for the professional knowledge, skills and abilities, including English language proficiency, as required by the STCW (1978), as amended 1995;

- .7 uses terminology which conforms to the International Maritime Organization Standard Marine Communication Phrases and the Systems International (SI) Units;
- .8 allows candidates to submit examination critiques which are reviewed quarterly to determine appropriateness of certain questions and to revise those deemed in need of correction;
- .9 is subjected to an annual review of the existing database for the replacement and updating of approximately 10% of the questions each year;

1.2 Proof of Experience

Acceptable Documentation - A candidate for certification by examination, in addition to complying with the general requirements for certification provided in publication CDP-300, must submit satisfactory proof of sea service and experience covering at least the period required for eligibility to sit for that examination. Seafarer's books, certificates of service, form of discharge and other documents certifying the amount and character of experience, and identifying the vessels on which served, are examined as to their authenticity. Any indication of unauthorized alteration or other invalidity will render such documents unacceptable.

1.3 Evidence of Foreign Certificate A candidate who holds a foreign certificate and who is applying for examination for a Dominica Certificate in a higher grade is required to submit with the application, satisfactory proof of foreign certification. Such proof may be the original foreign certificate, an official duplicate, or a certified copy.

1.4 Conduct of Dominica Examinations

- .1 Dominica Examinations are conducted in accordance with a schedule satisfactory to organizations or individuals authorized by Dominica to proctor such examinations.
- .2 Authorized Tables, Publications and Equipment:
- .3 No candidate for examination is allowed to have on the person or in the candidate's possession, nor is there allowed present in the examination space, any equipment, material, books, notes or other literature except as provided for the candidate by the examination facility.
- .4 Candidates are permitted to make use of an English-foreign language dictionary, which may be taken into the examination space, provided such dictionary is also first inspected for unauthorized notes and loose papers.
- .5 A candidate may also provide and utilize the candidate's own star finder, non-programmable calculator and/or electronic slide rule.
- .6 Unauthorized Persons and Communication Forbidden - No unauthorized persons are permitted to enter the examination space, and no candidate for a Certificate is permitted to communicate in any manner with any unauthorized person(s) during the taking of an examination. The candidate is not given any assistance by a proctor in the answering of examination questions.

- .7 Personal Conduct - Each candidate for a certificate must conform to the particular requirements of the examination facility and shall always maintain absolute silence during the conduct of examinations. Each candidate is required to take care not to mark or otherwise abuse the publications; equipment and furniture neither provided nor remove any such items from the examination facility.
- .8 Work Materials - In answering the examination questions, each candidate must show and label all work. Answers must be neatly marked on the answer sheets provided. Computations and scratch work are attached to the answer sheets to which they apply, and are not allowed to be taken from the examination facility.
- .9 Penalty - Any candidate who receives unauthorized assistance, makes use of any unauthorized material or is in any other way found not in compliance with the foregoing during the conduct of an examination is disqualified from proceeding further and forfeits all fees paid. Candidates failing under these circumstances are precluded from being eligible for re-examination for a period of six (6) months thereafter.
- .10 Failure to Complete Examination - Any candidate who commences an examination but who fails to complete it within the prescribed period, or who otherwise fails to finish all required tests, is not entitled to a refund of any examination fees paid by him except when the failure to complete the examination is the responsibility of the administering authority.

1.5 Re-examination Policy:

- .1 Passing Grade - Passing grade for all Dominica examinations for both officers and ratings is 70%.
- .2 Waiting Period - a candidate who fails his examination may not be reexamined earlier than 30 days from notification of failure, and may not be reexamined more than twice in 12 months.
- .3 Reviewing Examination Papers - Upon request made to the Maritime Administrator or Deputy Maritime Administrator, the score awarded to a failing candidate's examination will be review The score awarded to an examination following such review, however, is final.

2.0 Types of Dominica Examinations Available:

Ocean-Going:

Master	Able/Ordinary Seaman
Chief Mate	GPI. And GP2
Second/Third Mate	Survival Craft/Rescue Boat
Crewman	
Chief Engineer	Electrician
First Assistant Engineer	Oiler/Motorman
Second/Third Assistant Engineer	Fireman/Watertender
Tankerman (Petroleum)	Tankerman (Chemical)
Tankerman (Liquefied gas)	Pumpman
GMDSS- 1st Class Electronic Operator	GMDSS-General Operator
GMDSS- 2nd Class Electronic Operator	GMDSS-Restricted Operator

Mobile Offshore Drill Units (MODU)

Master	Able Seaman
Mate	Survival Craft Crewman
Chief Engineer	Oiler
Ass't Engineer	

Near Coastal

Master	Mate
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2.1 Examinations are available in English only.

NOTE: No Dominica certificates or examinations for Radiotelegraph Operator are issued because of the implementation date for GMDSS radio station requirements aboard ships.

3.0 Application Procedures for Officer Certificates and Special Qualifications

3.1 All applications for Officer Certificates or Special Qualifications submitted in accordance with the provisions of the publication "Requirements for Merchant Marine Personnel Certification (CDP-300)", will be reviewed to determine whether an examination is required.

3.2 Applications should be received not later than 21 days before the date the candidate wishes to be examined.

4.0 Examination Grading Procedures

4.1 Grading

After completion of the examination, the answer sheets or computer generated testing material will be forwarded by the test center to MARAD for grading. Passing grade for all

Dominica examinations for both officers and ratings is 70%. All applicants will be advised of the examination results by letter.

5.0 Dominica Test Centers

5.1 Test centers acceptable to the Deputy Maritime Administrator for the administration of all Dominica examinations for officer certificates, ratings, and special qualifications will be established through Recognized Organizations on an as needed basis.

5.2 Upon agreement on a desired test center location, examinations will be forwarded to the testing center and the applicant will be advised by letter of the point of contact at the center. The applicant will then be required to arrange a mutually agreeable date and time for taking the examination directly with the test center.

6.0 Requests

All submissions are to be addressed to:

Deputy Maritime Administrator
Maritime Personnel Division
Dominica Maritime Registry, Inc.
32 Washington Street

Fairhaven, MA 02719 USA