



Office of Maritime Communications – Examination Lodgement Form

As of the 1st August 2017 a practical component must be included in the assessment of a candidate. Included in this package is a suggested Observation Check List (OCL). **An OCL for each candidate (signed) must be returned** with the examination. IT IS VERY IMPORTANT THAT THE INVIGILATOR COMPLETE THE PRACTICAL COMPONENT COLUMN ON THIS FORM AND SIGN AT THE BOTTOM.

If this form is not completed correctly candidate's papers will not be processed until the form has been completed. Forms and OCL are available for printing at: <http://www.amc.edu.au/industry/omc/invigilator-information>.

Details of applicants and exam papers enclosed:

	Name <i>(Please list all applicants)</i>	LROCP	SROCP	MSCE (SATCOM)	Practical Assessment Satisfactory	Application completed correctly	Photo signed and enclosed or emailed	Payment by Candidate enclosed	Payment by invigilator or Organisation see page 2
1									
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I certify that the candidates listed above (in accordance with the current Invigilator Guidelines for invigilators) have:

1. Satisfactorily completed a practical assess;
2. Completed an OMC written examination; and
3. That there is no conflict of interest (i.e. relative sitting examination).

Signed: _____ Date: _____

Print name: _____ Organisation: _____

Invigilator result letter to? _____

_____ Expiry Date: ____ / ____

Payment by Invigilator or Organisation - forms with card details can be dispatched via post and faxed but not via email as it is considered to be unsecure.

1. **Payment by invigilator card** – write card number in above section – we cut the top off and destroy the number.

Authorised amount \$_____ By Visa or Mastercard.

Cardholder's name: _____ Cardholder's Signature: _____

2. **Cheques** – made out to the University of Tasmania and enclosed in package.

3. **If a pro forma invoice is required please give details:**

Invoice to: _____

Email to: _____ Order number: _____

For _____ students as listed/indicated on front page. Attn: _____

4. **Direct Debits**

Commonwealth Bank – Sandy Bay

University of Tasmania ABN 30 764 374 782

BSB: 067 102 Account: 00050350

Email deposit information to: Remittance.Advice@utas.edu.au and amcom@amc.edu.au

Please list any general comments you wish to make and any problems that occurred whilst invigilating the exam:

Attach a further sheet if necessary

I wish to advise the Office of Maritime Communications of the following changes to my contact details:

The invigilator who requested the issue of the exam package is responsible for its return within one month of the original issue date. If you were not the invigilator who requested the exam package please list the requesting invigilator/s so that the return can be receipted against the appropriate person.

All Exams must be returned to:

By Australia Post:
Australian Maritime College
Locked Bag 1394
Launceston TAS 7250
Phone 1300 365 262 or 03 6324 9869
Email amcom@amc.edu.au
Web site www.amcom.amc.edu.au

By Courier:
University of Tasmania
Office of Maritime Communications
Newnham Drive
LAUNCESTON TAS 7250
Phone 1300 365 262 or 03 6324 9869
Email amcom@amc.edu.au
Web site www.amcom.amc.edu.au