



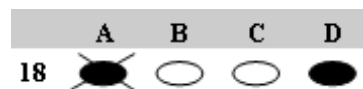
Office of Maritime Communications

Marine Radio (Long and Short Range) and Satellite Endorsement Examination Papers - Suggested Instructions for the Invigilator

How invigilators instruct the candidate on the actual examination process and technique is entirely up to the invigilator. However these suggestions should be considered. The basic steps could be as follows:

Sample Examination Instructions to Applicants

1. **DO NOT OPEN THE PLASTIC ENVELOPE**, until instructed.
2. **Do not sit this examination unless you have had your 16th birthday.**
3. This is a **closed book, no aide, no communication** examination.
4. No candidate may leave the room for the duration of the exam.
5. **When instructed** you may take the documents out of the plastic envelope and fill out the Application details **DO NOT TURN OVER OR OPEN THE BOOKLET.**
6. **When instructed** detach the Application form from the booklet.
7. **When instructed** you may turn over the Application form and the exam booklet and commence the exam.
8. The answer sheet is located on the back of the Application form – do not fill out the exam booklet.
9. There are 50 (25 for SROCP and MSCE) multiple-choice questions in the LROCP paper.
10. To pass, you must obtain a 70% or higher mark.
11. You have one hour for an LROCP (or 30 minutes SROCP and MSCE) paper; take your time, read the entire question.
12. There is only one correct answer to each question. Read the question, try to think of the answer and then look at the four options answer **all** questions, any question not answered will be marked as incorrect.
13. On completing all 50 (or 25) questions go through the paper again and complete those missed the first time round.
14. Only a pencil (dark lead), eraser or biro pen is permitted, clearly shade in the answer box. No fluorescent or scratchy pens or faint pencils, as these are hard to mark.
15. If you wish to change the answer then put a cross through the incorrect answer (erase if using pencil) and shade in the new correct answer.
16. The question paper remains the property of the Office of Maritime Communications, Australian Maritime College. Candidates are not permitted to copy information from the paper, or to remove the paper from the examination room.



17. **When instructed** you must put pens/pencils down and cease writing.

At the completion of the examination, the candidate should return the examination booklet to the envelope together with the application/answer sheet, the endorsed photograph, and payment.

The invigilator will return the documents to the OMC for marking and processing.

Office of Maritime Communications

Marine Radio Operator Examination Papers 2018 – current 1/1/2018 to 30/06/2018

Examinations

As of the 1st August 2017 the examination process will consist of two components:

1. A written multi-choice examination with a 70% pass rate; and
2. A practical component – observation checklist for role playing.

A certificate of proficiency will not be issued unless both components have successfully been completed (the written examination has been successfully sat and the Observation Checklist has been returned with 'satisfactory' in the results column and signed by both the applicant and the invigilator). The examination lodgement form must also be signed and returned.

Located on our website at <http://www.amc.edu.au/industry/omc/invigilator-information> are blank Observation Checklists and the suggested answers. Also images of marine radios if required for role playing.

Many of our invigilators already conduct practical components and probably already have Observation Checklists, provided they cover all of our requirements we will accept a copy of your observation checklist for our evidence requirements.

Payments

1. Online payment facility for credit card payment of exams.
2. You may access this at <http://www.amc.edu.au/industry/omc/omc-fees-and-payment> and follow the OMC exam payments link.
3. Direct Deposit Details: Bank: Commonwealth Bank of Australia
Branch: Sandy Bay
Account: University of Tasmania
BSB: 067 102
Number: 00050350
Email: Remittance.Advice@utas.edu.au, copy to amcom@amc.edu.au
4. Cheque/money order made out to the University of Tasmania.
5. Credit card Mastercard or Visa – refer Application or Exam Lodgement Form

ITEM (Includes GST)	FEES as of <u>01/01/2018</u>
Marine Radio Operators Handbook	\$45.00
Marine VHF Radio Operators Handbook	\$16.50
Postage (single book)	\$04.00
Postage (multiple book transaction)	<i>Estimate Actual Cost</i>
Examination/Application	\$89.00
Replacement or Verification of Certification	\$35.00
Unit of Competency	\$49.00