

Commonwealth of Dominica



Office of the Maritime Administrator

Policy Letter: 03-15. Examination System for Merchant Marine Personnel

Applicability: All Mariners Seeking Certification Through Examination.

1. Approved Maritime Certification Programs

The Commonwealth of Dominica allows provides mariner certification and licensing services in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended (STCW Convention”) with the following mariner certification programs:

1.1 Approved Marine Education and Training Program

Candidates for certificates as deck officer, engineer officer and radio operator are required to have completed “approved education and training”. This is combined with sea-service requirements, as contained in document CDP-300 *Merchant Marine Personnel Certification Requirements*, and as part of an approved program. This includes on-board training that meets the requirements of the respective tables in the STCW Code and which is documented in an approved Training Record Book (“TRB”). 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.

1.2 In-Service Training Program

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’s provided TRB 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 their certificate of competence or license. The Administration reserves the right to require a written or oral examination to all candidates.

1.3 **Endorsement Certification Program**

Equivalent certification is issued in accordance with regulation I/10 of the STCW Convention. A person holding a valid license or certificate issued by a State maintaining a valid Undertaking for recognition by the Commonwealth of Dominica, and who is not otherwise disqualified in the opinion of the Deputy Maritime Administrator to whom application is made, shall be eligible for an equivalent Dominica License or Certificate, subject to the requirements of the publication CDP-300 *Merchant Marine Personnel Certification Requirements*, including proof of physical fitness and adequate English language ability. The Administration reserves the right to require a written or oral examination to all candidates.

1.4 **Certification by Examination Program**

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 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 must be presented attesting to demonstration of the skills required by the STCW Convention.

Candidates are urged to review the Administration's publication CDP-300 *Merchant Marine Personnel Certification Requirements* prior to making any application for examination.

2. **Certification by Examination Policy**

2.1 **The Commonwealth of Dominica Examination System:**

- .1 incorporates state-of-the-art techniques in producing, administering and grading examinations;
- .2 is computer-generated from a data base allowing for 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 by the Administration's Learning Management System;

- .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 Convention, as amended;
- .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.

2.2 **Proof of Experience**

A candidate for certification by examination, in addition to complying with the general requirements for certification provided in publication CDP-300 *Merchant Marine Personnel Certification Requirements*, 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.

2.3 **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.

2.4 **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:
 - .1 No candidate for examination is allowed to have on their person or in their 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.

- .2 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.
- .3 A candidate may utilize the candidate's own star finder, non-programmable calculator and/or electronic slide rule.
- .3 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. A candidate is not to be given any assistance by a proctor in the answering of examination questions.
- .4 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.
- .5 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.
- .6 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.
- .7 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.

2.5 **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 written request to the Deputy Maritime Administrator, an applicant's score awarded to a failing candidate's examination will be reviewed. The score awarded to an examination following such review, however, is final.

2.6 English Language Requirement

All examinations will be administered in the English language. Candidates may use language translators while taking the examination.

3.0 Application Procedures for Officer Certificates and Special Qualifications

3.1 All applications for a Certificates of Competency or a Special Qualification Certificate must be submitted in accordance with the provisions of the publication CDP-300 *Merchant Marine Personnel Certification Requirements*, will be reviewed to determine whether an examination is required.

3.2 Applications for examination should be received by MARAD no later than 21 days before the date the candidate wishes to be examined.

4.0 Examination Grading

After completion of an examination, the Administration's Learning Management System will automatically score the examination and provide the examination results to the candidate immediately upon completion. Passing grade for all Dominica examinations for both Officers and Ratings is 70%.

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 successful application for examination, the Administration will advise an applicant as to available test center locations in their region. 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 Application Requests

All application submissions are to be addressed to:

Att: Maritime Personnel Division
Dominica Maritime Registry, Inc.
32 Washington Street
Fairhaven, MA 02719
United States

Any questions regarding this Policy Letter can be directed to:

Technical Department
Tel: +1 508 992 7170
Email: technical@dominica-registry.com

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