

Learn to Cruise (Sail, Power, Navigation) examination policy extension

The following policy is proposed to extend the existing policy where theory knowledge may be examined through use of an invigilator.

The revised policy will allow a candidate to complete an examination while under visual observation by an instructor remote from the candidate location.

This process may be used for any Sail Canada Learn to Cruise and Power examinations (Sail, Power, Navigation) that would normally be completed in a monitored classroom environment. Examinations for PCOC and for ROCM are excluded from this policy.

The number of concurrent examinations that an instructor may invigilate remotely at one time should be limited to a maximum of 6 candidates.

1. Candidates must be able to support an internet-based connection through which their effort in writing an examination can be observed by a remote instructor who will invigilate the examination process.
2. Candidates must agree to follow the defined examination procedure (open, complete and seal/package materials when complete while under observation of the remote instructor), abide by the rules set for the examination (open or closed book, time limit, no consultation with a third party etc.) and not make copies of any of the examination materials provided.
3. The school will prepare and transmit to the candidates a package with accompanying instructions explaining the process and indicating what the student will need to provide to complete the examination. The package will contain all of the required examination materials, as well as, a return envelope the candidate may use for packaging the exam. The package will be opened as the first step of the actual examination process under the observation of the invigilating instructor.
4. The invigilating instructor and candidate should agree on a specific time period during which the exam may be completed. Exams may not be spread over a number of sessions with interspersed periods of no observation. Broken connections must be re-established immediately.
5. Once the visual connection is established, the candidate may open the package containing the examination materials and commence in answering the examination questions.
6. Once the examination is complete, or at the end of the specified examination time, while under the observation of the remote invigilating instructor, all of the examination materials (the exam, answer sheets and charts (if any)) should be placed in the return envelope and sealed.
7. The sealed package must be returned to the school or invigilating instructor for marking and subsequent review with the candidate.