

## **Exam regulation (rating)**

### **1.0 Items of examination**

The exam consists of three (3) parts, Theoretical skills, Practical skills and Applying of theoretical and practical skills.

#### **1.1 Exam Part Theoretical skills**

Testing method: written examination

Location of test: classroom, heated and free of any disturbance from outside.

Duration of test: .....hours on day of theoretical exams.

Subject matter: *(Items as listed under 4.0, Training and Education Manual.)*

#### **1.2 Exam Part Practical skills**

Testing method: apprenticeship, appendix, proof of work, recorded in a logbook or in any other obvious manner.

Location of test: as specified in Training and Education Manual for *(rating name)*

Duration of test: Not applicable

Subject matter: Having completed the required practical tests and requirements as specified in Training and Education Manual for *(rating name)* in the prescribed manner.

#### **1.3 Exam Part Applying of theoretical and practical skills**

Testing method: Observation of applied skills in relation to the ..... rating, attitude, knowledge, skills and an evaluation.

Location of test: suitable, heated working place equipped with a working table, all materials, tools and machines, necessary for the preparation and completing of the appropriate assignments.

Duration of test: .....hours

Subject matter: .....assignments.

The assignments will be picked from the following list:

*(Example for Master Rigger:*

*Repair or modification of a harness.*

*Repair or modification of a container.*

*Manufacturing a part of an assembly to replace an original part.*

*Patching on one or more areas of a damaged canopy in the prescribed way.*

*Checking an assembly consisting of a harness/container system and a canopy, with the emphasis on spotting constructional mistakes and deviations from prescribed fabrication methods.*

*Replacing one or more lines on a canopy.*

*Assembling a parachute system including setting up an AAD in the prescribed manner.*

*Making a modification as instructed by a manufacturer ( product safety bulletin.))*

#### **1.4 Waiving items or Parts**

The exam committee can waive one or more items of examination, due to proven skills that overlap said item of examination. Exam Parts cannot be waived.

### **2.0 Guidelines for examination.**

#### **2.1 Rules for the exam organisation.**

The exam will be organized by (*board of Riggers for example*), nominated by the board of (*NAA or parachuting organisation*)

The exam committee will consist of (*for example: a nominated chairman and 1 or more Master Rigger Examiners*), to be nominated separately for every single exam. One of the examiners will also have the function of secretary.

None of the nominated persons / examiners should have been a mentor (as described in the Training and Education Manual) or have been involved directly in the education and / or training for any of the candidate(s).

The exam will be supervised by the chairman of the exam committee of the (*NAA or parachuting organisation*)

## **2.2 Location of examination.**

The location of examination should be suitable for the examination.

The location of examination should have all the regular facilities like heated class room(s), working space, rest room(s) and waiting room(s)

To ensure an equal burden for all candidates, a location of examination, used by a candidate for his / her primary training and education is should be avoided

## **2.3 Rules for the candidates**

To qualify for taking the exam, the candidate must have fulfilled at least the following requirements:

**2.3.1** In the period of (*time*), the candidate must have fulfilled all of the requirements as specified in the Training and Education Manual for (*rating name*) in the prescribed manner.

The requirements of the appendix (*rating name*) have to be signed off.

*(The requirements for the various modules of a rating are listed separately in the appendix; to be signed off by the appropriate person(s)).*

All work has to be entered in a logbook, or to be recorded in any other obvious manner.

Prior to the taking of the exam part 1.1 Theoretical skills, the candidate has to present his logbook and / or his recorded work and the appendix, signed off by a (*qualified person*) to the secretary of the exam committee.

**2.3.2** To qualify for the exam part 1.3 Applying theoretical and practical skills, the candidate must have passed the exam part 1.1 Theoretical skills.

All course and examination fees have to be paid fully in advance.

The candidate has to proof current membership of his / a national association to all exam parts (1.1, 1.2 and 1.3).

The candidate must be of legal age.

## **2.4 Guidelines for the candidate.**

Candidates are responsible for making the necessary arrangements for their examination.

Candidates shall arrive on time for various exams.

Unless otherwise stated, the candidate is responsible for bringing fabric, hardware and tools for exam part 1.3 Applying of theoretical and practical skills.

## **2.5 Guidelines for the committee.**

**2.5.1** The committee will discuss the proceedings of the examination prior to the exam. After the examination, the committee will convene to determine the results. The exam committee will announce the results of every single exam item preferably the same day, at least however within six (6) weeks after the date of the concerned exam item.

**2.5.2** The chairman of the exam committee is responsible for making sure the exam proceeds as outlined in these rules and regulations. He will lead all meetings of the exam committee. In case the examiners cannot come to a decision, he shall hear both examiners and his vote shall be final.

**2.5.3** The secretary calls by order of the chairman the exam committee for meeting. He takes care of all administrative duties before, during and after the examination.

He collects all protocols of the various items of the exam and collects the results onto a collective protocol.

The secretary checks the candidates records and is responsible for publishing the results of the exam and the handing out of the (rating) certificate to successful candidates.

## **2.6 Guidelines for the examiners**

### **2.6.1 Exam Part Theoretical skills (1.1)**

For the exam part 1.1 Theoretical skills, two examiners will judge the candidate and express their judgement separately in a result between one (1) and ten (10) for each separate exam item. Results will be precise to one decimal. These two results are added together and divided by two. This result will be rounded to the nearest point. If the two separate results differ by more than 2 points, contrary to what was stated before, both examiners shall discuss these results together. If this discussion does not lead to a difference of less than 2 points between the two individual results, the chairman of the exam committee will decide the final result.

### **2.6.2 Exam Part Practical skills (1.2)**

The practical skills have to be judged and signed off on the appendix and in the logbook by the supervisors of the apprenticeship.

The exam committee checks the validity and completion of all entries in the appendix and the logbook.

### **2.6.3 Exam Part Applying of theoretical and practical skills (1.3)**

The committee will assign two examiners.

Both examiners observe the preparation and completion of the assigned item. The assignment will be judged in the same way as part 2.

#### **2.6.4 Administration**

For all parts of the examination a protocol will be completed stating how the results were determined. After the exam (or a part of it) these protocols will be handed over to the secretary of the exam committee.

### **3.0 Regulations in case of absence due to health reasons, circumstances beyond one's control and fraud.**

**3.1** If a candidate fails to show up for an exam because of health reasons or circumstances beyond one's control, the exam committee will decide if the candidate will be allowed to take the exam at a later moment and if so, when and where the exam will take place.

**3.2** If a candidate commits fraud or tries to mislead in any way to influence the results of the exam, the candidate shall be denied the right to complete the exam. If the fraud is discovered after the exam already has been completed, the (rating) certificate shall be revoked immediately.

### **4.0 Judgement and standards**

The exam consists of 3 parts.

Exam part 1.1 Theoretical skills, consisting of .....items

Exam part 1.2 Practical skills (Apprenticeship, appendix and logbook)

Exam part 1.3 Applying theoretical and practical skills, consisting of .....items

#### **4.1 Judgement**

Excluding exam part 1.2 Practical skills the result of every item of an exam part will be expressed in full numbers, starting at one (1) up to ten (10). Round off will be to the nearest number (.5 will be round up) with a result of six (6) or more there will be a pass. With a result, less than six (6) there will be a fail.

#### **4.2 Weight of the individual results**

All parts of the exam are weighed equally.

#### **4.3 Passing norm**

The candidate passes the exam if:

- All the requirements as specified in the Training and Education Manual for *(rating name)* are fulfilled in the prescribed manner and signed of by the appropriate person(s).
- He/she scores at least a six (6) as result on the exam part 1.1 Theoretical skills.
- He/she scores at least a six (6) as result on the exam part 1.3 Applying of theoretical and practical skills.
- Items being waived by the committee are considered passed.

### **5.0 Retaking the exam**

**5.1** The candidate can apply for retaking only one (1) item of an exam part within 14 days of publication of the results. His/her application shall be accompanied with reasons for being allowed to retake the item of the exam part.

The committee decides if the candidate will be allowed to retake the item of the exam part (see 5.3 and 5.4), and if so, when and where the retaking will take place. An item of an exam part, granted according 3.1 cannot be retaken.

**5.2** If the committee determines shortcomings or incomplete entries in the appendix or the logbook, the candidate can be granted one (1) week to correct these shortcomings.

**5.3** A candidate can be allowed to retake only one (1) item of the exam part 1.1 Theoretical skills. This retake will be orally. The original result must be five (5) or higher. The final result will be the average between the original result and the result for the oral retaken exam.

**5.4** A candidate can be allowed to retake only one (1) practical item of the exam part 1.3 Applying of theoretical and practical skills. The original result must be five (5) or higher. The final result will be the average between the original result and the result for the retaken exam.

**5.5** Items of the exam part 1.1 Theoretical skills must be retaken within 6 months of the original exam. Items of the exam part 1.3 Applying of theoretical and practical skills must be retaken within 3 months of the original exam.

## **6.0 Qualification**

Candidates having passed the exam will receive the *(rating)* certificate.  
The results of the exam are valid for 2 years.

The *(rating)* certificate allows the holder to:

*(Content of the rating)*

Validity of this rating is subject to the requirements for renewal as set for the appropriate rating.