

NATIONAL BUREAU OF PROFESSIONAL SAILING EXAMS (LEB)

EXAM REGULATIONS FOR SEAGOING SAILING VESSELS

NATIONAL BUREAU OF PROFESSIONAL SAILING EXAMS (LEB)

Article 1

a).

These regulations contain the following concepts:

Minister:	The minister of infrastructure and environment
ILenT:	Inspecting organisation for transport
The Candidate:	The one applying for an exam
LEB:	National bureau of sailing exams

b).

PROGRAM OF EXAMINATION FOR THE ACHIEVEMENT OF THE DIPLOMA KZV AND GZV AND THE CERTIFICATE KZV AND GZV

To candidates applying, the opportunity is given to take exams in order to gain the above mentioned diplomas and certificates according the regulations in this document. The dates the exams are given are arranged at the beginning of the school year by the chairperson of the LEB

c).

The exam for the **diploma officer KZV** contains 13 subjects and the **diploma officer GZV** of 14 subjects. The **certificate** (sail endorsement): only the subjects marked with a *

1. Maritime English
2. Dutch Maritime law (KZV)
3. General Marine mechanics
4. Medical first aid and Medical Care (KZV)
5. Science of navigation and practical navigation
6. Astronavigational calculation (GZV)
7. Instruments
8. Meteorology
9. Seamanship (shipbuilding, safety equipment and rig)*
10. Manoeuvring
11. Stability
- 12.1 Collision regulations
- 12.2. Inland collision regulations (KZV)
13. Theory of sailing and sailing vessels*
14. Stability of sailing vessels (GZV)*

e).

The demands set in order to gain the mentioned diplomas are added in the back of the exam program and will be handed out on the first day at school

Article 2, Examination board

1.

Associated with the LEB is an Examination board, which is responsible for constructing and auditing the exams of **diploma officer KZV**, **diploma officer GZV**, and the **certificate** for

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the sail endorsement

2.

The Examination board exists of people with expertise in the field.

3.

The Examination board constructs the exams and the rating that is applicable, the exams and rating are judged by the committee of commissioners.

4.

The chairperson of the Examination board is responsible for the progress of the exams. He will makes sure that in every room where exams are being taken, at least two supervisors are present.

Article 3, Committee of commissioners.

1.

Associated to the LEB is a **Committee of commissioners**. This committee of commissioners guards the level of quality of written and/or verbal exams.

2.

When a member is appointed to the committee of commissioners, the subject or subjects for which the commissioner will perform, is indicated.

Article 4, Grades.

1.

The judgement concerning the knowledge, insight and skills of the candidate are expressed by giving a grade between 1 and 10, calculated on one decimal place. 1 being the worst and 10 being the best grade that can be given.

2.

The grade mentioned in the first paragraph is determined by the grade given for the subject, rounded off to a whole number where the decimal from 0,5 is rounded up and decimals lower than 0,5 are rounded down

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Article 5, **The exam.**

1.

The examinations are conducted in writing.

2.

Half of the examinations are conducted around the end of the year. The exams for the remaining subjects are taken in March.

3.

The **timeframe in which the exam is conducted** for the KZV and the GZV are the times mentioned below

	KZV	GZV
1. Maritime English	60 min	120 min
2. Dutch Maritime law	90 min	-----
2. Marine mechanics	90 min	90 min
4. Medical First aid/ Care	120 min	-----
5. Navigation – Astronomic navigation	120 min	90 min
6. Astronavigational calculation	-----	150 min
7. Instruments	60 min	60 min
8. Meteorology	60 min	90 min
9. Shipbuilding, safety equipment and rig	90 min	90 min
10. Manoeuvring	90 min	90 min
11. Stability	120 min	150 min
12.1. Collision regulations	90 min	90 min
12.2. Inland collision regulations (BPR)	60 min	-----
13. Theory of sailing and sailing vessels	120 min	120 min
14. Stability of sailing vessels	-----	90min

3a.

At the discretion of the chairperson of the Examination board, candidates with a medical certificate proving dyslexia or other disabilities that make a written test complicated, can per exam subject be granted an additional time of up to 20% of the duration of the exam listed.

4.

The chairperson of the Examination board, or his deputy, will open at the beginning of each exam in the presence of the candidates, the sealed package containing the test papers for the subject and is responsible for the presentation of these papers to the candidates. At the time that all the papers are distributed, the time is noted, and this will mark the official beginning of the test

5.

Candidates may only use the tools that are announced in advance. They may leave the exam room during the exam leave to go to the toilet, but only with the consent of one of the members of the supervisory Examination board.

6.

a. If a candidate has finished the exam, he or she may leave the exam room with the

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understanding that no noise occurs for other candidates. The examination work made and the assignments are handed in by the candidate to the supervisory members of the Examination board at the exit of the examination room. From the examination room no papers or draft notes can be taken outside.

b. Candidates who arrive late may be admitted to the examination room if there are no candidates who have left before that time.

7.

If the set timeframe for the exam has passed, the members of the supervisory Examination board invite all remaining candidates to finish their work, to leave the examination room and to hand in the exam and any made work and draft notes

Article 6. Correction of exams.

1.

The Chairperson of the Examination Board hands over all the exam work to the member of the board of examiners for the specific subject in order to assess this, within an imposed deadline.

2.

The member of the Examination board checks the exam work and assesses this using the assessment criteria set in advance. He expresses his review with a rating of 1 to 10, calculated at one decimal place. Then he hands in the checked exam work together with the examination questions and the corresponding assessment standards with his proposed assessment to the Chairperson of the Examination board. The chairperson will in turn ensure a sealed and registered shipping of the package to the appropriate member of the Committee of commissioners.

3.

The committee member reviews the exam work again according the rule outlined in paragraph 2 and sends it back with his proposed mark to the Chairperson of the Examination board. The relevant committee member may decide to review exams with numbers above 6.0 and numbers below 4.0 on a random basis.

4.

The relevant committee member will establish, in consultation with the examiner, for each candidate a provisional mark, calculated to one decimal place. If they cannot reach agreement, the chairperson of the Examination board shall, in consultation with the chairperson of the committee of commissioners, set the provisional mark.

Article 7, Re-examination.

1.

The candidate who has passed the examinations with no more than three insufficient points is given the opportunity to sit again for the applicable subject or subjects. In this case a five is considered one insufficient point and a four as two insufficient points. A candidate for a subject who has reached one mark of 3.4 or lower is not given the opportunity in those subjects, nor in any other to sit again. This candidate shall be given the opportunity in

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the next school year to join in the exams.

2.

A candidate who **has not** participated in a particular **exam subject** may derive no rights to participate in any **re-examination**. A non-partaking in this examination subject is considered to be an achievement mark of less than 3.4.

3.

The **mark of a re-examination** replaces the figure of the original exam.

4.

The Chairperson of the Examination board, in consultation with the chairperson of the committee of commissioners, establishes the **re-examination schedule**. He shall inform the candidates as soon as possible.

5.

In exceptional cases the Chairperson of the Examination Board, in consultation with the chairperson of the Committee of commissioners may decide to give a candidate the opportunity to partake in an **oral re-examination**. This re-examination is conducted by a member of the Examination board in the presence of a member of the committee of commissioners. This member is entitled to ask questions during the exam.

6.

During the conduct of the oral examination the examiner present, together with the committee delegate, makes up a **written report**.

7.

Immediately after each oral exam, the mark is determined by the examiner and the external examiner of the committee of commissioners. The examiner will notify the outcome as soon as possible to the chairperson of the Examination board and will also provide the above mentioned official report.

8.

The final mark for a subject is determined by the mark of the written examination or re-examination, rounded to a whole number as specified in Article 4.

Article 8

1.

A candidate passed if at least the mark six has been achieved for all subjects of the examination.

2.

The Chairperson of the Examination board shall, in consultation with the chairperson of the committee of commissioners, determine which candidates have passed and which are rejected.

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Article 9, Results.

1.
The results of the exams shall be published on a predetermined date and time at the Internet address www.ezs.nl

2.
To the candidates who passed all exams, the diploma or certificate KZV or GZV will be awarded. The diploma is signed by the chairperson of the Examination board and the chairperson of the committee of commissioners.

3.
Each candidate will receive a transcript in which the marks obtained in each subject of the examination and the results of the examination are stated after the written exam. The transcript is signed by the chairperson of the examination committee and the chairperson of the committee of commissioners.

Article 10, Dispensation.

The rejected candidate who will participate in the next examination session will receive exemption for the subjects already covered with a mark 6 or higher. The **exemptions are valid for 5 years.**

Article 11, Impediment

If a candidate has a valid reason not to be present during (any part of) the exam, he or she will be offered the opportunity, at no cost, to participate in the next examination session in that exam or to, in exceptional circumstances, participate in the re-examination. The last option is at the discretion of the chairperson of the Examination board

Article 12, Fraud.

1.
If an applicant during any part of the exam commits any irregularity, the chairperson of the Examination Board may deny him further participation in the examination.

2.
If the irregularity is discovered after completion of the examination, the candidate may be refused the certificate and the list of marks can be withheld, or it may be determined that the diploma and transcript may be awarded after a re-examination.

3.
Before a decision according to the first or second paragraph is taken, the chairperson of the Examination board will hear the candidate involved.

4.
The chairperson of the Examination board will make a decision pursuant to the first or second paragraph, and he shall immediately take a copy of the decision to **committee of supervision**

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of the LEB.

5.

The LEB will name an independent **appeal committee** where the candidate involved can make an appeal within 14 days of the decision. The members of the Examination board and of the committee of commissioners must not have a seat on the appeals committee.

6.

The appeals committee shall in its decision on appeal, after consultation with the Chairperson of the Examination Board and where necessary, grant the candidate the possibility to re-make the exam completely or partially.

Article 13, archiving.

1.

The Chairperson of the Examination board shall ensure that the exam, the written work, the associated tasks, assessment criteria and marks, official reports and any other relevant documents are available for inspection during the examination of the committee of commissioners.

2.

The LEB preserves the written work for **two years** after completion of the exam and will ensure that a complete is preserved for **at least five years** in the archives of the LEB.

3.

The marks obtained in the test and the results are preserved in the archives of the LEB.

Article 14

Discussion about the results of the exams are out of question.

Article 15

In all cases where this scheme does not provide, and where an immediate decision is necessary, the chairperson of the Examination board decides. He will, where possible, have consultation with the chairperson of the committee of commissioners.

Article 16

These regulations may be cited as the Examination Regulations " Zeilvaart " and made available for inspection at the Library of the Enkhuizen Nautical College.

Article 17

These custom rules shall enter into force on 16 October 2015 and will first apply to the examination session 2015/2016.

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Article 18, Complaints.

Each candidate has the right to file a complaint about the way the Examination board or the LEB has been unfair to him / her or another person in a particular circumstance. A complaint must be filed with the **committee of supervision** of the LEB.

Article 19, Extraordinary exam.

A candidate may, for personal reasons, submit a request to the Chairperson of the LEB to create an extraordinary exam. The chairperson may honor a request in exceptional cases and decide within 14 days of the request. An extraordinary examination is held for maximum one examination part, on a date to be determined outside the exam schedule by the Chairperson and the examiner. The extraordinary exam meets Article 4, 5 and 6 of these regulations. All costs of an extraordinary examination are to be passed on to the candidate concerned. These costs are fixed each year. For an extraordinary exam no re-examination can be taken, unless the re-examination can be taken within the school's exam schedule for that particular year and the completed exams satisfies Article 7 of these regulations.

For the year 2015/2016 these costs are set on € 750.-