



Instructor Exam Night Procedure Information: Doors open at 6:00 Exams start at 6:30pm (Navigation exams start at 6:00)

Before Exam

Each student receives:

- Student Registration form
- Exam and Answer Sheets
- Course Evaluation form
- If they currently have a logbook they should hand it in.

Room Set up (should be done by 6:00)

- set up round tables with max 3 students per table
- set up 2 long tables in front of window for instructors and “stuff”

You should also have:

- List of students who are expected to write
- Class List Binder to fill out with passes/fails /logbook info etc.
- Exam pencil case
- Student Logbooks signed by afloat instructor
- Extra (new) logbooks
- List with Instructor ID's
- List with Course Codes and Dates

During Exam

Exam instructions:

1. Ask student to fill out **Student Registration Form** with current contact information including email and DOB.
2. Exam amount of time to write and passing grades:

EXAM	Time to Write	Pass Mark
Basic Cruising	1 hr 15 min	70%
PCOC	45 minutes	75%
Intermediate Cruising	2 hrs	70%
VHF	1 hour written & oral	70%
Coastal Navigation	3 hours	70%
Celestial Navigation	3 hours	70%
IYT-ICC	2 hours	75%

IYT-Bareboat Skipper	2 hours	75%
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3. PCOC...
4. VHF instructions...
- 5.

Students should leave with:

1. Passed Written Cruising/Nav Exams: Give student signed (afloat/ashore) Logbook if they have passed written exam - Their Seal will arrive from Ontario Sailing in the mail.
2. Failed Written Cruising/Nav Exam: Signed (afloat only) Logbook if they have not passed exam. Tell student they
3. T-shirt as a “congratulations” for writing exam
4. PCOC- If they pass, student should receive the PINK copy. Their PCOC card will arrive in the mail from Transport Canada.
5. VHF - If they pass they should receive the GREEN copy. Their VHF card will arrive in the mail from Sail Canada.