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October 1, 2003

Eleventh Coast Guard District, Auxiliary Southern Region Policy Directive 03-08

Subj: TEST ADMINISTRATION POLICY

1. **PURPOSE.** To provide policy and guidance when planning Test administration within the Eleventh Coast Guard District Auxiliary, Southern Region.
2. **DIRECTIVES AFFECTED.** This Policy Directive supersedes all other Eleventh Coast Guard District, Auxiliary, Southern Region Policy Directives that contain provisions concerning Qualifications Examiner.
3. **DISCUSSION.** Currently, Confusion exists concerning who may request an examination, who may proctor the exam and how the process works from the time the members takes the exam to the time it is graded and recorded.
4. **ACTION.** The following guidelines are established for the manner in which examinations will be requested, returned and graded. The Auxiliary Test Coordinator will handle all exam requests.
 - A. The Auxiliary Operational Specialty Course Examination/Request/Transmitt Examination/Request/Transmittal form (CG-4887) will be forwarded to the Coordinator. The only persons who may request the examinations are the Member Training Officers, Flotilla Commanders and Division Captains. Qualification Examiners order the NavRules exams. The individual administering the examinations are to be noted on the form.
 - B. No telephone or email requests will be honored. All requests must be forwarded on the Request/Transmittal form (CG-4887).
 - C. Test will be mailed to the proctors for administration. AuxOp qualified persons are the only ones eligible to administer the OSC exams, qualified Instructors administer the Instructor exam, Vessel Examiner qualified persons administer the Vessel Examiner and Marine Dealer Visitor exam and QE's administer the NavRules exam.
 - D. All exams and answers sheets must be returned to the Coordinator by the proctor postmarked no later than 48 hours after the date of the exam. Notwithstanding anything to the contrary, all exams whether given or not must be returned to the Coordinator within two weeks from the date mailed to the proctors. VE answer sheets may be forwarded for grading upon completion of the mandatory five VSC's performed in the presence of a qualified Vessel Examiner. However, the exams must be postmarked for return to the Coordinator no later than 48 hours after the date of the written exam.

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5. Upon receipt, the Coordinator will grade the exam and forward a letter to the member advising of passing or failing the exam. Copies of this letter will be sent to the appropriate Flotilla Commander. The Director's Office will also be notified and certificates will be prepared and forwarded to the Division Captain for presentation to the member.
6. By implementing these new procedures, it is anticipated that the turnaround time for a member taking the exam and being notified of the pass/fail status will be shortened considerably.
7. All requests for exams shall be forwarded to

**Commander
Eleventh CG District
1001 South Seaside Avenue
Bldg. 39
San Pedro, CA 90731
Attn: Pat Swope (Auxiliary Test Coordinator)**



G.R. HAACK
Commander, U.S. Coast Guard
Director of Auxiliary, Eleventh District Southern Region