

# Administration of Open Book EOCT Examinations

**Updated: 12 Jan 2010**

ESOs should become familiarized with the following rules when administering Open Book EOCT examinations:

1. No materials other than those listed below are allowed to be used during the testing (unless specified on the test booklet). Use of online course material while testing is not authorized.
  2. Markings in the Course Material:
    - A. Course materials used during open-book tests may not have any highlighting or other marks in them with one exception. End-of-lesson quizzes may have answers (and only answers) written in. Students are **NOT** allowed to mark in their course material during the examination, make notes about it, or copy any portion of it.
    - B. Course material brought into the test shall NOT have tabs/dividers in it that were put in by the student, or if the course material mailed from the Coast Guard Institute came with it.
    - C. Prior to the examination, the ESO shall review the course material the examinee intends to use during the test to ensure they comply with guidelines in 2.A. and 2B. above. If the materials do not comply with the guidelines, the ESO shall cancel the examination, advise the examinee of the reason for cancelling it, and advise the examinee to reschedule the examination.
    - D. Effective 1 December 2010, the CG Deck Watch Officer (DWO) exam is the only acceptable rules of the road exam for BM advancement and coxswain certification. Members who are current in the NAVRUL exam will be allowed to take the open book DWINTR exam prior to the 1 December 2010 deadline. Members who are current in the NAVRUL exam but do not take the DWINTR exam prior to 1 December 2010 must take the closed book DWO exam. Certain, specific markings are allowed in the Navigation Rules, International-Inland (COMDTINST M16672.5B(series) book, however, changes and corrections to this book are occasionally published after it has been printed and distributed. Examinees who have passed the DWINTO EOCT and who are taking the DWINTR EOCT may use a paper copy of Navigation Rules, International-Inland in which published changes/corrections have been handwritten. No highlighting, diagrams, drawings, comments, personalized tabs, indexes, notes, or anything else is allowed. You can find the current corrections to the Nav Rules book by going to <http://www.navcen.uscg.gov/> and follow this path: Nav Rules>Download>Changes and Typographical Errors.
    - E. Upon completion of the examination, the ESO shall review the course material again for any markings that may have been made during the examination. If markings are found, course material should be confiscated. The ESO shall turn over the marked course material to the examinee's command and advise it of the facts. The examinee's command will conduct an investigation to discover the likelihood that the examinee was trying to take prohibited information out of the test room. If the examinee's command determines this was the case, it will undertake appropriate action, including but not limited to counseling and action under the UCMJ.
- NOTE:** Any form of note taking or copying of any portion of EOCT/AQE questions and/or answers, and any attempt to remove such notes, questions, or answers from the test site is an offense punishable under the Uniform Code of Military Justice (UCMJ).

The following EOCT are open book and only the course materials listed below are allowed in the testing.

<u>EOCT</u>	<u>Pamphlet Number</u>	<u>Pamphlet Name</u>
<u>ET1 0122-2</u>	P12201	ET1 Performance Qualification Guide
	P12202	Unit Documentation
	P12203	Unit PMS Development & Maintenance
	P12204	Inventory Management
	P12205	Electronic Equipment Inspection & Verification

<u>ET2 0222-2</u>	P22201 P22202 P22203 P22204 P22205 P22206	Performance Qualification Guide Administration & Documentation Equipment and Personnel Safety Training Electronic Equipment & Cabling Electronic Equipment and Cabling
<u>HS1 0130-4</u>	P13001 P13002 P13003 P13004 P13005 P13006	Course Introduction Medical Administration Patient Affairs Medical Supply and Fiscal Management Safety and Environmental Health PQG Certification Pamphlet
<u>HS2 0230-4</u>	P23001 P23002 P23003 P23004 P23005 P23006 P23007 P23008 P23009 P23010 P23011	Course Introduction Clinical Sickcall Medical Administration Patients Affairs Medical Supply and Fiscal Management Safety Environment Health PQG CD ROM Guide Differential Diagnosis Job Aids Level 1 Survey EMT Basic Refresher CDROM
NAVRUL 0469-4 (Renewal test only)	COMDTINST M16672.2(series) as updated using official corrections	
<u>DWINTR 0702-1</u>	COMDTINST M16672.2(series) as updated using official corrections	