



SRC Practical Assessment: Guidance for Examiners

Eligibility

Candidates of any Nationality or residency are eligible to take the UK SRC exam provided they are 16 years old or older on the day of the exam.

Candidates should have satisfactorily completed a recognised course, delivered through a recognised RYA training centre, prior to the exam taking place. There are no time restriction between the end of the training course and the exam.

This is verified on the exam application form by one of the following methods:

1. a signature from the course instructor of a classroom course, or
2. a unique number from an online course

Candidates holding the Restricted VHF certificate are eligible to sit the exam, although they should be encouraged to take update training covering GMDSS and the use of Digital Selective Calling.

Conduct of the exam

The examiner must be present for a radio familiarisation period prior to the exam start in order to:

1. Ensure the candidates have had adequate familiarisation time and,
2. That the training radios are functioning properly prior to the exam commencing.

The examiner should introduce themselves to the candidates, explain the format of the day and complete the paper work before commencing the exam. Examiners must verify eligibility, ensure payment is taken and the necessary signatures and photographs are received¹.

Training radios must be already sets up, but not turned on, to enable the students to familiarise themselves with the equipment to be used for the assessment. There must be instruction manuals and/or quick start guides available to enable the students to be self-lead in the familiarisation and they should be encouraged to help each other.

The examiner should explain the purpose of the familiarisation period, in that it is a self-lead familiarisation for the student to become familiar with the menus and functions of these particular radios. The candidates may have any books or paperwork with them at this time. The examiner must not teach during the familiarisation period, but should help with any questions relating to the specific operation of the radio being used. Each candidate must have at least 15 minutes hands-on familiarisation time.

Avoid pressurising the candidates by being too rigid with the cut-off time. E.g. stopping the familiarisation as one candidate is halfway through setting up an alert or two candidates are part-way through a conversation. The examiner can go a long way towards putting the candidates at ease by being open and friendly during this period.

Any instruction manuals or text books should be removed prior to the practical exam starting.

The exam must be conducted in English.

Practical assessment

Examiners should allow 30 minutes per candidate for the practical session. Each candidate must have a dedicated training radio during their practical assessment and a maximum of four

¹ Please note, photocopied application forms will not be accepted. A supply of spare application forms is available from the certification department to hold a small stock of reserve forms.

candidates may be examined at any one time. i.e. 8 candidates using one examiner must be separated into two groups of four, examined in two separate sessions.

The examiner must provide procedural cards or scenarios for the students.

The following elements give the make-up of the practical assessment. Each element is annotated with depth of knowledge requirement:

- | | |
|--------------------------------|---------------------------------------|
| A – Good knowledge | No errors in Principal; |
| B – Working knowledge | Some non-critical errors in practice; |
| C - Understanding of procedure | Outline knowledge |

<i>Assessed Element</i>	<i>Depth of knowledge</i>
<u>Distress Situations</u>	
1. Identify a distress situation.	A
2. Initiate a DSC distress alert, with position and time input manually or automatically.	A
3. Send a distress call and message by voice.	A
4. Respond appropriately to a DSC distress alert, call and message, including relay of a distress message.	B
5. Know how to deploy an EPIRB and a SART.	C
6. Know the procedure for cancellation of a DSC distress alert sent in error.	B
<u>Urgency Situations</u>	
1. Identify an urgency situation.	A
2. Initiate a DSC urgency alert.	B
3. Send an urgency message by voice.	B
4. Respond appropriately to an urgency message.	B
<u>Safety Situations</u>	
1. Identify a situation in which a safety message is appropriate.	B
2. Initiate a DSC safety alert.	B
3. Send a safety message by voice on an appropriate channel	C
4. Receive Maritime Safety Information received by NAVTEX.	C
<u>Routine Communication</u>	
1. Initiate a routine call using DSC, selecting an appropriate working channel.	A
2. Establish communication and exchange messages with other stations by voice using appropriate channels and power level	A
3. Test the radiotelephone by means of an appropriate test call.	C
4. Enter a DSC group or individual MMSI number.	A
5. Maintain an appropriate listening watch on DSC and voice channels.	C
6. Use the International Phonetic Alphabet.	A

Theory assessment paper

The written paper has a time limit of 30 minutes. Additional time may be allowed for those who have reading problems such as those with dyslexia. The MCA guidance is to allow an additional 8 minutes for this length of exam. The written exam is a 'closed book' exam.

The examiner is responsible for ensuring there are exam papers for each candidate. Each written paper must have the examiners assessor number added to it and be stored at the exam centre, i.e. training centre, until the next RYA inspection. Exam papers must be destroyed once they are no longer required. The pass mark is marked on each exam paper.

Re-taking the exam

If a candidate fails to meet the standard in one small area, with all other areas being satisfactory, then the examiner may offer the opportunity of a partial re-take. These would typically be for theoretical or memory subjects such as working channels or phonetic alphabet but may be used for any part of the syllabus. Partial re-sits should take place within 6 weeks of the original exam, and be conducted by the original examiner. If a partial re-sit is offered, the examiner should retain the original application form and write 'PARTIAL RE-SIT' across the top of the form. An additional payment of £15.00² should be included, making a total of £75.00 (payable to the R.Y.A.) for the original exam plus the re-sit. The full amount of the partial re-sit fee is passed on to the examiner. Whether to offer a partial re-sit exam is at the discretion of the examiner, and there is no obligation to do so. They exist in the rare occasions that a candidate has a small hole in their knowledge and it would be convenient to both the examiner and candidate to meet in the short period of time to complete the re-sit.

As the partial re-take should not normally require a set of training radios it is not envisioned that a training centre would need to provide much in the way of facilities. The location for the re-sit is at the discretion of the examiner.

If the candidate is required to re-take the whole exam then this should not be conducted by the same Examiner.

Completed exam applications forms

Examiners must ensure the forms are completed, clearly indicating whether the award of the SRC is approved or not. The temporary exam completion certificate should be completed for those candidates who may require evidence of completion to enable them to sit an RYA practical examination. Incomplete or incorrect application forms will be returned to the SRC Assessor for correction. Payment cannot be made until the corrected form is processed.

The examiner is responsible for submitting the completed forms to the RYA certification department as soon as possible.

Any further queries with regards SRC assessment should be directed to the RYA Training department.

² For the year commencing 1 January 2014