

## NA-013 - Requirements for Control of Examinations

### 1. Introduction:

An acceptable level of control of the examination process, is a requirement for recognition of the examination result by the NANDTB. This procedure details the minimum controls for NDT examinations consistent with good administrative governance, and applies to all examinations subject to recognition by the Board.

2. **Definitions:** As per EN 4179 / NAS 410.

### 3. AINDT Approved Examination Centres:

Organisations which are approved by the AINDT as examination centres will have been audited and have administrative controls in place which will satisfy most of this procedure. Acceptance by the NANDTB as a provider of examinations, requires the additional aerospace specific aspects of this procedure to be demonstrated.

### 4. Candidates:

Only those persons who have completed the training requirements of EN 4179 / NAS 410 may undertake examinations. Recognition of Prior Learning (RPL) may be used to meet the requirements of the Standards.

### 5. Examiners:

Examiners grading the examination and shall be Level 3 qualified (aerospace) in the inspection method examined, or at least qualified to a higher level than the level of the examination. The examiner must be familiar with the regulations, guidelines, procedures, methods and products relevant to the aerospace sector. Level 3 services to support the offering of examinations may be contracted.

### 6. Levels of Examination:

Examinations shall be carried out for all methods and levels of qualification or for the specific inspection techniques, for which the approval is to be granted under AS3669.

### 7. Examination procedure and questions:

7.1 Questions: Examinations shall conform to EN 4179 / NAS 410. AINDT controlled general and practical examinations for aerospace are acceptable. Otherwise, questions for the general and practical examinations shall be approved by the Level 3 or the NANDTB.

7.2 Duration: The duration of the examination and permitted materials shall be determined by the Level 3 or the NANDTB.

7.3 Invigilation: All examinations shall be taken under supervision to ensure candidates have fair access only to approved materials and aids, and are not subject to interference of any kind.

7.4 Cheating: Candidates who use prohibited aids, cheat or attempt to cheat shall record a fail result.

7.5 Permitted aids: The permitted materials shall be determined by the Level 3 or the NANDTB.

## **8 Security of Examination Material:**

Prepared examinations shall subject to secure storage and candidates may not review examination questions outside the time allocated for the examination.

Practical samples used during training shall not be used for examination.

## **9. Assessment of Examinations:**

Assessment, scoring and reporting of results shall be carried out in accordance with EN 4179 / NAS 410 or as otherwise specified by the NANDTB.

## **10. Repeated examinations:**

10.1 Additional Training: Candidates who have failed an examination may only repeat the examination after documented additional training which addresses the deficiency.

10.2 Second Failure: If an examination has been repeated and failed a second time, the examiner or NANDTB shall stipulate conditions or training which must be satisfied before the examination may be undertaken again.

10.3 Limitations: If a pass as per EN 4179 / NAS 410 has not been achieved within two years of the end of the training course, or after 2 repetitions of the examination, the training course and all the examinations must be repeated.

## **11. Examination results:**

A certificate shall be issued by the Training Organisation/examiner to every candidate who has passed the examination. The certificate shall contain the following:

Name of the Training / Examination organisation

Name of the examination candidate

Statement that the examination meets EN 4179 / NAS 410 requirements

NDT method and level (or specific inspection technique)

Date of issue of the certificate

Signature of the examiner or the organisation's authorising person

No certificate will be issued for parts of an examination.

## **12. Withdrawal during the examination:**

If a candidate withdraws during the examination, the candidate shall record a fail result.

## **13. Withdrawal before the examination:**

If a candidate is unable to start the examination because of illness or for some other reason for which he/she is not responsible, the candidate shall record a null result. The training provider/examiner will assess the reason using fairness and good judgement. The payment of fees shall be determined by the agreement between the provider and candidate.

## **14. Examination Records:**

For each candidate, a record shall be kept of the examination or parts thereof, by the organisation conducting the examination. The record shall include all written papers, marking and examiner comments and results. It shall be retained for a minimum of 5 years and protected against unauthorised access. Results of examinations may only be released by permission of the candidate.