

**KAV Centre for Assessing Fitness to Drive and
Drivers' Examinations
Non-profit Limited Liability Company**

**Navigation qualifying examinations
regulation on its conduct
(Navigational Examination Regulations)**

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PREAMBLE

According to pursuant to section 3 (5) of the KőViM decree 15/2001 (IV.27) on navigational qualifications , the detailed rules and conditions of examinations, the operating rules of the examination board are determined by these examination regulations.

GENERAL PROVISIONS

1. Scope of the Examination Regulations

The material and personal scope of these examination regulations covers examinations related to the acquisition of navigational qualifications, as well as the training bodies, instructors, candidates for the exam, examinees, examiners participating in navigational examinations and the Examination Centre organising the examinations.

2. Terms, abbreviations, definitions used in the navigational examination regulations

- **Examination Centre** - KAV Centre for Assessing Fitness to Drive and Drivers' Examinations Centre Non-profit Limited Liability Company
- **HVF** – Navigational Examination Department of the Examination Centre
- **ÉKM** - Ministry of Construction and Transport,
- **Shipping Authority** - the Minister responsible for transport and Government Office of the Capital City Budapest depending on their competence
- **Fee Regulations** - publicly published rules of the Examination Centre, approved by the Minister responsible for transport.
- **HKR**. KőViM decree 15/2001 (IV.27) on navigational qualifications
- **Hhkr** - ITM decree 12/2022 (IV.14) on professional navigational qualifications
- **ADN** - Government Decree 282/2023 (VI.30.) on the promulgation of the Regulations annexed to the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN) and on certain aspects of its domestic application
- **process management system** - electronic system for managing and registering trainings, qualifications, exams, exam applications
- **SZEV** - computer-based theory exam
- **Training body** - an organisation licensed by the Shipping Authority to prepare for the examination for the acquisition of a navigation qualification
- **Call-in:** calling in examinees to the examination room for a theory test
- **examination programme:** the unit of all the examinations requested by a Training Body or organised by the Examination Centre on the given day(s)
- **exam:** the sum total of exam events included in a given examination report
- **Examination event:** the sum of an examinee's examination subjects included in an examination report
- **exam subject:** examination syllabus element required for obtaining the qualification
- **Start of the examination programme:** time of arrival of the examiner(s) at the test venue
- **End of the examination programme:** completiontime of all planned and feasible exams
- **Start of the exam:** End of checking the list of candidates on the test report
- **End of the exam:** when the exam report will be completed
- **selection board:** all examiners assigned to the examination or examination programme
- **exam chair:** an examiner assigned to chair an examination or examination programme
- **examiner:** a person [who is](#) assigned to/ [a person who is responsible to](#) perform the duties of examiner for an examination or examination programme
- **"responsible boatmaster"** shall mean the person [who is](#) responsible for the safety of persons on board, compliance with navigation and other rules
- **Exam documentation:** exam reports, oral/written items, paper-based test sheets with correction keys, and other tools and documents of the exam

DETAILED PROVISIONS

3. Organisation of exams

3.1. Ways to submit exam requests

- 3.1.1 The Training Body may request an exam session from the HVF in writing, indicating the content, nature (SZEV, written, oral, practice), location, date and expected number of examinees ~~to~~ the requested exam.
- 3.1.2 With the exception of the computer-based theory exam, the HVF may authorise the examination to be held by subject or subject group, broken down according to the schedule of the training conducted by the Training Body.

3.2. Evaluation criteria for submitted exam requests

- 3.2.1 The HVF evaluates the request for the exam after assessing the available capacity, taking into account the content, nature, location and number of participating examinees.
- 3.2.2 If the request is accepted, HVF shall notify the Training Body in writing of/about the fact.
- 3.2.3 If the application is rejected, HVF shall notify the Training Body in writing of/about the fact and reasons. Once the grounds for refusal have been resolved, a new application must be submitted.

3.3. How to register for the exam

- 3.3.1 Can/ It is possible to be applied for the exam sessions announced by HVF individually or with the assistance of the Training Body.
- 3.3.2 Exam sessions requested by the Training Body can only be registered through the Training Body.

3.4. Deadlines for applying for tests

- 3.4.1 You can register for the exam organized by HVF at least 5 working days before the exam date by submitting the complete documents required by the relevant sectoral legislation and these regulations to HVF.

3.5. Documents related to exam registration

- 3.5.1 The basis of the exam registration documentation is the application form, where the candidate's personal data, the date and subject of the requested exam are also indicated.
- 3.5.2 The submitted test/exam application documentation must be suitable for HVF to determine the candidate's eligibility for the examination and the fulfilment of the conditions specified by law in the case of the requested nautical qualification.
- 3.5.3 If, in order to obtain the qualification or to be admitted to the examination, the nautical internship must be certified by the data of a training logbook or practice logbook, it will only be accepted on the basis of the data of the logbook certified by the Shipping Authority.
- 3.5.4 The certificate of completion of the required course or training program must be handed over to the examination board at the latest before the start of the examination.
- 3.5.5 With the exception of the ship's service book, documents submitted in languages other than Hungarian will only be accepted by HVF with a certified Hungarian (OFFI) translation.
- 3.5.6 In the case of a computer-based theory test (except an examination using a simulator), candidates may submit a request to take a paper-based test with detailed justification. The HVF is entitled to consider the application. If they choose either form of exam, the examinee will not be disadvantaged in any respect.
- 3.5.7 In the case of documents submitted as copies or electronically, the HVF may also request the presentation of the original document if necessary.

3.6. Fees to be paid

- 3.6.1 The fees required for obtaining a nautical qualification and passing the examination subjects are specified in the Fee Regulations.
- 3.6.2 When registering for the examination, proof of payment of the fees for all subjects and exemptions

required for obtaining the qualification must be provided, even if the examination is conducted in several parts per examination subject group.

3.7. Evaluation of exam applications

- 3.7.1 Deficiencies in the submitted application documentation will be communicated to the applicant in writing. In the case of oral consultations, the outcome thereof/[of that](#) shall also be communicated in writing.
- 3.7.2 An applicant who has submitted an incomplete application documentation shall be rejected if 3.4.1. does not remedy deficiencies until the specified application deadline. The document specified in point 3.5.4 is not included and can be replaced at the latest by the start of the examination.
- 3.7.3 After the given exam application has been rejected, the Training Body or the candidate must resubmit the application for the next exam session.
- 3.7.4 If the exam application was rejected due to incomplete exam registration documentation, it is not necessary to resubmit the documents previously submitted during the incomplete application when reapplying.
- 3.7.5 The written means of communication are electronic mail and the client-side interfaces of process management systems.

3.8. Requesting, appointing and conducting the selection board

- 3.8.1 At least one examiner must be assigned to the examination, who also performs the duties of chair, and if necessary, additional examiner(s) - selection board member(s) - may be conducted.
- 3.8.2 An examination board of at least two persons/[people](#) shall be appointed for the qualifications of vessels crew and for the examination for the qualification of seafaring officer.
- 3.8.3 The examiner must have the necessary rights to conduct examinations in the given subject, as indicated in the register of examiners.
- 3.8.4 Examiners are conducted in writing, electronically or on paper.
- 3.8.5 In the case of a selection board consisting of several persons, the chairman of the selection board must be determined in the designation.

3.9. The exam documentation

- 3.9.1 The HVF prepares and makes available to the chairman of the examination board the documentation necessary for the conduct of the exam appropriate to the nature and content of the exam.
- 3.9.2 The examination report must contain:
 - the identification number of the examination report,
 - the time and place of the examination, the name of the qualification that can be obtained at the examination,
 - in the case of an external examination, the name of the Training Body,
 - the name(s) of the examiner(s) and their role in the test,
 - the name of the examination body
 - name(s) and date of birth of the candidate(s),
 - the appellation, level and nature of the examination subjects,
 - exemptions, discharges.
- 3.9.3 The documentation of the exam must be handled with special care and in a closed manner, it may not fall into the possession of unauthorized persons/[people](#).

4. Activities of the selection board

4.1 What the examiner(s) must do during the examination:

- a) holding the preliminary and closing meetings,
- b) checking the identity of examinees and their eligibility for examination,
- c) ensuring the orderly conduct and objectivity of the examinations,
- d) checking the identity and documents of other persons participating in the exam, supervising their activities,
- e) professional and objective examination of candidates, evaluation of their performance and qualification,

- f) suspending the examination of those who intend to take irregular examinations or initiating their expulsion,
 - g) carrying out the tasks specified by the chair of the selection board.
- 4.2 The chair's further actions in the exam:
- a) Conducting the examination and examination programme,
 - b) in the case of a selection board composed of several persons, chairing the preliminary and closing meetings,
 - c) defining the duties of the examiner(s),
 - d) presentation of the selection board,
 - e) informing examinees about the course of conducting the exam, the main rules affecting the exam and the consequences of violating the rules,
 - f) taking decisions in the event of disagreement within the selection board,
 - g) checking the existence of personal, material and other conditions of the exam, making decisions on the possibility of holding the exam,
 - h) exclusion from the examination of an intending to take an irregular examination,
 - i) drawing up minutes of extraordinary events,
 - j) keeping examination report(s) as specified in Annex 3.
- 4.3 Arriving for the exam
- 4.3.1 The examiner(s) is obliged to arrive at the examination venue before the scheduled start time of the exam – in a condition suitable for conducting the exam, with the documents needed and required for the examination – in such a way that they can start the examination at the scheduled time.
 - 4.3.2 In case of late arrival, the fact and the estimated time of arrival must be notified – in the case of examinations in a committee, the chairman of the selection board - and the candidates present at the test venue.
- 4.4 Preliminary meeting
- 4.4.1 At the beginning of the examination programme, the chair shall hold a preliminary meeting during which:
 - a) check the personal and material conditions for holding the exam,
 - b) verify, depending on the type of exam, the existence of test sheets, written and oral questions, as well as the tools and documents necessary for conducting the examination program,
 - c) determine the procedure for conducting the exam,
 - d) determine the activities of selection board members.
 - 4.4.2 If only one examiner has been assigned to the examination programme, subparagraph (d) shall not apply.
 - 4.4.3 If the examination programme or examination cannot be conducted properly, the chair shall refuse to start the examination programme or examination. The examination programme or deficiencies preventing the start of the examination may be replaced until the time determined by the chair, and if the examination programme or examination is exceeded, the examination programme or the examination cannot be held on that day.
- 4.5 Introduction, informing examinees about the course of the exam
- 4.5.1 At the beginning of the examination programme, the chairman of the selection board shall introduce to the candidates the members of the selection board and, if they are present, the persons supervising and monitoring the examination.

5. Rules for candidates

- 5.1. The decision on the participation of the candidate(s) arriving after the start of the examination is taken by the chair of the selection board.
- 5.2. The applicant is obliged to present his/her identity card with a valid facial image at the beginning of the test and during the call-in, as well as his/her service record book in the case of professional and service

examination.

- 5.3. Examinees and other persons who appeared and participated in the exam are identified by checking their photo identification documents. Without presenting a valid ID, the candidate will not be able to take the exam. In the absence of an identity card, a passport, a card-format residence permit or a card-format driving licence may also be accepted. Expired ID cannot be used to prove/[verify](#) identity.
- 5.4. If there is a discrepancy in the data compared to the test report when identifying the examinee(s) appearing at the exam, the examination of the examinee(s) concerned cannot be started. If, during the clarification of the reasons for the discrepancy, it is proved that the examinee's data are inaccurate in the examination report, the examination of these examinees can also be started after recording the exact data on the examination report.
- 5.5. Those who are absent must be called again at the end of the call-in, and those who are not at the examination venue may not demand to be called again. If, when the exam is organised, a specific time is set or authorised within the examination day for the candidate to start the exam, this rule applies to that time.
- 5.6. The examinee may not make image, video or audio recordings of the exam.
- 5.7. The examination of the candidate(s) may be interrupted if circumstances arise which interfere with the normal course of the exam. In the event of interruption of the examination of the candidate(s), the examiner shall decide whether the examination may be continued. If the circumstance giving rise to the interruption of the examination has ceased to exist, the examiner shall authorise the candidate to continue the exam, otherwise the examinee(s) shall be excluded from the examination.
- 5.8. Candidates must be excluded who are:
 - a) appeared unfit for the exam (e.g. alcoholic, apparently intoxicated),
 - b) use unauthorized aid(s) during the exam,
 - c) his attire is not suitable for the occasion,
 - d) disrupts the conduct of the examinations in any way,
 - e) fails to comply with the instructions given by the examiner in order to maintain the order of examination.

6. Detailed rules for the exam

- 6.1. With the exception of terminological language exams, communication at the exam takes place primarily in Hungarian. If it is possible to take the exam in a language other than Hungarian, the conditions thereof will be published by the Examination Centre on its website. In this case, the candidate may choose the language of the exam when submitting his/her test registration.
- 6.2. After starting the test, the candidate must not leave the exam venue without the permission of the examination board. If the examinee leaves the exam venue without permission, the examiner interrupts the exam and performs the assessment and qualification based on the performance so far. The fact and circumstances of the interrupted exam must be recorded on the examination report. In the event of an interrupted examination, the President shall decide whether the examination may be continued.
- 6.3. If the candidate leaves the exam after the start of the exam but before the start of the exam event, this fact must be recorded in the test report.
- 6.4. In connection with the examinee's examination, the examinee may be provided with access to the documents produced during the examination within 6 months of the exam, upon request, at a time agreed with the head of the HVF.
- 6.5. During the examination, the candidate may use aids approved by law or by the procedures of the Examination Centre and checked by the examiner.
- 6.6. The documents of the exam – especially the worksheets – may not be copied in any way by or for the examinee(s) or Training bodies.
- 6.7. Verification of conformity of the examination venue and the equipment intended to be used
 - 6.7.1. If the examination is conducted at the location and with the equipment provided by the Training Body and the examination board finds deficiencies during the verification of the conditions, it shall request the Training Body to remedy them and provide the required conditions. If the exam is held at HVF's own venue, HVF will take care of removing the circumstances preventing it from being held. The exam may only be held under conditions that comply with the law and the provisions of

the Examination Regulations.

- 6.7.2. The theory exam may only be held at a location that the examination board considers suitable for holding it.
 - 6.7.3. In a theory examination event, the table and chair (bench) suitable for the examinees to write must be placed in such a way that the examinees do not interfere with each other in their work and the progress of the examination can be monitored by the examination board.
 - 6.7.4. SZEV sessions may only be held in the examination room designed for this purpose.
 - 6.7.5. The practical exam shall be carried out on a clean seaworthy vessel with valid ship documents, corresponding to the category prescribed for the qualification to be examined, or, if permitted by law, using simulator equipment approved by the Shipping Authority and operating as intended.
 - 6.7.6. The responsible boatmaster shall be liable for the safety of vessels used in practical examinations, their crews and for the proper circulation of trainees. In the absence of such a person, the exam cannot be held.
 - 6.7.7. The location of the practical exam and the vessels, small crafts used shall comply with the specifications set out in Appendix HKR and, in the opinion of the selection board, shall be suitable for the practical test concerned.
 - 6.7.8. Where regulations allow practical exams to be carried out at a location other than the vessel's deck or prescribes another location according to the nature of the exam, the facilities, equipment and test conditions shall be appropriate to the method of assessment, equipment requirements and safety standards.
 - 6.7.9. The examinee or the Training Body is obliged to provide the material and personal conditions necessary for the exam, taking into account the current legislation and the present Examination Regulations.
- 6.8. How to take the exam
- 6.8.1. In the theoretical examination, the examination is conducted using test questions, oral questions and thematic elements approved by the Shipping Authority, in accordance with the legal regulations and the provisions of the Shipping Authority, in the order of the type of examination and the subject prescribed by these Examination Regulations and according to assessment rules.
 - 6.8.2. No persons other than the examinees, the members of the examination board, the supervisor and the inspector of the examination and the persons authorised by the head of the HVF may be present in the examination room during the theory test.
 - 6.8.3. The worksheets should be distributed in such a way that the candidates sitting directly next to each other receive a different set of tasks.
 - 6.8.4. The seating arrangement of the exam must be such that the examinees do not disturb each other and their activities can be supervised.
 - 6.8.5. The candidate is obliged to take the seat assigned to him by the examiner.
 - 6.8.6. If the examination programme contains several elements of theoretical examinations (oral, written, test, etc.), the activities of the oral candidates must not interfere with the examination of the written examinees. To this end, if necessary, the examination shall be broken down by examination subject and examination element groups.
 - 6.8.7. In a multiple choice test exam, the candidate must be given one minute per question to answer.
 - 6.8.8. In the oral examination, a blank paper with an HVF stamp must be provided next to the list of items of the exam, if the item line itself is not suitable for this purpose. During the preparation for the exam, the examinee can only take notes on this. These notes, as well as blank notepaper, must be collected by the examiner after the exam has been completed.
 - 6.8.9. The examiner objectively evaluates the execution and solution of the exam task by the examinee based on the examination requirements of the exam subject.
 - 6.8.10. The assessment and qualification of paper-based multiple choice test sheets shall be carried out by the examiner(s) in accordance with the instructions of these Examination Regulations.
 - 6.8.11. At the end of his/her examination, the candidate must leave the room, however, if several examinees are examined simultaneously, the examiner must pay attention to the fact that the last two examinees leave the examination room at the same time.

- 6.8.12. During the examination, the examiner must be present in the examination room.
 - 6.8.13. The examiner supervises the observance of the order of the examination.
 - 6.8.14. During the exam, the examiner may only answer technical questions asked by the examinees (touch screen error, item, test sheet printing error, etc.), however, the examiner may not give any answers, signals or conduct that affects the objective assessment of the examinee's knowledge.
- 6.9. Methods of examination, requirements, evaluation of the performance of the candidate
- 6.9.1. Candidates must be called to the test room at the scheduled time, subject to identity verification.
 - 6.9.2. At the beginning of the examination programme, the examiner gives information to the candidates in which he or she explains
 - a) depending on the type of exam,
 - aa) the rules for completing multiple choice test/testsheets),
 - ab) rules for drawing up oral items, preparation time,
 - ac) rules for drawing up written items,
 - ad) rules for developing a case study,
 - (ae) the method of multiple choice or answering,
 - (af) rules governing practical examinations (if the examination programme includes a practical element),
 - b) the course of the examination,
 - c) aids permitted (if any),
 - d) the level of compliance of each task or task sequence and the time available for resolution,
 - e) accountability and method of evaluation,
 - f) the conditions for questioning during the exam,
 - g) the examination specifications,
 - h) the consequences of non-assessment (unevaluation, suspension, disqualification),
 - i) the further actions of the examinees depending on their exam results.
 - 6.9.3. If other regulations, conventions, standards or regulations related to the order of examination are taken into account in the procedures for obtaining qualifications and in during the processes of the examination, the provisions of the Examination Regulations shall be applied in accordance with their provisions.
 - 6.9.4. Paper-based multiple choice test exam
 - 6.10.4.1. The exam event begins with the call-in.
 - 6.10.4.2. Candidates indicate their personal data on the distributed test sheet and ~~can then~~ then can start answering the questions at the same time at the time indicated by the examiner.
 - 6.10.4.3. The test sheet must be collected from the candidate when he/she indicates that he/she has completed the answer, but no later than at the end of the test period.
 - 6.10.4.4. The evaluation of test sheets can only be carried out by the examiner assigned to the examination. The assessment may only be commenced if the examination schedule ~~can~~ still can be held.
 - 6.10.4.5. The test sheet must be evaluated using a red pen and the correction template/solution key.
 - 6.10.4.6. If the candidate has given an incorrect answer on the test sheet, the correct answer on the correction key shall be marked in red in the square(s) before the correct answer during the assessment.
 - 6.10.4.7. The answer is considered incorrect if the candidate
 - a) did not indicate all the correct answers to the question,
 - b) marked the wrong answer

- c) has not indicated any answer,
 - d) used unauthorized markings ('anything other than an X' that is posted, deleted, corrected, or used with any other writing instrument such as pencils).
- 6.10.4.8. A paper based multiple choice test sheet cannot be evaluated if you mark up (dot, underline, draw, etc.) in the wrong place (one of the boxes marked for answering) or use any writing tool other than a pen gripping blue. In case of unevaluation, the qualification of the test subject belonging to the test sheet is "unsuccessful", marked "B"
- 6.10.4.9. At the bottom of each page, the partial result achieved on that page shall be indicated in the appropriate box. During the assessment, the partial results on each page must be summarized on the cover page of the test sheet, on the basis of which the examinee's exam must be qualified as passed (marked: M) or not passed (marked: B) and entered in the space provided for this purpose on the test sheet.
- 6.10.4.10. The number of questions on each test sheet, its point value, the pass score and the number of allowed error points are included in the syllabus approved by the Shipping Authority for obtaining the given qualification.
- 6.10.4.11. The score required for a successful test or the permitted error score must be indicated on the cover page of the test sheet.
- 6.10.4.12. In case of an unsuccessful exam subject, the evaluated test sheets must be returned to the examinees for viewing upon request. The viewing time should not exceed 5 minutes. No one may make an entry or copy of the test sheet with any notes, telephones or other means. The viewed test sheets must be returned in full.
- 6.10.4.13. After viewing the test sheets, they must be collected and counted.
- 6.10.4.14. The qualification of the test must be recorded on the test report using the „passed” "M" or "non-pass" "B" markings.
- 6.9.5. Written exam
- 6.10.5.1. The written exam takes place by explaining and solving the written question or task in writing.
- 6.10.5.2. In the case of a professional seafarer exam, the assessment is carried out with scores ranging from 1 to 10 per question. In order to obtain each seafarer's professional qualification, candidates must pass the qualifying examinations at the following levels:
- a) master, chief mate, chief engineer officer, second engineer officer — "Managerial level",
 - b) deck and engine officer in charge of watchkeeping, radio operator — "Watch keeping officer level",
 - c) seafarers' qualifications other than those referred to in points (a) and (b) — "Watchkeeping subordinate level".
- 6.10.5.3. The assessment (for compliance) shall be carried out by recording the following scores at the three levels:
- a) between 9 and 10 points "Management level",
 - b) between 8 and 10 points " Watch keeping officer level ",
 - c) From 5 to 10 points " Watchkeeping subordinate level ".
- 6.10.5.4. The qualification of the test must be recorded on the test report using the „passed” "M" or "non-pass" "B" markings. In the case of professional seafarers' examinations, the assessment score shall also be recorded in the test report.
- 6.10.5.5. In case of an unsuccessful exam subject, the evaluated sheets must be returned to the examinees for viewing upon request. The viewing time should not exceed 5 minutes. No one may make an entry on the evaluated sheet or make copies of it by any note, telephone or other device. The viewed test sheets must be returned in full.
- 6.10.5.6. After viewing the evaluated sheets, they must be collected and counted.

6.9.6. Oral examination

- 6.10.6.1. A maximum number of candidates may be invited to the examination room at a time to ensure continuity of the oral examination (taking into account preparation time).
- 6.10.6.2. The exam event starts when the examinee draws an item.
- 6.10.6.3. The examinee choose from pre-prepared questions or subject questions without knowing their content.
- 6.10.6.4. Before the answer begins, a sufficient amount of preparation time must be allowed for the content of the line item crossed out. The amount of preparation time is determined by the examiner/examining board. During the preparation time, the examinee can take notes and use them during the answer.
- 6.10.6.5. If the candidate indicates to the selection board that he or she does not want the preparation time, he/she may start his/her answer immediately after learning about the exam tasks.
- 6.10.6.6. The identity of the candidates may be checked again by the examiner before answering questions.
- 6.10.6.7. In the oral examination, the candidate receives the list of items containing the questions of the next exam subject at the same time or in each subject, following his/her answer to the previous subject, in accordance with the examination procedure determined by the exam chair.
- 6.10.6.8. The examinee answers independently without outside help and support, but if he or she gets stuck, he or she can get help with leading questions from the members of the examination board, however, the examiner must take care not to affect the objective methodology and evaluation of the examination.
- 6.10.6.9. Examinees are not allowed to talk to each other in the exam room, they cannot help each other.
- 6.10.6.10. The members of the selection board may ask the candidate questions about the item if they are satisfied that the candidate has finished explaining the item or is stuck in explaining the item. Disturbing the examinee's thinking and explanation of the theorem should be avoided.
- 6.10.6.11. The examinee may be interrupted in explaining the item if, based on what has been presented so far, his/her examination can be classified as successful or the lectures do not relate to the given item, in which case a leading question must be asked.
- 6.10.6.12. The answers shall be assessed according to the level of the expected requirements and the qualification shall be communicated to the candidate.
- 6.10.6.13. If the exam fails, you will be informed of the shortcomings of your answer.
- 6.10.6.14. The examinee passed the subject exam if he answered each of the questions independently or with the help of leading questions, at the professionally expected level. The candidate did not pass the exam if he or she is unable to answer any of the questions satisfactorily with the help of leading questions.
- 6.10.6.15. The answer shall be assessed as an "M" or "B" grade in an inland waterway and maritime pleasure craft operator exam and an "M" or "B" grade in a professional seafarer's examination on the basis of the marks obtained (1 to 10).
- 6.10.6.16. The result of the examination/assessment shall be recorded on the test report using the „passed” "M" or "non-pass" "B" markings. In the case of professional seafarers' examinations, the assessment score shall also be recorded in the test report.
- 6.10.6.17. At the request of the examinees, the examiner informs the candidates about their further tasks, the unsuccessful examiners about the method of registration for the supplementary exam, the opening hours of the examination centre, the amount to be paid for the additional exam and the method of payment.

6.9.7. Case study

- 6.10.7.1. The exam event begins with the drawing of the examinee's item or the receipt of the worksheet containing the exam tasks.
- 6.10.7.2. When taking a case study examination, the appropriate rules of the oral and written tests

shall apply.

- 6.10.7.3. The completed case study and worksheet must be taken over from the candidate when he/she indicates that he/she has completed his/her response, but no later than at the end of the prescribed test time. Upon receipt, the existence and conformity of the data entered on the first page of the case study worksheet and the signature, as well as the number of sheets issued/used for the response, must be checked.
- 6.10.7.4. The assessment of worksheets can only be carried out by the examiner assigned to the examination.
- 6.10.7.5. The assessment may be commenced before each case study is submitted only if the exam schedule can still be maintained.
- 6.10.7.6. The worksheet must be evaluated using a red pen and the solution key.
- 6.10.7.7. For each task, the score value given to the question should be indicated in the appropriate box. During the assessment, the points achieved on each page must be summarised on the cover page of the case study, on the basis of which the candidate passes the exam (marked M) or fails (marked B).
- 6.10.7.8. The number of questions, point values, pass scores, and allowed error points in each case study are included in the qualification and examination requirements for that exam.
- 6.10.7.9. In case of an unsuccessful exam subject, the evaluated sheets must be returned to the examinees for viewing upon request. The viewing time should not exceed 5 minutes. No one may make an entry on the evaluated sheet or make copies of it by any note, telephone or other device. The viewed test sheets must be returned in full.
- 6.10.7.10. After viewing the case studies, they must be collected and counted.
- 6.10.7.11. The examiner informs the examinees about their further tasks, those who failed the exam about how to register for the additional exam, the opening hours of the examination centre, the amount to be paid for the additional exam and the method of payment.

6.9.8. SZEV

- 6.10.8.1. The exam event begins with the call of the examinees.
- 6.10.8.2. The SZEV takes place using the examination program and completing an electronic test series under the supervision of an examiner trained to manage the examination program.
- 6.10.8.3. To achieve successful qualification, you must pass the exam at a level of compliance approved by the Shipping Authority.
- 6.10.8.4. The evaluation of exam results and the communication of exam results are carried out by the examination programme.
- 6.10.8.5. The examiner's pre-examination verification tasks should include checking the functionality of the IT equipment.
- 6.10.8.6. During the test, the examiner(s) conducting the examination must be present in the examination room.
- 6.10.8.7. After calling all the candidates present and taking their place in the examination room, the examiner – if necessary – will provide information on the order of the examination and the tasks of the examinees, and then start the exam.
- 6.10.8.8. After answering the last question of the test and at the end of the time frame, the candidate must be able to view the result and the spoiled questions in the manner offered by the program.
- 6.10.8.9. The examiner enters the qualification of the exam subject on the examination report based on the evaluation of the program. In the case of professional seafarers' examinations, the score obtained (1-10 points) based on the assessment shall also be recorded in the test report.
- 6.10.8.10. The fact and circumstances of any malfunction affecting the normal course of the examination and the course of the substitute procedure used shall always be recorded in a report by the acting examiner.

- 6.10.8.11. Any errors related to the application/the method used in the test/examination must be reported to the head of HVF .
 - 6.10.8.12. In the event of a malfunction during the exams that hinders the conduct of the examination and which cannot be eliminated by the examiner on the spot, the head of the HVF must be notified.
 - 6.10.8.13. If the candidate already has a documented test result at the time of the malfunction, this result shall be considered valid. If the exam interrupted due to the malfunction cannot be continued, HVF will set a new exam date for solving the not yet assessed and qualified exam subject tasks, which can be used without paying a new exam fee.
 - 6.10.8.14. In the event of a failure of a computer device during the examination, the candidate's examination shall be interrupted, and if necessary and possible, the candidate shall be transferred to another workstation and the examination shall be allowed to continue.
- 6.9.9. The practical examination
- 6.10.9.1. The practical exam is considered to have started with the start of the first exam task. If the practical exam consists of the completion of several subtasks, a break may be taken between the individual practical tasks, depending on the nature of the examination.
 - 6.10.9.2. During practical examinations on a vessel or small craft, only the examinees, the examiner (at least one), the craft's crew and persons other than the inspector and supervisor and persons authorised by the head of the HVF may not be on board.
 - 6.10.9.3. In practical exam, the identity of candidates must be verified before starting their examination.
 - 6.10.9.4. During the practical examination, the practical elements determined by the Shipping Authority are examined, and during and after their implementation, the assessment is carried out in the manner specified in this regulation.
 - 6.10.9.5. The practical examination of the candidate lasts until the examiner/examining board can clearly judge the candidate's preparedness.
 - 6.10.9.6. The examinee/training body is obliged to ensure during the practical examinations, according to the type of examination:
 - a) a vessel in suitably equipped and technical condition required for the examination in clean and seaworthy condition,
 - b) special facility, tools, equipment necessary for the examination,
 - c) adequate and qualified crew required for the operation of the ship and the facility used,
 - d) functional simulator equipment approved by the Shipping Authority with a technician to operate it.
 - 6.10.9.7. The examiner shall check the documents of the vessel and its crew before the exam begins.
 - 6.10.9.8. Ships and other facilities may be used for practical examinations if they comply with the legislation in force and this Code, have the required equipment, adequate personnel and valid documents.
 - 6.10.9.9. The responsible boatmaster of a vessel used for the practical test shall be qualified as a professional boatmaster appropriate to the category of vessel and the water area.
 - 6.10.9.10. The practical exam must be evaluated and qualified on the basis of the criteria specified in the examination syllabus.
 - 6.10.9.11. The qualification of the exam must be indicated on the examination report. In the case of professional seafarers' examinations, the score obtained (1-10 points) based on the assessment shall also be recorded in the test report.
- 6.9.10. Incident management
- 6.10.10.1. An extraordinary event is any disturbing circumstance that disturbs the normal course of the examination, prevents its proper conduct or hinders the objective assessment of

the examinee's performance.

6.10.10.2. In addition to taking the measures specified in these Examination Regulations, a brief description of the extraordinary event shall be recorded in the examination report.

6.10.10.3. The examiner **shall draw up a report in accordance with Annex 1 of the following extraordinary events:**

- a) deceiving or attempting to deceive an examiner as to identity,
- b) using or attempting to use an unauthorized aid,
- c) take any notes or photographs of the examination documentation;
- d) seeking to influence the decision of the examiner,
- e) disturbing or attempting to disturb the order of the examination,
- f) in further cases set out in these Examination Regulations.

6.10.10.4. The report must contain, if justified by the gravity of the case, the fact and circumstances of the expulsion of the candidate from the examination, a factual description of the case, the personal data of the persons concerned, their statements and signatures. The record of the extraordinary event must be attached to the examination report. If the persons concerned refuse to sign the Protocol, this fact shall be stated in the minutes. The event must be reported to the head of HVF immediately during working hours, but not later than on the working day following the exam, by handing over the report.

6.10.10.5. In the event of loss or damage to the test sheet, case study or repair template, a report of loss or damage and its circumstances shall be **immediately drawn up in accordance with Annex 1** and the head of HVF shall be immediately notified. Within one working day of oral notification, a report of the incident must be sent to the head of the HVF.

6.9.11. Documenting exam results

6.10.11.1. After assessing the candidate's performance in the test, the rating shall be recorded on the test report.

6.10.11.2. The test report **shall be marked in accordance with Annex 2** and, if any, events affecting the test shall also be indicated.

6.9.12. Final meeting

6.10.12.1. In the case of an examination programme involving several examiners, after the last examination the selection board shall hold a final meeting during which:

- a) evaluate the examination passed,
- b) sign the exam reports.

6.10.12.2. After the examiner has entered the results of the candidates on the examination report, he is obliged to check the entered results together with all the examiners assigned to the given examination.

6.10.12.3. Corrections can only be made to the exam report by the exam chair, crossing out the incorrect result once and entering the good result and certifying it with his signature.

6.10.12.4. At the end of the exam, the exam report, after inspection (and possible correction), must be signed by all examiners.

6.9.13. Announcement of the test results

6.10.13.1. Before the exam results are communicated, candidates must be informed of their further actions.

6.10.13.2. The result of the exam must be presented to the candidate after the end of the exam event, by exam subject.

6.10. What the selection board does at the end of the test

6.10.1. At the end of the exam, the examination board ensures that the exam documentation and other documents produced during the exam are kept private, that they are safely returned to the HVF as soon as possible – but no later than within 5 working/business days – and that the results are immediately transmitted electronically to the HVF process management systems after the SZEV.

6.11. What to do at HVF after the exam

- 6.11.1. The HVF ensures the registration of the qualifications included in the examination reports.
- 6.11.2. In the case of SZEV, the HVF ensures the registration of electronically received qualifications.
- 6.11.3. Unused or reusable documents, items, test sheets, radar images, etc. will be handed over to the test organisers of the Examination Centre.
- 6.11.4. Additional documents related to the examinees' activities, draft copies of exam reports, preparation notes of examinees, completed test sheets, etc. made during the exam shall be kept for 6 months after the date of the exam in order to facilitate decisions on possible complaints and requests for review.
- 6.11.5. The documents received from the examinees and the Training Body related to their further procedures shall be handed over to the exam organizers of the Examination Centre.

7. Procedures depending on the result of the exam

- 7.1. Upon successful completion of all the examinations required for obtaining a nautical qualification, and if the candidate has fulfilled the additional conditions required by law for obtaining the qualification, the HVF registers the qualification obtained with the Shipping Authority.
- 7.2. If the nautical qualification can be obtained without an examination and the candidate has fulfilled the statutory conditions for obtaining the qualification, the HVF registers the acquired qualification in the register of the Shipping Authority.
- 7.3. In case of an unsuccessful exam, the candidate may take a remedial exam from exam subjects with an unsatisfactory qualification.
- 7.4. The fee for the remedial exam must be paid per subject, which is the same as the fee for the first exam per subject.
- 7.5. The exam can be cancelled in writing or via client-side interfaces of the process managing system.
- 7.6. If the examinee does not appear for the exam and does not notify the HVF in writing of about his/her absence at least the day before the scheduled exam, or if he/she does not prove his/her unforeseen absence by submitting a certificate request specified in the Fee Regulations, he/she may not claim to use the fee paid for the exam during his/her further examinations.
- 7.7. If, according to the decision of the examination board, the exam is not held or is interrupted, candidates who appeared at the cancelled exam but did not take their exam may submit an application for another exam session with the same content.
- 7.8. If the exam fails due to the failure of the examinees, the exam organiser, the test venue, the vessel or equipment to be used in the exam, the fee paid for the exam cannot be used at the next requested exam.
- 7.9. If the exam fails for reasons not attributable to the examinees or the exam organiser, the Examination Centre may provide free and priority exams after assessing the request of the examinee/Training Body.

8. Fees and reimbursement of expenses of the examiner

- 8.1. The examiner is entitled to an examination fee and reimbursement of expenses for conducting an examination on the basis of the contract for the engagement of the examiner in force at any time.

FINAL PROVISIONS

This policy shall enter into force on the day of its publication.

This regulation was approved by the Minister designated as shipping authority by decision KÖFÁT/5312-2/2024/HHF dated 25 January 2024.

The provisions of this regulation shall remain in force until amended, revoked or the adoption of the new relevant rules.

With the entry into force of this regulation, Regulation 12/2021 shall be repealed. (V.04) Executive Regulations.

Budapest, 2024."

Szabolcs Benedek
managing
director

ATTACHMENTS

1. Annex No: Minutes of incidents during the examination
2. Annex No: Indications used in navigational examination reports

Minutes of the incident(s) that occurred during the exam

Made for the 20 Day at a time and on the spot, at the navigational certification examination conducted by the examination centre.

At the time of filling out the protocol, they

were present: -

(*Name, role*) -

-

-

The following extraordinary event(s) are recorded on the minutes:

The following actions were taken in response to the events:

Name and signature of the author of the protocol: _____

Indications used in navigational examination reports

The following markings must be entered on the examination reports:

- "M"** - The candidate has passed the level of compliance in the exam.
- He successfully passed the line exam for a part or subsection of the requested water area. The extent of partial completion of the line exam is clearly indicated in the comment box and the original section announcement is crossed out.
- "B"** - The candidate did not pass the level of satisfaction.
- In a waterway section exam, he was unable to describe any part of the requested waterway area or section at an adequate level.
 - The examinee took over the oral/written/case study worksheet during the exam, returned it and indicated that he or she did not intend to take the exam.
 - The examinee took over the multiple choice test sheet at the exam, returned it blank and indicated that he did not intend to fill out the test sheet.
 - The candidate started the practical exam, but refused to perform the assigned task before qualifying his/her exam.
- "1-10"**- In the professional seafarers' exam, the assessment score must also be indicated on the paper report.
- "F"** - The examinee has been exempted from taking the subject given in the exam. The mark is pre-printed on the report, it can only be entered at the exam after consultation with the exam organizer (the examination board cannot dismiss examinees).
- "-"** - The examinee did not meet the threshold conditions prescribed for the current exam, therefore, according to the legislation and the examination regulations, he or she could not start his exam. The comment **says** "prerequisite failed."
- The candidate did not appear for the exam. "NJM" is added to the comment.
 - The candidate appeared for the exam, but did not start the exam. By his own decision, he did not take over the item list, test sheet, did not board the craft, refused to start the exam. Then in the comment "**not started exam**".
 - For reasons not attributable to the examinee, the exam is cancelled or interrupted. The reason for not taking the examination must be indicated in the comment or, in cases involving all examinees, in summary form on the report.
- "X"** - The examinee does not take the exam in a given subject. It shall be pre-printed on the minutes.

All blanks in the paper-based test report must be filled in at the exam. Once the test report has been completed, it must be signed by the examiner(s) in the appropriate place.

Erroneous markings on the test report must be crossed out with a definite line and the appropriate mark must be entered below/above/next to it. The correction must be briefly justified and signed by the chairman of the selection board.

An extraordinary event report shall be drawn up on any modification in the pre-printed data of the examination report, except for the correction of clearly grammatical typos or inaccuracies. The substantive modification of the data, including the missed "F" and "X" markings, can only be made after consultation with the exam organizers of the Examination Centre or, in justified cases, with the head of the HVF, the extraordinary event report must name, among other things, the person with whom the consultation took place and its content must be briefly summarized.

On the test reports, notes on the events experienced during the examination must be indicated.