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APPENDIX E  
POLICIES AND GUIDELINES FOR TAKING NRC EXAMINATIONS

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Each examinee shall be briefed on the policies and guidelines applicable to the examination category (written and/or operating test) being administered. The applicants may be briefed individually or as a group. Facility licensees are encouraged to distribute a copy of this appendix to every examinee before the examinations begin. All items apply to both initial and requalification examinations, except as noted.

PART A - GENERAL GUIDELINES

1. **[Read Verbatim]** Cheating on any part of the examination will result in a denial of your application and/or action against your license.
2. If you have any questions concerning the administration of any part of the examination, do not hesitate asking them before starting that part of the test.
4. SRO applicants will be tested at the level of responsibility of the senior licensed shift position (i.e., shift supervisor, senior shift supervisor, or whatever the title of the position may be).
5. You must pass every part of the examination to receive a license or to continue performing license duties. Applicants for an SRO-upgrade license may require remedial training in order to continue their RO duties if the examination reveals deficiencies in the required knowledge and abilities.
6. The NRC examiner is not allowed to reveal the results of any part of the examination until they have been reviewed and approved by NRC management. Grades provided by the facility licensee are preliminary until approved by the NRC. You will be informed of the official examination results about 30 days after all the examinations are complete.

PART B - WRITTEN EXAMINATION GUIDELINES

1. **[Read Verbatim]** After you complete the examination, sign the statement on the cover sheet indicating that the work is your own and you have not received or given assistance in completing the examination.
2. To pass the examination, you must achieve a grade of 80.00 percent or greater; grades will not be rounded up to achieve a passing score. Every question is worth one point.
3. For an initial examination, the **nominal** time limit for completing the examination is five hours; **extensions will be granted if anyone needs more time to complete the exam.**

For a requalification examination, the time limit for completing both sections of the examination is three hours. If both sections are administered in the simulator during a single three-hour period, you may return to a section of the examination that was already completed or retain both sections of the examination until the allotted time has expired.

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4. You may bring pens, pencils, and calculators into the examination room. Use black ink to ensure legible copies; dark pencil should be used only if necessary to facilitate machine grading.
5. Print your name in the blank provided on the examination cover sheet and the answer sheet. You may be asked to provide the examiner with some form of positive identification.
6. Mark your answers on the answer sheet provided and do not leave any question blank. Use only the paper provided and do not write on the back side of the pages. If you are using ink and decide to change your original answer, draw a single line through the error, enter the desired answer, and initial the change.
7. If you have any questions concerning the intent or the initial conditions of a question, do *not* hesitate asking them before answering the question. Ask questions of the NRC examiner or the designated facility instructor *only*. When answering a question, do *not* make assumptions regarding conditions that are not specified in the question unless they occur as a consequence of other conditions that are stated in the question. For example, you should not assume that any alarm has activated unless the question so states or the alarm is expected to activate as a result of the conditions that are stated in the question. **Finally, answer all questions based on actual plant operation, procedures, and references. If you believe that the answer would be different based on simulator operation or references, you should answer the question based on the *actual plant*.**
8. Restroom trips are permitted, but only one applicant at a time will be allowed to leave. Avoid all contact with anyone outside the examination room to eliminate even the appearance or possibility of cheating.
9. When you complete the examination, assemble a package including the examination questions, examination aids, answer sheets, and scrap paper and give it to the NRC examiner or proctor. Remember to sign the statement on the examination cover sheet indicating that the work is your own and that you have neither given nor received assistance in completing the examination. The scrap paper will be disposed of immediately after the examination.
10. After you have turned in your examination, leave the examination area as defined by the proctor or NRC examiner. If you are found in this area while the examination is still in progress, your license may be denied or revoked.
11. Do you have any questions?

PART C - GENERIC OPERATING TEST GUIDELINES (CATEGORIES A, B, AND C)

1. If you are asked a question or directed to perform a task that is unclear, you should not hesitate to ask for clarification.

2. The examiner will take notes throughout the test to document your performance, and sometimes the examiner may take a short break for this reason. The amount of note-taking does not reflect your level of performance. The examiner is required to document satisfactory as well as less than satisfactory performance.
3. The operating test is considered "open reference." The reference material that is normally available to operators in the facility and control room (including calibration curves, previous log entries, piping and instrumentation diagrams, calculation sheets, and procedures) is also available to you during the operating test. However, you should know from memory certain automatic actions, set points, interlocks, operating characteristics, and the immediate actions of emergency and other procedures, as appropriate to the facility. If you desire to use a reference, you should ask the examiner if it is acceptable to do so for the task or question under consideration.

You may *not solicit technical information* from other operators, engineers, or technical advisors.

4. You must not discuss any aspect of your operating test with any other examinee until after all the examinations are complete.

#### PART D - WALK-THROUGH TEST GUIDELINES (CATEGORIES A AND B)

1. The walk-through test covers control room systems, local system operations, and administrative requirements. The examiner will evaluate these areas using a combination of job performance measures (JPMs) and specific questions.

The initial walk-through consists of ten JPMs for RO and SRO(I) applicants and five for SRO(U) applicants. Seven of the JPMs (two or three for upgrade applicants) will be conducted in the control room or simulator and the remainder will be conducted in the plant.

The requalification walk-through consists of five JPMs total, with at least two in the control room/simulator and at least two in the plant.

2. The examiner is a visitor at this facility. When you enter the plant, you may be expected to escort the examiner and ensure that he or she complies with safety, security, and radiation protection procedures.
3. You should not operate plant equipment without appropriate permission from the operating crew. Nothing the examiner says or asks will be intended to violate this principle.
4. Before beginning each JPM, the examiner will describe the initial conditions, explain the task that is to be completed, indicate whether the task is time-critical, and explain which steps are to be simulated or discussed. You should perform or simulate the required actions as if directed by plant procedures or shift supervision. Do not assume that the

examiner will accept an oral description of the required action unless the examiner indicates otherwise.

5. Time-critical JPMs have been validated by your facility and must be completed within the predetermined time interval in order to obtain a satisfactory grade for that JPM. You will be permitted to take whatever time is necessary to complete those JPMs that are not time-critical, provided you are making reasonable progress toward achieving the task standard.
6. When performing JPMs, you are expected to make decisions and take actions based on the facility's procedural guidance and the indications available. Some of the tasks that the examiner asks you to perform will require the implementation of an alternative method directed by plant procedures.
7. As part of the examination, the examiner may ask questions to investigate your knowledge of an administrative topic, system, or task. Many of the questions will require you to use plant reference material, while others should be answered without the use of references. If you need to consult a reference to answer a question, ask the examiner if it is acceptable to do so. There is no specific time limit for any question, however, you may be evaluated as unsatisfactory on a question if you are unfamiliar with the subject or reference material and are unable to answer the question in a reasonable period of time. You will not be permitted to conduct unlimited searches of the plant reference material during the examination.
8. To facilitate the examination and better enable the examiner to assess your level of understanding, please verbalize your actions and observations while performing the JPMs. Also, please inform the examiner when you consider your performance of each JPM and your answer to each question to be complete.
9. If you need a break during the test, you should ask the examiner.
10. Do you have any questions before we begin the walk-through test?

#### PART E - SIMULATOR TEST GUIDELINES (CATEGORY C)

1. Your primary responsibility is to operate the simulator as if it were the actual plant. If you believe that the simulator is not responding properly, you should make decisions and recommendations on the basis of the indications available, unless directed otherwise by the examiner.
2. If the examiner asks you a question, you should answer it *only if* doing so will not interfere with simulation facility operations.
3. Teamwork and communications are evaluated. You can enhance the evaluation process by vocalizing your observations, analyses, and the bases for your actions.

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Requalification examinations evaluate the crew's ability to safely operate the plant and the performance of both the individuals and the crew.

4. If you recognize but fail to correct an erroneous decision, response, answer, analysis, action, or interpretation made by the operating team or crew, the examiner may conclude that you agree with the incorrect item.
5. You should keep a rough log during each scenario that would be sufficient to complete necessary formal log entries.
6. A designated facility instructor (or an examiner) will act as the auxiliary operators, radiation health and chemistry technicians, maintenance supervisors, plant management, and anyone else needed outside the control room.
7. The facility instructor (or examiner) will provide a shift turnover briefing before the scenario begins. The briefing will cover present plant conditions, power history, equipment out of service, abnormal conditions, surveillances due, and instructions for the shift.
8. Control board switches may be purposely misaligned to enhance a scenario or transient where appropriate. You will not be required to locate misaligned switches as part of the evaluation. If a switch is misaligned, it will be tagged or otherwise highlighted as appropriate to the facility and will be noted during the turnover briefing. The examiners will not misalign switches during the scenario.
9. Time compression may be used to expedite the sequence of events in some scenarios, but it will not preclude you from performing the actions that you would typically be required to perform in response to the events. If time compression is used, you will be so informed during and after the scenario.
10. You will given sufficient time (normally about five minutes) to familiarize yourselves with plant conditions before starting each simulator scenario.
11. The initial test will normally consist of two or three scenarios lasting a total of three to four hours. The requalification test will normally consist of two scenarios lasting about one hour each. You will be given a short break between scenarios.
12. SRO upgrade applicants who fill the role of an RO or balance of plant (BOP) operator during a scenario will be evaluated on their ability to manipulate the controls even though an examiner may not be assigned to directly monitor their performance.
13. Do you have any questions before we begin the simulator test?

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