June 25, 2001

Mr. Ralph A. Butler, Chief Operating Officer
Research Reactor Facility
University of Missouri
Columbia, MO 65211

Dear Mr. Butler:

I made arrangements with Michael Dixon for the administration of operator licensing examinations at the University of Missouri – Columbia reactor. The written and operating examinations are scheduled for the week of September 10, 2001.

In order to meet this schedule, I will use the material that you provided for the June 10, 2001 examination. Please send any updates to the material as it becomes available to the following address:

(U.S. Postal Service)
U.S. Nuclear Regulatory Commission
ATTN: Paul Doyle
Mail Stop O12-D1
Washington, D.C. 20555

(Overnight Delivery)
U.S. Nuclear Regulatory Commission
ATTN: Paul Doyle
Mail Stop O12-D1
11555 Rockville Pike
Rockville, MD 20852-2738

You are responsible for providing adequate space for proper conduct of the written examination. Enclosure 1, "Administration of Written Examinations," describes our process for conducting these examinations.

Enclosure 2 contains the Rules and Guidelines that will be in effect during the administration of the written examination. Please ensure that all applicants are aware of these rules.

Your review of the written examination will be conducted in accordance with the procedures specified in Enclosure 3, "Facility Review of Written Examinations."

Final, signed senior reactor operator license applications certifying that all training has been completed must be submitted at least 14 days before the first examination dates so that we will be able to review the training and experience of the candidates, process the medical certifications, and process the applications. If our review cannot be completed in time to make a determination of applicant eligibility, the candidate may not be permitted to sit for the examination. Therefore, it is recommended that license applications be provided as soon as possible to ensure an appropriate level of review.

This request is covered by Office of Management and Budget (OMB) Clearance Number 3150-0018, which expires April 30, 2003. The estimated average burden is 7.7 hours per response, including gathering, xeroxing and mailing the required material. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Records Branch, (T-6 E-6), U.S. Nuclear Regulatory Commission, Washington, D.C. 20555-0001; or by Internet electronic mail to <bjs1@nrc.gov>, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0018), Office of Management and Budget, Washington, D.C. 20503.

If you have any questions regarding the examination procedures and requirements, please contact me at 301-415-1058, or Internet e-mail pvd@nrc.gov.

Sincerely,

/RA/

Paul V. Doyle Jr., Chief Examiner
Events Assessment, Generic Communications and
Non-Power Reactors Branch
Division of Regulatory Improvement Programs
Office of Nuclear Reactor Regulation

Docket No. 50-186

Enclosures: 1. Administration of Written Examinations
2. Procedures for Administration of
Written Examinations
3. Facility Review of Written Examinations

cc w/enclosures: Michael Dixon, University of Missouri – Columbia

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Facility File (EBarnhill) O6-D17	AAdams, PM	

ADAMS ACCESSION #: ML011700256 **TEMPLATE #: NRR-079**

OFFICE	REXB:CE		IOLB:LA		REXB:BC	
NAME	PDoyle		EBarnhill		LMarsh	
DATE	06/ 21 /2001		06/ 20 /2001		06/ 21 /2001	

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ADMINISTRATION OF WRITTEN EXAMINATIONS

1. The facility licensee must provide a single room for administration of the written examination. The location of this room and supporting restroom facilities should be such as to prevent contact with all other facility personnel during the written examination.

2. Minimum spacing is necessary to ensure examination integrity as determined by the Chief Examiner (i.e., one applicant per table, with a three-foot space between tables).

3. Acceptable arrangements should be made by the facility if the applicants are to have lunch, coffee or other refreshments. These arrangements shall comply with Item 1 above and must be reviewed by the examiner and/or proctor.

4. The facility licensee may provide pads of 8-½ by 11 inch lined paper in unopened packages for use in completing the examination. The examiner will distribute these pads to the applicants as needed.

5. Applicants may bring pens, pencils, calculators or slide rules into the examination room. Only black ink or dark pencils should be used for writing answers to questions.

6. Any charts, models, training materials, equipment and reference material present in the examination room must be approved by the chief examiner.

7. The facility staff will be provided a copy of the written examination and answer key at the beginning of the written examination. The facility staff will have five (5) working days from the end of examinations to provide formal written comments with supporting documentation regarding written examination questions and answers to the Chief Examiner.

PROCEDURES FOR THE ADMINISTRATION OF WRITTEN EXAMINATIONS

1. Verify candidate identity.

2. Pass out examinations and all handouts. Instruct applicants not to review examination until instructed to do so.

READ THE FOLLOWING INSTRUCTIONS VERBATIM:

1. Cheating on the examination means an automatic denial of your application and could result in more severe penalties.

2. When you have completed your examination, you must sign the statement at the bottom of the cover sheet. This must be done after you complete the examination.

READ THE FOLLOWING INSTRUCTIONS:

1. Restroom trips are to be limited and only one applicant at a time may leave. You must avoid all contact with anyone outside the examination room to avoid even the appearance or possibility of cheating.

2. Use black ink or dark pencil only to facilitate legible reproductions.

3. Print your name in the blank provided in the upper right-hand corner of the examination cover sheet and each answer sheet.

4. Mark your answers on the answer sheet provided.

5. The point value for each question is shown in [brackets] after the question.

6. If the intent of a question is unclear, ask questions of the examiner only.

7. When turning in your examination, assemble the completed answer sheets with signed cover sheet. The examination questions, aids and scrap paper will be collected at the discretion of the chief examiner.

8. You must achieve a grade of 70 percent or greater in each category to pass the examination.

9. There is a time limit of one hour per section of the examination. E.G., A one section retake examination has a one hour time limit, while a normal three section initial examination has a three hour time limit.

10. After turning in your examination, leave the examination area (DEFINE THE AREA). If you are observed in this area while the examination is still in progress, your license may be denied or revoked.

FACILITY REVIEW OF WRITTEN EXAMINATIONS

1. At the option of the Chief, Events Assessment, Generic Communications and Non-Power Reactors (REXB), the facility may review the written examination up to two weeks prior to its administration. This review may take place at the facility or at an NRC office. The Chief Examiner will coordinate the details of the review with the facility. An NRC examiner will always be present during the review. The examination or written notes will NOT be retained by the facility.

   When using this option the facility reviewers must sign the following statement prior to being allowed access to the examination.

   a. Pre-Examination Security Agreement

      I _____ acknowledge that I have acquired specialized knowledge concerning the examination scheduled for _____ at _____ as of the date of my signature below. I agree that I will not knowingly divulge any information concerning this examination to any unauthorized persons. I understand that I am not to participate in any instruction involving those applicants scheduled to be administered the above examination from this date until after the examination has been administered. I further understand that violation of the conditions of this agreement may result in the examinations being canceled and/or enforcement action against myself or the facility licensee by whom I am employed or represent.

      _____
      Signature/Date

      In addition, the facility staff reviewers will sign the following statement after the written examination has been administered.

   b. Post-Examination Security Agreement

      I _____ did not, to the best of my knowledge, divulge any information concerning the examinations administered during the week of _____ at _____ or any instruction to those applicants who were administered the examination from the date I entered into this security agreement until the completion of examination administration.

      _____
      Signature/Date

2. The facility staff will be provided a copy of the examination and the answer key at the beginning of the examination. The chief examiner will keep a copy with any pen and ink changes made to questions during the administration of the examination.

   If the facility did not review the examination prior to its administration, they will have five (5) working days from the day of the written examination to submit formal comments. If the facility reviewed the examination prior to its administration, any additional comments must be given to an examiner prior to his/her leaving the facility. These comments will be addressed to the Chief Examiner by the Reactor Supervisor. Comments not submitted within the required time frame will be considered for inclusion in the grading process on a case-by-case basis. This may cause delays in grading the examinations.

3. The facility licensee should submit comments in the following format:

   - list the question section and number and state the comment along with a recommendation for correction. (E.G., delete, two correct answers, etc.)

   - support the comment with a reference. Provide a copy of the reference if it was not included in the original reference material submitted

NOTES:

1. No changes to the examination will be made without a reference to support the facility comment. Provide any supporting documentation not previously supplied.

2. Comments made without a concise facility recommendation will not be addressed.

3. Comments not submitted within the requested time will be included in the grading process on a case-by-case basis as determined by the NRC. Comments not submitted within the requested time will delay the examination grading process.

4. NRC policy is to delete a multiple-choice question that has no correct answer or more than two correct answers, and to give credit for either response for questions that have two correct answers.