

DEPUTY HARBOR PILOT CANDIDATE INFORMATION BOOKLET



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Statement of Nondiscriminatory Policy

The Department of Business and Professional Regulation does not discriminate among candidates based on age, sex, race, religion, national origin, handicap, or marital status.

This edition of the Candidate Information Booklet for Deputy Pilots supersedes all previous editions.

Please Save This Document for Future Reference.

Please visit our website at: www.MyFloridalicense.com/dbpr.

The Examination

Content Outline

The purpose of the examination is to objectively measure the essential knowledge, skills, and abilities required of the deputy pilot. Maritime consultants review all examination questions to ensure they cover the job-related activities essential to a deputy pilot; they are clearly and unambiguously worded and technically correct. The Bureau of Education and Testing staff reviews and edits the questions to ensure adherence to testing and measurement principles.

Under section 455.217(1) Florida Statutes, the Board of Pilot Commissioners specifies that the Department of Business and Professional Regulation (Department) administers the licensing examination. The examination shall pertain to the management of vessels and knowledge of channels, waters, harbors, and ports where the candidate for examination wishes to serve and shall include the following content areas:

- I. International Rules of the Road (72 COLREGS)
- II. Inland Rules of the Road (33 CFR 83)
- III. Seamanship and Shiphandling
- IV. Aids to Navigation
- V. Local or Specific Knowledge of the Specified Port Area
- VI. Chartwork of the Specified Port Area
- VII. Federal and State Pilotage Laws and Regulations
- VIII.

Unless otherwise specified, questions will deal with typical merchant vessels, full-bodied and relatively low powered, rather than high-powered military vessels with fine lines.

Ports with Declared Deputy Pilot Openings

The Florida Board of Pilot Commissioners has determined that there is a need for deputy pilots in the following Florida ports:

Combined Ports of Jacksonville and Fernandina— One or more

The Board has accepted the application by St. Johns River Bar Pilots for a special deputy pilot examination, presently scheduled for May 10, 2024.

Obtaining Information about the Open Positions

Before the day of the examination, the Department recommends that applicants discuss local conditions with the local pilots association, including, but not limited to number of pilots; available training programs; present and projected volume of business and compensation as a deputy pilot and as a harbor pilot. For more information, visit The Florida Harbor Pilots' Association website at <http://floridapilots.com/>.

4910 Ocean Street, Mayport, FL 32233

904-249-5631

www.jaxpilots.com

Selection Process

Qualified applicants are examined on the previously noted seven content areas related to piloting and knowledge of the specific port area. Appointments to review the exam results may be made following the initial scoring when the review period expires. Appointments will be made according to the provisions established in Chapter 310.081(2), Florida Statutes.

All candidates should carefully review the provisions of 61G14-11.002(3)(f), Florida Administrative Code regarding acceptable sea service. A copy of this rule has been enclosed as part of the application packet. Applicants submitting service on vessels, which are of a configuration or in a service other than that of the usual commercial vessel, are advised to submit a copy of the vessel's Certificate of Inspection. This will ensure full credit for service presented in accordance with the legally required manning standards of the Coast Guard.

Such non-conforming vessels may include mobile offshore drilling units, self-propelled dredges, tug/barge units, and offshore supply vessels. Candidates presenting service on towing vessels must document the tonnage of the tug and the barge/vessel being towed.

Examination Schedule

The examination reporting times to accommodate all candidates are as follows:

Location:

Department of Business and Professional Regulation

Board of Pilot Commissioners 2601 Blair Stone Rd Tallahassee, FL 32399-0773

Session One - Content Areas: I, II, III, IV, and VII

	<u>Exam Date</u>	<u>Reporting Time</u>
All Candidates:	May 10, 2024,	7:30 a.m.

Session Two - Content Areas: V and VI (Chartwork and Local Knowledge)

	<u>Exam Date</u>	<u>Reporting Time</u>
All Candidates:	May 10, 2024,	1:30 p.m.

Written Examination – General Information

Session One

There are 350 questions in the examination booklet. The International Rules of the Road content area consists of questions 1-100. The Inland Rules of the Road content is consisting of questions 101-200. The Seamanship and Shiphandling content area consist of questions 201-250. The Aids to Navigation content area consists of questions 251-300. The Federal and State Piloting Regulations content area consists of questions 301-350. Most questions are multiple-choice questions with four alternatives (choices), and some are true/false. Candidates must mark their answers to all questions on the answer sheets. Use the first answer sheet to respond to questions 1-200 and the second answer sheet for questions 201-350.

While all questions are equally weighted within each examination, all content is not equally weighted. The scores on the International Rules, Inland Rules, and Seamanship content areas will count one and one-half (1.5) times as much as your scores on the Aids to Navigation and Federal and State Regulations content areas.

Many questions ask candidates to distinguish between what is permitted and what is required under the laws and rules. For example, a statement that an automobile MAY stop at a stop sign is considered false or incorrect. According to the laws and rules, the driver MUST also stop if lights indicate that a vessel is underway; a statement that the vessel COULD be underway would be false or incorrect. A vessel displaying such lights WOULD be underway.

Alternatively, if lights indicate that a vessel COULD be underway or at anchor, a statement that the vessel WOULD be underway would be false or incorrect. For this reason, candidates must pay close attention to words in the questions such as must, may, shall, would, could, etc.

While many examination questions are challenging and require that the candidate have detailed knowledge to respond correctly, no attempt is being made to trick or fool the candidate. Therefore, candidates should not read more into the question than is there, as that could result in the candidate being unable to demonstrate his/her knowledge fully. For example, if a question refers to automobile headlights, a statement that an automobile must show headlights at night is considered a valid or correct statement, even though no mention is made of the required taillights. However, if a question refers to automobile lights required to be displayed (rather than referring only to headlights), then the correct or accurate statement would have to include both headlights and taillights.

Be sure to read the lead-in paragraphs before each examination section. Unless otherwise stated or implied in the questions, assume that:

1. there is ample time and sea room to make whatever maneuvers are called for in the situation.
2. vessels are in sight of each other (reduced or restricted visibility implies vessels are NOT in sight of each other).
3. all vessels are power-driven vessels and are to be considered fully functioning vessels with no maneuvering restrictions; do not assume special conditions if none are specified.
4. any lights referred to are displayed from sunset to sunrise and any shapes referred to are displayed during the day.
5. lights shown or referred to are the MINIMUM lights required by the rules for their size, class, condition, etc. (for example, a 12-meter vessel would show the lights of a 12-meter vessel, not of a 50-meter vessel).
6. use of "requires," "displays," or "shows" concerning navigational lights indicates that you can see these lights, but the vessel may also display additional lights when presenting another aspect.
7. "Requires only," "displays only," or "shows only" indicates these are the only navigational lights on the vessel, regardless of aspect.
8. towed vessels are NOT inconspicuous or partly submerged unless so specified.
9. vessels comply with the rules applicable to the waters upon which they are operating at the time; and
10. regulations for navigational lights on vessels reflect those for the harbors and approaches in Florida and do NOT reflect unique lights permitted on Western rivers, the

Great Lakes, etc.

Terms used in the Rules of the Road such as "keep out of the way of," "shall not impede," "restricted in ability to maneuver," "constrained by her draft," "engaged in fishing," etc., are used per the definitions contained in the Rules.

Some questions direct candidates to refer to a figure. Candidates will find these figures in the two booklets labeled "Light Configurations" and "Figures and Diagrams." Candidates must be sure that they have a copy of each of these booklets. Be sure to read the NOTES on the cover of the "Light Configurations" booklet. "Figures and Diagrams" are used to illustrate aspects of the vessels or the situations and are NOT drawn to scale.

Candidates may request a Question-Comment Form to record any comments that they have on a question or questions. This form is used to improve the overall quality of the examination, not to challenge its contents. Be sure to write the Candidate ID # on the form and turn it in with the examination materials after completing the examination.

Session Two

IMPORTANT NOTICE FOR DEPUTY PILOT CANDIDATES CONCERNING THE JACKSONVILLE/FERNANDINA CHARTS

Candidates may be aware that NOAA has begun canceling raster nautical charts (RNC) as full coverage of Electronic Nautical charts (ENC) are widely available. However, the technology to convert an ENC to a paper chart has been disappointing from a quality of viewership perspective. Additionally, the further conversion to a Pilot Test Chart (PTC) is unavailable currently.

In consultation with the Board of Pilot Commissioners, the Florida Harbor Pilots Association, and the St. Johns River Bar Pilots Association the use of the "old" RNC charts (11491 and 11503) will be acceptable for the Special Deputy Pilot Examination for Jacksonville and Fernandina on May 10, 2024. Candidates should prepare for the exam using a print on demand (POD) chart and can expect to see the same landmass on the PTC.

The POD charts and the PTC used by the Bureau of Education and Testing and the exam evaluators are being purchased through Ocean Grafix. Ocean Grafix has confirmed that the POD charts and PTC will be exactly as viewed in the past from RNC charts. Every effort will be made to adjust the chart observables and the Aids to Navigation score sheets to reflect the last known Notice to Mariner's Corrections September 5, 2023, when the chart was retired.

Session two of the examination comprises the Local Knowledge and Chartwork examination sections for the specified port areas. Candidates for May 10, 2024, Jacksonville/Fernandina time constraint are permitted up to five and one-half (5.5) hours.

The Local Knowledge section of the examination will have true/false questions. The information covered is courses to steer; characteristics of berths/docks; tides; currents; weather; any unique signals or procedures about the Port; channel characteristics; anchorage, danger, prohibited, restricted, or security areas; and shoreline characteristics which aid in determining

location. For Chartwork, candidates will be asked to draw all relevant navigational information shown in all Chart(s) sections for the port area.

Both the Chartwork and Local Knowledge examinations are based on the latest edition of the following publications and charts. These are readily available to the public before the examination date. Any updates and corrections to that information are contained in Notices to Mariners through September 5, 2023:

1. United States Coast Pilot
2. Tide and Tidal Current Tables
3. U.S. Coast Guard Light List
4. Chart(s) for your Port (Print-on-Demand (POD NOAA) - see note above.

If candidates use information from sources more recent than those indicated above, the source must be indicated so that the information can be verified, and proper credit is given. Information based on direct personal observations is neither required nor desired. Responses and drawings must be based upon information disseminated through official sources, which can be verified. If there is a conflict between official sources, use the most recently available information by publication date or last correction.

Chartwork - General Information

Chart Drawing and Aids Correction Handbook for Evaluators

Examination evaluators conduct the Deputy Pilot examination review in the offices of the Bureau of Education in Tallahassee shortly after the candidates complete the examination. The process is as follows:

1. No less than two evaluators are present.
2. At least one BET staff person is present.
3. Each chart is evaluated for details listed in the “Observables” sheets, as well as the aids to navigation “ATON List” copied from the USCG Light Lists.
4. Each chart/list is evaluated by two different evaluators.
5. The BET staff compiles a summary sheet for each observable and light list item.
6. Finally, the summary sheets are taken into a “reconciliation” process where two evaluators cross check different grades and agree to one.

Candidates are provided with a scale tracing (chart) of the area to be examined. Such tracing is called a Pilot Test Chart (PTC). Such tracing is opaque with chart number noted, landmass boundaries shown, as well as a compass rose latitude scale and longitude lines. Candidates must provide their own plotting tools and drawing instruments, with no less than three colors – pencil graphic color or pens, and red and green colored pencils or pens.

Evaluators will use a current NOAA chart as a reference (See note above). The reference charts will be a Print-On-Demand (POD) prepared in the first week of the calendar year of the exam. For example, if the exam is in March, the reference chart will be ordered in the first week of January. The POD chart will have the actual date of printing listed on the lower left corner of the chart.

Chartwork Expectations

Overall, the chart drawing prepared by the candidate should replicate as closely as possible the actual chart imagery and details. Candidates must take care in providing written information in clear and concise fashion. Use of commonly used abbreviations listed in Chart No.1 are permitted, but if the candidate elects to create his/her own abbreviations, a list should be provided, required to be on the front of the PTC. An example might be using “STOP” indicating “Structural Tower on Piles”.

Candidates must be compliant with the information provided in the Candidate Information Booklet for the exam – specifically “Areas Covered in the Chart Drawing” and “Local Knowledge General Information.” Since time management is essential in the chart drawing, candidates should not waste it by drawing areas not expected.

The chart drawing will include all information and aids to navigation which facilitate safe day or night navigation. The following elements of the chart and light list are expected:

The chart drawing will include all information and aids to navigation which facilitate safe day or night navigation. The following elements of the chart and light list are expected:

1. All navigation channels that may be used by vessels that require or may request pilots’ services in that port area from the sea buoy to all docks and channels used. Channels must be drawn to include the channel’s name, limits (including wideners), buoys and project depths. Note, if project depths are not shown on the reference chart in the channel, the candidate will provide depth information from the controlling depths table for the middle of the channel.
2. Turning basins should be drawn with limits and depths as noted on the chart.
3. Buoys within the channel shall be positioned as closely as possible to the actual location. No actual measurable distance tolerance will be maintained as the evaluators seek to evaluate if the candidate can show the true number of buoys (sometimes called gated pairs) and their approximate locations. The location of sea buoys, turn buoys, channel junction buoys and danger area buoy’s location will be more precisely evaluated.
4. Buoys must have a full description noted adjacent to the buoy. The buoy description will include name or number with letters as noted on the reference chart, proper symbology, color of the buoy, light characteristics, and sound if any, AIS symbology if any, shape, or any other information noted on the reference chart. Buoys may be colored in red or green, but if not, the buoy description must include the buoy color. It is not expected to provide height of buoys or nominal light range, even if listed in the Light List. Identification of AIS does not require listing the MMSI number.
5. AIS Aids to Navigation – Physical AIS-ATON are shown with a magenta circle around the buoy symbol. Virtual AIS-ATON are denoted on the reference chart with the abbreviation VAIS and must be included in the drawing. Synthetic AIS Buoys are not printed on paper charts, so are therefore not expected on the drawing.
6. Buoys that denote isolated dangers or safe water must be shown if they contribute to safe navigation. Lights, colors, and letters are required.
7. Lights must have a full description noted adjacent to the light. The light description will include name as noted on the reference light list, proper symbology, description of the structure, light characteristics, height of the light and nominal range, sound if any, AIS symbology if any, or any other information noted on the reference chart.

8. Day beacon must have a full description noted adjacent to the day beacon. The day
9. beacon description will include letters as noted on the reference light list, proper symbology, colors of the board, or any other information noted on the reference chart.
10. Range lights must be fully described with location, characteristics, day board colors and other structural remarks such as visibility arcs and hours of operation.
11. Range course direction must be included exactly as indicated in the Light List.
12. Except as required for range lines, course to steer within channels or fairways outside of channels are not required.
13. Passing lights provide important information for mariners, however candidates need only note their existence, as in Light List column 7 remarks as associated with a range light platform. Actual passing light details and characteristics are not required.
14. Information and Regulatory marks are required if they contribute to safe navigation. Details of the information is required.
15. Private aids to navigation, buoys, lights, or day beacons are expected if they are important to safe navigation of the area drawn. Information that replicates that which is described previously for buoys, lights and day beacons is expected.
16. When channels intersect, the secondary channel which is not otherwise expected to be drawn, the candidates should draw the first aids that mark the entrance to or location of the intersecting channel.
17. Relevant navigational information for vessels approaching the port entrance such as: disposal and spoil areas, submarine cables and pipelines, anchorage areas, fish havens, COLREGS demarcation lines and shoal areas including depth contours adjacent to the navigation channel.
18. Regulated navigation areas, security zones, danger areas, restricted areas as denoted in 33 CFR are expected where their presence is indicated on the chart and will affect navigation.
19. Within the port area bridges or overhead cables over navigational channels are expected, as well as horizontal or vertical clearances noted on the reference chart. Bridges must have a name listed, and any relevant navigational information such as openings, if any.

If a conflict between published navigational information in the USCG Light List and information within printed charts is discovered during the evaluation – the evaluators will default to the Light List for the reference.

Areas Covered in the Chart Drawing

Jacksonville/Fernandina

Jacksonville: Chart 11491, only lower plate

1. Offshore areas including depth curves/contours for 18-feet, 30-feet, and 60-feet
2. Offshore depths in the area bounded by 1.5 miles north and south of the Jacksonville Harbor Bar cut channel and from the 18-foot curve to one (1) mile offshore of pilot boarding area B
3. St. Johns River and channel boundaries from pilot boarding area Bravo to an including Dames Point bridge.
4. Channels around Blount Island

Fernandina: Chart 11503

1. St Mary's Entrance: Sea buoy STM to buoys 18 & 19
2. St Mary's River: Buoys 18 & 19 to buoys 26 & 27
3. Amelia River: Turning Basin buoys E & F to beacon

Local Knowledge Examination - General Information

Please make sure the Local Knowledge examination booklet is for the correct port. All questions are true/false questions with two alternatives (choices) for each question. All questions are equally weighted. Candidates must mark their answers to all questions on the answer sheet.

Responses to this examination are to be based upon the most recent edition of the following publications, which are readily available to the public before the examination date:

- A. United States Coast Pilot
- B. Coast Guard Light List
- C. Chart(s) for your Port
- D. Tide and Tidal Current Tables

In addition, candidates are responsible for any updates or corrections to the above, and any other information vital to mariners contained in all Notices to Mariners published through September 5, 2023. If candidates use information from sources more recent than those noted above, they must indicate the source to verify it and give proper credit. Information regarding direct personal observation is neither required nor desired. Responses to this examination must be based upon information disseminated through official sources which can be verified. If there is a conflict between official sources, use the most recently available information.

Candidates may request a Question-Comment Form to record any comments that they have on a question or questions. This form is used to improve the overall quality of the examination, not to challenge its contents. To identify the problem, be sure to write the Candidate ID #, the port, and the number of the question on the form. Turn it in with the examination materials after completing the examination.

References

Listed below are some general sources that may aid candidates in preparing for the examination. If there is a conflict between two official publications, the most recent will be used.

International and Inland Rules of the Road

- Farnsworth, B. A. *Nautical Rules of the Road*. 4th ed., Cornell Maritime Press, 2006.
- Allen, Sr., Craig, and Craig Allen, Jr. *Farwell's Rules of the Nautical Road*. 9th ed., Naval Institute Press, 2020. *Navigation Rules: International-Inland*, U.S. Coast Guard Navigation Center, www.navcen.uscg.gov/pdf/navRules/navrules.pdf.

Seamanship and Shiphandling

- Hooyer, Henry. *Behavior and Handling of Ships*. 1st ed., Schiffer, 2009.
- Slesinger, Jeffrey. *Shiphandling with Tugs*. 2nd ed., Cornell Maritime Press, 2008.
- MacElrevey, Daniel. *Shiphandling for the Mariner*. 5th ed., Cornell Maritime Press, 2018.

- Baudu, Hervé. *Ship Handling*. 2nd ed., Dokmar, 2018.
- Clark, I., et al. *Mooring, and Anchoring Ships: Principles and Practice*. Volume 1, Nautical Institute, 2009.
- Livingstone, George. *Tug Use Offshore in Bays and Rivers: The Towmaster's Manual*. The Nautical Institute, 2006.
- Blank, John S. *Modern Towing*. 3rd ed., Cornell Maritime Press, 2009.

Aids to Navigation

- Chart Number 1: Nautical Symbols and Abbreviations, <https://nauticalcharts.noaa.gov/publications/us-chart-1.html>.
- 33 CFR 62
- *Light List (2021 Annual Publication)*, U.S. Coast Guard Navigation Center, www.navcen.uscg.gov/?pageName=lightlists.

Knowledge of Local Port

- *United States Coast Pilot*®, nauticalcharts.noaa.gov/publications/coast-pilot/index.html.
- *Light List (2021 Annual Publication)*, U.S. Coast Guard Navigation Center, www.navcen.uscg.gov/?pageName=lightlists.
- Chart(s) for your Port
- Weekly Notices to Mariners (up to the January 1 of exam year) updating the publications in this list (<https://msi.nga.mil/>)

Chartwork

- Chart(s) for your Port (Print-on-Demand (POD NOAA) are the only available charts as of this date – therefore, the chart review will be based upon a POD chart for the area dated the first week of January of the exam year.
- *Light List (2021 Annual Publication)*, U.S. Coast Guard Navigation Center, www.navcen.uscg.gov/?pageName=lightlists.
- *United States Coast Pilot*®, nauticalcharts.noaa.gov/publications/coast-pilot/index.html.

Federal and State Pilotage Laws and Regulations

- 46 USC (United States Code) 7101, 7106, 7112, 85 01, 8502, 8701, 8702
- 33 CFR 95, 164
- 46 CFR 4, 10, 15, 16
- Coast Pilot, Chapter 2
- Chapter 310, Florida Statutes Board of Pilot Commissioners Rules, Rule Chapter 61G14, Florida Administrative Code.

Sample Questions

These sample questions are typical of those used on the examination but will NOT appear on the examination. The headings shown for each examination section will appear on the examination.

International Rules

Answers to all questions in this section are based on the International Rules and the generally

accepted interpretation of these rules from recognized, authoritative texts. Unless otherwise specified, assume vessels to be power-driven.

1. Circumstances permitting, a vessel engaged in fishing shall avoid impeding the safe passage of a vessel constrained by her draft.
 - A. True
 - B. False

2. A rigidly connected composite unit would be lighted as if it were a
 - A. Power-driven vessel.
 - B. tug proceeding with no tow.
 - C. tug with tow alongside.
 - D. tug with tow being pushed ahead.

Inland Rules

Answers to all questions in this section are based on the Inland Rules and the generally accepted interpretation of these rules from recognized, authoritative texts. Unless otherwise specified, assume vessels to be power-driven.

3. A vessel engaged in fishing is also a vessel restricted in her ability to maneuver.
 - A. True
 - B. False

4. In an overtaking situation involving two power-driven vessels, the overtaken vessel may sound the danger signal if in doubt.
 - A. True
 - B. False

Seamanship and Shiphandling

Answers to questions in this section are based upon the basic premises of ship-handling as presented in recognized, authoritative texts. Questions refer to typical merchant vessels rather than to military vessels with fine lines and higher horsepower. Unless otherwise specified, vessels are conventional, right-hand, single-screw vessels. Unless otherwise specified, do not make any allowances for, or assumptions about, external conditions, including wind and current effects.

5. Compared to a conventional, single-screw ship, a twin-screw, single rudder ship is more likely to take a strong sheer when operating in a restricted channel.
 - A. True
 - B. False

6. Generally, directional stability increases as the block coefficient increases.
 - A. True
 - B. False

Aids to Navigation

The following questions are based on the International Association of Lighthouse Authorities (IALA) Maritime Buoyage System Region B. They may also include unique characteristics of aids on the Intracoastal Waterway, but do NOT include unique characteristics for the Western Rivers, the Uniform State Waterway Marking System, or the cardinal marks provided for Regions A and B. The conversion to the IALA Maritime Buoyage System has been completed.

7. When entering from the sea, number 4 buoy could show a white light.
 - A. True
 - B. False

8. Safe water aids, if lighted, would show only white lights.
 - A. True
 - B. False

Federal and State Pilotage Regulations

9. If a coastwise U.S. steam vessel is in Florida waters that usually require a pilot, and that vessel does not have a federal pilot, the vessel shall:
 - A. accept a pilot who has only a state license.
 - B. accept a pilot who has only a federal license.
 - C. accept a pilot who has either a state license or a federal license (either one is acceptable).
 - D. do nothing since a coastwise vessel does not require a pilot.

10. On a foreign flag vessel of 2500 GRT operating in confined or congested U.S. waters, propulsion machinery must be capable of operating ahead and astern.
 - A. True
 - B. False

Answer Sheet

The candidate's answers must be recorded on the answer sheet provided at the examination. If the answers are recorded in the exam booklet, they will not be scored. The answers to the sample questions are 1-A; 2-A; 3-B; 4-B; 5-A; 6-B; 7-B; 8-A; 9-B; and 10-A.

Pilot Testing

The examination may contain a small number of experimental or "pilot" test questions. Including pilot test questions within the examination aims to expand and improve the bank of questions from which future examinations will be drawn. Pilot items are a common practice used by many national and state examination programs and are critical in ensuring these examinations' continued reliability and validity. If pilot test questions are included within the examination, these questions will NOT be counted when computing scores. The time allowed for testing has been evaluated to ensure adequate time for completing test questions and pilot questions.

Pilot questions are NOT identified. If the pilot questions were identified, many candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

Test-Taking Advice

The advice offered here is presented primarily to help candidates demonstrate their knowledge and maximize their chances of passing the examination. Read all instructions carefully. For best results, keep pace by periodically checking the progress of the exam. Doing so will allow time to make any necessary adjustments. Remember that the more questions answered, the better the chances of achieving a passing score. There is no penalty for guessing, so answer every question.

Immediately alert the proctor of any problems involving the examination materials. Do not wait until the examination is over to inform someone of a problem. Be sure to record an answer to each question on the answer sheet when proceeding through the examination. Candidates may mark the questions in their examination booklet and return to them later. Make sure that all answers are marked on the answer sheet before time is called. No additional time will be allowed for transferring answers from the examination booklet to the answer sheet. Remember, candidates will ONLY receive credit for answers marked on their answer sheet.

Supplies

Each candidate expressly understands that the State of Florida, the Department, and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site. It is further understood that the candidate's admission to the examination shall now constitute the candidate's entire, knowing, and complete waiver of any such claims against the State of Florida and the Department of Business and Professional Regulation and the Department's staff.

What to Bring

Any personal items should be encased in a clear plastic bag, 8" X 11", and any other drafting tools candidates feel may be helpful in a large, clear bag or by itself. The Candidate Information Booklet will be subject to removal by the Department's representative at the examination site. No purses, cell phones, pagers, briefcases, portfolios, fanny packs, or backpacks will be allowed in the examination room.

Bring several sharpened No. 2 lead pencils with erasers to record examination answers on the answer sheet(s). In addition, candidates should bring an adequate supply of colored pens and pencils for coloring buoys in the Chartwork section of the examination and any other drafting tools they feel may be helpful.

Bottled water or drinks in spill-proof containers are allowed; however, food is not. A lunch break will be provided, if applicable. Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For candidates that are sensitive to noise, it is recommended that candidates bring earplugs.

What not to Bring

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by the Department's representative at the examination site. Personal items are not permitted in the examination room. Any personal items such as toiletries or snacks must be encased in a clear plastic bag, no larger than 8" X 11" in size, and kept in the locker provided by the vendor.

The following items are NOT allowed in the examination room:

- Cameras, tape recorders, or computers
- Pagers, electronic transmitting devices, or mobile devices (watches with alarms or beepers should be set so that they will NOT sound or go off during the examination administration)
- Any bound or loose-leaf reference materials and notes
- Dictionary, thesaurus, or other spelling aids
- Canisters of mace, pepper spray, or other personal defense items
- Purses, briefcases, portfolios, fanny packs, or backpacks

Translation Dictionaries

To better serve our "English as a second language" candidates, the Bureau of Education and Testing is permitting the use of foreign language translation dictionaries during the examination. Translation dictionaries shall contain word-for-word or phrase translations ONLY. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may not be used. Testing center staff will inspect and approve each dictionary before it can be used during the examination. To maintain security and to ensure fairness in the examination process, candidates are limited to the use of a single dictionary.

If there are any questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at 850.488.5952, or email questions at BET@myfloridalicense.com.

Administrative Policies

Admission to the Examination

Report to the test site no later than the time indicated on the admission slip/examination schedule. It is recommended that candidates arrive at the examination site fifteen (15) minutes prior to the examination reporting time. Bring the admission slip to the test site. Candidates will be required to show their admission slip to gain entry to an examination room.

Additionally, candidates must provide one of the following legal documents bearing their picture and signature to gain admission to the test site: driver's license; state identification card; passport, or notarized photograph bearing their signature. **CANDIDATES MUST BE PREPARED TO SHOW PROPER PHOTO IDENTIFICATION IN ORDER TO GAIN ADMISSION TO THE TEST SITE.** Student and employment I.D. cards are not acceptable.

Late Arrivals

If a candidate arrives at the designated examination site after the examination start time, BET will adhere to the following procedures:

1. If a candidate arrives after one candidate has finished and left an examination room, the candidate will not be permitted to sit for the examination.
2. If a candidate arrives after the start time but before a candidate has finished and left an examination room, the late-arriving candidate will be permitted to take the examination only after signing a statement indicating his or her late arrival time. The candidate will only receive the time remaining and will not be given additional time to complete the examination.

Rules for the Examination

No examination materials, documents, or memoranda of any kind are to be taken from the examination room. Listen carefully to the instructions given by the Examination Supervisor and read all directions thoroughly. Examination Supervisors and proctors are NOT qualified or authorized to answer questions concerning examination content. However, if candidates have any procedural questions, they will do their best to assist them.

Candidates must have the Examination Supervisor/Proctor's permission to leave the examination room. Candidates will not be allowed additional time to make up for time lost. The Examination Supervisor and Proctors are the Department's designated agents in maintaining a secure and proper examination administration.

Smoking will not be permitted in the examination room or the restrooms, based on the October 1985 Florida Clean Indoor Air Act.

Apparel

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time, there are maintenance problems beyond the Department's control. It is suggested that candidates bring a sweater or jacket if the temperature is colder than their individual preference. There always is the possibility of extraneous noise at an examination site. Those candidates sensitive to noise will be permitted to use earplugs.

Change of Address

All candidates will be allowed to file a change of address at the examination site. If an address change occurs after the administration, please notify the Board Office by completing the change of address form provided at the end of this booklet.

Change or Correction of Name

If candidates have a name change or correction, please send a copy of notarized legal documentation to the Board Office immediately.

Special Testing Accommodations

The Department of Business and Professional Regulation complies with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.

All candidates for an examination or a reexamination who desire special testing accommodations due to a disability must submit a written request to the Special Testing Coordinator before each examination. Do not submit the accommodation request with the application. Please send it directly to the following address:

*Department of Business and Professional Regulation Bureau of Education and Testing
Special Testing Coordinator 2601 Blair Stone Road Tallahassee, Florida 32399-0791*

For more information regarding special testing accommodations, please call 850.488.5952.

Scoring Information and Grade Notification

Scoring Procedures

The minimum passing score for Sections I and II (International and Inland Rules of the Road) is 90% correct. The minimum passing score for all other sections is 75% correct. Scores for each section of the examination will then be multiplied by a factor to obtain a weighted score for each section. The factors to be used are one and one-half (1.5) for Sections I, II, III, and VI (Inland Rules, International Rules, Seamanship, and Chartwork), and one (1.0) for sections IV, V, and VII. The weighted scores for each section are then summed to produce an overall weighted score.

Notification of Results

Approximately six (6) weeks after your examination, you will receive your official preliminary grade notice. Grade results will NOT be given out over the phone. Please do not call the Board Office or the Bureau of Education and Testing for this information. Candidates will be provided information regarding the examination review process and may request a review if they desire. The Department will evaluate all written objections submitted by candidates during their review. The candidate's preliminary score may be adjusted because of the evaluation of candidate objections. Candidates will then receive their final grade notice. Appointments are made based on the final scores and per Chapter 310.081(2), Florida Statutes.

Examination Review Process

Candidates are allowed one opportunity to review the examination. Review requests received more than 21 days from receipt of examination results **will not be processed**. Any review shall be completed within sixty (60) days after receiving a timely request for review. Information on review procedures is mailed to all candidates along with the candidate's grade sheet. Candidates are responsible for requesting a review of their examination, even if they are not in a location where mail services are available.

Candidates are entitled to review the examination questions, papers, answers, and answer

keys. No candidate may copy materials provided for this review. You will not receive your examination booklets during the review. Candidates will be provided with unused copies of exam booklets.

The review will take place during regular business hours, in the presence of a Department representative. If a candidate disagrees with the administration or scoring procedures, he/she may submit written objections to the examination items or procedures during this review. Such objections must specify the reason(s), in detail, as to why the candidate is objecting.

When an objection is received, the Department shall review the candidate's examination and submitted objection(s). If an error was made in the original scoring of the candidate's examination, the Department might alter the score received by the candidate to reflect the correction. The candidate shall be notified as to the Department's final decision.

Reexamination Information

A candidate who fails to achieve an appointment as a certified deputy pilot will be eligible to participate in subsequent examinations for declared openings. Candidates must submit the prescribed fee and complete the entire application form, including all documents, as if he or she was submitting an initial application. However, any candidate who consecutively fails to achieve a passing grade on two (2) examinations and fails to achieve an overall average score of 85% on each of those two examinations, whether for the same port or not, shall not be certified as eligible for an examination for any port for a three (3) year period, from the date of the first such failure.

Information on re-application procedures will be sent to all affected candidates with the examination results.

Change of Address

Candidates can submit a change of address by completing the Board of Pilot Commissioners Maintenance Form, Form # DBPR BOPC 2, which is incorporated by Rule: 61-35.018 and can be accessed at: <https://www.flrules.org/gateway/reference.asp?No=Ref-14849>.

Appendix 1: Points of Contact

Please contact the appropriate office for questions regarding the following:

Application Policies and Fees

Board of Pilots
Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.1395

Scheduling, Grade Notification, and Changes of Address

Candidate Services Unit
Department of Business and Professional Regulation
Bureau of Education and Testing
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.488.5952

Examination Review and Formal Hearings

Review Unit
Department of Business and Professional Regulation
Bureau of Education and Testing
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.488.5952

Requests for Special Testing Accommodations

Examination Administration Unit - Special Testing
Department of Business and Professional Regulation
Bureau of Education and Testing
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.488.5952

Please visit our Web Site at: <http://www.myfloridalicense.com/dbpr>

For information on hotels or directions to the examination site, contact the site or the chamber of commerce where the examination is scheduled.