# Administration of Open Book EOCT Examinations

## Updated:     18 Aug  2008

ESOs should become familiarized with the following rules when administering Open Book EOCT examinations:

1.  No materials other than those listed below are allowed to be used during the testing (unless specified on the test booklet).  Use of online course material while testing is not authorized.

2.  Markings in the Course Material:

   A.  Course materials used during open-book tests may not have any highlighting or other marks in them with one exception. End-of-lesson quizzes may have answers (and only answers) written in. Students are **NOT** allowed to mark in their course material during the examination.

   B.  Course material brought into the test shall NOT have tabs/dividers in it that were put in by the student, or if the course material mailed from the Coast Guard Institute came with it.

   C.  **Prior to the examination, the ESO shall** review the course material the examinee intends to use during the test to ensure they comply with guidelines in 2.A. and 2B. above. If the materials do not comply with the guidelines, the ESO shall cancel the examination, advise the examinee of the reason for cancelling it, and advise the examinee that they will need to reschedule the examination.  The ESO will also ensure that all examinees understand that during the test session they are prohibited from writing anything in the course material they are using such as note taking or copying any portion of the exam.

   D.  **Upon completion of the examination, the ESO shall review** the course material again for any markings that may have been made during the examination.  If markings are found, course material should be confiscated and destroyed, and member counseled on the inappropriate actions.

   **NOTE:**  Any form of note taking or copying of any portion of the questions is a violation punishable by the Uniform Code of Military Justice (UCMJ)

The following EOCT are open book and only the course materials listed below are allowed in the testing.

| **EOCT** | **Pamphlet Number** | **Pamphlet Name** |
|---|---|---|
| ET1 0122-2 | P12201 | ET1 Performance Qualification Guide |
|  | P12202 | Unit Documentation |
|  | P12203 | Unit PMS Development & Maintenance |
|  | P12204 | Inventory Management |
|  | P12205 | Electronic Equipment Inspection & Verification |
| ET2 0222-2 | P22201 | Performance Qualification Guide |
|  | P22202 | Administration & Documentation |
|  | P22203 | Equipment and Personnel Safety |
|  | P22204 | Training |
|  | P22205 | Electronic Equipment & Cabling |
|  | P22206 | Electronic Equipment and Cabling |
| HS1 0130-3 | P13001 | Course Introduction |
|  | P13002 | Medical Administration |
|  | P13003 | Patient Affairs |
|  | P13004 | Medical Supply and Fiscal Management |
|  | P13005 | Safety and Environmental Health |

| | P13006 | PQG Certification Pamphlet |
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| HS2 0230-3 | P23001 | Course Introduction |
| | P23002 | Clinical Sickcall |
| | P23003 | Medical Administration |
| | P23004 | Patients Affairs |
| | P23005 | Medical Supply and Fiscal Management |
| | P23006 | Safety Environment Health |
| | P23007 | PQG |
| | P23008 | CD ROM Guide |
| | P23009 | Deferential Diagnosis Job Aids |
| | P23010 | Level 1 Survey |
| | P23011 | EMT Basic Refresher CDROM |
| OS1 0138-1 | P13801 | OS1 Performance Qualification Guide (PQG) |
| | P13802 | Communication System |
| | P13803 | Communication's Security |
| | P13804 | Physical Security |
| | P13805 | Personnel Security |
| | P13806 | SAR Case Execution |
| | P13807 | L/E Case Execution |
| | P13808 | Marine/Environmental Safety |
| | P13809 | Intell |
| | P13810 | Command and Control Systems |
| | P13811 | Glossary |
| | P13813 | Maritime Homeland Security Case Ex |
| OS2 0238-1 | P23801 | OS2 Performance Qualification Guide |
| | P23802 | Physical Security |
| | P23803 | SAR Case Execution |
| | P23804 | L/E Case Execution |
| | P23805 | Intelligence |
| | P23806 | Command and Control Systems (C41) |
| | P23807 | Glossary of Terms |
| YN2 0276-1 | P27601 | YN2 Performance Qualification Guide |
| | P27602 | Glossary of Terms |
| | P27603 | Pay and Personnel |
| | P27604 | Travel and Transportation |
| | P27605 | Administration |
| DWINTR 0702-1 | D63107 | NAVRUL Course |
| | D631D1 | COMDTINST M16672.20 |
| | | NAVRUL Flash Cards |