



THE NATIONAL BOARD  
OF BOILER AND PRESSURE  
VESSEL INSPECTORS

**CANDIDATE HANDBOOK**  
FOR THE  
**INSERVICE INSPECTOR**  
**COMMISSION EXAMINATION**

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**The National Board of Boiler and Pressure Vessel Inspectors**

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# **CANDIDATE HANDBOOK FOR THE INSERVICE INSPECTOR COMMISSION EXAMINATION**

## **EXAMINATION ADMINISTRATION**

The National Board Inservice Inspector Commission (IC) examination is offered on the last day of the National Board's "IC" Course.

## **TAKING THE EXAMINATION**

The examination is an open-book examination consisting of 85 multiple-choice questions. In order to pass the examination a minimum of 60 questions must be answered correctly. A listing of reference materials permitted in the examination area is included in the Body of Knowledge for Inservice Inspectors (NB-331-I).

All reference material must be free of any insert pages, notations, exam answers, and/or crib sheets. Sharing of reference materials with other candidates or bringing writing or scratch paper into the examination area is not permitted.

- The examination booklet provides blank pages for performing calculations.
- Pencils will be provided at check-in.

## **EXAMINATION AREA SECURITY**

The following security procedures apply during the examination:

- Examinations are proprietary. Cameras, tape recorders, Personal Digital Assistants (PDAs), pagers, electronic translation dictionaries, cellular phones or other electronic devices are strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing/transmission capabilities are allowed in the examination area.
- No one other than those taking the examination and official monitors are allowed in the examination area.
- Printed translation dictionaries are allowed in the examination area.

## **MISCONDUCT**

Engaging in any of the following conduct during the examination is cause for dismissal from the examination with exam results voided. Examples of misconduct are:

- creating a disturbance, being abusive, or otherwise uncooperative;
- displaying and/or using electronic communications with other examination candidates;
- talking or participating in conversation with other examination candidates;

- giving or receiving help or being suspected of doing so;
- attempting to record examination questions or making notes; and
- attempting to take the examination for someone else.

## **COPYRIGHTED EXAMINATION QUESTIONS**

All examination questions are the copyrighted property of the National Board. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may lead to severe civil and criminal penalties.

## **IF YOU PASS THE EXAMINATION**

Passing the examination is but one step towards attaining a National Board Inservice (IS) Commission. You must also meet certain education and experience criteria, and be employed by a National Board member jurisdiction, or an accredited/accepted Authorized Inspection Agency. Application forms for the National Board Inservice Inspector (IS) Commission are available on the National Board's Web site, [www.nationalboard.org](http://www.nationalboard.org). The application forms must be completed jointly by the candidate and employer.

## **IF YOU DO NOT PASS THE EXAMINATION**

Upon written request from the candidate, the National Board will provide an exam Score Report outlining your score for each category of the examination. The National Board's policy for reexamination is outlined in RCI-1, NB-263, *Rules for Commissioned Inspectors* and indicates a candidate not successfully completing the examination may be eligible to re-take the examination. A candidate who fails to receive a passing grade after taking the examination three (3) times in a twelve (12) month period is not permitted to take the examination for at least one (1) year following the last attempt.

## **NOTIFICATION OF RESULTS**

It is the National Board's goal to notify each candidate of his/her examination results within one week of the examination.

## **CONFIDENTIALITY**

Information about candidates and their examination results are considered confidential and may only be released to the exam candidate or his/her employer (with the permission of the candidate).