

The National Board  
**Candidate Handbook**  
for the  
**Inservice Inspector**  
**Commission Examination**



SINCE 1919

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NB-461 Rev 2

# The National Board Candidate Handbook for the **Inservice Inspector (IS) Commission Examination**

## **Examination Administration**

The National Board Inservice Inspector Commission (IS) Examination is administered on the last day of the National Board's IS Course for students attending class in person and may be taken via our on-demand examination partner, Prometric, for students attending class virtually.

## **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 under the IS Course description located on the National Board's Business Center.

All reference material must be free of any insert pages, notations, exam answers, and/or crib sheets.

Students may use tabs with a paragraph number and/or paragraph name. Blank tabs must be removed prior to the exam.

Students may have previously highlighted text in reference material.

Writing or underlining in Code books during the exam is NOT allowed. Exam booklets have blank pages throughout for notes and/or calculations.

## **Examination Area Security**

The following security procedures apply during the examination:

- Examinations are proprietary. Cell Phones, Smart Watches, or any type of electronic and/or recording 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 proctors are allowed in the examination area.
- Only printed translation dictionaries are allowed in the examination area.

## **Misconduct**

Engaging in any of the following during the exam is cause for dismissal of the candidate from the exam with exam results voided:

- Creating a disturbance, being abusive, or otherwise uncooperative.
- Displaying and/or using electronic communications.
- Talking or participating in conversation with others taking the exam.
- Giving or receiving help or being suspected of doing so.
- Attempting to record exam questions or making notes.
- Attempting to take the exam 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 Inspector (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 as outlined in RCI-1, NB-263, *Rules for Commissioned Inspectors*. This standard is available on the National Board's website, [www.nationalboard.org](http://www.nationalboard.org).

Applications are completed jointly by the candidate and employer via the National Board Business Center.

## **If You Do Not Pass the Examination**

Candidates not receiving a passing score on the examination will automatically be provided an exam score report outlining the score for each exam objective. The National Board's policy for re-examination 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 twelve (12) months following the last attempt.

## **Notification of Results**

Examination results are emailed to students within one week of the examination date.

## **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).