



THE NATIONAL BOARD
OF BOILER AND PRESSURE
VESSEL INSPECTORS

Candidate Handbook
FOR THE
Inservice Inspector
Commission Examination
ADMINISTERED AT A
NATIONAL BOARD JURISDICTION

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Candidate Handbook for the Inservice Inspector Commission Examination Administered at a National Board Jurisdiction

Examination Administration

The National Board Inservice Inspector Commission examination is offered on the first Wednesday in March, June, September, and December. Candidates wishing to take the examination within a National Board member jurisdiction may obtain the exam application from the jurisdiction's chief inspector. A directory of jurisdictions can be found on the National Board Web site, www.nationalboard.org. Note: Most jurisdictions must receive the application at least sixty (60) days prior to the requested exam date; some jurisdictions charge a fee for administering the exam.

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 *National Board Body of Knowledge for Inservice Commission Inspectors* (NB-331-I).

All reference material must be free of any additional pages, notations, exam answers, and/or crib sheets, however, tabbing and highlighting are permitted. 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, pagers, electronic translation dictionaries, cellular phones or other 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.
- 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 Inspector Commission. You must also meet certain education and experience criteria, and be employed by a National Board member jurisdiction, an accredited/accepted Authorized Inspection Agency, or an accredited Owner-User Inspection Organization. The application for the National Board Inservice Commission is completed by the candidate and employer through the National Board's Business Center located at <https://buscenter.nationalboard.org/>.

If You Do Not Pass the Examination

Upon written request from the candidate, the National Board will provide an Examination Score Report. This report lists each examination objective and your score within each objective. The National Board's policy for reexamination is outlined in RCI-1, NB-263, *Rules for Commissioned Inspectors* and indicates a candidate not passing 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 the examination candidate, and employer when applicable, within one week of the return of the written exam to National Board offices. Results are sent via email only and are not given by telephone.

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.