

Examination Rules for Candidates

DMA-Approved Courses

Course provider: MOL Synergy Marine (India) Pvt. Ltd.

Version: 1.0

Effective date: 24th September 2026

Courses covered

These examination rules apply equally to the following courses approved by the Danish Maritime Authority:

1. Occupational health course for members of the safety group on board merchant ships (section 16 course)
2. Course in Danish maritime law for foreign officers, except for masters
3. Course in Danish maritime law, ship administration and occupational health for foreign masters

1. Eligibility

- Candidates must have attended the course for which they are being assessed and fulfilled any applicable attendance or participation requirements.
- Candidates must present a valid photo identification document when requested for identity verification.
- A candidate who cannot provide satisfactory proof of identity may not be permitted to commence or continue the examination.

2. Examination format and assessment

- The assessment will be conducted as an individual online multiple-choice examination.
- Candidates must answer all questions.
- Each question will carry equal marks unless otherwise stated in the examination instructions.
- The course provider will appoint two assessors for each examination: an examiner and a censor or external examiner.
- The course provider will appoint two assessors for each examination: an examiner and a censor. Course trainer will act as examiner along with another assessor.

- The assessors will meet the applicable competence and independence requirements and will assess the candidate in accordance with the approved course description and examination requirements.
- Candidates must comply with instructions issued by the course provider, examiner and censor.

3. Passing criteria and reassessment

- A minimum score of 80% is required to pass the examination.
- A candidate who does not achieve the required score on the first attempt will be permitted one reassessment attempt.
- The reassessment will be conducted under the same examination requirements and passing criteria as the original assessment.
- A candidate who does not pass the reassessment will be considered unsuccessful in completing the course.
- A candidate who fails both the initial assessment and the reassessment must re-attend and successfully complete the full course before becoming eligible for another assessment.
- When an examination is failed, the course provider will guide the candidate on how to address the objectives that were not achieved.
- A retake following removal or expulsion for examination misconduct is governed separately under Section 9 of these rules.

4. Examination environment

- Candidates must take the examination in a quiet location free from interruptions and avoidable distractions.
- Candidates are responsible for ensuring that adequate internet connectivity, power and suitable computer equipment are available throughout the examination.
- The webcam must remain switched on, and the candidate's face must remain clearly visible throughout the examination.
- Candidates must ensure adequate lighting and position the camera so that their identity and continued presence can be verified.
- Candidates must not move out of view, obstruct the camera or deliberately interfere with the monitoring arrangements.

- A deliberate failure to comply with these requirements may be treated as examination misconduct.
- A camera, audio or connectivity interruption caused by a genuine technical problem will be handled under Section 8 and will not automatically be treated as misconduct.

5. Live online monitoring

- The examination may be monitored live through webcam, audio and screen monitoring for identity-verification and examination-integrity purposes.
- Monitoring will be conducted live only.
- Webcam, audio and screen activity will not be recorded or retained.
- Candidates must cooperate with reasonable identity-verification and live-monitoring requirements.
- Activity that gives rise to a reasonable concern about examination integrity may be investigated by the course provider in consultation with the examiner and censor.

6. Open-book examination and permitted materials

- The examination is an open-book assessment, subject to the restrictions set out below.
- Candidates may use only those materials expressly authorised by the course provider and identified in the examination instructions.
- Possession or use of any material, device, application or assistance that has not been authorised will be treated as the use of an unauthorised aid.
- Permitted materials are limited to the course materials supplied or approved by the Training Centre and the legislation or reference documents identified in the examination instructions. Personal notes are permitted. General internet searches are not permitted.

Unless expressly authorised in writing:

- Candidates must not use internet search engines, artificial-intelligence tools, messaging applications, email, social media or other online assistance.
- Candidates must not communicate with or obtain assistance from any other person.
- Candidates must not use a second computer, mobile telephone, tablet, smartwatch or other connected device during the examination.
- Candidates must not record, copy, photograph, download, reproduce, share or distribute examination questions or other examination content.

7. Candidate conduct and academic integrity

Candidates must:

- Complete the examination independently.
- Refrain from communicating with other candidates or third parties.
- Use only authorised materials and equipment.
- Follow instructions issued by the course provider, examiner and censor.
- Provide accurate identity and candidate information.
- Refrain from any conduct that could compromise the integrity, security or fairness of the examination.

Cheating, collusion, impersonation, unauthorised assistance, use of unauthorised aids or other dishonest conduct will constitute examination misconduct.

8. Technical issues and examination deficiencies

- Candidates must immediately notify the examiner or designated examination contact of any technical difficulty.
- The course provider will determine whether additional time, reconnection, rescheduling or another appropriate corrective measure is required.
- Candidates must not independently leave or restart the examination without informing the examiner, unless communication has become technically impossible.
- Where a correctable deficiency is identified during an examination, the course provider will determine how it should be corrected.
- Where a significant deficiency has affected an examination, the course provider will offer a reassessment or re-examination to all affected candidates.
- Where a particularly serious deficiency has occurred, the course provider may cancel the affected examination and arrange a new examination.
- Any reassessment or re-examination required because of examination errors or deficiencies will be provided free of charge.

9. Examination misconduct and consequences

Examination misconduct includes:

- Receiving or providing unauthorised assistance.

- Using unauthorised aids, materials, devices or applications.
- Communicating with another candidate or third party during the examination.
- Copying, photographing, recording, reproducing or distributing examination content.
- Impersonating another candidate or allowing another person to take the examination on the candidate's behalf.
- Providing false identification or misleading candidate information.
- Deliberately interfering with webcam, audio or screen monitoring.
- Engaging in cheating, collusion or other dishonest conduct.

Where a candidate obtains or provides unauthorised help or uses an unauthorised aid, the candidate will be expelled from the examination and the examination attempt will be declared invalid.

Where a candidate engages in disruptive behaviour, the course provider may expel the candidate from the examination. In a less serious case, a warning will normally be issued before expulsion.

Where immediate action is not necessary to protect the integrity of the examination, the candidate will be informed of the alleged misconduct and given a reasonable opportunity to provide an explanation before a final decision is made.

Following expulsion from an examination, the course provider will set a time for a retake if the candidate requests one. The course provider may charge an examination fee for a retake following expulsion, as permitted by the applicable rules.

Suspected impersonation, identity fraud, unauthorised disclosure of examination content or misconduct discovered after the examination may be investigated under the Training Centre's quality management procedures. An examination result or certificate obtained through substantiated misconduct may be withdrawn or declared invalid in accordance with the applicable requirements.

No additional DMA-approved penalties apply beyond those stated above. The previous provisions allowing "invalidation of specific questions" and "suspension from reassessment" have therefore been removed.

10. Results and records

- Examination results will be determined by the examiner and censor in accordance with the approved assessment criteria.

- Candidates who achieve a score of at least 80% will be considered to have passed the assessment.
- Results and relevant examination records will be maintained in accordance with the Training Centre's quality management procedures and applicable requirements.
- Candidates will be informed of their examination result through the Training Centre's established communication process.

11. Internal review and appeals

- A candidate who wishes to question the conduct of an examination, an allegation of misconduct or an examination decision may submit a written and reasoned request for internal review to MOL Synergy Marine (India) Pvt. Ltd.
- Completion of an internal review does not remove or restrict the candidate's statutory right of appeal to the Danish Maritime Authority.
- Under Section 46 of Executive Order No. 861 of 19 June 2024, a candidate may submit a written and reasoned appeal to the Danish Maritime Authority concerning the framework for the examination or the basis for the examination under the approved course description.
- The appeal must be submitted no later than two weeks after the examination assessment has been communicated in the usual manner.
- For the purpose of an appeal, the candidate will, upon request, be provided with a copy of the examination assignment and, in the case of a written examination, a copy of the candidate's own submitted answer.
- The Danish Maritime Authority may accept an appeal submitted after the two-week deadline where exceptional circumstances justify doing so.
- Appeals should be submitted using the current contact details published on the Danish Maritime Authority's official website.

12. Candidate declaration

By commencing the examination, the candidate confirms that:

- The examination will be completed independently.
- Only materials and aids authorised by the course provider will be used.
- No unauthorised assistance will be requested, received or provided.

- The candidate will comply with the examination, identity-verification and live-monitoring requirements.
- The candidate understands that a breach of these rules may result in removal from the examination, invalidation of the examination attempt and further action under the applicable examination and quality-management procedures.