

ROTARY DRILLING WELL CONTROL ASSESSMENT & CERTIFICATION PROGRAMME

General Information: -

1. The Assessment programme contains three separate components:
 - 1.1. A practical assessment exercise on a well control simulator.
 - 1.2. A written test on Well Control Equipment.
 - 1.3. A written test on Principles and Procedures of Well Control.
2. The Surface BOP Stack and Combined Surface/Subsea BOP Stack Tests are two separate programmes and may not be mixed. In each programme, there are separate tests for Drillers and Supervisors. Candidates or their employers nominate the programme and test level to the Assessment Centre. It is not possible to sit both programmes and test levels at the same test session.
3. Candidates are required to bring their passport to the test centre. The Practical Assessor and Written Test Invigilator will check the passport details against the candidate's personal details on the registration form.
4. The Practical Assessor or Invigilator will give each candidate an IWCF registration form to complete. Please ensure that your name, date and place of birth are as stated on your passport.
5. The Training Centre should make a copy of the IWCF Certification Standards Syllabus available to all candidates. Copies can be downloaded from the website <http://www.iwcf.org>.
6. Candidates who pass at least one component of the test programme at the first test session (including Practical Assessment) are allowed two attempts to re-sit the failed component(s). The re-sits (whether it be one or two components) must be taken at a maximum of two separate test sessions. Successful re-sits must be completed within a period not exceeding two calendar months from the initial test date.
7. Candidates who do not successfully complete the programme in the re-sit period and wish to take the programme again must re-register as new candidates. Please note that there is a waiting period of one calendar month before failed candidates may re-register.

Practical Assessment: -

8. Prior to the Practical Assessment Exercise, candidates will be briefed on the purpose of the exercise and their role as either a Driller or Supervisor candidate (dependent on the level at which they are to be tested).
9. Candidate(s) will be assessed on their demonstrated ability to:
 - 9.1. Set up for drilling.
 - 9.2. Recognise a drilling break and positive kick.
 - 9.3. Perform the shut in correctly and within the shortest possible time in accordance with the appropriate procedure.
 - 9.4. Complete a 'kill sheet' and kill the well using the designated procedure. ('Wait & Weight' or 'Driller's' Method).
 - 9.5. Bring the pump up to kill speed maintaining constant bottom hole pressure.
 - 9.6. Operate the remote choke and make adjustments in accordance with the time delay to maintain constant bottom hole pressure.
10. Candidate(s) will not receive any assistance from the assessor during the test exercise.

Written Tests: -

11. The time allowed for the written test papers in each programme are as follows:
 - 11.1. *Driller Level:*

11.1.1. Surface or Subsea Equipment Test Paper	-	1 hour
11.1.2. Surface Principles & Procedures Paper	-	1 ½ hours
11.1.3. Subsea Principles & Procedures Paper	-	2 hours
 - 11.2. *Drilling Supervisor Level:*

- 11.2.1. Surface or Subsea Equipment Test Paper - 1 hour
- 11.2.2. Surface or Subsea Principles & Procedures Paper - 2 ½ hours

12. Candidates will require a calculator, pen and ruler to complete their written test papers.
13. Candidates will be provided with approved Formula Sheets, Kill Sheets and working paper by the Invigilator. All working papers and kill sheets must be handed to the Invigilator on completion of each test paper.
14. Mobile Phones, brief cases, textbooks, calculation tables, and any other materials that candidates bring with them to the training course must be left outside the test room during the test.
15. Candidates may only leave the test room during the written tests with the Invigilator's permission.

Examination Tips:

Please read the following information carefully.

16. Unless otherwise requested each question must only be marked with one answer.
17. If you are asked to select more than one answer, the precise number will be indicated in the question, and you must provide the correct number of answers. There are no part marks for half-completed answers.
18. If a candidate gives ambiguous answers on a test paper, (e.g.; marks two answers when only one answer is requested, or marks one answer when two are requested), then the candidate will **not receive any points** for the question.
19. All multiple-choice questions must be answered by placing an 'X' in the appropriate answer box.
20. Other questions may require the calculation of an answer. The marking scheme provides sufficient margin to allow for correct rounding of the final answer in a calculation question.
21. Candidates must answer all calculation questions based on the data given. Assumptions must not be made about data or events that have not been provided, and candidates may not change data that they believe is incorrect.
22. Calculations should be rounded in accordance with recognised field practice.
23. To correct an answer that has already been marked on the paper, draw two lines through the original answer or box - then enter the new answer or tick the correct box.
24. Candidates should check their paper carefully when they have completed it - to ensure that all questions (on both sides of all the pages) have been answered.

On Completion of the Examination:

25. Candidates must hand their completed test paper to the Invigilator together with any working papers or kill sheets. If a candidate is found to have removed examination material, or notes made during the examination, from the examination room their test paper may subsequently be voided by IWCF.
26. The person grading the test papers uses a standard Marking Key. They will mark the candidates answer(s) in accordance with this key and make no assumptions about answers given or omitted.
27. A grading sheet is completed for each candidate for the Practical Assessment Exercise and each of the two written test papers. These grading sheets are retained by the Accredited Centres to assist trainers identify Candidate strengths and weaknesses.
28. Trainers are not allowed to see or review actual written test papers before, during or after a test session.
29. Candidates are not allowed to review test papers at any time.

Results:

30. The Accredited Centre Manager or a designated deputy will issue test results. The Test Session Invigilator does not give information directly to candidates.