

POLICY 1.2

**TITLE: BASIC TELECOMMUNICATIONS COURSES:
ATTENDANCE AND TESTING POLICY**

DATE: January 2015

I. Basic Telecommunication Course Attendance Requirements

Basic Telecommunications Course (BTC) students will complete all class sessions as required by the vendor of the course being attended.

The student's absence will be recorded on the Student Registration Form when one of the following occurs:

- A. Absence for an entire session.
- B. Arriving fifteen or more minutes late for any class session.
- C. Expulsion from class for disruptive behavior.
- D. Leaving during a scheduled session without the instructor's permission.
- E. Present in class, but unwilling to participate in the activities scheduled for that session.

II. BTC Make-up Sessions

Make-up sessions may be allowed at the discretion of the Lead Instructor and OETS. Students will be responsible for meeting with the Lead Instructor or contacting OETS to schedule make-up sessions

- A. Students may make up a missed lecture session by:
 - 1. Attending another approved course session at either
 - a. another BTC training program or
 - b. a specially scheduled make-up class.
 - 2. Viewing a video recording of the session followed by a meeting with a certified instructor to respond to any questions regarding the material presented.

3. Listening to an audio tape of the session followed by a meeting with a certified instructor to respond to any questions regarding the material presented.

There is no burden on the Lead Instructor to audio or video record the training sessions. If this resource is not available, it is the student's responsibility to contact OETS to identify an appropriate make-up session. It will be the student's responsibility to obtain written verification of attendance at make-up sessions and to present this material to the Lead Instructor for submission with the student's examination.

- B. Any practical sessions must be made up by participation in another course covering that material.

II. Testing Procedures

Students shall not cheat, plagiarize, or use other fraudulent means to meet the training standards. Any such activity may result in notification to the student's sponsoring agency, if applicable, and expulsion from the training program.

Students must demonstrate that they have attained the knowledge and skills taught in the course in order to receive basic communications certification.

- A. In order to be eligible to take the course examination, the student must have completed all required course work and participated in practical exercises.
- B. All examinations are closed book. During the written exams, students may not refer to text books or written notebooks.
 1. During written examinations, students may not consult any resource materials or discuss the questions or answers with other students or the instructor.
- C. Passing Scores
 1. The passing score is established by the training vendor of each basic communications course. Please refer to the Instructor's manual or the vendor's course implementation guide for further information.
- D. Retesting
 1. If a student fails to achieve a passing score on the written examination, one opportunity to be remediated and retested may be provided.
 2. Failure to achieve a passing score on the retest will require the student to

repeat the entire course of instruction prior to any further testing.

- E. A student may make up a missed written examination by:
1. Taking the exam at another approved course location.
 2. Taking the exam during a specially scheduled session proctored by a certified instructor.

Students who fail to attend scheduled make-up sessions may be required to repeat the entire course of instruction prior to being deemed test eligible.