

The Assessor's Responsibilities

- 1) All personnel who perform IWCF Practical Assessments must be accredited as Assessors by the International Well Control Forum. Accreditation is based on completion of a bi-annual re-qualification programme that includes completion of an in-company training programme and assessed practice simulator exercises until each assessor is thoroughly familiar with his/her responsibilities and duties for this activity.

These will include:

- a) Familiarity with the certification syllabus.
- b) Proficiency at operating the simulator.
- c) Understanding the content of the practical exercises.
- d) Conducting a Practical Assessment Exercise in accordance with IWCF procedures and guidelines.
- e) Performing the role of either the Driller or Supervisor if there are no candidates qualifying for that level.
- f) Not coaching or helping the candidate in any way during the assessment.
- g) Informing the candidates of their results at the end of the exercise.

- 2) Before the assessment starts:

- a) All activities on the simulator not relevant to the assessment exercise must be stopped. In the event that two or more simulators are in the same room, only one test will be given, and the additional simulator(s) will be turned off.
- b) The Assessor will ensure that the simulator to be used for the exercise has been set up and programmed for the designated exercise prior to the candidate(s) entry into the simulator room.
- c) The Assessor will ensure that each candidate has completed the IWCF Registration form. The Assessor will check the candidate personal details against their passport.
- d) The assessor will fully brief the candidate(s) on how they will be assessed and what is required of them.
- e) The assessor will ensure that the Supervisor has entered the appropriate pre-kick data calculations on the Well Data Sheet prior to commencing the exercise.

- 3) After the Assessment has finished:

- a) The Assessor will give the candidate his marks for the exercise.
- b) The Assessor will explain to the candidate his strengths and weaknesses.
- c) If the candidate failed the Assessment, the Assessor will tell him his options for re-taking the exercise.