**Guidance for passing the examination of knowledge of THE ESTONIAN maritime legislation**

The examinee applies for the examination at least 3 working days before examination via e-mail info@transpordiamet.ee.

Online examination onboarding details (MS Teams invitation, username and password) will be sent to the examinee by an e-mail in advance.

To participate in the examination, the examinee needs a computer with Internet connection as good as to transmit audio and video, the computer must be equipped with speakers, microfon and camera. The examination takes place in the Microsoft Teams environment via application or Browser.

The examination is recorded and the examinee is asked to share his/her computer screen and show with camera 360 degrees view of the room he/she is staying.

The examinee is not allowed to leave the screen during the examination. He/She may be asked to show his/her hands and surroundings at any time during the examination.

The examinee introduces himself/herself and presents his/her identity document to the camera so as the Committee verifies the identity.

The examination shall be taken independently without the help from outsiders. The use of materials is allowed during the examination. If the Committee has any doubt on examinee cheating, the examination is concluded and failed.

The examination is in English.

The Committee sends a ticket with 15 questions in the “Chat”. From that moment examinee has 60 minutes timelimit to prepare and answere the questions.

Answering the questions takes place in the „Chat“ in writing entering the number of a question and then the answer (e.g 1 – b; 2 – ship is … etc). The answers to the questions may be optional, open sentences or any combination. Multiple choice questions have 1 correct answer, if not otherwise specified.

The protocol with the result of the examination will be sent in written form via e-mail to the examinee within 2 working days at latest. The examinee is asked to sign the protocol and return it.

The result of the examination (protocol) is possible to contest within 30 days from the date of announcement by submitting a written objection to Transportiamet (Valge 4, 11413 Tallinn info@transpordiamet.ee) in accordance to the procedure provided in the Administrative Procedure Act or by submitting a complaint to the Tallinn Administrative Court in the Code of Administrative Court Procedure.

Examinee shall pay a State Fee of **75 euros** for the examination.

Payee: MINISTRY OF FINANCE

Account numbers: SEB Bank EE891010220034796011

 Swedbank EE932200221023778606

 LHV Bank EE777700771003813400

 Luminor Bank EE701700017001577198

 Reference number: 2900082993