

## INSTRUCTIONS AND GUIDELINES FOR SIMULATOR EVALUATION REVIEW -- 2021

For the purposes of review, you have access to the list of evaluated events and your cumulative score (i.e. "performance") on each of those events. You **do not have access to your simulator performance tape, your log file, or the specifics of the evaluation criteria.** The relevant subsections of WAC 363-116-084 are in italics below.

Your score on each of these events is shown in the column to the left of the description of the evaluated event. There are only four possible scores, (+2, +1, 0 and -2) but not all events presented the potential to be scored as "Unsafe or Unsatisfactory (-2)" or "Highly Effective (+2)." A "0" score does not mean that you did anything wrong, it merely means that your performance was not deemed to be "effective." See the scoring key at the top of the Review Sheet.

If you believe that you deserve a higher score for an evaluated event, you must describe the event and describe your specific actions relative to that event and detail what your reasoning is as to why you deserve a higher score. You should realize that upon review of the requested events, the review committee could determine that your score be raised or be lowered.

You should know that in any of the events that call for a time or a distance or imply that there is a safe distance off, those times and/or distances have been established by the subject matter experts who developed the evaluation. Those times and distances were also absolute and after each simulation, the position of your ship was checked against those times and/or distances to verify the measurements. Because of these procedures, a request for review on any of these events would have to be based on your assertion that the position of your ship was not measured accurately, which is highly unlikely.

With regard to events where multiple activities were required, the number of points available was determined by the number of effective activities you performed. The more listed activities you performed, the greater your effectiveness and the higher your score.

### **WAC 363-116-084**

*(2) A pilot applicant who takes a simulator evaluation as provided in this chapter may request a review of his/her simulator evaluation results. This request must be in writing and must be received by the board within five business days of receipt of notification of the simulator evaluation results. The standard of review for reviewing the simulator evaluation results challenged by a pilot applicant is that the challenged evaluation score will not be set aside unless the pilot applicant proves the challenged score was the result of fraud, coercion, arbitrariness or manifest unfairness.*

*(3) The procedure for filing a request for review of the simulator evaluation is as follows:*

*(a) The pilot applicant must contact the board office for an appointment to appear personally to review his/her simulator evaluation;*

*(b) The pilot applicant will be provided a Review Form to complete in the board designated review location in defense of his/her simulator evaluation performance;*

*(c) In review of his/her simulator evaluation performance, the pilot applicant must demonstrate that his/her proposed evaluation of the simulator evaluation is correct;*

*(d) In review of his/her simulator evaluation performance, the pilot applicant must cite on the Review Form provided by the board, the specific situation(s) presented in the simulator evaluation (i.e., crossing, passing, meeting situations, environmental changes like fog descending, navigational decisions and/or rules-of-the-road interpretations) and detail why the actions he/she took in that situation should receive more credit than that which was given, to demonstrate that his/her score on the simulator evaluation provided by the board is incorrect;*

*(e) Only the recorded performance of the pilot applicant will be considered in any review of the simulator evaluation performance. If there are assertions regarding improprieties in the administration, proctoring, grading or scoring of the simulator evaluations, these assertions must be documented in writing with sufficient detail naming times, people, places, protested activities and witnesses to permit the board to conduct an investigation;*

*(f) The pilot applicant will be identified only by number or letter for the purpose of this review;*

*(g) The board will make available to the pilot applicant reviewing his/her simulator evaluation a copy of his/her simulator evaluation performance; and*

*(h) At the completion of the review session, the pilot applicant will submit all the Review Forms to the board and return all materials used to review his/her simulator evaluation. The pilot applicant will not be allowed to take any notes or materials from the board designated review location upon leaving.*

*(4) The procedure for the board's review of the request for review of the simulator evaluation filed by the pilot applicant is as follows:*

*(a) The board, and/or a committee designated by it, and/or a firm under contract with the board for development and grading of the simulator evaluation will review the simulator evaluation and Review Form completed by the pilot applicant; and*

*(b) After completion of such review the pilot applicant will be provided with written notification of the decision regarding review of the Review Form submitted by the pilot applicant. The written notification will show any adjusted credits and scores for any answers that have been changed following such review.*