



STAR Center

Simulation, Training, Assessment & Research

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ISO 9001
Certificate No. 38806

STAR Center Student Blended and Online Course Requirements and Acknowledgement Form

STAR Center has received approval from the USCG to teach certain approved courses using blended learning, and other courses in a fully online format. The USCG approval requires that STAR Center provide online “*synchronous*” (real time) instructor led training for delivery of knowledge-based lectures. Courses approved in a blended format require an onsite section at STAR Center to complete the required course assessments (practical and written). Per USCG requirements, all students must complete the onsite course assessment portion at STAR Center within 6 months from the completion of the knowledge-based online portion with no exceptions. For those courses which are approved fully online, STAR Center will complete the assessments (written and practical) remotely online using a combination of methods including the use of the ExamSoft platform. The USCG has provided approvals for these alternative training and assessment delivery methods on a strict and limited basis.

The blended and online courses will utilize the approved modified schedule and convene at the link online that you will be sent at the dates and times noted. Specific course information and details will be provided at the appropriate time in your course confirmation email. Any additional course information or documentation will be provided at the commencement of the class.

For blended approved courses, onsite practical exercises and assessment sessions have been scheduled with sufficient capacity and frequency. It is your responsibility to review the onsite schedule, then enroll in your preferred onsite assessment session at STAR Center within 6 months of the online class.

For fully online approved courses, the remote assessment/exam procedures including directions on the downloading of the ExamSoft platform as well as requirements and exam procedures will be provided in a separate email. Remote assessments/exams will be available for download and scheduled immediately following completion of the online portion.

Upon successful completion of the blended onsite and/or online remote assessments a course completion certificate will be issued.

The following is an overview of STAR Center’s blended and online course format and requirements:

- Utilizing a video conferencing capability, STAR will provide “synchronous” instructor led training to students via an online video conference capability for identified course modules.



- Students will complete the online instructor led portion and then for blended courses complete the onsite portion within 6 months from the completion of the knowledge-based online portion or for fully online courses complete the remote examination process.
- Students will register via the normal STAR Center registration process for blended and online courses. Blended and online courses (including online sessions and onsite assessments) are listed on our course schedule in the online/blended section.
- Once confirmed for the blended or online course the student will be sent/emailed all required course materials or provided a link to download them. All student materials are copyright to STAR Center (or other entities as indicated) and provided for educational purposes only. They are not to be shared in any form whatsoever.
- The registration staff will test your online connection with you prior to the start of the class.
- On the scheduled date the instructor will open/convene each scheduled online session/module utilizing the video conference platform and take/record attendance. A record of attendance for each session/module will be verified and retained as part of the student records.
- Morning and afternoon online sessions/modules will be convened in accordance with the approved modified course schedule.
- Students must be present, visible on camera and participate in all scheduled online sessions/modules and onsite assessment sessions at STAR. STAR Center is required to verify student's identity for all sessions/modules IAW our approved USCG process.
- Upon successful completion of all course requirements and assessments the student will be issued a STAR Center course completion certificate. All assessments (onsite or remote) must be completed within 6 months from the completion of the knowledge-based online portion with no exceptions

Students are responsible to have the following technical capabilities in order to participate in the blended/online courses:

- PC, Laptop or suitable tablet (Cell Phones are not permitted. Note: tablets are not currently supported for ExamSoft remote exam testing.)
- Reliable High-Speed Internet connection
- Email and scanning capabilities. If the student does not have a document scanner, scanning may include the ability to take and email/upload images of documents i.e. use phone camera or PDF scanning app on phone.
- Webcam
- Microphone
- Earphones (recommended to prevent feedback)
- Additional system capabilities may be required for certain courses to run programs/simulation

STAR Center is not responsible should a student fail to join a session due to any reason including technical issues as a result of the student's equipment, setup or technical capabilities/limitations.

Separate system requirements for those taking remote assessment exams using the ExamSoft platform will be provided separately and can be found at;
<https://examsoft.com/resources/examplify-minimum-system-requirements>



Verification of participant identity for blended/online courses

- When registering for the blended or online course , the individual will be required to submit a copy of their government issued photo ID prior to being enrolled in the class.
- STAR Center will review and verify the government issued photo ID submitted is current/valid.
- At the beginning of each online session/module the instructor will take attendance and require the student to be visible on camera while holding the government issued photo ID submitted as part of the registration process so that identify may be established.
- When at STAR Center for the on-site section, the instructor will again require the student to present the government issued photo ID submitted as part of the registration process.
- For online courses with remote exams/assessment, this ID will also be used in the ExamID verification process.

By signing this I acknowledge that I understand the terms, conditions and responsibilities as a student. I further understand my responsibilities and will:

- Successfully complete the online instructor led portion IAW with these requirements.
- Complete all assessment requirements (onsite/blended or remote/online) within 6 months from the completion of the knowledge-based online portion.
- Use provided copyrighted course material for the educational purpose of this course only.
- Be present for all modules, complete all assignments and submit them as directed,
- Not misrepresent my identification and attendance during the course.
- Abide by STAR Center's USCG approved assessment plan and not attempt to cheat, disable, defeat or deceive any exam/assessment procedures, software or tools used as part of our USCG approval to administer courses.
- Be recorded as part of the student ID, attendance verification and assessment process.

Print Name:

Signature

Date
