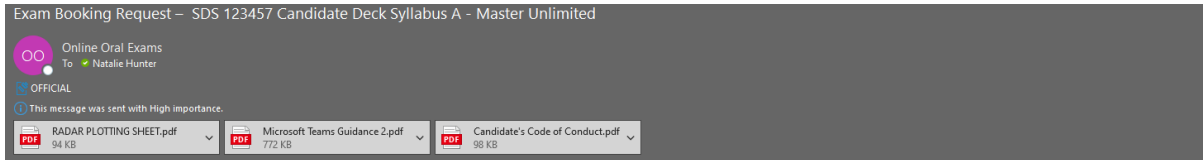


# Introduction of the Microsoft Booking System for Exam Candidates

On receipt of an NOE and required documentation, a booking link email, similar to the screen shot below will be sent to candidates. It will contain the candidate SDS number, A Unique Pin and a Booking Link. It will also include the following attachments; Candidate's Code of Conduct, Microsoft Teams Guidance and a Radar Plotting sheet for deck exams.



OFFICIAL

Dear Candidate

Thank you for requesting to book your Deck Syllabus A - Master Unlimited

**SDS Number: 123457**

**Unique Pin : 5559**

(Unique Pin is required when accessing the below link and making an examination booking)

This email contains a link to access the Online Booking Application. The link will enable you to book your online oral examination no earlier than 14 days in advance. Examinations will be hosted by Microsoft Teams.

Documents attached to this email (please ensure all are read prior to examination):

- Candidate's Code of Conduct
- Microsoft Teams Guidance
- Plotting Sheet.

**You will need to print the Plotting Sheet to bring to your examination.**

When booking please ensure you use the same email address you will be using to access the examination. Rediff email addresses are not compatible with Microsoft Teams.

**Changes to the email address used will result in your examination being cancelled and a new booking link will be issued.**

Dates with listed time slots are available for booking. If your preferred dates have no time slots showing, then there is no availability on that day.

Once you have completed your booking, you will receive a confirmation email containing a link to your Online Oral Exam.

**Booking link**

<https://outlook.office365.com/owa/calendar/MaritimeandCoastguardAgencyBookingService@mcga.onmicrosoft.com/bookings/s/Aeww.I.LL-FEOLCTmwxoN.I2Q2>

If you need any assistance or wish to discuss your application, please contact us on by email at [onlineoralexams@mcga.gov.uk](mailto:onlineoralexams@mcga.gov.uk)

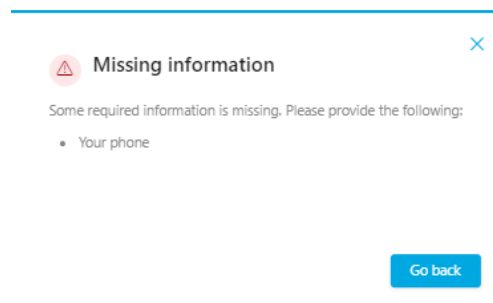
Many regards  
Online Oral Exams

Please note; This email should be retained until after the exam.

On selecting the booking link within the email, it will open the one time specific Microsoft booking page for the candidate. (Sample on page 2)

1. The candidate should select their preferred date and time.
2. Complete the "Add Your Details" section to include candidates
  - Name
  - Email address (where the teams link will be send)
  - Phone number
3. Under "Provide Additional Information" candidates will need to add their
  - SDS Number
  - Unique Pin – found in the initial booking link email
4. After reading the Privacy Notice, candidates will need to tick the box and select "Book"

If any information is missing, candidates will be prompted by the following error message and will need to complete all sections.



[onlineoralexams@mcga.gov.uk](mailto:onlineoralexams@mcga.gov.uk)

## Maritime and Coastguard Agency Booking Service

Deck Syllabus A - Master  
Unlimited

2 hours 

Booking for Deck Syllabus A - Master Unlimited

13 April


 DATE


 TIME

< > April 2022

11:30

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

 ADD YOUR DETAILS

Name

Email

Phone number

 PROVIDE ADDITIONAL INFORMATION

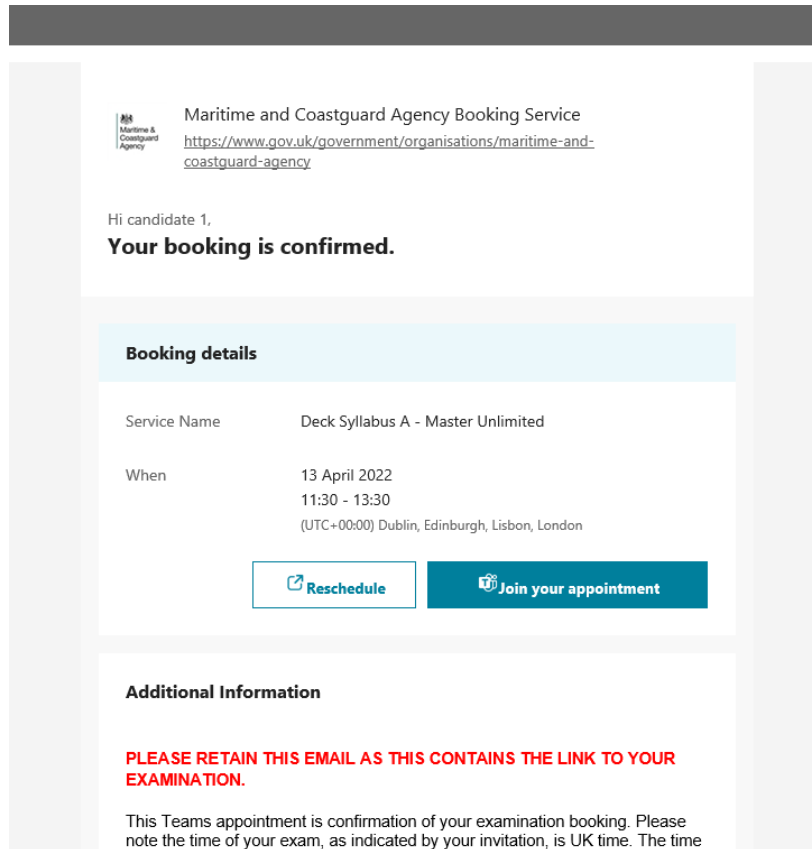
SDS Number (Printed on NOE)

Unique Pin (Provided in Previous email by Online Oral Exams)

Your data will kept and used in accordance to our privacy notice.  
<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/personal-information-charter#seafarer-training-and-certification-privacy-information-notice>

Book

Shortly after, candidates will receive a booking confirmation email as per below



This email should be retained as it confirms the date and time of the exam booking and option to reschedule and join the team's appointment.

If candidates wish to reschedule their exam the unique pin from the initial email will be required to amend the date and time of the exam.

An appointment will also be received by the candidate into their calendar linked to their email address with the examination details.

**On the occasion where any candidates require support or technical assistance with a booking, the Online Oral Exams Team should be contacted by email on [onlineoralexams@mcga.gov.uk](mailto:onlineoralexams@mcga.gov.uk).**