

**DIRECTOR GENERAL OF SHIPPING**

<b>Authorised by</b>	<b>EAC Branch ENG/EXAM- 17(9)/99</b>	<b>EACQMP Chap V1</b>
<b>DYCS</b>	<b>Instructions to Examiners</b>	<b>Circular 046</b>
	<b>Issue No. 00</b>	<b>Dated:24th May 2002</b>

**PROCEDURE LEADING TO APPROVAL/EMPANELMENT OF  
INTERNAL EXAMINERS FOR  
ORAL ASSESSMENT**

**Purpose:**

- To ensure that trained examiners are available for conducting oral examination so to achieve the objectives laid down in the Quality Policy of EAC branch.
- To document procedures for providing training in order to approve Engineer and Ship Surveyors as Internal Examiners for conducting orals as per the procedures and guidelines issued by the Director General of Shipping under MEO 1998 examination rules.
- The training for the approval of an engineering examiner comprise :
  1. Evaluation of eligibility of candidates.
  2. Assessment of written scripts\*
  3. Conducting orals

\* However, as the theory papers and orals are assessed separately and, the questions in the written papers are objective with answers being provided for, the Chief Examiner of Engineers may exempt the surveyor from undergoing training for assessment of written papers of any grade, and shall declare the surveyor as examiner, subject to his being found suitable, for conducting orals only of the particulars grade of examination.

**Scope:**

**F.V.E.D., F.V.Engineers, Sea Going E.D and MEO Class IV (NCV)  
MEO Class III SEO  
MEO Class III CEO**

## **MEO (Main Stream)**

**MEO Class IV**

**MEO Class II**

**MEO Class I**

**Principal Officers of each district to initiate the training of surveyors and forward the report to the Chief Examiner of Engineers for declaring them as Examiners, after he is satisfied with the training and competence of the surveyor to conduct oral examination. Chief Examiner of Engineers is to review the efficiency and functioning of the policy and procedures and make amendments if required.**

### **Procedure:**

**The procedure shall be amended as and when:**

- Change of policy takes place;**
- Chief Examiner of Engineer recognizes the need for updating the ongoing procedure;**
- Any change in rules/regulation requiring adoption of modern methods for training/assessment.**

#### **A) For Oral Assessment:**

**Trainee examiner to be guided by the procedures as detailed in the Guidelines on conducting orals (Circular 010 dated 12th Nov., 2001).**

**Principal Officer/Dy.C.S. while assessing the trainee examiner shall take into consideration the following points before forwarding his recommendation to the Chief Examiner of Engineers for declaring him as an examiner for particular grade.**

- a) Attitude towards the examinee.**
- b) Approach of asking questions to the candidate.**
- c) Type and level of questions being asked, i.e. related to the grades.**
- d) Judgement for assessing the candidate's response & result thereof.**
- e) Overall performance.**

**Based on the above, the Principal Officer/Dy.C.S. shall assess the trainee examiner and grade him as follows for the above five criteria :**

**Use a Rating Scale as follows - (Ref. Eng/Exam-17(9)/99 Circular 010 dated 12th Nov., 2001).**

**Poor - 1**

**Fair - 2**

**Good - 3**

**Very good - 4**

**Excellent - 5**

The total marks allocated for 5 stages of conducting orals is 30 which means that a trainee examiner gets a maximum rating of 5 and minimum of 1 for each stage. If the trainee examiner secures:

1. Upto and including fourteen - to be trained further, as detailed in the procedure.
2. Fifteen and above - recommendation to be forwarded to the Chief examiner of Engineers. Assessment Sheet (Annex 1) of the trainee examiner is to be filled up and enclosed with the proposal.

**B) For written paper assessment:**

Evaluation of written scripts by the trainee examiner shall be assessed by the approved examiner. The maximum difference in the evaluation shall not be more than 10%

**1. F.V.E.D., F.V.Engineers, Sea Going E.D and MEO Class IV (NCV) :**

Grade of Exam.	Training Schedule		
	Training Activity	Time Period	Remarks
F.V., S.G.E.D., MEO Class IV (NCV)	Familiarization with the rules	3 months	
	Scrutiny of application forms of repeaters	3 months	
	Scrutiny of fresh applications	6 months	Atleast ten candidates
	Assessment of orals independently		In the presence of P.O./Dy.C.S.

1. If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained or lacking in basic technique of conducting orals he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.

2. Chief Examiner may accept the report forwarded by the P.O. and declare the surveyor as on examiner fit to conduct orals for MEO Class IV (NCV), S.G.E.D, F.V.E.D., F.V.

**Minimum Qualification of the Surveyor: First Class Certificate of Competency.**

**2. MEO Class III :**

**Atleast 12 months experience as approved MEO Class IV (NCV) examiner.**

Grade of Exam.	Training Schedule		
	Training Activity	Time Period	Remarks
MEO Class III	Familiarization with the rules	3 months	
	Scrutiny of application forms of repeaters	3 months	
	Scrutiny of fresh applications	3 months	
	Conducting orals with approved examiner		Atleast ten candidates
	Assessment of orals independently		In the presence of P.O./Dy.C.S.

**1. If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class III orals he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.**

**2. Chief Examiner may accept the report forwarded by P.O. and declare the surveyor as an examiner fit to conduct orals for MEO Class III.**

**Minimum Qualification of Surveyor: First Class Certificate of Competency.**

### **3. MEO CLASS IV :**

**Atleast 24 months experience as approved MEO Class IV (NCV) examiner/ Class III**

Grade of Exam.	Training Schedule		
	Training Activity	Time Period	Remarks
MEO Class IV	Familiarization with the rules	3 months	
	Scrutiny of application forms of repeaters	3 months	

	Scrutiny of fresh applications	3 months	
	*Evaluation of written papers for all functions in Part A and B	6 months	Same to be assessed by the approved examiner
	Conducting orals with approved examiner	3 months	Atleast ten candidates
	Assessment of orals individually		In the presence of P.O./Dy.C.S.

1. If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class IV orals he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.  
2. Chief Examiner may accept the report forwarded by P.O. and declare the surveyor as an examiner fit to conduct orals for MEO Class IV.

**Minimum Qualification of Surveyor: First Class Certificate of Competency.**

**4. MEO CLASS II:**

Atleast 24 months experience as approved MEO Class IV examiner (minimum service of 48 months).

Grade of Exam.	Training Schedule		
	Training Activity	Time Period	Remarks
MEO Class II	Familiarization with the rules	3 months	
	Scrutiny of application forms of repeaters	3 months	
	Scrutiny of fresh applications	3 months	
	*Evaluation of written papers for all	6 months	Same to be assessed by the

	<b>functions in Part A and B</b>		<b>approved examiner</b>
	<b>Conducting orals with approved examiner (Atleast three)</b>	<b>3 months</b>	<b>Atleast ten candidates</b>
	<b>Assessment of orals individually</b>		<b>In the presence of P.O./Dy.C.S.</b>

- 1. If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class II orals he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.**
- 2. Chief Examiner may accept the report forwarded by P.O. and declare the surveyor as an examiner fit to conduct orals for MEO Class II.**

**Minimum Qualification of Surveyor: M.Sc. from WMU, Malmo or Extra First Class Certificate of Competency.**

**5. MEO CLASS I:**

**Atleast 24 months experience as approved MEO Class II examiner (total service of 72 months).**

<b>Grade of Exam.</b>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>
<b>MEO Class I</b>	<b>Familiarization with the rules</b>	<b>3 months</b>	
	<b>Scrutiny of application forms of repeaters</b>	<b>3 months</b>	
	<b>Scrutiny of fresh applications</b>	<b>3 months</b>	
	<b>*Evaluation of written paper</b>	<b>2 months</b>	<b>Same to be assessed by the approved examiner</b>

- 1. If the surveyor is found not fully trained for evaluation of written papers, he shall be trained further for another 3 months, before recommending his name to the Chief Examiner of Engineers. If found satisfactory, proposal shall be put up to/ by P.O. for**

recommending to Chief Examiner of Engineers for approval /empanelment as an internal examiner for written scripts of MEO Class I candidates.

**Minimum Qualification of Surveyor: Extra First Class Certificate of Competency/ M.Sc. Degree awarded by the World Maritime University, Malmo, Sweden.**

**Chief Examiner of Engineers has the overriding authority to declare any Engineer and Ship Surveyor as examiner if the circumstances so require, on his being satisfied with the performance of the concerned examiner/surveyor. Chief Examiner of Engineers shall monitor and review the performance of the examiner by a systematic feed-back system, and advice on taking necessary steps to improve the performance, if found deficient. The Chief Examiner of Engineers shall withdraw the approval of the examiner, after being afforded suitable opportunity in his own defence, if the Principal Officer forwards any adverse report regarding the examiner. If the Chief Examiner of Engineers so desires, he may call for details before taking any action. Till such time a final decision is conveyed, the examiner shall not conduct orals.**

**Note: If an approved examiner for a particular grade of oral examination is not effectively involved in oral examination activity for a continuous period of 12 months, he shall perform Assessment and other examination related work for one month and conduct at least 5 oral examinations accompanied by another approved examiner. A satisfactory report on format oral approval form will be forwarded to the Directorate General of Shipping with recommendation for continuance as an examiner of that particular grade.**

**ASSESSMENT SHEET.**

**Name of Trainee Examiner:**

**Month:**

**The scores to be given on completion of the questioning process.**

Sessions	Contents	Actual Marks
<b>1 Pre examination. Attitude towards the examinee.</b>	<b>Exchange of niceties, quick look at background and eligibility, ability to put examinee at ease.</b>	
<b>2 During course of main examination. Approach of asking Questions.</b>	<b>Type of questions (Especially leading to assessment of practical involvement with hands on experience)Subject/relevance/depth of questions (special reference to underpinning knowledge and involvement in critical situations).</b>	

<b>3 General</b> <b>Level of questions being asked.</b>	<b>Ability to extract and explore knowledge from examinee by using correct tactics/communication skills e.g. open/lead questions, past experience, situation analysis etc.</b>	
<b>4 Summary</b> <b>Judgement of Assessing the candidate.</b>	<b>i) Ability to convince examinee of his/her performance; areas required to improve and suggestions if any. ii) Clarity of speech.iii) Maintaining cordial atmosphere all throughout</b>	
<b>5 Overall Performance</b>		
<b>SUM TOTAL OF MARKS</b>		

**Note: At least fifteen and above marks will entitled forwarding proposal for approval/continuance.**

**Proposal recommended by :**

**Dy.C.S. / P.O.**  
**M.M.D...../D.G.S.**

**Approved by :**

**Chief Examiner**

**1. IF NOT APPROVED : Chief Examiner of Engineers may require necessary steps to be taken here under :-**

**Chief Examiner (E)Or**  
**2. If considered necessary, Chief Examiner (E) may require another sample oral in his presence.**

**Place : Date :**

**Annexure to procedure No. Page No. 1 / 2**  
**Rev : .....**

**ORAL APPROVAL FORM.**

**Recommend approval/continuance for grade of .....**

**Name of Officer : .....**

**Rank : .....**

**Date of joining service with D.G.S. : .....**



**Appointment date at assessment center : .....**

**Record of orals for grade .....Conducted;**

**Period of discontinuation of conducting orals :**

<b>Sr. No.</b>	<b>Date</b>	<b>Name of approved</b>	<b>Examiner Observation/Remark</b>	<b>Signature</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				