

<b>DIRECTOR GENERAL OF SHIPPING</b>		
<b>Authorised by</b>	<b>EAC Branch File No: ENG/EXAM-17(9)/99</b>	<b>EACQMP Chap VI</b>
<b>DYCS</b>	<b>Instructions to Examiners</b>	<b>Circular 026</b>
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**In order to ensure early declaration of results and decentralization of the examination process, the Directorate has taken the following steps to improvise the existing system and provide greater opportunity and flexibility to the regional examination centers in their efforts to examine, assess and declare the results of the candidates on time:**

**(1) From January 2001 onwards all answer scripts for examinations of Class I, under old rules and Class II and Class IV under the new rules shall be corrected at the respective regional examination centers and the results of the same declared immediately thereafter. A compilation of the results in the appropriate format, (Form-1, Form-2 Form-3, EXN37BC), should be dispatched to the Chief Examiner of Engineers at the Directorate for ex-post facto approval. For this purpose, the model answers for the objective type questions and mathematical questions have also been included, separately with the question sets, for guidance. The model answers have been made out with much effort and there may still be occasional shortcomings. It is advisable that the Examiner of Engineers use his discretion in assessment of answers scripts, wherever necessary, in the event of aberrations in the question papers or model answers, by suitably awarding bonus marks for an answer that is a clear alternative, or in the event of a question which has an alternative meaning.**

**(2) From January 2001 onwards Answer scripts of candidates for Class I examination under the old rules, shall be assessed separately by a panel of examiners, and orals is to be conducted separately by a different panel of examiners, as is being done for Class IV examinations under the new rules. All the Answer scripts of Class I papers under the old rules shall be corrected by examiners from the panel of examiners pre-approved by the Chief Examiner of Engineers. This panel will include examiners from the department and external examiners from teaching institutions and the marine industry. Final compilation of result shall be done at MMD under the control of the Examiner of Engineers. Panel of Examiner for Class I (old) is to be used for Class II (new).**

**(3) No answer scripts need to be sent to the Directorate hereafter for the purpose of any assessment or scrutiny unless specifically asked for by the Directorate. The examiners of engineers must have the scripts scrutinized by himself or by his nominee. This scripts need to be stored at the examination center till such time the results are approved by the Chief Examiner of Engineers.**

- (4) The complete procedure of written and oral assessment, scrutiny of scripts, compilation and declaration of results should not take more than 10 working days.**
- (5) In an effort to declare the results as quickly as possible, programmes of written and oral assessment must be drawn up in advance for every month**
- (6) Examiners chosen from the panel for the written assessment as well as orals must be informed of their assignment well in advance.**
- (7) The dates of orals may be fixed according to the number of candidates and availability of members of the panel.**
- (8) The orals should commence within 2 days of completion of written examination. There may be more than one such panel and more than one sitting for each panel depending upon the number of candidates.**
- (9) The written papers are to be coded and dispatched to the designated Examiner as soon as examination of each paper is over, if possible on the same day.**
- (10) Maximum number of papers and corresponding time allotted to each examiner in assessment of written papers should be agreed upon which should not be more than 5 working days.**
- (11) The compilation of the results for the time being is to be sent only in hard copy in the appropriate formats. Subsequently, when the software is made ready, the same is to be fed into the programme and both the hard copy as well as the electronic data is to be sent simultaneously.**
- (12) The compilation of the examiners has already been issued earlier. However, if the Examiner of Engineers, feels the necessity of inducting any new examiner for the purpose, he may do so with the prior permission of the Directorate. In the case of each proposal to the Chief Examiner of Engineer, for an examiner for written scripts or orals, the bio-data of the examiners must be included.**
- (13) Only after the candidate is declared passed in the particular grade of examination, should the "DGS final register" be sent to the Directorate complete with photographs, signature and the application forms duly filled in and endorsed.**
- (14) Adequate security features like coding of answer papers, random generation of candidates for orals, secrecy in terms of candidate's identity must be maintained at all times to ensure strict confidentiality.**

**(15) A method of Examiner monitoring system must be developed by the regional examination centers to ensure that there are fair and just practices by the examiner in discharging his functions. The Examiner of Engineers may recommend cancellation of any examiner from the panel, to the Directorate, giving due justification. The core structure of such a monitoring system must be conveyed to the Chief Examiner of Engineers.**

**(16) A system of Appellate must be set up which should include prominent members of the industry and atleast one member from the Directorate for candidates to be able to represent their difficulties. The Chief Examiner of Engineers must be conveyed, the composition of the appellate, the period of tenure and the terms of appointment.**

**This is being done in addition to of the applications for reassessment, which is in practice for subjects of Part A and Part B as spelt out in the Meta Manuals.**

***Conduct of examination, assessment and scrutiny of answer scripts, conduct of orals and timely declaration of results is to be given top priority.***