

**PROCEDURE LEADING TO APPROVAL/EMPANELMENT OF INTERNAL /
EXTERNAL EXAMINERS FOR WRITTEN AND ORAL ASSESSMENT FOR MEO CLASS
II GRADE OF EXAMINATION (WRITTEN AND ORAL).**

1.0 Purpose:

- .1 To ensure availability of trained examiners for evaluation of written papers & for conducting oral examination so as to achieve the objectives that have been laid down in the Quality Policy of EAC branch.
- .2 To document procedures for providing training in order to approve qualified Marine Engineers as an Internal / External Examiner for evaluation of written papers and for conducting oral examination as per the procedures and guidelines issued by the Directorate General of Shipping.
- .3 The training for the approval of engineering examiner shall comprise of Evaluation of a) eligibility of candidates; b) Assessment of written scripts*and c) Conducting orals.

* Due to the online examination of MEO class IV written papers, the prospective examiner for MEO Class IV grade of examination may not be able to carry out assessment of the written scripts. Therefore, they are exempted from undergoing training for assessment of written papers. Such candidates on satisfactory completion of training schedule may be declared as an examiner for conducting oral functions for MEO Class IV grade of examination.

2.0 Scope:

Principal Officers of each district will initiate the training of prospective examiner and on completion of satisfactory training may declare them as Examiners on the recommendation from the examiner of engineers, after he is satisfied with the training and competence of the examiner to conduct examination for the particular grade and forward the copy of approval along with training details to the Chief Examiner of Engineers for his perusal and records. The Chief Examiner of Engineers may review the approval status incase so desired and communicate such decision within a period of one month.

3.0 Minimum Qualification of trainee examiner:

For evaluation of oral Functions for MEO Class IV and MEO Class II grade of examination:

- First Class Certificate of Competency with minimum one year of experience as Chief Engineer or Second Engineer.

For written paper evaluation for MEO Class IV and MEO Class II grade of examination:

- MEO Class I (Motor or Steam as the case may be) with minimum one year of experience as Chief Engineer or Second Engineer ,
- Graduate in Naval Architecture for function 3.
- Graduate in Electrical and /or Electronics for function 5.

4.0 Procedure:

The procedure shall be amended as and when:

- Change of policy takes place;
- Chief Examiner of Engineer recognizes the need for updating / upgrading the ongoing procedure;
- Any changes in rules/regulations and adoption of modern methods for training/assessment.

The procedure of training comprises of following steps:

- i “Trainee examiner” shall be guided by the Code of ethics for examiner of engineers vide Circular No. 72 dated 4th August, 2004 and submit duly filled and signed declaration (*Annex I*). The training shall only commence on receipt of duly filled in declaration as per *Annex I*.

- ii. The prospective trainee examiner shall submit to Principal Officer his detailed records of bio-data along with documents of identity (i.e. Passport, CDC), permanent address, Certificate of Competency (number, date and place of issue, issuing authority and date of expiry), other qualifications and background experience etc.
- iii. Principal Officer / Dy. CS on receipt of the duly filled in declaration, shall assess the credibility and availability of the trainee examiner before induction for training for evaluation of written papers and oral functions for the particular grade.
- iv. the training shall be for a period three months. Permission of the Chief Examiner for Engineers is required to be taken in case for shortening training period. The three months period shall be equally distributed for evaluation of written papers and oral functions. On satisfactory completion of written paper evaluation, training for oral function shall commence. Attempt must be made to ensure that trainee examiner has evaluated at-least five written papers for each subject of the particular grade of examination. The evaluated papers of the trainee examiner need to be vetted by an approved examiner for the grade of examination. The maximum difference in the evaluation shall not be more than 5%. The trainee examiner need to maintain the record of training details for the evaluation of written papers (**Annex 2**) and on completion of the required number of evaluation submit to the Examiner of Engineers. On finding satisfactory for the written paper evaluation, the training for “oral” function may then commence.
- v. the training for the oral examination for the particular grade of examination shall cover all functions, at-least ten for each function. For oral examination, the trainee examiner shall be allowed to first observe the oral examination being taken by the approved examiner (ten observations for each function). Thereafter, the trainee examiner shall be allowed to take examination together with approved examiner (ten observations for each function) and finally allow the trainee examiner to take oral examination alone (ten observations for each function). The trainee examiner needs to maintain the record of training details for the evaluation of oral functions (**Annex 3**).
- vi. the training shall take into consideration the following points before approving the trainee examiner.
 - 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) Judgment for assessing the candidate result.
 - e) Overall performance.
- vii. Based on the above, the Principal Officer / Dy.CS shall asses the trainee examiner and grade him as follows for the above five criteria. The rating scale to be guided is as per Eng/Exam 17(9)/99 Circular no. 010 dated 12th Nov. 2001i.e., Poor 1; Fair 2; Good 3; Very good 4; Excellent 5. In case the trainee examiner secures up to and including fourteen - to be trained further, as detailed in the procedure. Securing fifteen and above to be considered as satisfactory. Duly filled in assessment Sheet (**Annex 4**) of the trainee examiner is to be filled up and enclosed with the proposal.
- viii. On completion of the required number of evaluation, the record needs to be submitted to the Examiner of Engineers. On finding satisfactory for the oral functions, the examiner of engineers shall recommend to the Principal Officer for approval for the grade of examination. On satisfactory completion of training and finding satisfactory,

the trainee examiner will be jointly approved by the Examiner of Engineers and the Principal Officer provisionally for a maximum period of twelve months.

- ix. if the trainee examiner is found not fully trained for evaluation of written papers, he shall be trained further for a period of another 3 months, before approving the examiner for the grade of examination.
- x. Any approved examiner who has been discontinued in taking examination for a period of more than twelve months shall undergo training for both written and oral functions for a period of two months (one month for written paper evaluation and one month for oral functions covering all papers / functions).
- xi. Minimum one year gap shall be maintained before an approved examiner for MEO Class IV grade of examination to be considered for training for MEO Class II grade of examinations, subject to the approved examiner having conducted MEO Class IV grade of examination regularly i.e., for a period of eleven months in the preceding years.
- xii. Trainee examiner shall not be entitled for remuneration during training period.
- xiii. Chief Examiner of Engineers may, if the circumstances so warrant, exercise his authority to nominate any candidate as an external examiner even with less experience if the said candidate is found otherwise duly qualified and competent. Such cases must be recorded on file.
- xiv. The Chief Examiner of Engineers reserves the right to invite the prospective external examiner, for demonstrating his ability by conducting oral examinations, if required.
- xv. The list of examiners jointly approved and deployed for examination work by the examiner of engineers and the Principal Officer shall be forwarded to the Chief Examiner of Engineers twice in a year i.e., in July (for approval made from January to June) and in January (for approval of examiner made from July to December) as per format specified in Appendix-A to the Instruction to examiner's circular No. 120 dated 02.04.2012 along with candidates training details (Annex 1, Annex 2, Annex 3 & Annex 4) and document i.e., Passport, CDC, COC and other qualification details for record and necessary action, if any.

Annex 1

Declaration

I -----Son /
daughter of -----
----- residing at -----(complete
address including PIN and telephone no) hereby declare that on my empanelment as an internal /
External Examiner of Engineers with the Directorate General of Shipping and its allied offices i.e.,
Mercantile Marine Department located in Mumbai/ Kolkata/ Chennai/ Kochi District (Delete the
name of the place which is not applicable), I commit myself to conduct Examination of Engineers in
accordance with the Code of Ethics as stated in the Code of ethics for examiner of engineers vide
Circular No. 72 dated 4th August, 2004 and subscribe to the following statements:

- I regard as my primary obligation justice to the individual or group served.
- I will not discriminate because of race, colour, religion, age, sex, or national ancestry and in my job capacity will work to prevent and eliminate such discrimination in rendering service.
- I am not associated with any training institutes conducting preparatory courses for any competency examination or engaged in private teaching / tuition.
- I will not associate myself in taking examination of those candidates who are from the pre sea institutes with whom I am* / was* associated (*delete as applicable).
- In case I find myself assigned for assessing a candidate who has undergone training in an institute with which I am associated, I will forthwith bring to the notice of the examiner of engineers.
- I shall ensure that the fact of my association with the Directorate / MMD for the purpose of examination of candidates is not mentioned in any document including visiting cards, letter pads, etc.

- I hold myself responsible for the quality and extent of the service I perform.
- I respect the privacy of the people I serve.
- I respect the rights, right desires and needs of candidates at all times.
- I use in responsible manner information gained in conduct of examinations.
- I treat with respect the findings, views, and actions of other examiners and use appropriate channels to express judgment on these matters.
- I perform as an examiner within the recognised knowledge and competence of the profession
- I accept responsibility to help protect the system against unethical practice by any individuals or sections engaged in conduct of examinations.
- I support the principle of professional ethics to the candidates.

- That I have no criminal proceedings/cases instituted against me in India or abroad till date. That I have never been externed from my place of stay by any judicial authority and neither am I a proclaimed offender of any Govt., and to the best of my knowledge I bear a good moral character.
- I contribute my knowledge, skills and support for the correct evaluation of the candidates.
- I shall not be biased by social, cultural or educational background of candidate.

I agree to conduct examination as and when required and shall remain punctual for attending to the examinations and all other professional interactions whenever assigned in strict adherence with the Code of Ethics. If I am charged with an ethics violation, I understand that an investigation may be conducted upon receipt of a written complaint. I understand that my certification as an examiner shall be suspended or revoked and / or any action as deemed fit shall be initiated by the Chief Examiner of Engineers, Directorate General of Shipping, Govt. of India. In any case, I agree to hold the Government of India harmless for such actions.

Place: -----

Date: -----

(Signature)

(Name in Capital letters)

In presence of: Witness i) -----(Name and address)

ii) -----(Name and address)

Annex 2

Record of training details for the evaluation of written papers

Recommend approval/continuance for grade of

Name of Officer:

Position / Rank:

Name of Department / Organization:
.....

Appointment date for assessment:

Record of written paper evaluation for grade of
examination.....

Sr. No.	Date	Name and number of Subject	Percentage of difference in evaluation	Observation/ Remark	Signature of Trainee Examiner	Name & Signature of approved examiner
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Note:

Please indicate the acronym for the name of the subject under column 3 (Example: For the subject name of “Ship Safety and Environment Protection” please write SSEP)

Annex 3

Record of training details for the evaluation of oral functions

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

Name of Officer:

Position / Rank:

Name of Department / Organization:

Appointment date at assessment:

Record of orals for grade of Examination:.....

Sr. No.	Date	Name of Function	No. of Function evaluated	Percentage of difference in evaluation	Observation /Remark	Signature of Trainee Examiner	Name & Signature of approved examiner
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note:

For MEO Class IV and MEO Class II grade of examination, please indicate the number for the name of the Function under column 3 (Example: For the function “Controlling the operation of the ship and care for persons on board at the operational level”, please write no. as 3)

Annex 4

ASSESSMENT SHEET

Name of Trainee Examiner: _____

Month and year: _____

The marks are to be given on completion of the questioning process.

	<i>Sessions</i>	<i>Contents</i>	Maximum Marks	Actual Marks
1	Pre examination. Attitude towards the examinee.	Exchange of niceties, quick look at background and eligibility, ability to put examinee at ease.	5	
2	During course of main examination. Approach of asking Questions.	Type of questions (Especially leading to assessment of practical involvement with hands on experience) Subject/relevance/in-depth of questions (special reference to underpinning knowledge and involvement in critical situations).	5	
3	General Level of questions being asked.	Ability to extract and explore knowledge from examinee by using correct tactics/communication skills e.g. open/lead questions, past experience, situation analysis etc.	5	
4	Summary Judgment for Assessing the Candidate.	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 although out	5	
5	Overall Performance		5	
	SUM TOTAL OF MARKS		25	

Note: At least fifteen and above marks will entitle for approval / continuance (to be filled up by every supervised examiner).

Supervising Internal Examiner

Internal Examiner (1) Name:.....**Sign**.....

Internal Examiner (2) Name:.....**Sign**.....

Internal Examiner (3) Name:.....**Sign**.....

Internal Examiner (4) name:.....**Sign**.....

Recommended by: Name.....**Sign**.....

Approved by:

Examiner of Engineers: Name.....**Sign**.....

Principal Officer: Name..... **Sign**.....

M.M.D.....

Note:

1. Annex 4 to be filled in duplicate
2. After approval by the Principal Officer, the original of Annex 1 to 4 to be forwarded to the Chief Examiner of Engineer for information and necessary action and copy to be retained on file.