



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Examination Procedure
General Check List

Item	Description	Yes/No	Remark
1	Class & Category of Examination		
2	Date of Examination		
3	Is the examination is planned to conduct on the date mentioned in Examination Schedule		
4	If the answer is “NO” to above question, state the reason		
5	If examination is not conducting on a date as per Examination Schedule, has an approval granted by DGMS to amend the examination schedule. If YES attached approval.		
6	Have amendments to examination schedule promulgated to candidates/ training institutes in ample time. (Minimum 02 weeks prior). If YES state the date of promulgation.		
7	Has DGMS appointed an Examiner to conduct the above examination? If YES print name. See form : EX/FO/009		
8	Has DGMS appointed an Examiner to prepare the question papers for the examination? If YES print name. If question papers were to prepare by different examiners print all names along with subjects See form : EX/FO/009		
9	Print the last date of revision of Question Bank		
10	Have all questions were extracted from the question bank.		
11	If answer to above is “NO” state the source and reason for the same.		
12	Has DGMS appointed an Examiner to moderate the question paper? If YES print name. If there are several examiners for different subjects print names along with subjects. See form : EX/FO/009		
13	Print the date & time of handing over of prepared question paper to moderator		
14	Have the question papers subjected to any changes at		

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	the moderation stage. See form : EX/FO/010		
15	Have Chief Examiner approved the moderated question paper/s? If YES print the date.		
16	If answer is “NO” to above question, state the reason.		
17	Has DGMS appointed an Examiner to prepare the model answers? If YES print name. If there are several examiners for different subjects print names along with subjects. See form : EX/FO/009		
18	Has DGMS appointed an Examiner to moderate the model answers? If YES print name. If there are several examiners for different subjects print names along with subjects. See form : EX/FO/009		
19	Have the model answers subjected to any changes at the moderation stage. See form : EX/FO/011		
20	Have Chief Examiner approved the moderated model answers? If YES print the date.		
21	If answer is “NO” to above question, state the reason.		
22	Has the DGMS appointed an Examiner & a supervisor to conduct the examination? If YES print names.		
23	Have all requirements been fulfilled to conduct the examination in proper & effective manner. See form : EX/FO/009		
22	Has DGMS appointed an Examiner to mark the question papers? If YES print name. If there are several examiners for different subjects print names along with subjects. See form : EX/FO/009		
23	Print the date & time of handing over the answer scripts to relevant examiners for marking along with approved model answers/ marking schemes		
24	Has DGMS appointed an Examiner to moderate the answer scripts? If YES print name. If there are several examiners for different subjects print names along with subjects. See form : EX/FO/009		
25	Have the marked answer scripts subjected to any		

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	changes at the moderation stage. See form : EX/FO/011		
26	Have Chief Examiner approved the moderated answer scripts? If YES print the date.		
27	If answer is "NO" to above question, state the reason.		
28	Are results printed in a separate sheet for each candidate? If "YES" print the date completed		
29	Result summary along with marks and result summary along with PASS or FAIL is ready available. If "YES" print the date completed.		
30	Individual results were check against the summary to confirm the data entry is correct. Print Examiner's name date of completion		
31	Results were forwarded for DGMS approval. Print the date sent.		
32	Final Approval granted and results were posted on notice board at DGMS. Print the date of posting.		

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