

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		
1.1	bank.		
11	If answer to above is "NO" state the source and reason		
10	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			
13	Print the date & time of handing over of prepared		
	question paper to moderator		
14	Have the question papers subjected to any changes at		
14	mave the question papers subjected to any changes at		

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See form: EX/FO/010 Have Chief Examiner approved the moderated question paper/s? If YES print the date.		the moderation stage.	
paper/s? If YES print the date. If answer is "NO" to above question, state the reason. 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 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 Have the model answers subjected to any changes at the moderation stage. See form: EX/FO/011 Have Chief Examiner approved the moderated model answers? If YES print the date. If answer is "NO" to above question, state the reason. If answer is "NO" to above question to conduct the examination? If" YES print names. Have all requirements been fulfilled to conduct the examination in proper & effective manner. See form: EX/FO/009 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 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 approved model answers/ marking schemes 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			
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25 Have the marked answer scripts subjected to any		See form: EX/FO/009	
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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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