



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Examination Procedure
Check List – Moderation of Question Papers

Item	Job Responsibility	YES/NO	Remark
1	Have you found any question or sub question is not complying with the syllabus. If “YES”, identify.		
2	Have you identified any areas or topics or items to be included in to the question paper? If “YES” state.		
3	Have you discuss above 1 or 2 or 1 & 2 with the examiner in charge of the examination.		
4	Questions were included/ excluded / amended as per your suggestions. If “NOT” state the reason.		
5	Confirm question paper was subjected to moderation.		

Examiner :

Moderator:

(Name & Signature)

Date :

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