

<b>DIRECTOR GENERAL OF SHIPPING</b>		
<b>Authorised by</b>	<b>EAC Branch</b>	<b>EACQMP Chap V1</b>
<b>DYCS</b>	<b>Instructions to Examiners</b>	<b>Circular 051</b>
	<b>Issue No. 00</b>	<b>Dated:24th September 2003</b>

**Following procedure may be followed with respect to the question papers sent from D.G . Shipping.**

- 1. Inform DGS about the number for the requirements of question papers required for different grades of examinations, atleast ten days in advance.**
- 2. Receive the sealed bundle from DGS and count the sealed packets. Verify that date, time and subject stated on the outer envelope is same as promulgated in time table. Acknowledge the letter from DGS accordingly.**
- 3. Arrange the sealed packets as per the subject, grade and date of examination i.e. according to the timetable, the topmost packet should contain the question paper of the first day (AM), second packet should be of (PM), and so on.**
- 4. Seal the cupboard/ locker where the question papers are kept.**
- 5. On the day of examination break the seal of cupboard and take out the packet containing the examination question papers for the particular subject, 15mts before the start of examination.**
- 6. Prior to opening the sealed packet, the subject should be confirmed from the time table. An entry to this effect should be made on the cover, then sealed packets should be opened in front of the candidates and nos. of question papers counted and recorded.**
- 7. If the number of question papers is less than the number of candidates, questions papers can be Xeroxed in presence of the attending surveyor with permission of Examiner of Engineers.**
- 8. Examiners must ensure that their cupboard and cubicle are sealed every day before leaving the office.**
- 9. A procedure for examination , handling of question papers, security arrangements must be laid down and circulated to all for compliance.**
- 10. Any infringement of the system ,documents or practice must be immediately notified to Examiner of Engineer , who after proper enquiry shall report it to the Chief Examiner of Engineer. These instructions must be enforced with immediate effect.**