



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 13/11014/9/2020-ENGG-DGS

Date: 26.10.2021

DGS Order No. 33 of 2021

Subject: Conduct of Competency Written Examination through Remote Proctoring

1. Whereas waves of COVID-19 pandemic has affected conduct of competency examination in as per the normal schedule since April 2020. This has further affected seafarers professionally through delay in acquiring certificate of competence and resultant career progress.
2. Taking the above into consideration the Directorate has already started conduct of written examinations in all the MMDs for less number candidates by following Covid norms with adequate social distancing. The Directorate has also started the oral examinations through on-line platforms and has been working on conduct of written examination through Remote Proctoring.
3. Whereas remote proctoring involves remote invigilation of test-takers and candidates can appear for the exam remotely, it also involves, for candidate's; additional ability to use new technology, new methodology of writing examinations, setting up correctly remote proctoring equipment's, new ways to verify their identity, anxiety related to occurrence of technical problems owing to power cuts, computer malfunction, internet instability and other technical challenges.
4. Taking all the above into consideration, the Directorate has decided to conduct following written examinations as mentioned below, for both engineering and nautical streams via remote proctoring. A practice exam followed by a pilot exam will be conducted for only those candidates who are willing to appear for the pilot exam and ready to pay the charges for usage of remote proctoring software and also the proctoring kit to be sent to the address from where they intend to appear for the exam:

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैंपस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

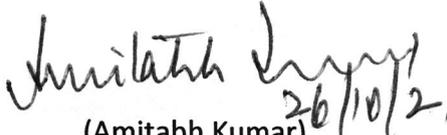
फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

Exam Week 1	Day / Date	Time	Grade	Function
Practice Exam	Tuesday	1400-1700	Nautical	2nd Mate Navigation 1. Terrestrial and Coastal Navigation 2. Celestial Navigation
Practice Exam	Thursday	1400-1700	Engineering	Marine Engineering Practice
Exam Week 2	Day / Date	Time	Grade	Function
Pilot Exam	Tuesday	1400-1700	Nautical	2nd Mate Navigation (Terrestrial and Coastal Navigation)
Pilot Exam	Wednesday	1400-1700	Engineering	Marine Engineering Practice

5. It is advised that the Candidate should have adequate power and internet back up for the remote written examination. The minimum hardware and software requirement for satisfactory conduct of remote examinations are: RAM - Minimum 4 GB; Hard Disk - Minimum 160 GB; Operating System – Windows 10 (64 bit). Windows update version 1607 or higher (if this is not available then Windows should be updated); CPU - Intel i5 / i7 CPU processor or higher and with a good graphics capability; USB Ports - Minimum of 2 USB ports - USB 3.0 preferred; Good quality and functioning laptop / desktop mic & speaker.
6. The remote written examination of 3-hr duration can be conducted in two parts of 1.5 hrs. if desired by the Chief Examiners.
7. The practice examination will be conducted in same manner as the full-fledged actual examination in order to give sufficient practice to the candidates in the new system. If necessary, the Directorate may schedule additional practice examinations prior to the pilot examination. The result of practice exam will not be taken into account. However, the result of stated pilot examination shall be counted for award of Certificate of Competency. The charges for software (at present concessionary) and remote proctoring kit payable to the IT service provider shall be additional to regular examination fees paid by the Candidate for the exam and is attached in Annexure 1 to this Order.

8. Noting that for successful conduct of these written exams, there are minimum software and hardware requirements to be complied with by the candidate apart from obtaining remote proctoring kit. Each candidate interested in appearing for these exam by remote proctoring shall be assessed for digital readiness in two stages and shall only be permitted to appear for these digital exams once found digitally ready after both the stages (before and after receipt of the examination kit).
9. Noting that there are number of risks such as failure of power supply or internet connectivity or remote proctoring kit or failure of the kit to reach candidate at the given address etc. which may not be directly a fault of candidate appearing for the examination and also the necessity to ensure sanctity of the examination system, a list of such issues is being attached as **Annexure 2** along with each issue resultant impact on examination results, refund of charges etc.
10. Candidates enrolled for competency courses, or who have already completed and passed required courses of the MTIs while applying for written examination on the Directorate E-Governance portal shall be given option to opt either for remote digital written examination by proctoring, or for physical examination at examinations centres of the MMD. After eligibility is assessed by MMD and the candidates have paid the requisite exam fees, the candidate who has opted for remote digital written exam, will have to visit www.e-examination.in for registration and payment of requisite additional charges for e- examination.
11. Candidates opting for remote digital written examination by proctoring need to immediately book their seats (this is after booking of seat on the present e-governance system along with payment of exam fees) of the practice exam, on the same website www.e-examinations.in and pay requisite additional charges for these digital services, remote proctoring kit and refundable deposit as detailed in **Annexure 1**.
12. The remote proctoring kit shall be obtained by the Candidate through the portal. Training sessions may be undertaken for handling the exams digitally. The practice examination will not be counted and is being provided for the benefit of the candidates for practice purposes ahead of the pilot examination.

13. It may be noted that a maximum of 200 Candidates each for Nautical and Engineering grade examinations shall only be permitted to appear for the practice and the subsequent pilot examinations on a first come first basis.
14. Noting that sanctity of any digital examination is always subjected to scrutiny a list of do's and don'ts has developed and attached as **Annexure 3** to be strictly complied with by the Candidates. The video / audio of the entire examination will be recorded and will be available for analysis.
15. On successful conduct of this pilot examination the Directorate shall come out with detailed procedures for conduct of written examination on both the modes, that is physical (subject to lock-down situation) and digital modes and the Candidate shall be free to choose one of the two options.


(Amitabh Kumar) 26/10/21

Director General of Shipping &
Additional Secretary to the Govt. of India

Annexure 1

Digital Examination: Additional Charges payable to the IT service provider

The following table gives the grade wise concessionary fees for conduct of pilot e-Examinations.

Nautical		Engineering	
Grade	Charges Per Paper (INR)	Grade	Charges Per Paper (INR)
2ndMate : Terrestrial and Coastal Navigation	500	MEO Class IV: Marine Engineering Practice	500

A lease rate of Rs. 100/- per exam for Camera and Rs. 100/- per exam for the base unit required for Remote Proctoring.

Delivery and collection charges and applicable taxes will be additional.

The refundable security deposit is being waived for the purposes of the Pilot Examination only.

Risk and Impacts

Risk	Impact on Exam	Impact on Exam Fee	Impact of additional Charges for Pilot exam	Impact on Remote Proctoring Kit charges for Pilot exam
<p>Misconduct (this includes any indication of cheating, possession of mobile phone, possession of any reference material including books or outside help or any other activity deemed suspicious at the discretion of the invigilator)</p>	<p>In case the candidate's conduct is not found appropriate, action as per MS (STCW) Rules will be taken.</p>	<p>Forfeited</p>	<p>Forfeited</p>	<p>Forfeited</p>
<p>Failure of Internet without failure of power: Permitted (except unless the paper is started) for a total duration of 5 Minutes in one or more failures</p>	<p>The Candidate shall continue to give exam and not leave his/her place. It may be noted that video/audio of the entire examination will be recorded for analysis of the candidate's conduct post examination by the Directorate. Once internet is restored, video/audio recording and exam answer data will be synchronized. If the internet is not sufficiently restored till the designated Exam Time for Completion (ETC) or the candidate is offline for more than 5 minutes in total either in one go or through several disruptions, then the exam answer data</p>	<p>Forfeited</p>	<p>Forfeited</p>	<p>Forfeited</p>

	available with the e-examination system will be considered as a full submission. The Video will be reviewed and in case it is noted that Candidate was involved in unfair means during the disruption, his exam will be marked fail.			
Failure of Candidate's computer including power failure	The exam answer data available with the e-examination system will be considered as a full submission.	Forfeited	Forfeited	Forfeited
Failure of candidate's front facing camera prior or during the exam	The candidate will not be allowed to appear or continue with the exam	Forfeited	Forfeited	Forfeited
Failure to deliver / receive Remote Proctoring Kit and / or cameras to Candidate	The candidate will not be allowed to appear for exam	The candidate's booking will be transferred for next exam	The candidate's booking will be transferred for next exam	The candidate's booking will be transferred for next exam
Failure of Remote Proctoring Kit and / or both supplied cameras prior start of exam	The candidate will not be allowed to appear for exam	The candidate's booking will be transferred for next exam	The candidate's booking will be transferred for next exam	The candidate's booking will be transferred for next exam
Failure due to e-exam system anomalies or one supplied camera prior or during the exam	The candidate will not be allowed to appear or continue with the exam	In case the examination is declared invalid after evaluation, the candidate's booking will be transferred for next exam.	In case the examination is declared invalid after evaluation, the candidate's booking will be transferred for next exam.	In case the examination is declared invalid after evaluation, the candidate's booking will be transferred for next exam.
Failure of both supplied camera's during exam	The candidate will not be allowed to continue with the exam. The exam answer data available with the e-examination system will be considered as a full submission	Forfeited	Forfeited	Forfeited

Do's and Don'ts for the Candidate

1. The candidates should note that the examination will be monitored by a DGS / MMD appointed Invigilator. The use of any mobile phones, unauthorized reference material, any other object, item etc. that can be interpreted as means of cheating in the examination is prohibited and should be left out of the examination room. The candidate should have a clear desk. Wearing of jackets, boots and shoes or any other garment / apparel such as shawls, etc. shall not be allowed. However, the candidates may keep a water bottle and should show any belongings to the invigilator. The candidates will be required to read and acknowledge a declaration regarding the conduct of the examination.
2. The answers/responses and / or images captured (pen and paper based) shall be entered into the system using the functions of the "E-Examinations system" application.
3. Use of pen, paper and other basic stationary is allowed during the exam for making diagrams, sketching, answering numerical, etc. The same is to be submitted through the image capture function along with the digital answer sheets. The candidate, after taking the photograph, should crop the image to ensure that his/her face is not being captured with the image as this will be considered as intent to reveal identity and the candidate will be disqualified from the examination.
4. Any additional reference material required for completion of the examination provided by the DGS, for example, Tide tables, Almanac, etc. will be provided to the candidate in the digital format. A digital calculator is also provided and the candidates are not permitted to use their own calculators during the examination. The candidate is not required to bring any other additional material other than plain paper and basic stationery for the examination.
5. The candidates should set up the examination kit as per the instructions provided and log in to the "e- Examination Systems" about 60 min prior to the exam. As soon as the candidate logs in to the e-Examinations system, his/her video and audio feed will be under the invigilator's supervision.

6. Procedure for placement of the cameras to be used during invigilation, as described in the candidate user manual, should be strictly complied with. Guidance will be provided during ESTART.
 7. There will be automated steps for candidate verification, however, if prompted by the invigilator, the candidate should present their documents and identify themselves.
 8. Once the verification process is completed, the candidates should settle down and await further instructions to appear on their screens.
 9. The candidate may contact the invigilator through the audio and/or text chat function to clarify any doubts or for any other matters related to the examination. Both audio and chat functions are available on the candidate dashboard.
 10. The candidate may use the technical assistance chat function for any IT related matters that may come up during the examination.
 11. The candidate shall not leave the room without the invigilator's permission during the Scheduled Time for Exam Period (STEP) including the time taken for upload of the data.
 12. In the event of internet connectivity dropout, the examination will continue and the candidate must continue completing the examination. However, the data including audio and video will be recorded. On restoration of the internet connectivity, the data will be synchronised.
 13. In the event of a total power failure resulting in shut down of Laptop or PC, that particular examination paper will be terminated immediately.
 14. The candidate must submit the exam before the end of the scheduled exam duration. In the event of non-submission by the candidate within the allotted duration, the system will automatically submit the exam at the end of the scheduled duration.
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