Procedure for evaluation of performance of external examiners associated with correction of written papers

DIRECTOR GENERAL OF SHIPPING		
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1. Purpose:

To improve the existing system and provide greater opportunity and flexibility to the regional examination centers in their efforts to examine, assess and declare the results of the candidates on time, all answer scripts for examinations of MEO Class I, Class II and Class IV are being corrected by examiners from the panel of examiners approved by the Chief Examiner of Engineers at the respective regional examination centers and the results of the same are being forwarded to the Directorate for approval. It has been ascertained during internal audit process that there is no proof that the evaluation of performance of external examiner associated with correcting of written paper has been carried out. To evaluate performance of external examiners associated with evaluation of written scripts, following procedure is to be followed.

2. Procedure:

i. Answer scripts after coding to be forwarded to the approved examiners.
ii. After evaluation, answer scripts of each external examiner to be evaluated on a half yearly basis by the examiner of engineers or internal approved examiner nominated by the examiner of engineers of the district, who was not involved in the evaluation. During the evaluation process at least 5% of the answer scripts are required to be evaluated.
iii. The report of evaluation is required to be forwarded on a half yearly basis. Copy of a Evaluation/ Review format as issued vide Circular no. 054-dated 6th November, 2005 may be filled up (Copy enclosed).
iv. Instruction to Examiner Circular No.13 dated 19th April 2000 is required to be followed in the matter of candidates undergoing a 'near pass' or 'near fail' during examination of theoretical papers.
v. If it is felt that a review is necessary at some point, then the same must be carried out irrespective of the periodicity and the individual format must be filled up and conveyed to the Chief Examiner of Engineers.