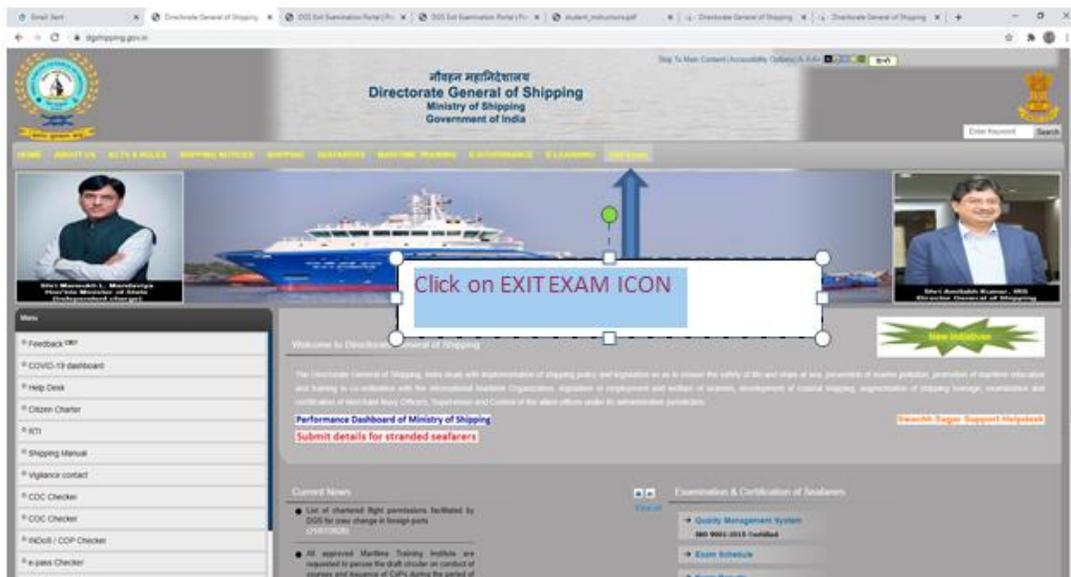
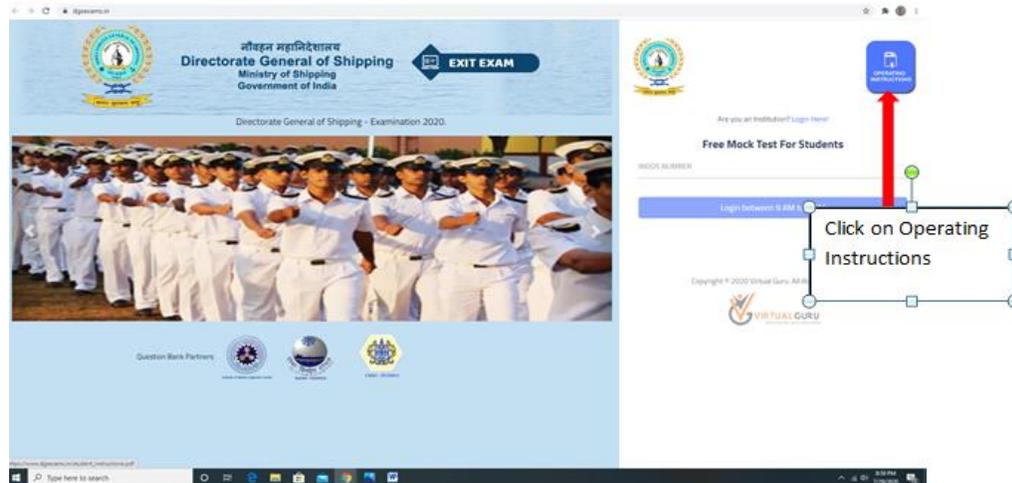


Standard Operating Procedure (SOP) and Instructions to Candidate on EXIT Examination

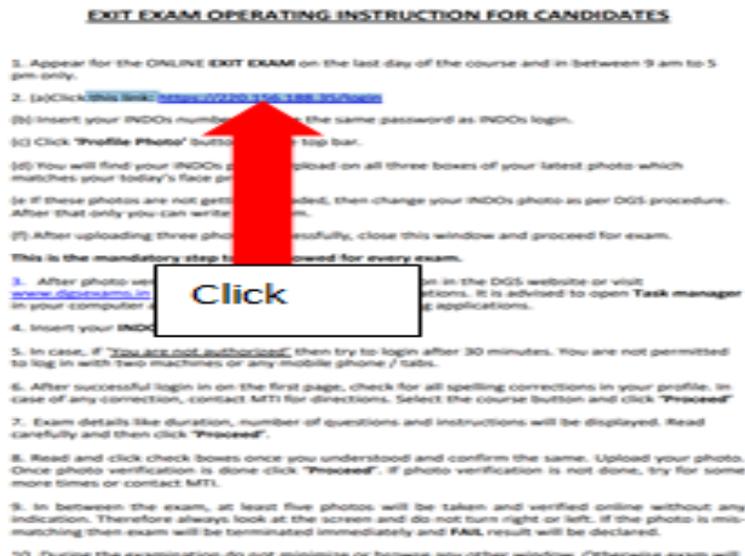
1. The exit examination for the candidate shall be undertaken by the MTI only after completion of the Virtual Classes/live video sessions.
2. The candidate shall be informed by the MTI of date and time of exit examination in advance.
3. The candidate should be ready in all respects with his computer/laptop device in on position and monitor his mobile and email for intimation to log in and start examination from MTI.
4. The candidate must be having the hardware and internet connectivity of required bandwidth/speed as detailed in para 10 of this SOP.
5. The Candidate should ensure that following procedure is completed as part of preparation for the Exit Examination:
 - a. Click on EXIT Exam Icon on DG Shipping Web-Site.



- b. Click on Operating Instructions



c. Read on Operating Instructions and Click the link <https://220.156.188.35/login> given in the Instructions.



d. Insert your INDOS number and use the same password as for Log-in



Log In

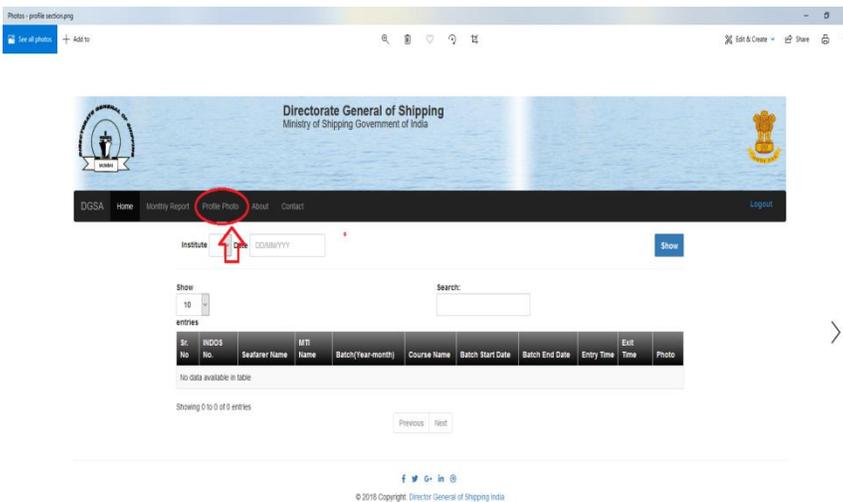
User Name:

Password:

Remember me [Forgot Password?](#)

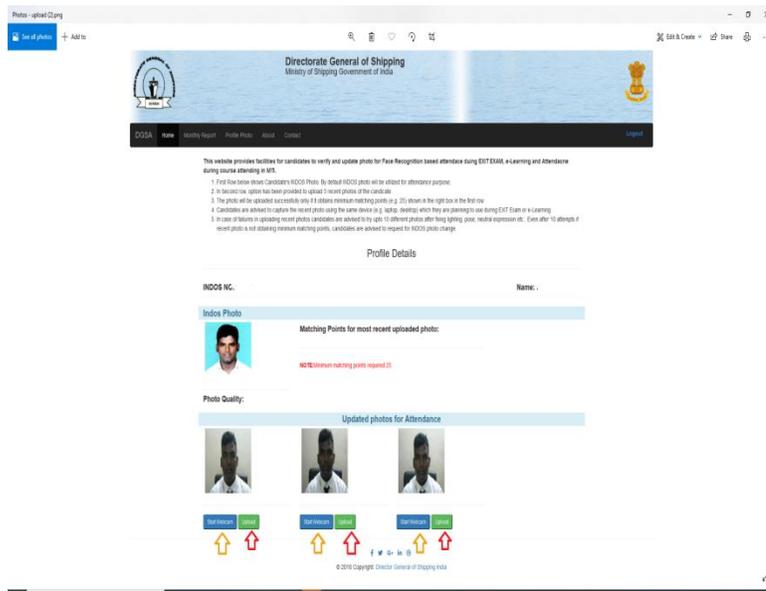
© 2018 Copyright Directorate General of Shipping India

e. Click the profile photo on top bar.



- f. You will find your present photograph, which is available on your INDOS Profile. If there is no photograph found, please get your photograph uploaded on your profile before appearing for Exit Exam.
- g. If photograph is found, allow web-cam on your Computer to take your three photographs and put in the three empty boxes to match your present face profile

with old uploaded photograph. If photograph is not getting uploaded, get your photograph changed and then appear for exam using the procedure detailed later in this SOP. **This is a mandatory step and may be carried out anytime during the course.**



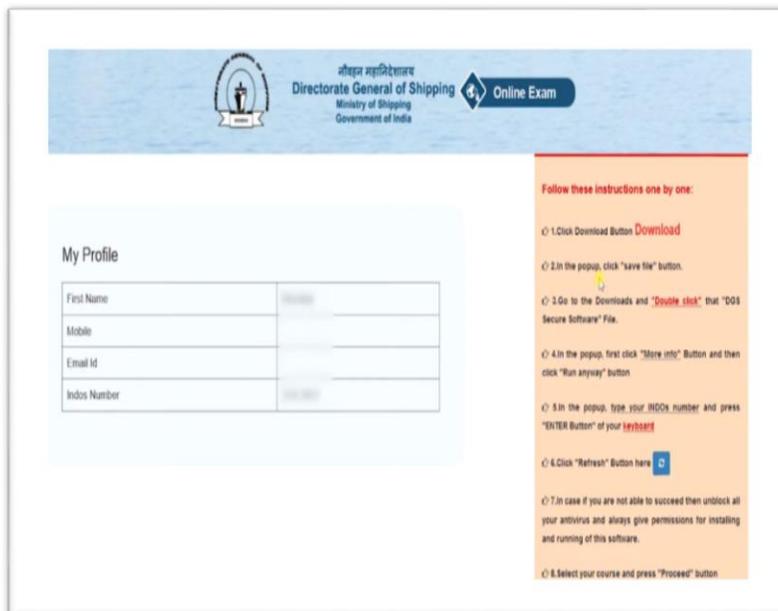
6. After receiving the SMS/E-mail from the MTI, the Candidate will immediately start the Exit Exam. The steps are given in following steps:
 - i) Prior to taking the examination ensure to close all other Windows on your computer. It is important to open Task Manager on your Computer and manually close all screen sharing applications. If you do not follow this step you will not be able to give exam.
 - ii) Now follow the following steps:



Click on “**Exit Exam**” menu button or visit www.dgsexams.in directly

Enter the “**INDOs**” number

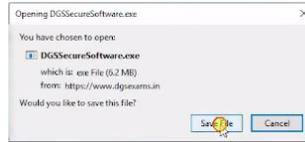
Click “**Login**” button to proceed



The Candidate **profile** shall be displayed as per DGS E-Governance

iii) Complete Pre-Exam Procedures

- First, Student need to Download the “**DGS Secure Software.exe**” file



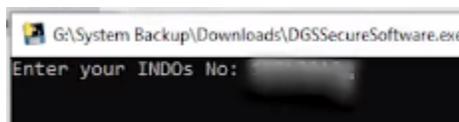
- Go to the file Downloaded folder and **Double Click** or **Run** the file.



- In popup, Click "**More Info**" and Click "**Run Anyway**" button



- In popup, Enter the **INDOs number** and press "**Enter**" key



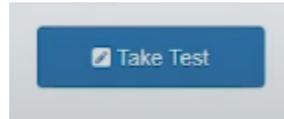
- Now, open the "**Browser**" and Click "**Refresh**" button



iv) After refreshing the page, **Course details** shall be displayed

Course Details	
Select Course	Course Name
<input type="text"/>	

v) Now, Candidate can **Select the Course** and Click the **“Take Test”** button.



vi) **Exam Instructions** shall be displayed in popup window

Exam Instructions

Please read the instructions carefully and proceed:

Total number of questions	
Duration of this examination (in minutes)	
Pass marks	
Individual question's mark	
Minimum number of questions to be attended	

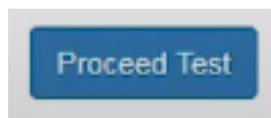
Please do not minimize the window or browse any other window, then the Exam will be terminated.

In case of Internet failure, your session will be maintained until your connection resumes back. You will be permitted to write the exam within 5 minutes of the session out. Otherwise you need to re-do the exam.

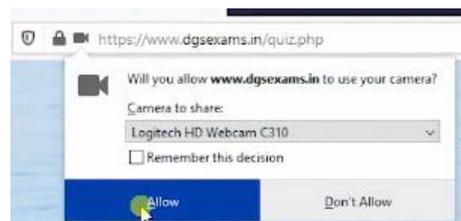
In the cases of fail, minimizing window, photo not matching then maximum three attempts shall be given. For every re-attempt, payment has to be made. After the third attempt, you have to do the course again with the MTI.

Please note that closing or navigating away from the exam window during examination session and or opening any other window etc. will, amongst other constitute use of UNFAIR MEANS.

vii) Click the **“Proceed Test”** button to continue

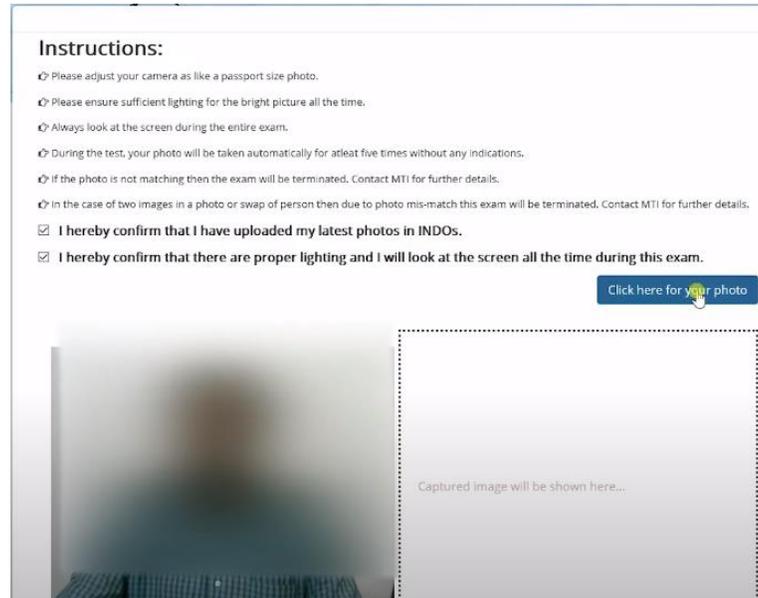


viii) Now, Candidate can Click the **“Allow”** button to allow the **Webcam Access**



Fetching Camera... Please Wait...

ix) **Exam Instructions** and **Webcam Instructions** shall be displayed in popup window.



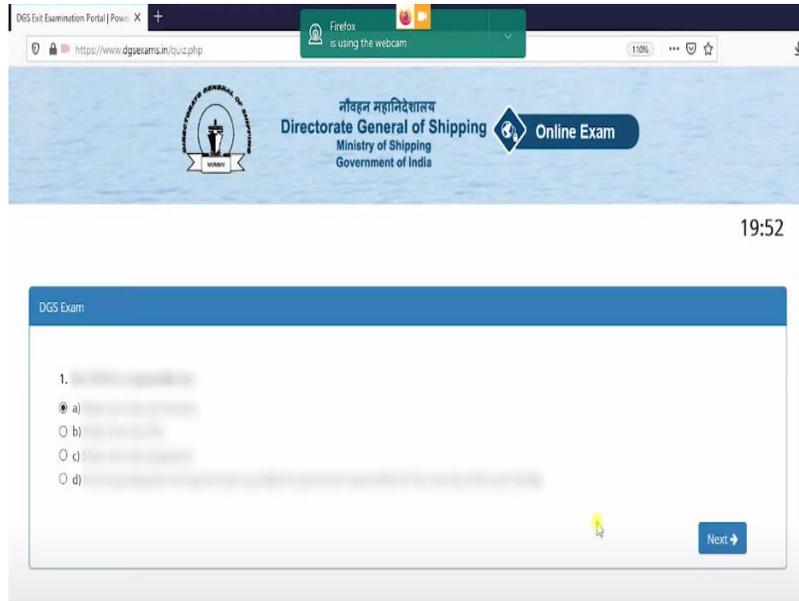
x) Click the “**Photo**” button to take the photo for Validation.

Click here for your photo

xi) Upon **Successful verification** of Photo, Candidate will get the **Green** color button

Click here to Proceed Exam

xii) Click the “**Proceed Exam**” button to Commence the Exam



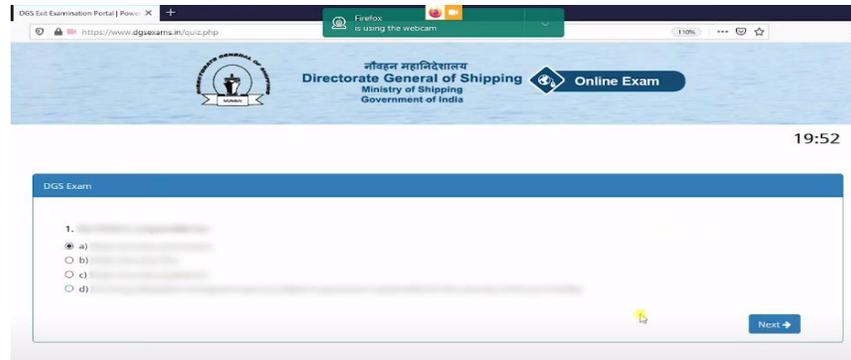
Hint: Once Exam is Commenced, **Online Proctoring System** will be continuing the process till the exam ends.

7. Precautions during Exam

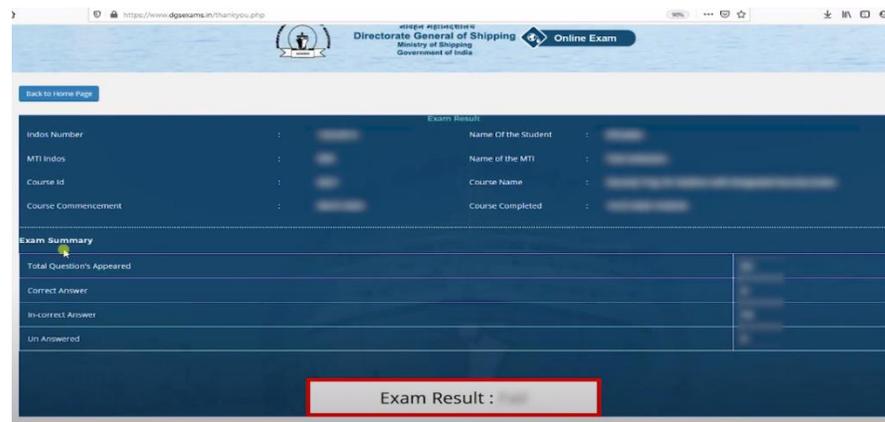
- i) Candidate will always look in to the Screen to avoid the Exam Termination
- ii) Candidate Photo will be Taken Multiple Time Automatically, If found Swap of Persons / Photo Mismatch will lead to Termination of Exam
- iii) Malpractices such as Browsing Google, Screen Sharing etc., will lead to Termination of Exam
- iv) Page Back / Refreshing the Page also will lead to Termination of Exam
- v) Last 5 Minutes – Time Indication (Blinking) will be displayed

8. Instructions during examination:

- i) During exam the candidate cannot review his previous answered question and should not try to go back screen. After answering a question, he should click on next question till he comes to the last question.



- ii) At last question, the candidate will get submit button; Click the “**Submit Test**” button to view Exam Result. Please note again that the Candidate cannot review his answered question and should not attempt to go back-screen.



- iii) Once Exam is Completed, the result will be automatically sent to **DGS Server**
 iv) After the Exam, Candidate will contact their respective MTI’s for Certification Process.

9. For Exit examination, the Candidate will be allowed to appear online examination for which necessary security aspects have been taken care of. Use of any unlawful and unfair practices adopted by the Candidate e.g. moving away from the computer during examination or surfing another site etc. will disqualify him/her from the examination process. Exit exam software has following features to prevent malpractices:

- i) Online Photo validation (Face Recognition)
- ii) AI based automatic Photo Verification during Entire Exam

- iii) Multi face deduction and stopping the exam automatically.
- iv) Candidate cannot Minimize or Browse any other window.
- v) Candidate cannot copy or paste the question bank and Search Online (Like Google).
- vi) Candidate cannot use Team Viewer, Zoom, Any Desk or any other Screen Sharing.
- vii) Timer Clock with finishing Red Indication (Last 5 Minutes).
- viii) In case of Internet failure 5 minutes Session out facility provided.

10. Preparation for smooth conduct of examination: MTI shall ensure that following system requirements are available with the Candidate for smooth conduct of Exit Examination:

- RAM - Minimum 1 GB; Hard Disk - Minimum 250 GB
- Processor - Dual Core or Higher (Preferred Intel i3 / i5 processor)
- Operating System - Windows 7/8/10 or Higher (Preferred 64 bit); IP Camera / Web Camera minimum Resolution 640 X 480 px (with Audio Mic Option)

11. The Exit Examination system continually matches a candidate profile with the photograph in his seafarer profile. Therefore, it is important that a recent photograph showing candidate full front view is there on his profile. Candidate is required to verify the same on his seafarer profile. In case a Candidate finds either his photograph is not uploaded and require a change, he can follow the following procedure:

- The MTI shall verify the photograph / signature of the Candidate against the passport and send change request by email to exitexam-dgs@gov.in along with copy of passport and photograph which the Candidate intend to upload.
- Upon satisfaction, Exit Exam cell shall grant permission to change photograph. Such permission for change in photograph shall be provisional and subject to verification at a later stage. The new photograph / signature should be as per the specified requirements.