**As per D. G. Shipping, a 3 Tier Approach is followed for Certification**

**1. Successful completion of E-Learning on DGS Website**

**2. Classes with the Maritime Training Institute (HIMT)**

**3. Online Exit Exam on the DGS website**

## Table of Contents

# E- LEARNING

## *Quick Guide to D.G.Shipping E- Learning-* [http://bit.ly/DGe-Learning](http://bit.ly/DGe-Learning)

**1- What is successful completion of E- Learning Modules?**
**Answer:**
   a. Ensure you have enrolled for the correct E-learning module.
   b. Ensure the required study hours are completed. After the completion of the Study Hours (Course Content Access Time), the candidates will get access to the E-Learning Assessment.
   c. Ensure the E- Learning assessment is passed successfully.

**2- How to know the Study Hours and the Passing percentage for each E- Learning Module?**
**Answer:**
   a. Got to [https://dgshipping.gov.in/](https://dgshipping.gov.in/)
   b. Select E-learning ->Modular courses
   c. Scroll down, for each course the Course ID, the Minimum E-learning study hours & Minimum pass percentage has been mentioned.

**3- Validity of the E- Learning Module**
**Answer: 180 days from the enrolment into the respective E- Learning Module**

**4- After the E- Learning is completed successfully, do we need to upload the e-learning assessment?**
**Answer: No. Successful completion of the E- Learning Module will reflect automatically in the MTI's E- Governance**

**5- If you have booked a package course from HIMT's booking website, which e-learning module has to be chosen?**
**Answer: The INDIVIDUAL E-Learning Modules on the DGS website**

**6- How to know if you have successfully Passed the E- Learning Module?**
**Answer: Scroll down to the bottom of your E- Learning Report and below your Assessment score, it will be written *PASS***

| Assessments | | | | | |
|---|---|---|---|---|---|
| Description | Show From | Submit Before | Submitted On | Attempt | Marks |
| Refresher Course in Proficiency in Survival Craft and Rescue Boats | 12 Hour(s) | 27/07/2021 11:59 PM | 30/01/2021 9:08 PM | 1 | 40 / 45 (Pass) |

# VIRTUAL CLASS

**1-What are the documents required, and where should the documents be uploaded for the course?**

**Answer: The candidates need to update their seafarer profile with the previous certificate details & the sea service details, as applicable, and upload the UPDATED SEAFARER PROFILE in the HIMT Student Portal**

**Link to HIMT Student Portal- http://bit.ly/HIMT-StudentPoral**

**2- How to access the links for the Online Classes?**

**Answer: The course link is updated in the HIMT student portal 12 hours before the course commencement.**

**3- How to Register and Attend the Online Classes?**

**Answer: Guide to Register for the Online Classes- http://bit.ly/HIMT-OnlineClassRegistration**
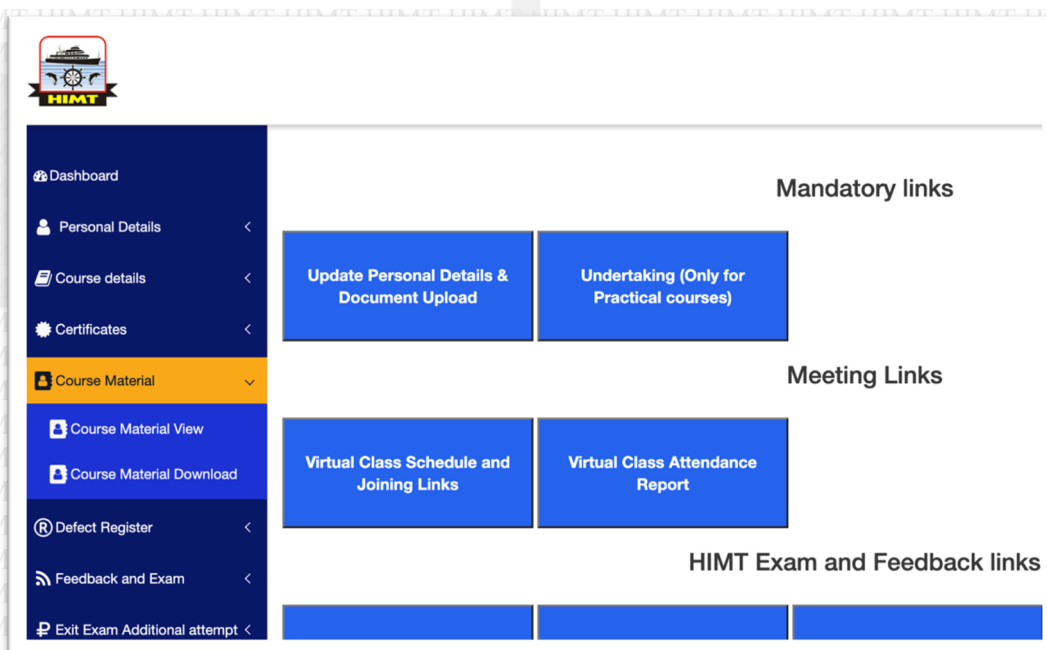
**4- How to reschedule the course?**

**Answer: The course can be rescheduled through the HIMT Student Portal under the tab Course Details -> Shift your course date.**
**The same has to be done at least 24 hours before the course commencement.**

**5- How to access the Course Handout?**

**Answer: Through your HIMT Student Portal**

**6- What is the attendance criteria?**

Answer: 100% attendance is Mandatory. You will not be eligible for DGS Exit Exam if you do not have 100% attendance.

**7- What are the requirements to attend the virtual class?**

Anwer: Preferably desktop/Laptop with Zoom application installed and Good Internet connection. Kindly note that you need to have sufficient internet connectivity & Data Pack to undergo up to 6 hours of classes a day.

**8- How to update my Photo/ Signature on my DG Profile?**

Answer: The candidates who have photo/signature update requests can be guided by the DGS Order 7 of 2021.

Guide to Update the photo/signature- http://bit.ly/Photo-SignUpdate

Link to verify your photo- https://220.156.188.229/

Kindly note that the photo/signature should be updated successfully PRIOR to the course commencement.

# EXIT EXAM

## *Quick Guide to D. G. Shipping Exit Exam-* [http://bit.ly/DGSExitExam](http://bit.ly/DGSExitExam)

**1- Can the exit exam be given before the virtual class?**
**Answer: No, exit exam can be given only after the completion of the Virtual Classes with 100% attendance.**

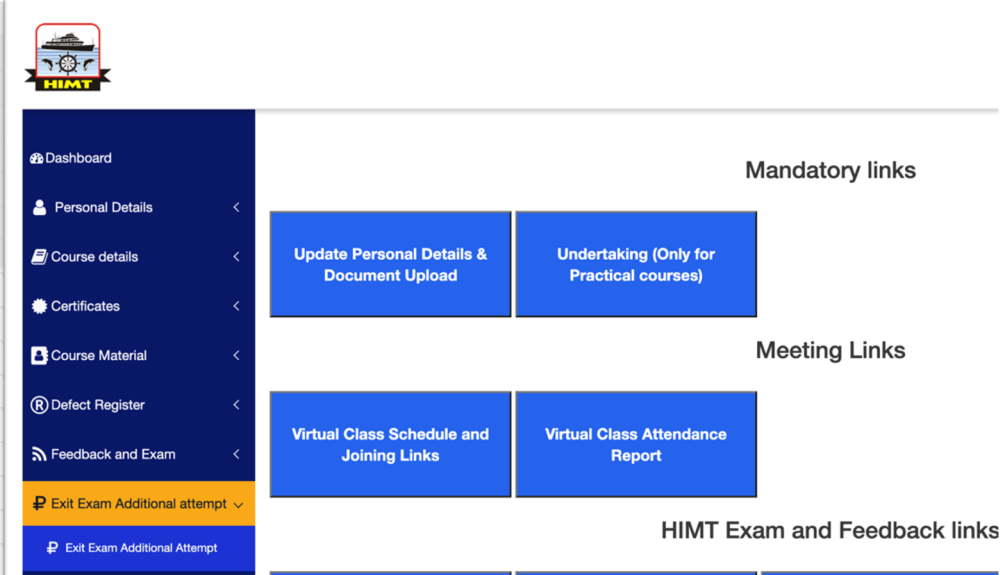**2- What are the timings for the Exit Exam?**
**Answer: The exit exam can be given between *1500 hrs and 1700 hrs* on the day of your course completion and between *1000 hrs and 1700 hrs* on all the other working days.**

**The exit exam cannot be given on Sundays & Govt. Holidays.**

**3- Should I pay Exit Exam fees separately?**
**The *first attempt* of Exit Exam is included in course fees. In case a candidate fails to clear the Exit Exam in the first attempt, they have to pay for the additional attempts through their HIMT Student Portal.**

   a. **Got to the student portal ->Click on the option "Exit Exam Re- Attempt" in the dashboard and pay the fees**
   b. **Upon successful payment, the fees will be processed on the next working day by 2pm**

**4- How many attempts can be given for the exit exam for a course?**
**Answer: 3 attempts**

**5- What happens if you fail in 3 attempts of the Exit Exam?**
**Answer: The candidates will need to re-do the Online Course and attempt the Exit exam again.**

**6- Instructions to be followed during the exam**
**Answer:**
**- Exit exam cannot be given on Mobile Phones/ Tablets/ Apple laptops**
**- The Exit Exam can be given in genuine Windows versions 7/ 8/ 10**
**- Delete all the cache and temp files before the Exit Exam**
**- Do Not switch the tabs once you login for the Exam**
**- Turn off the anti-virus and pop-ups**
**- Turn off all the remote sharing apps**
**- Ensure your background is plain and there is no-one in your background. Backgrounds having curtains and Paintings can be avoided**

**7- Number of Questions and Duration of the Exit Exam**
**Answer: Total Number of questions are 30 & the total duration is 30 minutes**

# EXIT EXAM ERRORS AND SOLUTIONS

**1- IP address blocked error**
Answer: A candidate can give only 1 Exit Exam with 1 IP address in 24 hours.

**2- Already Logged in some other machine**
Answer: Candidate is trying to log in with two or more machines. At a time only one machine log in is allowed. You can retry logging in after 30 minutes after logging off from other devices.

**3- User Not Enrolled. Please enrol through Web Portal**
Answer: Candidate will have to login to the portal - https://220.156.188.229/ and verify and upload his photographs again.

**4-You have violated the Exam. Result PASS**
Answer: During the exam, the student violated the exam and hence the same was terminated. However, before the violation, the pass mark was met and getting *PASS* will suffice.

**5- Close your screensharing application**
Answer: Candidate is running screen sharing application as mentioned in the message Candidate has to close all the screen sharing applications, then only system will allow to proceed for exam. All screensharing applications like Zoom, Teams, Any Desk etc. have to be turned off.
To be on a safer side, it would be advisable to uninstall them before the exam and you can re- install it after successful completion of your Exit Exam

**4- You are not Authorised**
Answer: The above error occurs when either your attempt's payment has not been made to DGS or if you have exhausted your attempt.

**5- Exit Exam Software Error with Solution- api-ms-win-crt-runtime-l1-1-0.dll Error**
Answer: Video Guide to download the missing file- http://bit.ly/SoftwareErrorDGS

**5- How to contact the Exit exam Cell incase of any issues?**
Answer:
technical@dgsexams.in
support@dgsexams.in

# CERTIFICATION

**1- After completing the 3 tier system in how much time the certificate gets generated?**

Answer: If the 3 Tier system is completed on the day of course completion, the Digital certificate will be generated with-in 48 hours, and you can download it from your COP Checker or Master Checker. Candidates who complete the 3 Tier System later, the certificate will be generated in queue.

**2- How to download the Digital Certificate?**

Answer: The certificate can be downloaded using *GOOGLE CHROME* from your COP Checker. You can view it on acrobat and you would be able to read "Digitally Signed by..."

Video Guide- https://www.youtube.com/watch?v=87HzbU1hTLI

**3.How are the details on the Digital Certificate?**

Answer: The details on the Digital Certificate will be self-populated from your DG Profile during the batch upload as per their standard format of the LAST NAME followed by FIRST NAME.

The above is standard for all the candidates and cannot be edited.

**4. It is written " STCW 1978, as amended" in the Digital Certificate**

Answer: STCW 1978, as amended covers all the amendments, including the 2010 Amendments. The format is recommended by IMO and is generated by DGS.
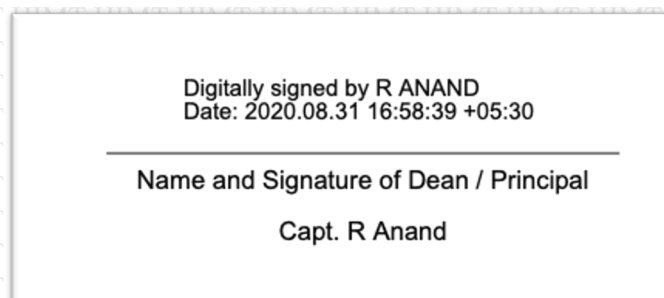
Refer Corrigendum to Training Circular No. 10 of 2014

**5. Which browser has to be used to download the Digital Certificate?**

Answer: Google Chrome

**6. How does the Digital Signature in the certificate look?**

Answer: "Digitally Signed by…" is the Digital Signature.

Digitally signed by R ANAND
Date: 2020.08.31 16:58:39 +05:30

_____

Name and Signature of Dean / Principal

Capt. R Anand

# EXIT EXAM QUESTIONS

**RFPFF Exit Exam Questions with Explanation** *Part 1*- http://bit.ly/RFPFF

**RFPFF Exit Exam Questions with Explanation** *Part 2*- https://bit.ly/RFPFF2

**RPST Exit Exam Questions with Explanation -** http://bit.ly/ExitExam-RPST

**RPSCRB Exit Exam Questions with Explanation-** http://bit.ly/ExitExam-RPSCRB

**OCTCO Exit Exam Questions with Explanation-** http://bit.ly/ExitExam-Tanker

**LGTF Exit Exam Questions with Explanation-** https://bit.ly/ExitExam-LGTF

**First Aid Exit Exam Questions-** http://bit.ly/ExitExam-FirstAid

**STSDSD Exit Exam Questions with Explanation-** https://bit.ly/STSDSD

**PSCRB Exit Exam Questions with Explanation-** http://bit.ly/ExitExam-PSCRB

**PSF Exit Exam Questions with Explanation-** https://bit.ly/ExitExam-PSF

**PSSR Exit Exam Questions with Explanation-** https://bit.ly/ExitExam-PSSR

**Revalidation Course for Engineers Exit Exam Questions with Explanation** *Part 1*- http://bit.ly/ExitExam-REO1

**Revalidation Course for Engineers Exit Exam Questions with Explanation** *Part 2*- http://bit.ly/ExitExam-REO2