

## **Examination & Assessment Board**

### **RESPONSIBILITIES:**

Develop unbiased and transparent policies and procedures for the conduct of examination & assessment process in Addison Institute. Ensure the proper conduct of examinations and Assessments through a fair and transparent system. Responsible for the security of examination script and answer scripts. Conduct moderation of examination and assessments. Define and ensure the proper discharge of duties and responsibilities of invigilators and markers. Handle appeals from students pertaining to examinations and assessment matters. To take part in the review of the policy and operations involved in Addison Institute as and when necessary.

1. Mr.Chong Chee Song(Member)
2. Mrs.Gunasekaran Radhika (Member)
4. Mr. Pua Yeow Cheong( Member )

### **Mr.Chong Chee Song**

An experienced hospitality professional, with more than 20 yrs of experience with a proven track record in driving towards quality control. He completed his bachelor in University of western Sydney in Business Administration. He obtained his Masters from Columbia Southern University the Master in Business Administration in hospitality and tourism. He is a ITE Certified trainer. He holds the Advanced certificate in Training and Assessment (Facilitated Learning) on 12-June 2019. He is a best example for a Lifelong Learner.

### **Mrs.Gunasekaran Radhika @ Anbu Radhika**

Ms. Radhika graduated her Master of Computer application in the field of Computer Application. She is a Lecturer in India having an experience of 4-yrs. As a lecturer she also had a good experience in guiding the students in various projects. She joined in System Computer and Commercial Training centre as an IT-Trainer in Sep-2004 and been teaching Certificate, Diploma, Advance Diploma Courses. She is experienced in teaching the UOL-BSc with us.

G.Radhika is also intimate with the development of latest technology relevant to Programming. She had a training in MCP, MCAD and obtained and Microsoft Certified Professional certificate and Microsoft Certified Application Programmer. Her core areas of expertise in education are mainly from lecturing, curriculum development and academic administration. She has been a Lecturer in Addison, which is formerly known as system computer and commercial Training centre for the past 9-yrs. She also completed her Bizsafe L3 certification.

### **Mr. Pua Yeow Cheong**

Mr. Pua having his double masters in Master of science in Computer science from NUS Singapore in the year 1999 and Master of science in software engineering from The university of York, UK( 2008). He is working at Singapore's Temasek poly as a senior lecturer for the diploma in information technology.

He have a good industrial track record in IBM Singapore. He also conducted training for the IBM products during the year 1998- 2003.