

## EXAMINATION BOARD

No	Name	Title
1	Ms. Alyssia Wong Siew Yoong	Chairman
2	Mr. Linus Wang Ann Ning	Member
3	Ms. Liza Wang Li Sze	Member
4	Dr. Alfredo Satyanaga Nio	Member
5	Mr. Thomas Johnson Wong Voon Ping	Member
6	Dr. Victor Ong Chee Wee	Member

### Role of the Examination Board

The Examination Board is responsible to GSTM for develop and implement the processes governing the conduct of examinations or assessments of its internal developed courses.

### Responsibilities of the Examination Board

The Examination Board will be in-charge of the development of examination and assessment procedures, and facilitate the implementation of procedures to:

- Ensure the security of examination scripts and answer scripts;
- Ensure the proper conduct of examinations and assessments;
- Define and ensure the proper discharge of duties and responsibilities of invigilators and markers;
- Conduct moderation of examination and assessment marks;
- Handle appeals from students with regards to examination or assessment matter;
- Reviewing, at least once a year, the examination and assessment policies and procedures.

## Terms of Reference

The terms of reference of Examination Board is to:

- develop examination and assessment procedures for the school, including but not limited to
  - the security of examination scripts and answer scripts;
  - the conduct of examinations and assessments;
  - the duties and responsibilities of invigilators and markers;
  - the moderation of examination and assessment marks;
- ensure that the students receive appropriate notification of the results
- to ensure full and open discussion about the performance of students takes place, taking into account the views of the Second Marker, recommendations of the mitigating circumstances (where relevant),
- handling of appeals from students with regard to examination or assessment matters.