

ARUNDHATHI MANNIKERI

Bangalore, India 562125 • 902907500 • arundhathispawar@gmail.com

Professional Summary

I have been in the teaching field with an experience of six years plus, wherein I have delivered roles of a Hindi Educator, being a Class Teacher and headed the Exam Department of an organization. Teaching experience have given me first hand information and field experience to deal with children across from Grades 1 - 8. These teaching learning experience have helped me to understand the classroom dynamics to maintain a good classroom decorum and hold meaningful discussions and interactions with students with respect, equality, empathy, support and guidance provided to all my students from me as a mentor.

Additionally, I have been associated with the Examination Department for six plus years of an experience. This department of work is entrusted with the tasks of planning, conducting and recording scores for all announced assessments, tests, examinations conducted for Grades 1 to 10 in an Academic Year. These could be in offline/online mode. In the exam department, we formulate and plan for the Yearly Planning, Tasks before the Assessments, During the Assessments, After the Assessments and Year End Activities.

Skills

- Hindi Educator-Mentor (Grades 1-8)
- Class Teachership
- Effective Communication with Parents during PTMs - as a Class Teacher
- Coordinating Documentation related to Examinations
- Administrative Support
- Exam Coordination
- Coordinated meetings with CODs and Teachers
- Assigning Examination Duties and Responsibilities
- Classroom Evaluations
- Administrative Procedures

Work History

Exam Coordinator, 07/2017 to Current

TCIS - Harlur And Whitefield – Bangalore, India

- Planning for the academic year's examination dates across grades
- Coordinate with Subject teachers and Coordinators
- Effective Communication through official mails with regard to submission of respective subject question papers
- Intricate, detailed checking for any kind of errors in question papers

- Align and required corrections as per the desired appropriate approved format of the question paper
- Discussions with CODs and Principal for approvals before Printing papers
- Bundling papers accurately class wise and section wise
- Distribution of papers to invigilators
- Planning Invigilation duties
- Maintaining records for the collection of answer scripts
- Vigilant while handing over answer scripts to respective subject teachers for corrections

Education

B.Ed. : History Teacher Education, 05/2021

Sri Ayyappa College Of Education (Tamilnadu) - Tamil Nadu

Bachelor of Arts: History And Hindi, 03/2006

Kishinchand Chellaram College - Mumbai

Central Board of Secondary Education - 12th : English, Hindi, Economics, Geography, History, 05/2003

Kendriya Vidyalaya - Mumbai

Central Board of Secondary Education - 10th : English, Hindi, Mathematics, Science And Social St, 05/2001

Kendriya Vidyalaya - Mumbai

Examination Department Coordinator

Heading the Examination Department - in Both TCIS , HARLUR and WHITEFILED Branch - with 6 plus years of experience.

Core Roles and Responsibilities of the Exam Dept.

- Supervised team of ten plus staff members in the Examination Department.

1. YEARLY PLANNING:

- **Planning the Assessment Calendar-** Assessments to be conducted for each Grade
- Dates /Timelines for Assessments Total Marks, Typology of questions
- **Orientation of teachers for Assessment Calendar and Dates**
- **Preparing Green Sheets Template Grade wise**
- **Preparing Question Paper Templates**
- **Coordinating with platform like CoolG team-** to prepare the CCE and CBG reports format, marks configuration and final PDF of reports.

2. BEFORE THE ASSESSMENTS:

- **Sharing Portions template including Date Sheet for entering portions-** obtaining approval from Coordinators and Principal
- Sharing Question Paper template
- **Collecting all Question Papers from respective HODs-** obtaining Principal's approval and ensuring that all corrections are done in Final Draft
- **Preparing Printing Schedule for QP printing-** printing all papers Grade wise and Language wise
- **Checking formatting of Question Papers-** ensuring that all papers are in correct format before Final printing and getting the master copy signed by the teachers
- **Invigilation Duty List-** Preparing the Invigilation Duty list, sharing with staff and getting the acknowledgement from all
- **Revision Schedule-** Preparing Revision Schedule for Half Yearly and Final Examination
- **Sharing Portions and Date Sheet with parents-** Collating and Mailing Portions and Date Sheet of Assessments to parents at least two weeks in advance for Periodic Tests and 4 weeks in advance for Term End Examination
- **Room Allocation and Seating Arrangements-** Room allocation and seating arrangements to be planned before Term End Exams
- **Guidelines for Teachers and Students-** Preparing guidelines for teachers and students to be followed during the Assessment and orienting them on the same
- **Preparing reckoners for Assessments-** preparing Attendance Record Sheets, Supplement Record Sheets, Invigilation Duty Sheets etc to be used during examinations
- **Arranging all QP/Answer Sheets etc for distribution during examination-** Preparing Grade wise/Room wise bundles consisting of QP, Answer Sheets, Supplement Sheets, Reckoners, Stationery etc to be distributed on each exam day
- **Reminders for Invigilation Duty-** sending Invigilation Duty reminder a day in advance

3. DURING THE ASSESSMENTS:

- **Distribution of Exam Packets** in each room on the day of exam
- **Invigilators Confirmation-** Ensuring that all Invigilators are present for their duties
- **Substitution for Invigilators-** Arranging Substitution for Invigilators in case of absenteeism or emergency
- **Maintaining Student Absentee Record** and sending communication on CoolG to parents
- **Conducting the Examination in fair and transparent manner-** ensuring that each exam is conducted smoothly in fair and transparent manner. Inspecting the exam rooms for any malpractice
- **Exam details to be written on Class Boards-** Ensuring that Invigilators have written complete Examination and Student Information on White Board with respect to the Subject.

4. AFTER THE ASSESSMENTS:

- **Collection of Answer Sheets from Invigilators**
- **Distribution of Answer Sheets** to respective Subject Teachers and record maintenance of the same
- **Collection and Storage of Answer Sheets-** Collection and storage of all Answer Sheets for safe
- Keeping as per CBSE guidelines.
- **Verification of Marks Entry in Green Sheets** by the mentioned timelines- follow up with teachers wherever needed
- **Analysis of marks and preparing Consolidated sheets/Dashboard for review by Principal**
- **Downloading and Maintaining the record of Overall Marks Report** from CoolG at Term End/Year End
- **Maintaining Term wise CBG and CCE reports** of students downloaded by Class teachers on Exam Department Drive
- **Maintaining All QP and AK for all Grades 1-12 on Exam Department Drive**
- Follow up with Teachers for Answer Sheet Correction, discussion in class and marks entry as per the mentioned timelines

5. YEAR END ACTIVITIES:

- **Reassessment of Students-** Conducting Reassessments for students scoring below expectations. This includes marks analysis to identify subjects for reassessment, sending portions for reassessment to candidates, QP printing, date sheet of reassessments, maintaining records of marks and final report card printing
- **Final Report Printing-** Final CBG and CCE Report printing at the end of Academic Year to be given to parents on last PTM.
- **Year End Overall Marks Report-** download and save in Hard Drive
- **Archiving the data-** Removing access of all teachers from shared folders and archiving the data
- **Inventory maintenance-** Maintaining Inventory of Exam Related supplies and raising requisition as in when needed

6. CBSE SPECIFIC ACTIVITIES:

- **Sahodaya Circulars implementation-** Implementation of any instructions published by Sahodaya Group for Grade 9-10.
- **OASIS Data Entry-** Collecting Staff Details and uploading on OASIS portal for teachers of Grades 9-10
- **CBSE Circulars Implementation and Follow Up-** Regular checking of CBSE portal and sharing important information with team. Implementation of circulars and upload of any Examination related data required by the Board.
- **Hall Tickets for Gr 10 examination-** Preparing and Printing of Hall Tickets for Pre- Board Examination for Grades 10.
- **LOC Registration of Candidates for Gr 9-** Orientation of parents for registration, sharing

Registration Form with parents, collating information, and all documents, uploading data on CBSE website, verification and Finalisation of Data, Printing of Final List and Signature by parents and candidates.

- **Internal Assessment marks for Grades 10 and 12-** Collating and uploading Internal Assessment Marks on CBSE website for Grades 10 after Principal's approval.
- **CWSN Candidates-** Coordinating with parents, CBSE RO and teachers for Registration of CWSN candidates, maintaining all records and continuous follow up with CBSE RO for student's registration.
- **Conducting Board Exams-** In the scenario of School being chosen as the Exam Centre for Board Examination, planning, coordinating, and conducting the Examination as per the norms and guidelines given by the Board. Maintenance of all records and communication with the Board. Managing the entire process starting from Inventory till mailing of Answer Sheets on the day of exam.

7. Organising regular Department Meetings: to share experiences, identify loopholes, brainstorm on closing the gaps and recording the observations.

8. ONLINE ASSESSMENT ON MS TEAMS- In case on Emergency, if the Assessments move to Online Platform, then planning and conducting the Assessments on MS Teams:

- Creating Assessment Team- Adding students and teachers grade wise
- Creating One Note Assessment Notebooks for Answer Sheet Upload
- Orientation of parents, students and teachers on SOP of online assessments

Declaration

I solemnly declare that all the above mentioned information is correct to the best of my knowledge and belief.