KAVITHA V

Chemistry Educator | Examination Officer | IGCSE Curriculum Specialist

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Nationality: Indian | Date of Birth: 18th June 1984



PROFILE SUMMARY

Results-oriented Chemistry Educator and Examination Officer with 15 years of experience in delivering high-quality Chemistry education and managing internal examination processes at an international standard. Specializing in IGCSE curriculum, with proven expertise in curriculum development, student-centered teaching, and fostering academic success in secondary education. Adept at integrating technology into education, driving innovative instructional strategies, and leading teams for professional development. A recognized leader in enhancing student performance and faculty collaboration, with a deep commitment to academic integrity and high standards in examination management.

Core Strengths:

Chemistry Instruction & IGCSE Curriculum Delivery (Grades 6–10)	**End-to-End Examination Administration & Compliance Management**	**Student Assessment, Progress Monitoring & Instructional Strategy**

WORK EXPERIENCE

The Indian Public School (Cambridge Affiliated), Coimbatore

January 2011 – Present

Chemistry Faculty

IGCSE Chemistry Instruction – Grades 6 to 10

- Deliver IGCSE Chemistry lessons to Grades 6–10 using enquiry-based learning, practical experiments, and collaborative methods for mixed-ability students
- Develop detailed schemes of work and lesson plans aligned with the Cambridge IGCSE Chemistry syllabus to ensure comprehensive curriculum coverage
- Implement differentiated instruction to address diverse learning styles, reducing attainment gaps across student cohorts
- Evaluate student progress through formative and summative assessments, providing clear feedback for targeted revision and skill development
- Share student performance data and support plans with parents during scheduled conferences to maintain strong home-school communication
- Utilize LMS platforms and digital tools to extend learning beyond the classroom and promote independent study

The Indian Public School (Cambridge Affiliated), Coimbatore

January 2011 – Present

Examination Officer

Cambridge IGCSE Examination Management

- Plan, coordinate, and oversee internal exams for grades 6 to 10, ensuring smooth execution and academic compliance
- Planning and oversee external exams for Grade 10, AS and AL, with hassel free process
- Analyze exam results with faculty to identify areas for improvement and implement strategies to boost student performance
- Conduct pre-exam briefings to clarify guidelines and expectations for students
- Manage the marking and evaluation process, ensuring consistency and accuracy in assessments
- Organize staff training on exam management and assessment best practices
- Apply assessment tools and proactive strategies to improve instructional methods

Led the examination process across multiple years, maintaining high academic integrity

ACHIEVEMENTS & RECOGNITION

- **Employee of the Year 2024** – Recognized by The Indian Public School for exceptional dedication, outstanding performance, and efficient management of classes and exams throughout the academic year
- **National Seminar Presenter** – Presented a seminar on nanoparticles, discussing their unique properties and real-world applications, at the National Institute of Technologies

SKILLS

Functional Skills	IGCSE Curriculum Planning & Delivery | Lesson Design & Development | Formative & Summative Assessment | Examination Administration & Compliance | Student Progress Monitoring & Reporting | Parent-Teacher Communication & Engagement | Classroom Management & Student Behaviour Guidance | Instructional Strategy Development & Adaptation | Special Requirements Coordination | Staff Training Participation & Leadership in Professional Development | Academic Record Maintenance & Reporting | Mentorship & Team Building
Technical Expertise	IGCSE (Cambridge) Chemistry Instruction (Grades 6–10) | Examination Script Marking & Moderation | Assessment Data Analysis & Reporting | Professional Development Frameworks | MS Office (Word, Excel, PowerPoint) | Learning Management Systems (LMS) | Online Teaching Platforms & Educational Technology Integration
Languages	English (Professional Proficiency) | Tamil (Native)

EDUCATION

Master of Science in Chemistry (M.Sc.)	Avinashilingam University, Coimbatore, India	2005 – 2007
Bachelor of Education (B.Ed.)	TamilNadu Teachers Education University, Chennai, India	2009 – 2010

PERSONAL QUALITIES

Team Collaboration | Time Management | Adaptability | Critical Thinking | Conflict Resolution | Empathy