



28 June 2013

To Whom It May Concern:

As the Course Manager (Strategy) of the Diploma in Multimedia & Animation, and Diploma in Animation & 3D Arts, School of InfoComm Technology, Ngee Ann Polytechnic, I have had the pleasure of knowing **Asst Prof Mark Joseph Chavez** for the last four years (2009-2013) as our External Examiner for the two creative courses.

I am pleased to inform that Mark has discharged his duties diligently and professionally, and more importantly, to our utmost satisfaction.

As our External Examiner, Mark has performed the following duties:

- Check and moderate the quality and standard of the teaching plans, assessment outlines, coursework and students' portfolio;
- Ensure that the marking is thorough, appropriate, consistent and fair to students;
- Participate in the deliberation of the School's Board of Examiners Meeting;
- Identify strengths and weaknesses in student performance;
- Make recommendations for improvements in the curriculum and assessment methods;
- Write a report and present the recommendations to the Polytechnic.

Over the years, Mark has provided an independent judgement in the assessment of our student performance and the academic standards of our courses.

Under his guidance, we have strategized to infuse Master Classes in our curriculum and to form partnership with players from the animation and game industries. We have also established Amphibi Studio, which is a training studio to provide our students with a structured and systematic way of acquiring the production experience from concept development, pre-production to production and post-production.

Mark has significantly helped raise the standard and reputation of our two courses. I have seen vast improvement on the skillset of our students, in particular on their drawing, storytelling and animation skills. Please refer to the project showcase websites:

- Diploma in Animation & 3D Arts:
<http://www.ict.np.edu.sg/mma/portfolio/a3da.html>
- Diploma in Multimedia & Animation:
<http://www.ict.np.edu.sg/mma/portfolio/mma.html>

Please do not hesitate to contact me should you need more information.

Sincerely,

Agus Rahardja

T: 65 6460 8207

H: 65 9698 3999

E: rahar@np.edu.sg

Agus Rahardja
Course Manager
School of InfoComm Technology
Ngee Ann Polytechnic