FORM TP 2023066

TEST CODE 01251020

MAY/JUNE 2023

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE®
EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

Insert for Question 1

COPY TEST

(a) Type the following in double line spacing. Use ALL equal margins of 1″ (2.54 cm), Times New Roman 12.

(b) Save the completed document as

It stands to reason then that careful attention be given to designing learning and assessment that is accessible by all. In the context of online learning, accessibility means that persons with upper body, visual and hearing impairments or learning disabilities can have ease of access to online course content (Coombs, 2010). Accessibility is vital so that all users, regardless of disability, will have equal opportunity to interact with whatever is being offered.

Inevitably, a change in the way educators deliver content requires a change in the way content is assimilated and assessed. Proponents of Universal Design for Learning advocate for a more inclusive way of delivering content, enabling interaction, and assessing learning. Educators are not only expected to ensure that learners understand and are adequately interacting with the content, but also that all barriers to expression of learning be removed.

Such barriers are not only eliminated by providing multiple means of expression but through a conscious plan to cater to the needs of all learners. Many individuals have learning needs that arise out of physical or learning disabilities. According to Crow (2008), there are four major types of disabilities: Visual, Hearing, Motor and Cognitive Impairments. Therefore, education systems must be made more inclusive for those with disabilities. The CXC® Learning Hub and the CXC® Learning Institute are paying attention to designing online learning with accessibility in mind.

For learners with visual impairments there are three categories that designers of online learning must consider: total blindness, low vision and colour blindness (Bohman, 2003). To make online offering accessible to students with visual impairments, the designers should: provide meaningful alternate or long descriptions for graphics so that screen-reading devices are able to read these descriptions to learners.

Learners with hearing impairments or who are deaf need to be able to access the same audio information that is available to hearing learners. With that in mind, the learning and assessment materials should provide closed captioning for all audio, video, and multi-meida presentations that are placed on online learning spaces, as well as text transcripts of audio content.

Individuals who have motor impairments normally experience problems accessing computer keyboards and mice and often rely on special assistive technologies. Learners with motor impairments should be allowed as much time as needed to complete tasks that require human-computer interaction (Crow, 2006).

Adapted from CXC The Examiner Vol 20 No. 1 2021

Total 10 marks

Answer ALL questions.

Question 2 (a)

Time: 30 minutes

(i) Produce the required documents following ALL instructions.

(ii) Using A4 or letter size paper, create a suitable letterhead with an appropriate logo using the information provided below:

Mack's Eye Solutions, Waterford, St. Michael, Barbados
Telephone (246) 400-000; Fax: (246) 400 001; Email: mackseye@gmail.com

(iii) Using the letterhead created, type the letter below in blocked style with 1" (2.54 cm) margins all round.

(iv) Follow the **ALL** guidelines for typing letters using the blocked-style format.

(v) Save the file as **LETTER**.

Our ref: ES/ND/01-23

Mrs Novelette Dawkins
Waterford
St. Michael
Barbados

Today's date

Dear Mrs. Dawkins

CATARACT ~~OPERATION~~ SURGERY ← replace the word "operation" with the "surgery" word throughout

As per your request, I am pleased to provide you with the information

Question 2 (a) cont'd

about Cataract to alleviate some of the worries you have about yr forth coming operation on Sept. 30 2023. I'm enclosing a flyer wh will provide the necy details Cataract operations are usually very successful and the cataracts will not grow ~~again~~ back. You will be required to stay in the hospital for 1-3 days recovery period, for drops to be given and for yr progress to be monitored. New spectacles will take a while to get familiar as the eyes adjust to the new prescription. Generally, it is wise to choose reasonably small frames as the lrg ones are thick and heavy. No Please do not worry about doing the operation. In the next few wks you shd be able to see more clearly than you hv been for yrs.

u/c = you will of course get advice from our optician about the best frame for you.

Question 2 (a) cont'd

Best wishes.

Vernon Mc Lawson
Ophthalmologist

your Sincerely

Enc.

Typist initial

[28 marks]

NOTHING HAS BEEN OMITTED.

GO ON TO THE NEXT PAGE

Question 2 (b)

Time: 20 minutes

(i) Produce the required documents following ALL instructions.

(ii) Using the letterhead created to prepare an information sheet shown below following the instructions given.

(iii) Use margins of 0.5″ (1.27 cm) all around with a page border.

(iv) Use two (2) clear line spaces between rows.

(v) Save the file as **INFORMATION**.

Question 2 (b) cont'd

Information Sheet ← caps + bold centre

INSTRUCTION Please complete the following questionnaire. ← italize

bold

PATIENT'S SURNAME: . . . . . First Name: . . . . . ← u/c

ADDRESS:

POSTCODE:

OCCUPATION:

Do you drive?

Do you wear contact lenses?

Do you require safety glasses at work?

What are your hobbies?

use leader dots here

NOTE: Add the foll. questions and insert a textbox for Yes/No response.

Are you satisfied with yr present Spectacle? Yes NO Do you use a computer? Yes NO

Have you ever worn progressive or Varifocal lenses? Yes No

Thank you ← centre

[10 marks]

Total 38 marks

GO ON TO THE NEXT PAGE

Question 3 (a)

Time: 25 minutes

(i) Produce the required documents following ALL instructions.

(ii) Using the letterhead created, prepare the Notice and Agenda following the all instructions given.

(iii) Use margins of 1" (2.54 cm) all around.

(iv) Save the file as **NOTICE**.

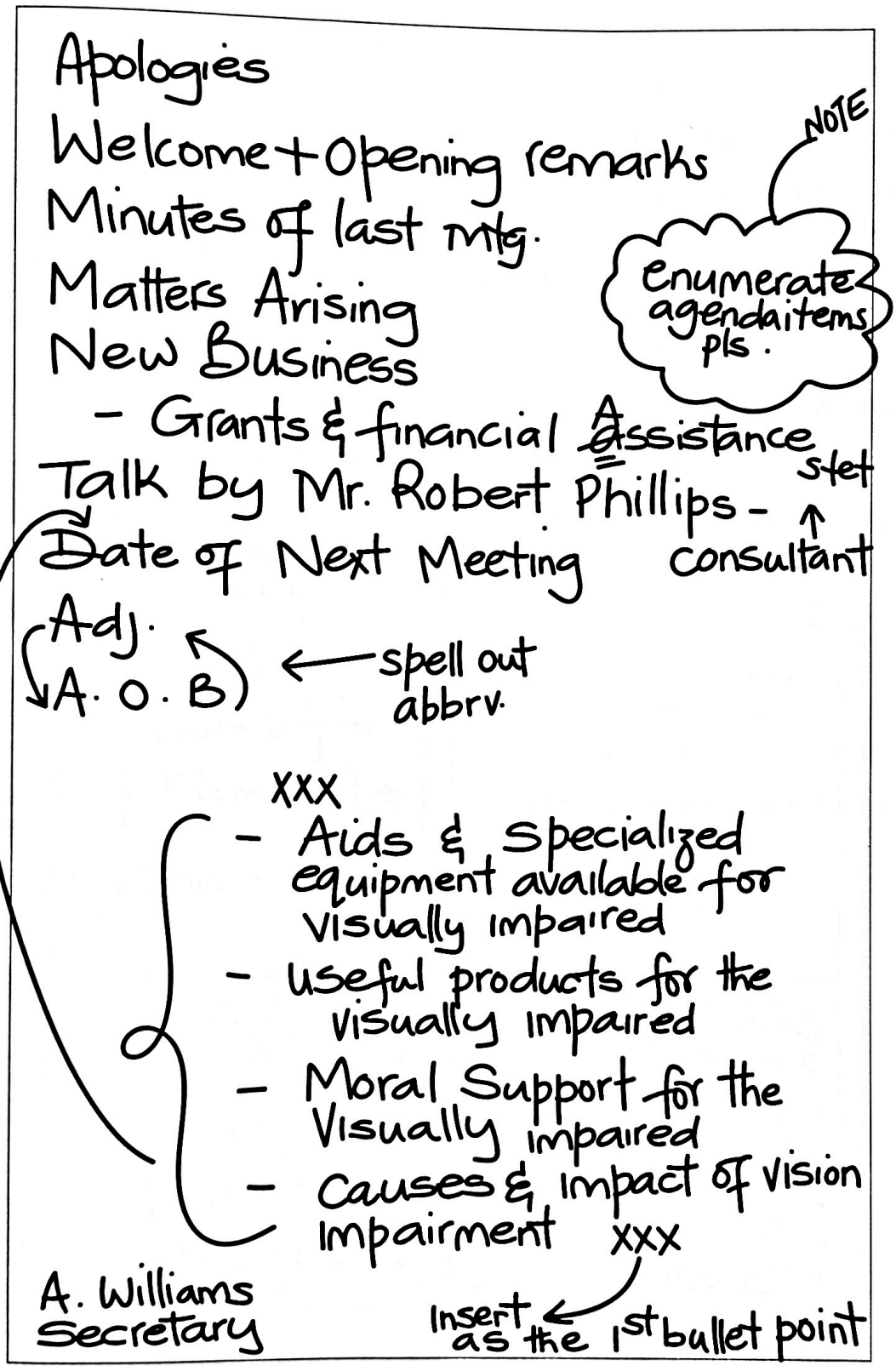
Notice of Meeting ← center caps bold
outreach
Community Meeting ← center & All caps

Caps Notice is hereby given that a cttee
Outreach mtg. will be held at the
u/c association for the Blinds Conference
room on Aug. 24, 2023 @ 13:30 hrs.
The keynote speaker will be Mr.
Robert Phillips an eminent Eye Consultant
who will talk to us about causes
of vision impairment and strategies
to prevent vision impairment.

Agenda ← spaced caps
center & bold

call to order

Question 3 (a) cont'd



[17 marks]

GO ON TO THE NEXT PAGE

Question 3 (b)

Time: 20 minutes

(i) Produce the required documents following ALL instructions.

(ii) Using A4 or letter size paper, create a 6-slide Presentation as outlined below, following the instructions given.

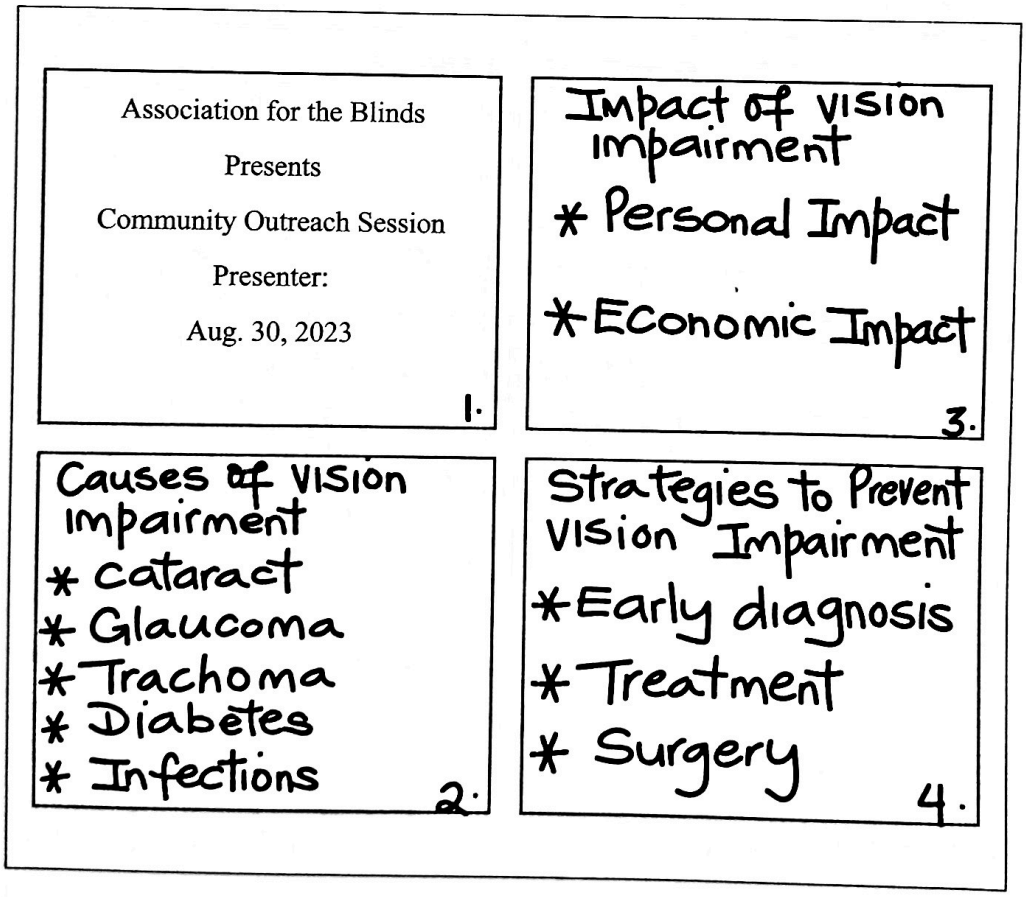
(iii) Use a larger font size for ALL slide headings.

(iv) Apply a suitable design template.

(v) Insert appropriate graphics.

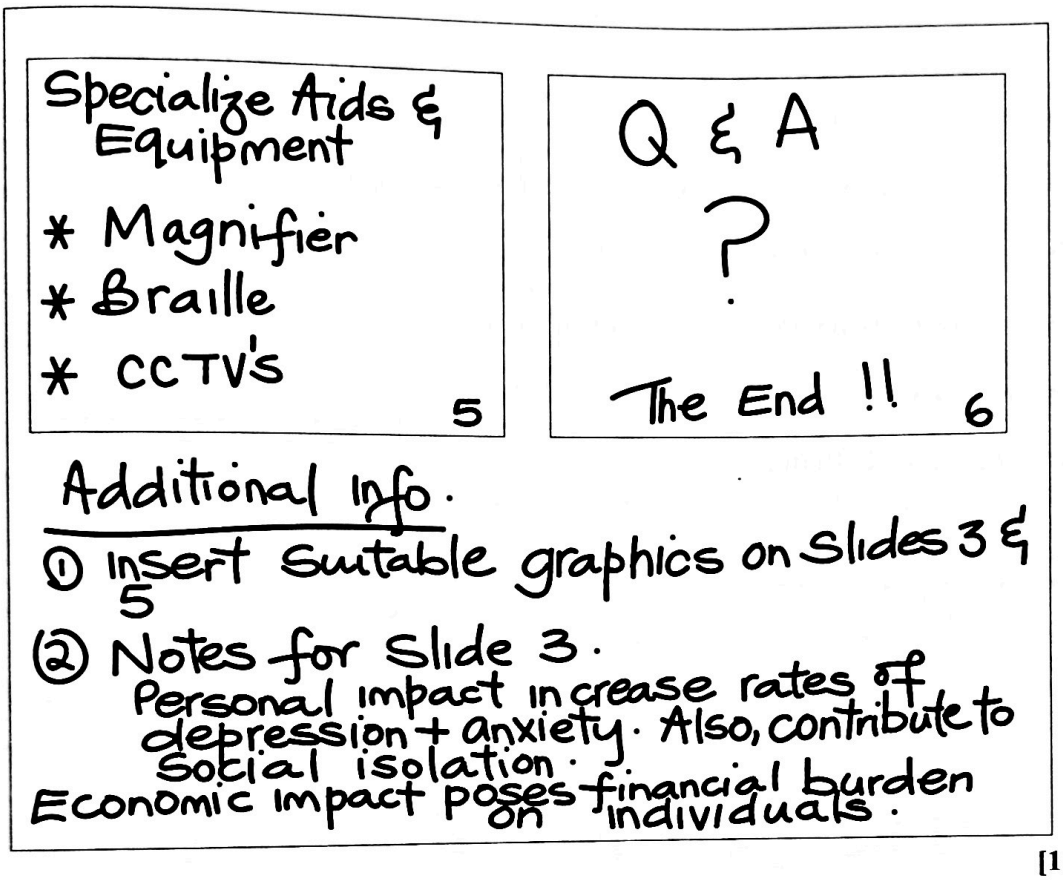
(vi) Allow two clear line spaces between the headings and the contents.

(vii) Save the file as **PRESENTATION**.



GO ON TO THE NEXT PAGE

Question 3 (b) cont'd



[10 marks]

Total 27 marks

Question 4

Time: 15 minutes

(i) Produce the required documents following ALL instructions.

(ii) Using A4 or letter size paper, prepare the report following the instructions given.

(iii) Use margins of 1" (2.54 cm) all around.

(iv) Use landscape orientation for the report and graph.

(v) Capitalize and centre all headings.

(vi) Save the file as **REPORT**.

GO ON TO THE NEXT PAGE

Question 4 cont'd

Mack's Eye Solutions } Center & all caps
Half Year Report }

Mack's Eye Solutions had treated One hundred & fifty (150) Clients for the foll. eye related problems during its half year ended June 30, 2022.

Eye Related Issues	GENDER Males	Females
Allergies	10	12
Cataract	9	7
Conjunctivities	3	2
Dry Eye	16	11
Pink Eye	20	21
Colour Blindness	23	16

centre All caps + Bold

left align

right align

You are required to:

(a) (i) prepare the report for the stated period using the MOST suitable Software.

GO ON TO THE NEXT PAGE

Question 4 cont'd

(ii) Insert a column to ~~Show~~ Calculate the total for each category of eye problem recorded during the period.

(iii) Insert a row for the totals (Male + female and the overall total)

(b)(i) Create a graph to show the comparison of eye issues by gender

(ii) Label the graph and include a suitable title.

(iii) Place the graph on a separate sheet.

Total 25 marks

END OF TEST

IF YOU FINISH BEFORE TIME IS CALLED, CHECK YOUR WORK ON THIS TEST.