FORM TP 2022062

TEST CODE **01251020**

MAY/JUNE 2022

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

04 MAY 2022 (a.m.)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This examination consists of a speed test (Question 1) and THREE other questions.
2. **After completing EACH question, save your work on the available storage device.**

   At the conclusion of the examination, the invigilator will give you instructions for submitting the saved files.
3. Question 1 is provided as an insert. The invigilator will allow TEN minutes for Question 1. At the end of ten minutes, the invigilator will tell you to stop and save your work. This question will be collected. You will continue working on Questions 2, 3 and 4.
4. Answer ALL questions.
5. Read all instructions carefully before attempting EACH question.
6. The 2 hours and 20 minutes allocated for this paper should be used as follows:

10 minutes	–	warm-up on the computer followed by
10 minutes	–	speed test (Question 1)
10 minutes	–	reading time
1 hour and 50 minutes	–	responding to Questions 2, 3 and 4

7. Report any defect in the machine to the invigilator who will make the appropriate notation and indicate on your folder any time lost. The invigilator will also record this information on the Supervisors' Irregularity Report.
8. Key your candidate number in the upper right-hand corner of each page.
9. You will be penalized for uncorrected errors.
10. Any accepted method of display consistently used in letters and/or tabular exercises will be credited unless instructed otherwise.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Copyright © 2019 Caribbean Examinations Council
All rights reserved.

FORM TP 2022062

TEST CODE **01251020**

MAY/JUNE 2022

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 **Speech**.

Speech

CXC's practice of doing an official launch of the results of its annual examinations, in every subscribing Member State, is a very positive initiative, because it provides both a sense of inclusion as well as an exercise of accountability. The examinations offered by CXC are all high-stake examinations because they provide the certification of accomplishment at every stage of the education system.

So, it is important that CXC reaches out as far and wide as possible to provide a credible and objective account of educational performance to all, so that we can begin to take seriously the upgrading of our human potential, as individuals, and as a society whose ultimate resource is its human talent.

For the past 46 years the Council has provided unwavering service to its 16 member states via examinations, at various levels. While still maturing, the quality of services provided is comparable to the best examination bodies in the world. Adding to our landmark was the introduction of e-marking in 2013 and electronic testing, commonly referred to as e-testing, in January 2017, for multiple choice papers and, in 2018, paper two's.

The direction taken by CXC for e-testing shows its commitment to staying up to date and eventually ahead of the technological era. We must stare reality face on. If we fail to advance, not only the way in which we test, but also the pedagogical skills used in the implementation of the syllabuses, then our children will continue to lead the way and leave us behind.

In addition to the wide range of academic subjects offered by the council, we must emphasize the importance of the technical and vocational areas candidates can access. The CVQ, similar to the CCSLC, is competency based, which allows our candidates to be certified at various levels. This move is a critical one in preparing our candidates, more so, with the skills needed to become a part of and survive in the job market.

Speech delivered by
Honourable Emmalin Pierre,
Minister for Education, Human Resource Development and Religious Affairs
on the occasion of the Release of the 2018 CXC Results, Grenada

Total 10 marks

Answer ALL questions.

Question 2 (a)

Time: 20 minutes

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

Caribbean Institute of Business, Waterford, St Michael, Barbados
Telephone (246) 400 0000; Fax: (246) 400 0001; Email: cib.institute@gmail.com
Principal: Amuscha Gabbidon
Dean of Faculty: John-Wayne Baptiste

(ii) Using the letterhead created, type the letter **on page 3** in fully blocked style, with the following margins: 1″ (2.54 cm) margins all around.

(iii) Use the data from the data file provided throughout the examination to complete the tasks provided.

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

Question 2 (a) cont'd

Letterhead
Blocked Style
2 pgs
Insert table

Our Ref : CIB/PLAR/20
Your Ref : 14/05/019 Vol. IV
(Insert current date)
The Human Resource Dept
Sun-Star All-Inclusive Resort
219 Walton Ave
Barbados

Att Mr Albert Desouza

Request for PLAR Certification → underline & bold

(Insert Greetings)

4/c ~~We~~ thank you for expressing your interest in Prior Learning Assessment Recognition (PLAR) // At Caribbean Institute of Business (CIB), We ~~believe~~ believe that ~~Significant~~ learning can and does occur outside the classroom Also, ~~and~~ We believed that academic credits shld be awarded for an individual's learning with regards to where

Question 2 (a) cont'd

and how it was attained The Institute recognizes that adults may acquire training, through employment Volunteer activities, Self-directed Study, or other life experiences NP The PLAR process at CIB is designed to assist adult learners in identifying, and demonstrating SP trs past experience describing which may be eligible for advanced Course credit

However, in order to be eligible for credit the individual must Submit a Portfolio along with the relevant evidences and pay the required processing fees of BDS $209

NP Details of the Course for which your staff will be engaged ~~in~~ are outlined in the table below

(Insert table here)

Note carefully, that ea participant must score a minimum ~~of~~ average of 80% before a certificate can

Question 2 (a) cont'd

be awarded upon the succesfull ~~Completion~~ Evaluation of ea candidate's portfolio your org will be duly notified

Insert at (1) (We have discussed your needs and are pleased to inform you that the Institute will engage your administrative staff in our PLAR certification method for a BSc in Business Studies)

~~Attached~~, pls find a copy of our PLAR Brochure

COURSE TITLE	
COURSE CODE	
MODULE 1	
MODULE 2	
MODULE 3	
MODULE 4	

(insert data from data files)

Question 2 (a) cont'd

Data File 1

Course name: Bsc (Business Studies)
Course Code BSBSM014
Principal
~~Chairman~~
Faculty Dean
~~Font Style Caliber~~
Certification Status
Competent - The candidate has achieved 80% or more average
Not yet Competent - The candidate has achieved less than 80%

Data file 2

Course Details
Module 1 Supervising Administrative functions
" 2 Managing Workplace Relations
" 3 Managing Workplace Information
" 4 Strategizing the management of Services

(24 marks)

Question 2 (b)

Time: 30 minutes

(i) Using A4 or letter size paper, create a three-column brochure, as shown **on page 8**, following the instructions given.

(ii) Use margins of 0.5″ (1.27 cm) all round with 1″ between the columns.

(iii) Save the file as **Brochure**.

This space has been intentionally left blank.

Question 2 (b) cont'd

(cover page)

Capitalize bold & Centre

CARIBBEAN INSTITUTE OF BUSINESS

STUDENT GUIDE

TO

PORTFOLIO EVALUATION

ACADEMIC YEAR

2020–2021

Motto

"To serve as an institute of excellence for the region, preparing students to meet the standards of the industry and to develop meaningful and rewarding careers"

↓ Italicize

(inside)

What is Portfolio Evaluation? > bold all headings

It is the evaluation of prior learning through evaluation of a student-prepared portfolio. It is the tangible product of a student's past experiences and training.

Who is the target audience?

- Individuals with substantial learning which seems similar to a specific course.
- Individuals with considerable life and work experiences who might not consider earning a degree due to the required time.
- Individuals who feel frustrated by being required to take courses in which the content is already known

Benefits of Portfolio Evaluation

3. Reduce cost of education
5. Strengthen links between your formal studies and your work life experience
4. Accelerate programme of studies completion
2. Better job opportunities
1. Identify education and training goals

Re-arrange bulleted numeric info in the order as indicated

(back)

What skills are required?

- Good writing skills
- Experience conducting research
- Competency in preparing business reports

Types of awards

- Bachelor's Degree
- Associate Degree
- Advance Placement
- Diploma
- Certificate

Arrange this Section only in alphabetical order

Documents to be submitted

- Completed Application Form
- Résumé
- Evidence of school awards
- Evidence of work experience SP
- Course syllabus

The Process

- Plan
- Conduct
- Judge
- Ratify
- Certify

(10 marks)

Total 34 marks

GO ON TO THE NEXT PAGE

Question 3 (a)

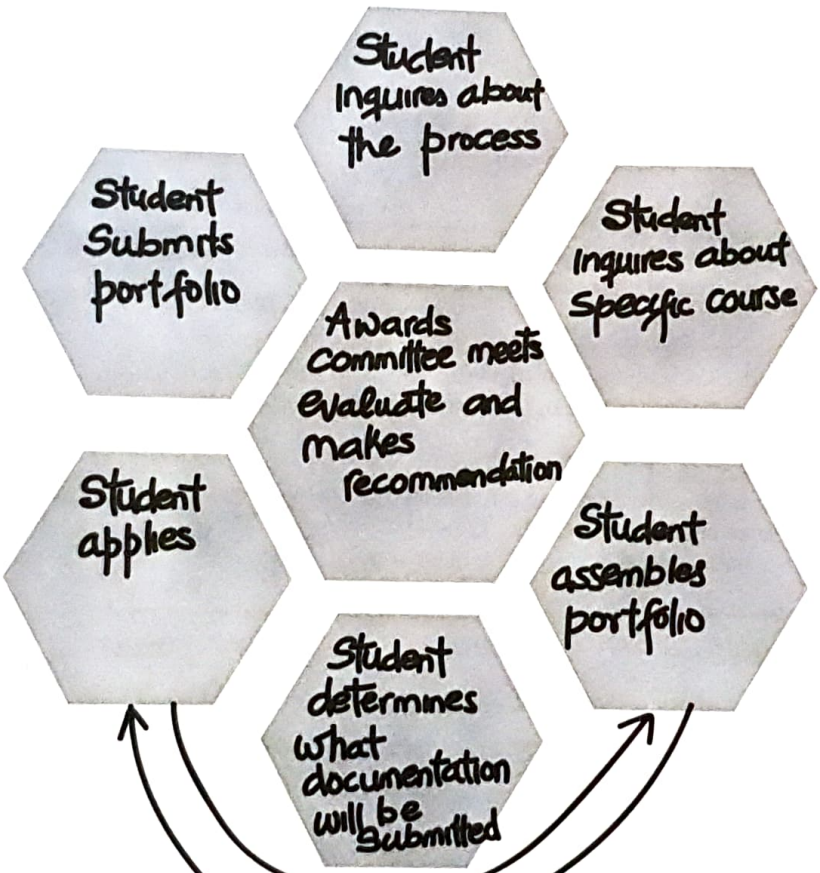
Time: 20 minutes

(i) Using the information provided, type the following process chart on legal size paper.

(ii) Use the following margins: 1.5″ (3.81 cm) left, 1″ (2.54 cm) right, 1″ (2.54 cm) top and bottom.

(iii) Save the file as **Process Chart**.

Caribbean Institute of Business
PRIOR LEARNING ASSESSMENT RECOGNITION
PROCESS CHART



1 Use a circular process chart to display the information

2 Insert footer as, CIB/PLAR Process chart/V2 0/June 2019 using Times New Roman 10pt

GO ON TO THE NEXT PAGE

Question 3 (b)

Time: 15 minutes

(i) Using A4 or letter size paper, create the memorandum shown below, following the instructions given.

(ii) Use margins of 1″ (2.54 cm) all around.

(iii) Save the file as **Memorandum**.

MEMORANDUM

TO See Distribution List

From Faculty Dean

Date (Insert current date)

Subject **PLAR APPLICATION FORMS**

Pls be advised we have received twenty-five in words
~~Kindly note~~ that ~~we've rec'd~~ (25) application forms from Sun-Star All-inclusive Resort for processing for the BSc in Business Studies in words

Registration and pre-interviews are scheduled for August 16—24, 2022. Portfolio evaluation will be conducted during the period September to December 2022 and an award ceremony on January 4, 2023.

Kindly note that the work schedule will be developed and circulated before the week ends. Please be guided accordingly.

Distribution List

Mary Gettins - HOD
Tina Lettinan - Lecturer
Anna-Bell Gordon - Lecturer
Zavia Angus - Lecturer
Emily Cranston - Lecturer

(Use alphabetical order)

Type memo in blocked Style format
- insert JM/lm in the correct Location

Total 25 marks

GO ON TO THE NEXT PAGE

Question 4 (a)

Time: 35 minutes

(i) Using A4 or letter size paper, create the document shown below, following the instructions given.
(ii) Use the most appropriate software for this task.
(iii) Use margins of 1″ (2.54 cm) all around.
(iv) Save the file as **Grade Sheet**.

CARIBBEAN INSTITUTE OF Business ← centre & All caps

{Summary Grade Sheet for Portfolio Assessment

Course Title ← left align

Course code ← right align

Candidate's Names	Module 1	Module 2	Module 3	Module 4
J Femiken	97	89	76	84
O Tate	86	99	91	89
M Haldane	84	74	72	95
G Greyson	72	86	73	79
S Salmon	85	93	80	95

NOTE

① Insert the #5 additional foll columns and label as follows

~~Grade Points~~ Total Scores	Minimum Score	Maximum Score	Average	Certificatio Status

②(a) Use Formulae to calculate (i) Grade Points, (ii) Min, (iii) Max & (iv) Average for ALL Candidates

(b)

③ Insert Course Title & course Code (See info in data file)

2b Enter a function to determine each Candidate's "Certification Status" using the following

Question 4 (a) cont'd

④ (a) Insert Main Heading as Caribbean Institute of Business
(b) Insert Subheading as Summary Grade Sheet for Portfolio Assessment } Centre all Headings (Main + Sub)

⑤ Right align all figures in columns
Left align all Candidates' names
Centre all data under "Certification Status"

⑥ use blue font colour, Calibre II Font style

⑦ Insert a bar chart below the worksheet to show Comparison among Candidates' Grades for all Modules

(26 marks)

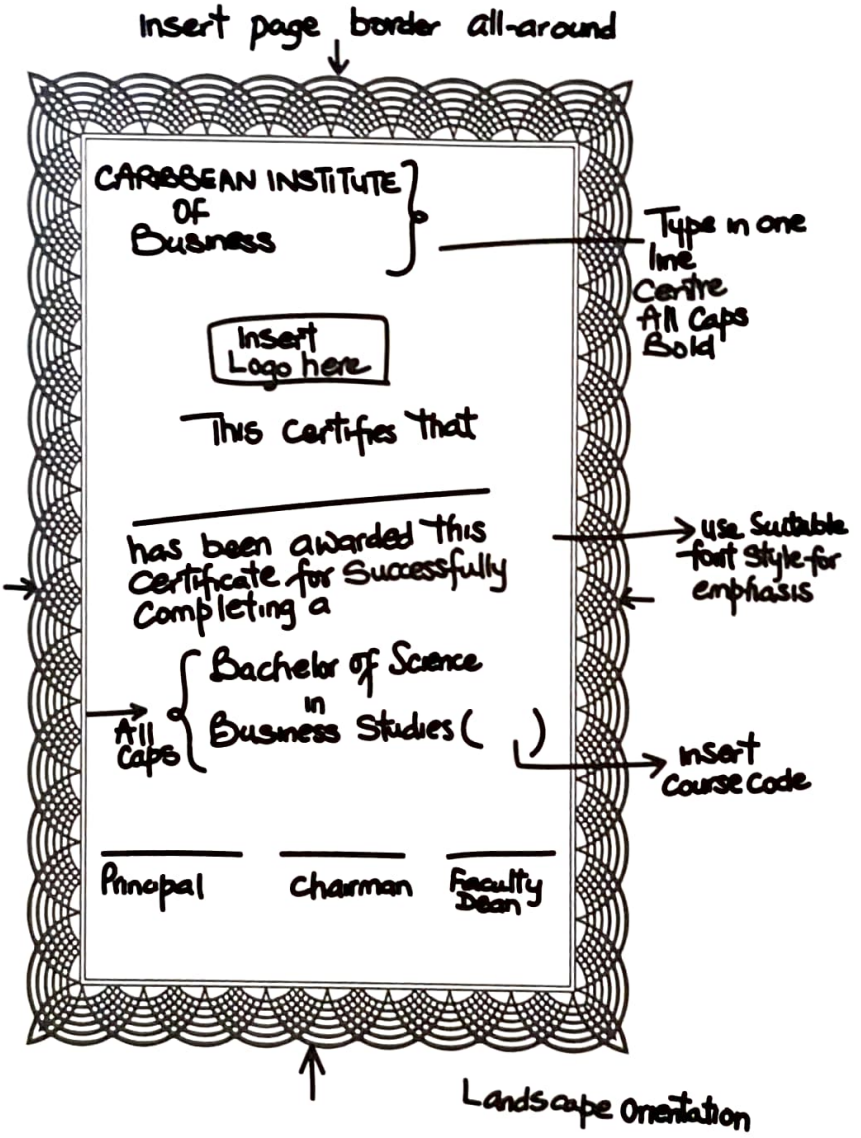
Question 4 (b)

Time: 20 minutes

(i) Using A4 or letter size paper, create the document shown below, following the instructions given.

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

(iii) Save the file as **Certificate**.



(5 marks)

Total 31 marks

END OF TEST

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