TEST CODE **01251020**

FORM TP 2024066

MAY/JUNE 2024

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

06 MAY 2024 (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 © 2023 Caribbean Examinations Council
All rights reserved.

Answer ALL questions.

Question 2 (a) **Time: 40 minutes**

(i) Utilize suitable software to create a mailing list using the information below.

Title	Surname	Department	Date
Mr	Benjamin	Finance	Insert today's date.
Ms	Jones	Production and Management	Insert today's date.
Mr	Edwards	Human Resources	Insert today's date.
Ms	Soogrim	Accounting	Insert today's date.

(ii) Save the mailing list as **Dept_Heads**.

(iii) Using A4 or letter size paper, create a suitable memo header with an appropriate logo, utilizing the information below.

Wilson & Associates
Architectural and Engineering Solutions Ltd
257 Soldier's Bay
St John's, Antigua, West Indies
Telephone: 1-870-312-4559; Email: wilsonassociates@org.com

*"**Providing superior engineering solutions that are responsive to clients' needs**"*

(iv) Using the memo header created, type the circular memorandum provided **on pages 3 and 4**. The memo should be in the indented style and formatted using Times New Roman, 12 pt, single line spacing, equal left and right margins of 1″ or 2.54 cm, and top and bottom margins of 0.5″ or 1.27 cm.

(v) Save the main document as **Memo_Form**.

(vi) Merge the documents.

(vii) Save the merged document as **Final_Memo**.

GO ON TO THE NEXT PAGE

Question 2 (a) cont'd

MEMO - in full, centre, bold, caps, expand spacing 3 pt

(Insert 2 clear spaces)

To: <<title>> <<surname>><<department>>

REF: WA/cp/AS 4786

From: Mr Norman Pariag, Managing Dir.

Date: Insert today's date

→ Insert subject

Int. caps u/s bold role & function of the quantity surveying department

w/c At the recently concluded divisional meeting, heads of depts expressed an interest in learning more about the new Quantity Surveying Department within the org. In this regard, I wld. like to formally introduce you to Mr Harold James, who has been working in the Quantity Surveying industry for more than twenty (20) years.

Run-on

He brings to the firm a wealth of experience and he has a track record of getting the job done on time and within budget.

/NP Role and Responsibility – Quantity Surveying Department? // The Quantity Surveying Department wl. be expected to keep a close eye on project finances and contractual relationships to ensure that the financial position of construction projects is accurately reported and controlled effectively. The department will be responsible for the following:

- Advising on the potential of a site and working out what a client can afford to build.
- Presenting detailed information on the cost of particular elements of work on a periodic basis to enable payment for those works carried out to-date. (*Please see attached draft Bill of Quantity for your perusal*).
- Organizing the division of a project into its component work packages, then awarding these work packages to smaller, more specialized construction companies.
- Dealing with contractual and legal matters.
- Managing costs to make sure that the initial budget is not exceeded.
- Arranging staff payments and at the end of a job, settling the final accounts.
- Acting as financial advisors and monitoring progress for the client.

Trs

Question 2 (a) cont'd

I have also attached the following for your information: a PowerPoint presentation which provides an overview of the department, a business card ~~which provides contact details~~ for Mr James, and a press release which will be sent out to media houses to inform clients of the addition of the new department within the organization. omit

M. D.

Att (insert number of attachments)

(27 marks)

Question 2 (b)

Time: 15 minutes

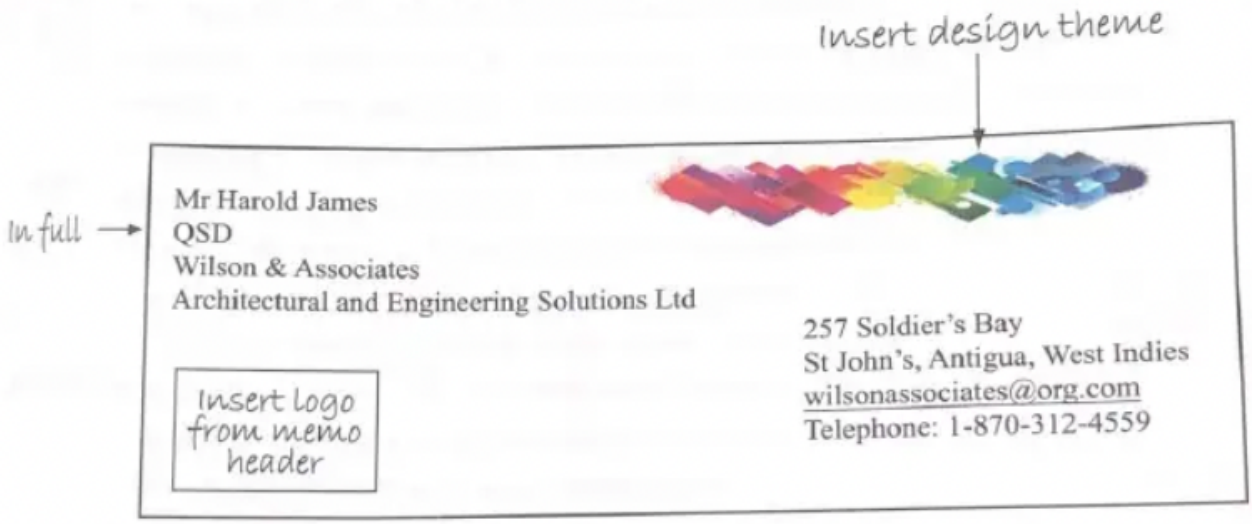
Using suitable software, design a business card, with ten (10) copies, for Mr Harold James of the new Quantity Surveying Department utilizing the following guidelines.

(i) A4 or letter size paper

(ii) Margins: top – 0.3″, bottom – 0.25″, left – 0.25″, right – 0.75″

(iii) Font: Times New Roman, 9 pt

(iv) Save the design template as **QSD_BusCards**.



(6 marks)

Total 33 marks

Question 3 (a) **Time: 20 minutes**

Prepare the press release **on page 7**, following all the instructions below.

(i) Utilize the memo header created in Question 2 (a).

(ii) Type the document in single line spacing using A4 or letter size paper and equal margins of 1″ or 2.54 cm.

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

Question 3 (b)

Time: 35 minutes

(i) Using suitable software and the memo header created in Question 2 (a), create a document for the information shown **on pages 9 and 10**. Follow the guidelines below.

- Paper size: A4 paper
- Margins: left and right – 0.7″, top – 0.75, bottom – 1″
- Font: Times New Roman, 14 pt for the main heading and type the remainder of the document in Times New Roman, 11 pt.

(ii) Utilize appropriate formulae to show:

(a) The total cost for each item.
(b) The sub-total for each element.
(c) The overall total of the expected works.
(d) Format **ALL** calculation columns according to currency.

(iii) Format cells as follows:

(a) Bold each element and apply light grey shading.
(b) Right align columns titled "rate" and "amount" only
(c) Centre the table horizontally and vertically on the page.
(d) Only show major gridlines on the Bill of Quantity.

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

GO ON TO THE NEXT PAGE

Question 3 (b) cont'd

INSTALLATION OF TEMPORARY LIBRARY

Merge and centre, caps , bold

(draft) bill of quantity

CUSTOMER DETAIL **JOB DETAILS**

Name: John Doe

Address: 15 Barry Lane, St. Patrick, Antigua

Date: (*insert today's date*)

Bold, caps and centre

item	description	qty	unit	rate	amount
Element 1: Material requirements for screening and tiling (include transportation costs)					
A	Sand (river sand)	0.24	CM	70 000	
B	Cement	2	Bags	17 000	
	Total				
Element 2: Labour requirements for foundation work floor and block walling					
A	Excavation for foundation trench depth not exceeding 1.5 m (900 mm width)	1.89	CM	5 000	
B	Excavation of temporary pit (depth 2 m)	1.5	CM	5 000	
C	Hole through the 230 block wall to make a door		item	10 000	
D	Concrete works for foundation and ground beam	1.15	CM	150 000	
	Total				
Element 3: Block Walling					
A	Foundation 230 mm thick	5.45	SM	5 500	
B	External wall 150 mm thick	12.6	SM	4 500	
C	Temporary pit for waste disposal (230 mm wall)	3.14	SM	5 400	
	Total				

Initial cap

Question 3 (b) cont'd

Element 4: Plumbing Works and Electrical Works					
A	Installation of the seating toilet, hand-wash basin and associated pipe fitting		item	90 000	
B	Electrical installation for lighting to the toilet		item	30 000	
	Total				
Element 5: Other					
A	Layered filling and coating to floor level (depth not exceeding 1.5 m)	1.8	CM	10 000	
B	Hardcore placing	1.8	SM	10 000	
C	Concrete casting for floor (depth 100 mm)	0.8	CM	150 000	
D	Layered filling and compacting to floor level (depth not exceeding 1.5 m)	1.8	CM	10 000	
E	Placing floor tiles	1.8	SM	7 000	
F	Placing wall tiles	16.2	SM	7 000	
G	Plastering work	12.6	SM	1 700	
H	Painting	12.6	SM	700	
	Total				
	Total for the whole expected works				

Total 34 marks

GO ON TO THE NEXT PAGE

Question 4

Time: 30 minutes

Create a PowerPoint presentation using the information and guidelines given below.

(i) Insert an appropriate design theme.

(ii) Insert suitable graphics on all slides **except** slide 2.

(iii) Type the main headings in initial caps and a larger font style.

(iv) Save file as **QSD_PPT**.

Slide 1 Wilson & Associates Architectural and Engineering Solutions Ltd *Providing superior engineering solutions that are responsive to clients' needs* Topic: Overview of the new Quantity Surveying Dept Presenter: Harold James, Chief Engineer Date: (insert today's date)	Slide 2 Organization Chart Quantity Surveying Department (Insert organization chart here)
Slide 3 Documents used by a Quantity Surveyor Bill of Quantity Labour Costing Material Costing Scope of Work	Slide 4 bill of quantities? A **bill of quantities** is a document used in tendering in the construction industry in which materials, parts, and labour (and their costs) are itemized.

Bold and centre →

Centre

Apply bullets →

GO ON TO THE NEXT PAGE

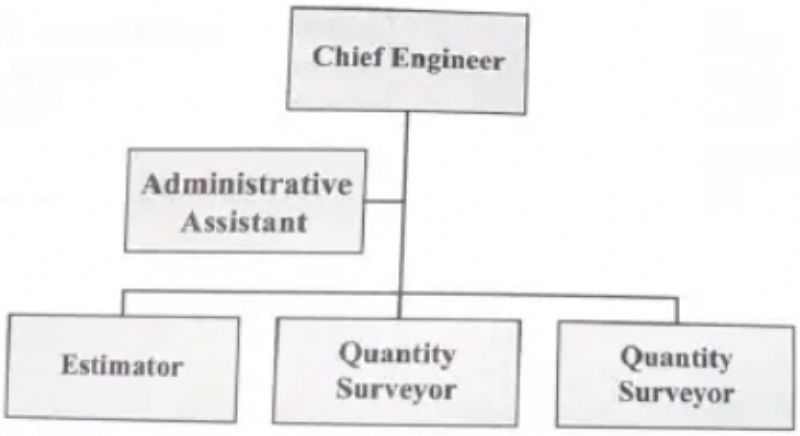
Question 4 cont'd

Slide 5 labour costing Labour cost refers to remuneration paid to employees in the form of wages, salaries and bonus, allowances etc. for their time and effort used in producing goods or services.	Slide 6 Materials Costing Material cost is the monetary value of consumed raw materials in the production process. The cost incurred may be through the purchase of raw materials or cost of extracting the raw materials from their natural state. The rate of cost per unit of raw materials used depend on the nature of the materials used in production.
Slide 7 scope of works • A scope of work is a guide to help your team understand what a project does and does not cover. //The scope of work typically discusses project needs and explains how a project's goals will be met.	Slide 8 Contact Information For more information on the responsibilities and role of the Quantity Surveying Department ~~please~~ contact: Mr Harold James Chief Engineer Quantity Surveying Department Tel: 1-870-567-0987

NP

2 trs

Insert on Slide 2



Total 23 marks

END OF TEST

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