FORM TP 2026–066

TEST CODE 01251020

MAY–JUNE 2026

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

08 MAY 2026 (a.m.)

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READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This examination consists of FOUR questions. Attempt ALL questions.
2. Read all instructions carefully before attempting EACH question.
3. 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.
4. Uncorrected errors will be heavily penalized.
5. Any accepted method of display consistently used in letters and/or tabular exercises will be credited unless instructed otherwise.

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

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Answer ALL questions.

Question 1

Time: 30 minutes

(a) Create or edit a letterhead template using suitable software and the information below.

centre, 16pt TNR, bold, caps → **ACHIEVERS HIGH SCHOOL**

Insert suitable logo here

12pt TNR, centre

138 Coastal Cove,
PO Box 2034, George Town,
Grand Cayman, KYI-1102,
Cayman Islands

Telephone: (345) 568–9444
Fax: (345) 890–6871
Email: achievers@grandcayman.com

Insert suitable logo here

(b) Save the template as **Letterhead_Template** and upload to your folder. **(6 marks)**

(c) Using the **Letterhead_Template** created in 1 (a), type the letter below in the blocked style, utilizing full punctuation.

(d) Apply the following page setup.

- Margins: 1" (2.54 cm) all around
- Spacing: Single line

(e) Correct all spelling errors identified.

(f) Save the document as **Letter** and upload to your folder.

/align to left margin Ref: AHS345/PD/(your initials).

(please insert today's date)

Note:

Typist, pl utilize full punctuation and TNR, 12pt

/bold & u.c. → private and confidential

Align inside address left

Ms. Pamlea De Silva, School Supervisor III, Department of Education Services
130 Thomas Russell Avenue, PO Box 910, George Town, Grand Cayman KY1-1103, cayman islands. ←/uc

/int. caps and u/s subject heading

Dear Ms. De Silva

/NP. addressing the use of artificial intelligence (AI) by students // As AI tools become increasingly accessible, it is crcuial th. we address their potential impact on learning, ethical usage, and academic integrity. In this regard, I am writing to express my concerns about ~~thoughts on~~ the growing use of AI by the student body in our school. While teachers believe that AI can serve as a powerful resource for personalized learning, they also think that its misuse can undermine the educational process and ultimately impact student advancement.

/retain abbreviation throughout

Over the last academic year, staff members reported an increase in the use of AI tools by students in the completion of assignments and they hv expressed concern about t. impact this usage wld have on the development of critical thinking, problem-solving, and creativity in the environment

classroom

Based on the foregoing, there is a need to edcuate parents, teachers and students about the ethical implications of AI as it relates to academic integrity, privacy, data security and ownership of information. /run on.

To address these concerns, I propose to convene an Extraordinary General - Parent Teacher Association (PTA) Meeting on Friday 29th May, 2026 at 4:30 p.m. ~~to discuss~~ the impact of artificial intelligence on student learning and to present a roadmap for the way forward. /stet

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GO ON TO THE NEXT PAGE

Pleas

In preparation
approval to diss
meeting:

/general notice of extraor
of AI tools, and

I firmly believe
with teachers an
educational env
students. I am
principal's meet

Yours respectfu

Mr. Argyle Ma
Principal,
Achievres High

Att. (include

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Please format pg. 2 appropriately, consistent with the blocked style layout

In preparation for the planned meeting, I am seeking your feedback and approval to disseminate the undermentioned information during the (PTA) meeting:

/retain abbreviation

/general [notice of extraordinary meeting, chairmain's Agenda, comparative analysis of AI tools, and an infographic outlining the impact of AI on student learning]

/pls, enumerate items and apply initial caps

I firmly believe that we have a unique opportunity to share this info. ~~about AI~~ with teachers and parents to promote responsible adoption of these tools in our educational environment while prioritizing the well-being and success of all students. I am ready to discuss the issues presented at our next scheduled principal's meeting.

Yours respectfully,

Mr. Argyle Mack,
Principal,
Achievres High School.

Att. (include total number of attachments here)

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(21 marks)

Total (27 marks)

Question 2 (a) **Time: 15 minutes**

(i) Using the letterhead template created in 1 (a), prepare the following document using A5 paper, landscape orientation.

(ii) Apply the following page setup.

- Margins: Top and bottom 0.6" (1.524 cm); Left 1" (2.54 cm); Right 1.31" (3.327 cm).
- Spacing: Single line
- Font: Times New Roman, 12pt (unless otherwise indicated)

(iii) Save the document as **Notice of Meeting** and upload to your folder.

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NOTICE OF EXTRAORDINARY GENERAL MEETING[1]

(1 SLS)

Main Heading-all caps, bold and expanded 1.5pt, centre and insert footnote as indicated

parent teacher association (PTA) **(initial caps & centre)**

The Principal of Achievers High School invites all teachers and members of t. PTA to an Extraordinary General Meeting.

Align left with 2 tabs bet. listed items.

Topic: Impact of Artificial Intelligence on Student Learning

Venue: Achievers High School, Auditorium

Date: (insert date of PTA meeting from the letter)

Time: 4:30 p.m.

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Teaching

~~All~~ staff and members of the Assoc. shd make every effort to attend this meeting. /in full

Larry Gentian

Secretary

Align right

---

[1] Please notify the secretary if you are unable to attend the meeting.

(18 marks)

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NOTHING HAS BEEN OMITTED.

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GO ON TO THE NEXT PAGE

Question 2 (b) **Time: 20 minutes**

(i) Using the letterhead template created in 1 (a), prepare a chairman's agenda to be printed on A4 or letter size paper.

(ii) Apply the following page setup.

- Margins: Left 0.5" (1.25 cm); Right 1.5" (3.81 cm)
- Spacing: Single line
- Font: Times New Roman, 12pt (unless otherwise indicated)

(iii) Save the document as **Chairman** and upload to your folder.

This space has been intentionally left blank.

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TNR 14pt

CHAIRMAN'S AGENDA

Parent Teachers Association (PTA) - Extraordinary General Meeting

/ initial caps

(SLS)

An extraordinary general meeting of the PTA is to be held at the schools' auditorium on Friday 29th May, 2026 at 4:30 p.m.

/retain abbreviation (PTA)

(SLS)

	Item	Notes
/NP	1. **Call to Order**// The Chairman officially opens the meeting and asks the Secretary to confirm t. quorum.	1. /apply two columns and 7 rows and remove gridlines for agenda items
	opening ~~ceremony (remarks)~~ **(SLS)**	2.
/align left	Meeting participants recites the school prayer session and sing the National Anthem.	
	3. **apologies f. absence**	3.
	The Secretary shares info. on the persons who are unable to attend the meeting.	
	New business	4.
	The Chairman provides an overview of the proceedings and engages in a discussion on t. ~~infographic on~~ impact of Artificial Intelligence on student learning.	
	open discussion	5.
	Parents and teachers can raise questions, concerns and suggestions based on the new business presented.	Note: enumerate all agenda items and apply initial caps and bold to all shoulder headings
	Closing remarks	6.
	The Chairman summarizes the key takeaways from the meeting.	
	Adjournment	7.
	The Chairman officially closes the meeting, and the next meeting's date and time is set.	

(20 marks)

Total 38 marks

Question 3

Time: 30 minutes

In preparation for the extraordinary general meeting with members of staff and the Parent Teacher's Association of Achievers High School, you are required to do the following.

(a) Using a suitable application, type the document below in portrait orientation. Format the document using Times New Roman 12pt (unless otherwise indicated).

(b) Apply the following formatting features.

- Centre the table horizontally and vertically on the page.
- Calculate the **Estimated Cost** – (1500 × Monthly Cost Per Student).
- Calculate **Total Cost** – (this includes Monthly Cost Per Student and Total Estimated Cost).
- Display all major gridlines on the table as shown and wrap text.

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(c) Create a column chart on a separate page, comparing the categories of artificial intelligence tools with the estimated monthly subscription cost. The chart must clearly display the following.

- A suitable title
- Data labels at the top of the columns
- A legend clearly displaying estimated cost

(d) Save the document as **AI Tools** and upload to your folder.

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This space has been intentionally left blank.

Comparative Analysis Detailing the Cost of Artificial Intelligence Tools Utilized in Educational Environments

TNR 14pt, bold, centre

bold, initial caps and centre all headings

category	**Percentage Use**	**tool name**	**purpose/use case**	**monthly cost per student ($)**	**estimated cost**
learning platforms ②	72%	khan academy ai	personalized tutoring, learning paths	5	
writing assistance ①	48	grammarly	grammar and style corrections	6	
search/ research	69	chatgpt	research assistance, q&a	3	
note-taking	33	notion ai	organizing notes, summarization	$4.00	
creative tools	72 6	canva ai	design and presentations	8	
language learning	41	duolingo max	language practice and learning	4	
study assistance	86%	quizlet ai	flashcards and study tools	6	
Total Cost					

Apply % sign to figures

Auto fill formula

centre align items in these columns, initial caps

right align items in these columns and format to currency with two decimal places

(26 marks)

Question 4 **Time: 35 minutes**

(a) Use graphical software to display the information presented below. Prepare the document using the following page setup.

- Paper size: Legal paper and portrait orientation
- Margins: 1" (2.54 cm) all around
- Font: Times New Roman, 12pt (unless otherwise indicated)
- A page border

(b) Resize objects to ensure that the document is displayed on a single sheet.

(c) Correct all spelling errors identified.

(d) Save the document as **Infographic** and upload to your folder.

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Impact of Artificial Intellligience on Students' Learning

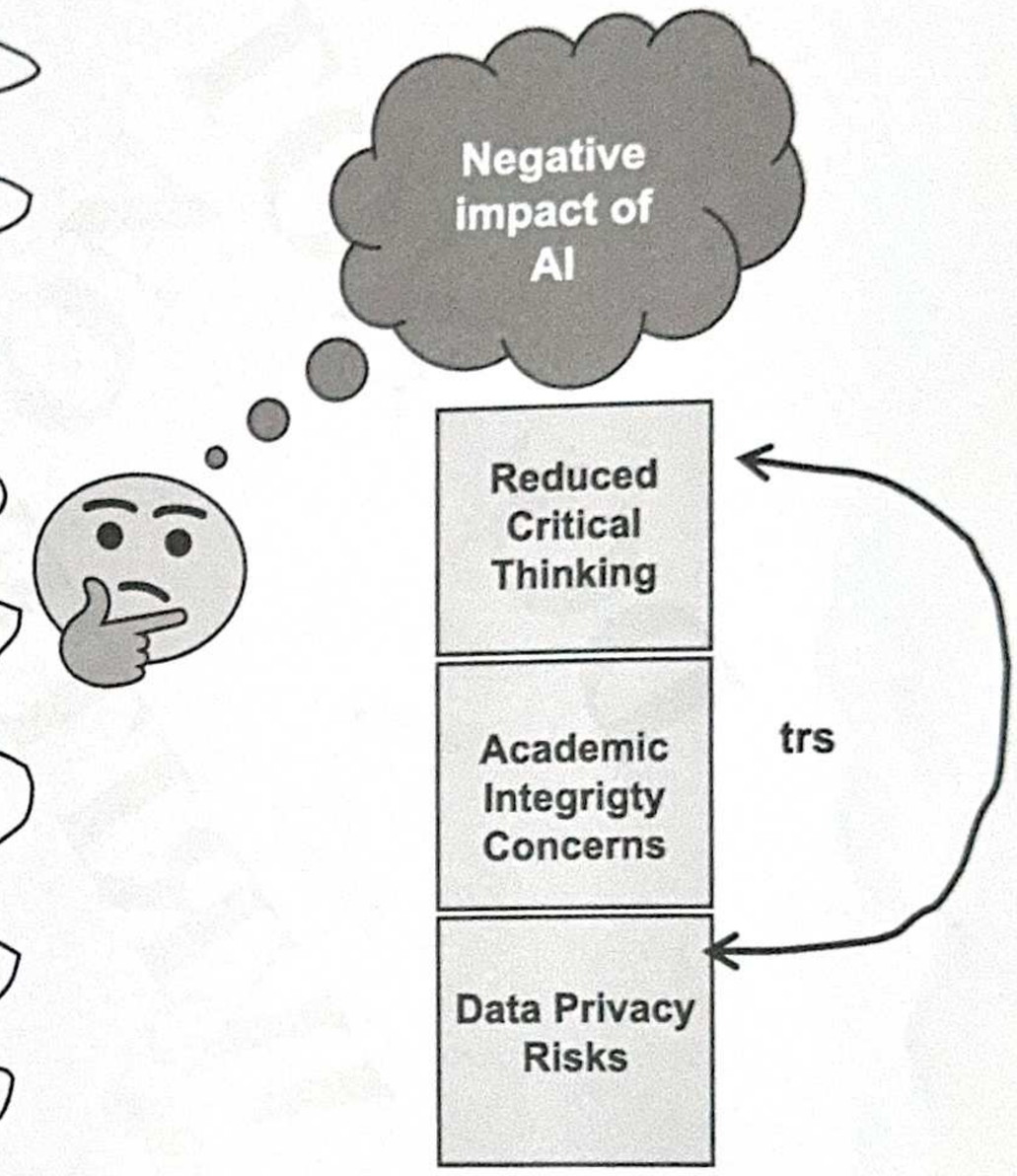
← Word art, TNR 18pt, warp/transform using "stop"

Artificial Intelligence (AI) can be a valuable tool for learning. H/ever, w. new tech., there are guidelines th. parents and teachers' shd be aware of to ensure ethical & responsible use in the teaching and learning environment.

Positive Impacts of AI ← TNR 16pt

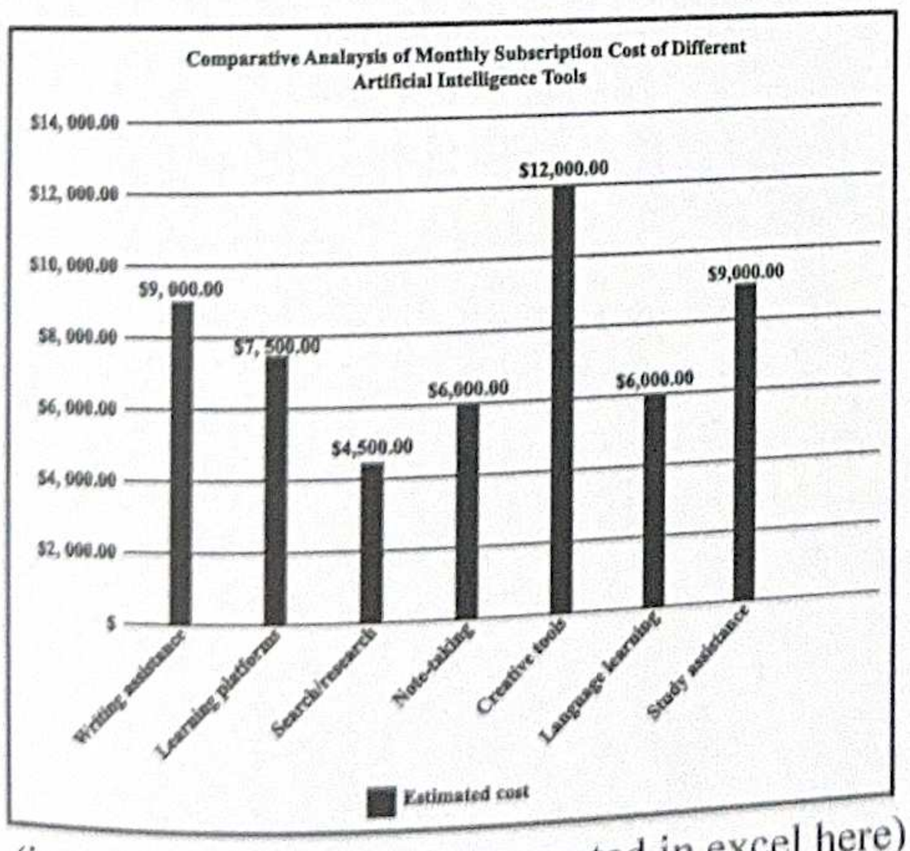
- ✓ Personalized learning
- ✓ 24/7 Tutoring Support
- ✓ Enhanced Accessibility
- ✓ Efficient Research & Organisation
- ✓ Automated Grading and Feedback





Key Takeaways **(CAPS, BOLD, centre)**

❖ Balance is key ❖ Digigal literacy matters ❖ Ethical AI usage



(insert screenshot of chart created in excel here)



For more information, please call:

Achievers High School
Telephone: (345) 568-9444, Fax: (345) 890-687,
Email: achievers@grandcayman.com

(29 marks)

END OF TEST

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

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