FORM TP 2017057

TEST CODE **01251020**

MAY/JUNE 2017

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

08 MAY 2017 (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.

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Answer ALL questions.

Question 2 (a)

Time: 20 minutes

(i) Produce the required document following ALL instructions.

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

ALLIANCE TRADERS LIMITED

Northern Branch: 6324 Irwin Road, Pittsburg City, Trinidad and Tobago,
Telephone: (797) 945-5301
e-mail:northernsales@yahoo.com

Southern Branch: 12 Rose Avenue, Tower Isle, Trinidad and Tobago, Telephone: (797) 975-4259
e-mail:southernsales@yahoo.com

(iii) Using the letterhead created, type the letter below in fully blocked style, with the following margins: 1.25″ (3.175 cm) left and right; 1″ (2.54 cm) top and bottom.

(iv) Save the letter as **alliance**.

(v) Address an envelope to the recipient, Mrs Robb, and save as **envelope**. **(A4 or letter size may be used.)**

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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 **Speed2017**.

E-Marking Goes Live!

'E-marking', 'online marking' or 'onscreen marking' are all different terms for the same thing. Essentially, e-marking enables examiners to mark examinations and tests online instead of using the traditional pen and paper marking process. Many types of examinations can be e-marked, paper exam scripts which have been scanned and uploaded to the system as digital images, computer-based tests, coursework, practical exams and more, proving e-marking to be a flexible and innovative tool.

As part of an increasing number of prestigious awarding organizations to implement e-marking, CXC is in good company. In research conducted by RM, 84 per cent of examiners prefer on-screen marking. The main reason cited was the accuracy of the marking since with online marking there is less human error as marks are added up automatically and less paperwork is generated. The system is also more secure as examination scripts are scanned and accessed by examiners online, so there is no possibility of scripts being misplaced.

In 2013, the Caribbean Examinations Council (CXC) used e-marking software to e-mark two subjects as an experiment: Integrated Science and Physics. The subjects were marked using both the traditional paper-based format along with the e-marking tool. The result showed a high correlation between the scripts marked face to face and the same scripts marked using e-marking. This provided the confidence for CXC to increase the number of subjects and papers in 2014.

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Hence, the CXC utilised electronic marking for some of its live scripts during the 2014 May/June examination sitting. The Council marked 11 papers in seven Caribbean Secondary Education (CSEC) subjects using the e-marking technology provided by the UK-based company, RM. CXC opened the system for markers to commence live marking on 20 June 2014 and markers who were trained and who were approved for e-marking had a four-week window to complete the scripts assigned to them.

The summer 2014 session was a great success and as a result, all examinations for the January 2015 sitting were marked electronically. CXC wishes to assure the public that the move to e-marking enhances some of the quality assurance procedures and will result in more detailed analysis of examination performance.

The Caribbean Examiner

October 2014

Total 10 marks

Question 2 (a) cont'd

Our Ref: (ATL/JR/0017)

Date: (Insert current date)

Mrs Jashemia Robb
Touch Point Appliance Mart
243 Island Street
Trinidad + Tobago

Dear Mrs Robb

New hire purchase ~~option~~ Account payment option for + initial Cap & underscore

This letter is in response ~~In reply~~ to your enquiry about our hire purchase ~~&~~ payment Options ~~by fixing a limit on the credit.~~ You are given an option to open a new a/c by setting a credit limit that is affordable to you ~~You are able to afford~~ each month. Your statement, which gives detailed information

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Question 2 (a) cont'd

about ~~the~~ purchases for the month, will be generated on the last business day of each month. However, your due for payment date will be on the 6th of the following month. As our valuable customer, you are given the option of settling your ~~the~~ A/c in-full which has a greater advantage as no interest will be charged.

On the other hand, if you decide to make payment ~~in~~ part on the A/c, interest will be calculated at twelve and a half percent (12½%) on the outstanding balance. For the next mth your statement will show the balance in arrears ~~owing~~, plus any

Question 2 (a) cont'd

NP further purchases. [Please let us know which option you prefer by ~~sending back the enclosed card.~~

Yours Sincerely lc

Simray Smith
Accountant

Enc.

Completing the enclosed form and returning it to us.

SS/your initials

Type the body of the letter in Single line Space

(28 marks)

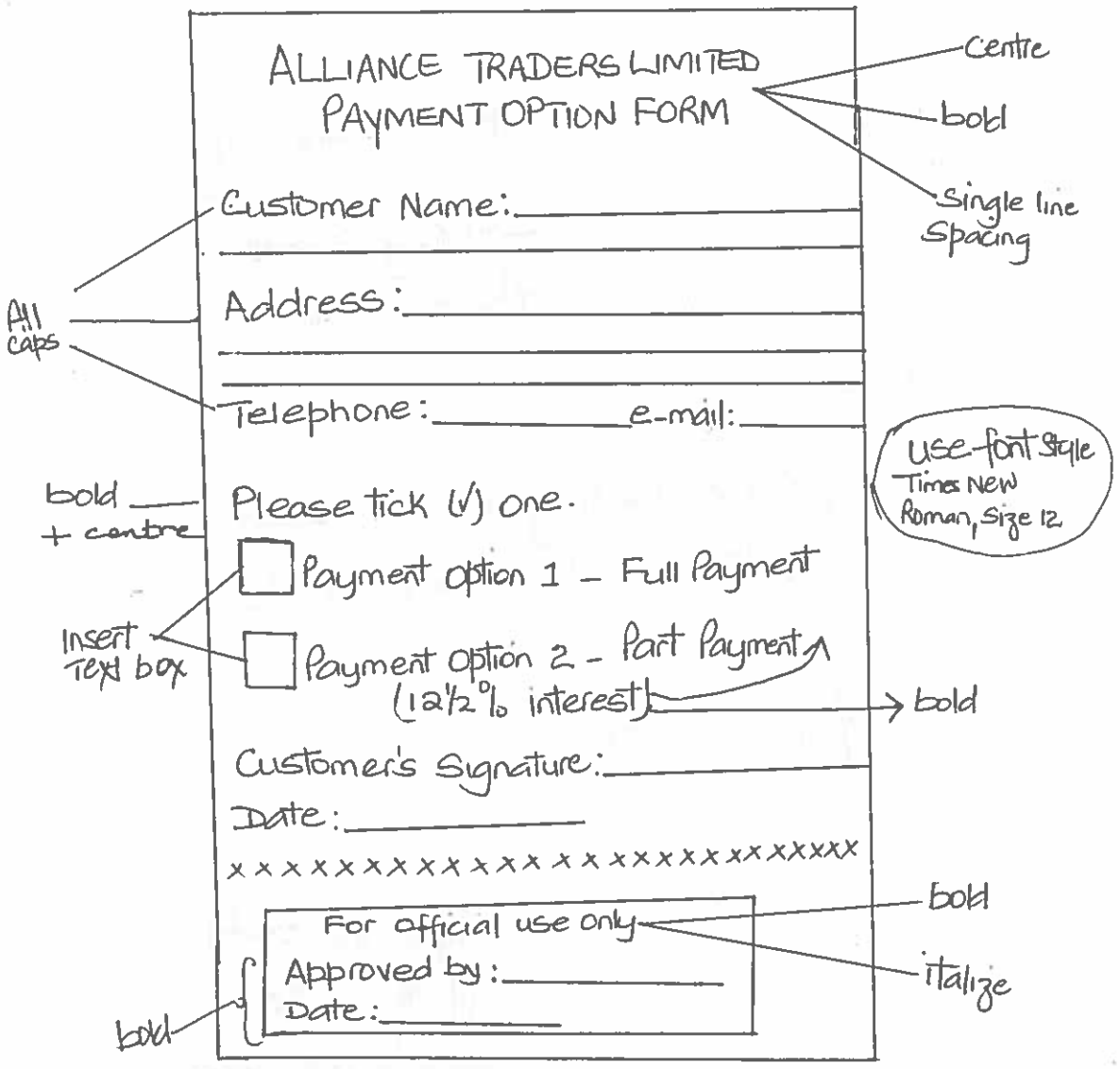
Question 2 (b)

Time: 15 minutes

(i) Create the form below following ALL instructions.

(ii) Use equal left and right margins of 1" (2.54 cm).

(iii) Save the document as **form**.



(11 marks)

Total 39 marks

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Question 3 (a)

Time: 15 minutes

(i) Using the information provided, type the following notice of a meeting and agenda.

(ii) Follow ALL instructions given.

(iii) Use margins of 1.5″ left, 1.5″ right and 2″ top.

(iv) Insert a line border around the document.

(v) Save the document as **notice**.

ALLIANCE TRADERS LIMITED — centre

Notice of Meeting — bold

caps ← Notice is hereby given that the regular Quarterly meeting of the Sales Department Will be held on Thursday of next week at 2:30 pm in the Conference room.

Glendon

Mr. Murphy, Sales director Will preside.

uc

Agenda ← centre + spaced caps

1. Call to order
2. Invocation
3. Welcome & Apologies
4. Minutes of last meeting
5. Matters arising
6. New Business
   (i) New Reporting structure lc
   (ii) Sales report
7. Date of next meeting
8. A. O. B
9. Adjournment

use font style
Times New Roman, size 12

(16 marks)

NOTHING HAS BEEN OMITTED.

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Question 3 (b)

Time: 25 minutes

(i) Create the organization chart on page 11, using landscape orientation.

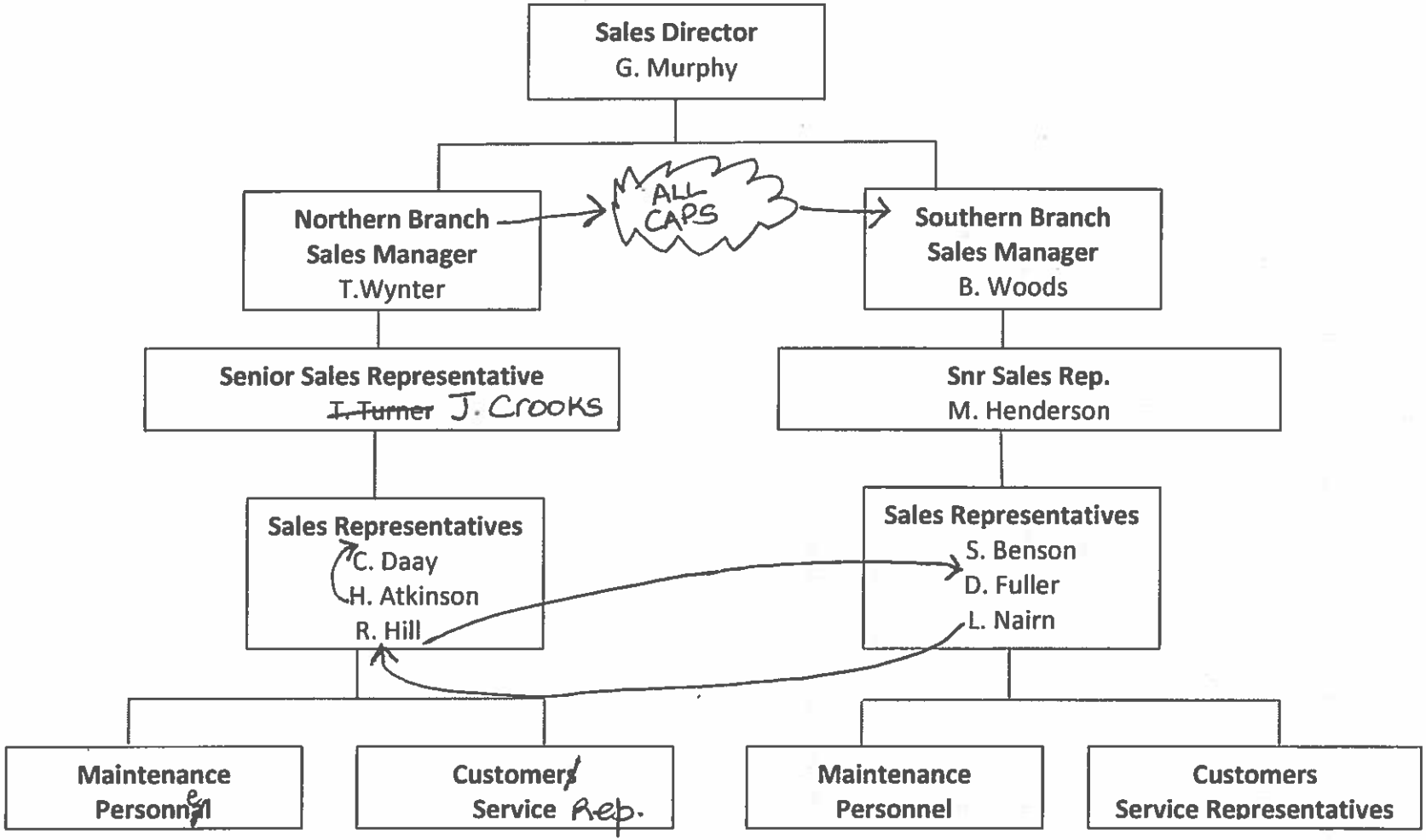
(ii) Follow ALL instructions given.

(iii) Set margins at 1" (2.54 cm) all around.

(iv) Save as **chart**.

Question 3 (b) cont'd

ALLIANCE TRADERS LIMITED ORGANIZATION CHART ← Centre



(7 marks)

Total 23 marks

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Question 4

Time: 25 minutes

(a) Create the spreadsheet on page 13 following ALL instructions given.

(b) Use equal left and right margins of 1" (2.54 cm) on A4 or letter size paper.

(c) Centre all column headings.

(d) Use formulae to calculate ALL totals where applicable.

(e) Apply grey shading (15%) to the last row which shows the totals.

(f) Format ALL dollar amounts as **currency** to **two** decimal places.

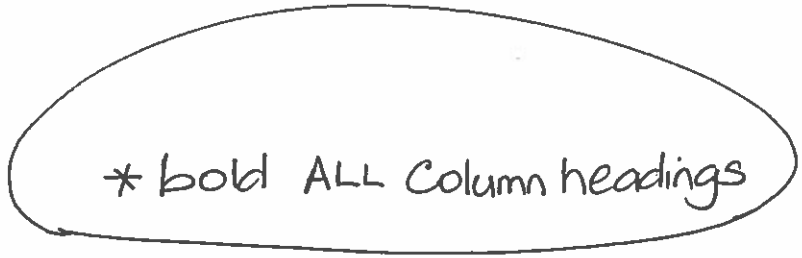
(g) Create an exploding pie chart using the totals for cash, credit and hire purchase sales for the Northern Branch.

(h) Move the chart to a new worksheet.

(i) Save the document as **spreadsheet**.

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ALLIANCE TRADERS LIMITED QUARTERLY SALES REPORT



NORTHERN BRANCH					SOUTHERN BRANCH			
Items	SALES				SALES			
	Cash	Credit	Hire Purchase	Total Sales as per item	Cash	Credit	Hire Purchase	Total Sales as per item
Freezers	950	1,040.25	1,064		942	1,031.49	1,055.04	
Fridges	875	958.13	980		858	939.51	960.96	
Ovens	642	702.99	719.04		625	684.38	700	
Stoves	553	605.54	619.36		548	600.06	613.76	
Washing machines	458	501.51	512.96		450	492.75	504.00	
TOTALS								

Prices are quoted in US$

bold italic

double lines

Total 28 marks

END OF TEST

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