

5090 – OFFICE PRACTICE 3

CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD

Technical and Vocational Education Examination

JUNE XXXX

INTERMEDIATE LEVEL

Subject Title	OFFICE PRACTICE
Subject Code No.	5090
Paper No.	THREE

TIME ALLOWED: 30 Minutes

INSTRUCTIONS TO CANDIDATES

Read the following Instructions carefully before you start the practical exercise.

Make sure this paper has one question.

At the end of your practical exercise leave the examination centre immediately without having any contact with those who are still to undertake the practical exercise.

Candidates are not allowed to leave the examination centre with the question paper.

N.B: Mobile phones and calculators are **NOT** allowed in the Examination room.

Turn Over

5090 - PAPER 3 : OFFICE TECHNOLOGY WORKSHOP

TRAINING CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY P.O. BOX 3466, MUTENGENE – SOUTH WEST REGION where you work as an Administrative Assistant is engaged in the training of young Cameroonians in all **Information and Communication Technology** domain. At the end of each training session, testimonials of success in the training are issued to the candidates. It is the strict policy of the training centre that all testimonials must be protected with transparent plastic paper before handing over to each graduate. A new machine was bought for this purpose.

Work Required

- 1) In your answer booklet:
 - a) Write the name of the new machine in question.
 - b) Outline the procedure or process involved in carrying out this activity.
- 2) Use the machine provided to protect the document in Appendix 1.

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INSTRUCTIONS TO SUPERVISORS

This paper should be conducted by a specialist in the subject.

- 1) The duration of this paper is 30 minutes per candidate
- 2) Confine all candidates in one room and only release the number according to work stations available
- 3) Use the evaluation form to assess candidates at each stage of the exercise. **N.B.:** Supervisors should **NOT** write their names on the ABO and evaluation sheets of candidates.
- 4) At the end of the exercise, each candidate should leave the examination centre immediately without having any contact with those who still have to undertake the practical exercise.
- 5) Candidates are not allowed to leave examination centre with the question paper.
- 6) The evaluation sheet of each candidate should be inserted into the answer booklet (ABO) of candidate for onward transmission to the GCE Board.

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EVALUATION SHEET

S/N	Elements of evaluation	Marks Allocated	Score
1	Switch of evaluation	2	
2	Allow the machine to get hot	1	
3	Place the document to be laminated inside the transparent jacket	2	
4	Place the jacket on the machine	8	
5	Seal the document/laminate the document	8	
6	Switch off the machine	2	
7	Collect the laminated document and insert it into your answer booklet	3	
8	manipulation	4	
TOTAL		30	