

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
Cambridge International Diploma in Office Administration  
Advanced Level

**OFFICE PROCEDURES**

**5243/A**

Core Module: Practical Assessment

2005

TUTORS' NOTES

**2 hours**

**READ THESE INSTRUCTIONS FIRST**

This set comprises:

For the Tutor  
Tutor Guidelines

For the Candidate  
Instructions to Candidates  
Guidelines to Candidates

Please ensure that you have read the Tutor Instructions for Practical Assessments in Office Administration, and the Tutor Guidelines for this particular assessment, understand all the requirements of this assessment, and make the necessary preparations **before** arranging for your candidates to be assessed.

This document consists of **2** printed pages.

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UNIVERSITY of CAMBRIDGE  
International Examinations

## TUTOR GUIDELINES

*This sheet is for tutor reference only and should not be distributed to candidates.*

**Time Allowed: 2 hours, including 10 minutes' reading and preparation time.**

***Please ensure you are familiar with all the details contained within the Guidelines to Candidates.***

- 1 This practical assessment has a scenario, setting the context in which tasks are to be achieved, followed by **four** work-related tasks.
- 2 Candidates must place their name, Centre number and task number at the top right-hand corner of each answer sheet.
- 3 Before the assessment begins candidates should be provided with planning paper and either plain white paper or templates for retrieval. Where templates are supplied candidates must be provided with the relevant information for retrieval.
- 4 Ensure that candidates have several black or blue pens or biro's available (**not** red or pale blue), together with a soft rubber, pencil, pair of compasses and ruler, before entering the examination room.

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