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

TEXT PROCESSING   **5221/A**

Core Module: Practical Assessment

2005

1 hour 45 minutes

TUTORS' NOTES

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.

UNIVERSITY *of* CAMBRIDGE
International Examinations

www.xtremepapers.net

TUTOR GUIDELINES

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

Time Allowed: 1¾ hours (including 5-minute Speed Test)

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

1   Candidates must use a typewriter or a word processor to complete this assessment. If they use a typewriter, the memory facility available on it may be used, but this must be cleared before keying starts.

2   Give each candidate a copy of the Instructions and the Guidelines to Candidates.

3   **Task 1 – Speed Test:** Allow candidates **5 minutes only** to complete the Speed Test.

4   At the start of the assessment, hand out **Task 1 only** – candidates must begin this assessment with the Speed Test. Give candidates **one minute** to scan the text before timing begins. Ensure candidates know when timing is to begin. Candidates must submit a printed copy of their speed tests immediately on completion. Speed tests must be collected during the 10-minute reading time allowed **before** candidates commence keying of Tasks 2 – 5.

5   As soon as the Speed Test has been completed, hand out the draft for **Tasks 2 – 5.** Candidates should be given **10 minutes** to read through the draft and may make notes and highlight any detail they wish. They may not key anything during this time.

6   Letters must be produced on letterheads (either pre-printed or by use of a template). Memos must be produced on pre-printed memo forms, by keying in the entry details or by use of a template. Candidates must be told what stationery is available. Templates for use by word processor operators will need to be prepared before the assessment and candidates will need to know how to access these.

7   Calculators, calendars, English and mother-tongue dictionaries, thesauruses, spell-checkers and manufacturers' manuals may be used during the assessment.

8   If candidates use a word processor, each document should be saved as a separate file. The printing of the tasks must be carried out by the candidates. Printing may be done after the time allowed for the assessment, but no changes whatsoever may be made to the text after the time allowed.

9   If any symbol (including currency) is not available, please use a suitable substitute. Please make sure UCLES is notified of any substitutions.

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