

GENERAL CERTIFICATE OF EDUCATION BOARD

Technical and Vocational Education Examination

JUNE 2024

INTERMEDIATE LEVEL

Specialty and Acronym	SECRETARIAL ADMINISTRATION AND COMMUNICATION–SAC (ACA)
Subject Title	OFFICE PRACTICE (OP)
Subject Code No.	5090
Paper No.	3

OFFICE DOCUMENTATION WORKSHOP

TIME ALLOWED: 30 Minutes

INSTRUCTIONS TO CANDIDATES

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

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.

You are attending a recruitment test for administrative assistants in **NEW GENERATION COMPANY Buea** today. You are one of the candidates who applied for the post. You have been given the rubrics below:

- o St Peterson College
- o Doctor Asobo Tailoring Shop
- o The “Popular” Law Firm
- o Regional Delegation of Secondary Education of the Centre
- o Ministry of Agriculture and Rural Development
- o Etablissement Fokou Pauline
- o The Peoples Bar and Resto Bamenda
- o Buea XYP Night Club
- o Church Centre Street of Bamenda
- o Lilian Restaurant “The Sweet Mother” of Muea Town

Work required

- 1) Use the alphabetical filing method to create files for each of the rubrics
- 2) Arrange the files using the horizontal system of filing
- 3) Carryout indexing and signalling knowing that you will use Blue Folders for rubrics whose locations are known and Red Folders for rubrics whose locations are not known
- 4) In your answer booklet, write out the procedures you have used.