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041305T4OAD

OFFICE ADMINISTRATION LEVEL 5

BUS/OS/OA/CR/05/5

Manage Office Security

July/August 2025

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**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

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TIME: 3 HOURS

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AM

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.

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2. Answer **ALL** questions in section A.

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3. Answer question **TWELVE (12)** and any other **TWO** (2) from B.

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4. Marks for each question are indicated in the brackets.

5. Candidates are provided with a separate answer booklet

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6. Do not write on the question paper.

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This paper consists of THREE (3) printed pages

**Candidates should check the question paper to ascertain that all
pages are printed as indicated and that no questions are missing.**

SECTION A (40 MARKS)***Answer ALL the questions in this section.***

1. As an Office Administrator ways through which employees would maintain health and safety in the office. (4 Marks)
2. Most organizations in Kenya are installing CCTV cameras in their premises. State THREE ways contributed to this development. (3 Marks)
3. As an Office Administrator who works in the finance office, mention THREE guidelines for the security of cash. (3 Marks)
4. Office security register contains different office security information. List FOUR items of information that are recorded in the register. (4 Marks)
5. Security risks may take different forms in an office. State FOUR forms of security risks that may be identified by an Office Administrator in an office. (4 Marks)
6. Wote Technical Institute recently bought a printing machine which was accompanied by a manual. State FOUR advantages of using a manual to operate the machine. (4 Marks)
7. List FOUR advantages of conducting fire drills in the organization. (4 Marks)
8. Storage of office information and data is very critical in an organization. Identify FOUR office equipment that can be used to store information in an office. (4 Marks)
9. Mention THREE methods of safeguarding office data. (3 Marks)
10. Office records refer to documents and information maintained within an organization. State office records. (4 Marks)
11. An Office Administrator should report any security incidence to the management for necessary action. List THREE benefits of reporting incidences. (3 Marks)

SECTION B (60 MARKS)

Answer question TWELVE (12) and any other TWO (2) questions in this section.

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12. The Office Administrator at K-anzu Beauty Company Limited has the responsibility of maintaining confidentiality of data and information. Recently, an unauthorized staff accessed the company's office documents leading to information leakage which led to bad reputation with its customers.

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- (a) Explain FIVE measures that the company should take to ensure confidentiality of information.

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(10 Marks)

- (b) The above company has been experiencing challenges in maintaining security for office equipment. Explain FIVE guidelines that the organization should observe to enhance security of equipment. (10 marks)

13.

- (a) The organization you work for has employed a new security officer. Outline to him FIVE physical risks that may occur in the organization. (10 Marks)

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- (b) Risk assessment is an important exercise and should be conducted regularly.

Explain FIVE benefits of risk assessments in an organization. (10 marks)

14.

- (a) A security officer has a number of duties to perform in an organization. One of these duties is to assess and record security incidences in the office. Explain FIVE benefits of recording these incidences. (10 Marks)

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- (b) Bemwishes to dispose confidential documents that are no longer

needed. As an Office Administrator, advise the officer the procedure to be

followed when disposing off the documents. (10 Marks)

15.

- (a) Kambu Technical Institutto purchase equipm ent for the mechanical department. Discuss FIVE factors to consider when purchasing the equipment. (10 Marks)

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- (b) FIVE causes of security hazards that may occur in an organization.

(10 Marks)