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041306T4OAD**OFFICE ADMINISTRATION LEVEL 6****BUS/OS/OA/CR/04/6****Coordinate Official Meeting****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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INSTRUCTIONS TO CANDIDATES1. The paper consists of two sections, **A** and **B**.

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2. **Answer ALL the questions in section A.**3. **Answer Question ELEVEN (11) and any other TWO (2) from section B.**

4. You are provided with a separate answer booklet.

5. Marks for each question are indicated.

6. Do not write on the question paper.

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This paper consists of THREE (3) printed pages

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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. Crestline Ltd noticed that mal meetings were often interrupted by minor oversights. The leadership team decided to implement a formal meeting preparation protocol to ensure professionalism. List FOUR benefits they observed after improving their formal meeting preparation. (4 Marks)
2. The proceedings of a formal meeting are supposed to be recorded. Identify FOUR reasons for recording meeting discussions. (4 Marks)
3. In an office meeting, various reference materials are used. List THREE such materials. (4 Marks)
4. After a formal meeting, the minutes of the meeting are supposed to be distributed to the members. Identify FIVE methods that may be used to circulate them to the participants. (5 Marks)
5. As an Office Administrator, your boss has tasked you to invite members of staff for a meeting. List FOUR ways of communicating the invitations to members. (4 Marks)
6. If a mazon Financial Group held weekly executive meetings to review performance, approve policies, and assign strategic tasks. However, there were frequent delays in the circulation of the previous minutes causing confusion. One of the agenda was on ways of improving circulation of required documents. Name THREE improvements they observed after implementing the new circulation strategy. (3 Marks)
7. Safety is a consideration when arranging a meeting room since it ensures the well-being and comfort of all participants. State FOUR safety aspects to consider. (4 Marks)
8. Proper labelling of meeting rooms guides and directs participants to the meeting venue. Mention FOUR labels that should be used in a meeting room. (4 Marks)
9. Nobal Company Ltd is in the process of implementing their work policy. The management is planning to hold a meeting with the staff to pass this information. As the Office Administrator in the company, list FOUR items that you would include in the notice. (4 Marks)
10. Time management ensures meetings are productive and participants remain engaged. Mention three ways this can be achieved. (4 Marks)

SECTION B (60 MARKS)**Answer Question ELEVEN (11) and any other Two (2) in this section.**

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11. Solaria Infrastructure Ltd. manages public works projects and hosts frequent meetings involving executive leaders, government liaisons, project managers, and contractors. These meetings cover critical decisions such as budget approvals, contractor selections, and legal compliance measures, which must be accurately recorded and preserved. However, the company had no consistent process for filing signed copies of the minutes. This gap posed several issues, especially during audits and legal review. It arose during a government compliance inspection, where the absence of signed minutes delayed the project approval process and almost resulted in financial penalties.

- a) Explain FIVE challenges that Solaria Infrastructure Ltd. faced due to lack of a consistent process for filing signed minutes. (10 Marks)
- b) Illustrate FIVE benefits of signed minutes to an organization. (10 Marks)

12. Otiem, at Kanoru Holdings is tasked by his boss to prepare the organization's boardroom for an executive meeting that will take place on Friday morning.

- a) Suggest FIVE challenges that he is likely to face when carrying out this activity. (10 Marks)
- b) Outline FIVE factors to consider when arranging a meeting room. (10 Marks)

13.

- a) As an Office Administrator, describe FIVE factors to consider when selecting a suitable location or platform. (10 Marks)
- b) Explain FIVE strategies that may be employed to encourage active participation and engagement during official meetings. (10 Marks)

14. The CEO of Bata Company Limited invited members of his staff for a meeting to discuss several issues that were affecting them and as a result affected their productivity. Unfortunately, it was postponed.

- a) Suggest FIVE reasons for its postponement. (10 Marks)
- b) Explain FIVE benefits of meetings. (10 Marks)