

Printed By: And Vocational College

Date: 29.07.2025 10:44 AM

041306T40AD**OFFICE ADMINISTRATION LEVEL 6****BUS/OS/OA/CR/03/6**

Printed By: Technical And Vocational College Date: 29.07.2025

10:44 AM

File Office Documents**July/August 2025**

Printed By And Vocational College Date: 29.07.2025 10:44 AM

Technical And Vocational College Date: 29.07.2025 10:44 AM

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

Printed Technical And Vocational College

Date: 29.07.2025 10:44 AM

WRITTEN ASSESSMENT**Time: 3 HOURS**

Printed By: And Vocational College Date: 29.07.2025 10:44 AM

INSTRUCTIONS

Printed By: Technical And Vocational College Date: 29.07.2025 10:44 AM

1. The paper consists of **TWO** sections: **A** and **B**.
2. Answer **ALL** questions in section A
3. Answer question **TWELVE** (12) and any other **TWO** (2) questions in section B.
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a separate answer booklet
6. **DO NOT** write on this question paper.

Technical And Vocational College Date: 29.07.2025 10:44 AM

This paper consists of FOUR (4) 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. An index is a device the position of a certain file in a filing system. State THREE advantages of visible card index in an office setup. (3 Marks)
2. Jane is a newly employed Office Records Manager at Kazumi Enterprise. List FOUR duties she would undertake in ensuring file safety. (4 Marks)
3. Sheins Limited has been experiencing several challenges in managing traditional filing system and has opted to use digital filing system. Identify FOUR advantages of digital filing system over traditional filing system. (4 Marks)
4. A folio is a unique identifying number assigned to a document within a filing system. Identify THREE benefits of assigning folio number to a document. (3 Marks)
5. Sorting office documents accurately not only improves accessibility but also reduces errors and delays in processing. State FOUR equipment used to facilitate sorting of office documents. (4 Marks)
6. A well-structured office document register includes several components to ensure efficient tracking and management of documents. List FOUR such components. (4 Marks)
7. Updating a file movement register is vital for efficient document management. Mention THREE reasons for updating it. (3 Marks)
8. Vertical filing cabinet is the most commonly used system. List FOUR merits of this system. (4 Marks)
9. Effect management depends largely on how well documents are classified and stored. State FOUR methods of classifying records for (4 Marks)
10. The Process of receiving, verifying and acknowledging the receipts of office documents is a crucial step when handling such documents. List THREE benefits of these steps. (3 Marks)
11. Proper documentation is vital to the effective operation and accountability of any office. Give FOUR types of documents recorded in an office setting. (4 Marks)

SECTION B (60 MARKS)

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

Printed By: Technical And Vocational College

12. Greenway Company Ltd is specializing in selling office stationery, recently experienced major inefficiencies in their document management system. The company handles hundreds of invoices, contracts, memos, and reports daily. Traditionally, all documents were filed manually using vertical filing cabinets and labeled folders. Over time, issues began to arise which include misplacement of documents, employees spending excessive time retrieving files, duplication of files and certain damaged due to poor handling and storage. The Office Manager, Mrs. Janet, decided to assess the situation. She conducted a review and found that the filing system lacked uniformity, proper indexing, and adequate training for staff. A decision was made to implement a digital filing system alongside proper categorization and training for filing clerks.

- a) Explain FIVE benefits the company may derive from indexing its documents.
- b) Elaborate FIVE ways digital technology can be used to safeguard electronic office files at Greenway Company Ltd. (10 Marks)

13.

- a) In every organization, the process of receiving office lays a vital role in maintaining smooth communication and workflow. Explain FIVE steps that should be followed when receiving documents in an office.

Printed By Technical And Vocational College

(10 Marks)

Date: 29.07.2025 10:44 AM

- b) Mark has recently been employed as an Office Admin. His core mandate is filing office documents. Describe the functions of the following filing accessories used in filing.

- i. File Folders
- ii. File Dividers
- iii. Label Holders

Printed By: Technical And Vocational College Date: 29.07.2025

14. Cross-referencing is a method used in both physical and digital filing systems to establish relationships between different documents or files.

- a) Explain FIVE roles of cross-referencing in enhancing document accessibility.

(10 Marks)

Printed By: And Vocational College

Date: 29.07.2025 10:44 AM

b) Suggest FIVE circumstances when cross-referencing is important. (10 Marks)

15. Follow-up in filing refers to the process of systematically reviewing, updating and

managing documents have been filed

a) Outline FIVE reasons for establishing a follow-up method in a filing system.

(10 Marks)

b) Explain FIVE methods that are used to monitor file movement. (10 Marks)

Printed By: And Vocational College Date: 29.07.2025 10:44 AM

Printed By: Technical And Vocational College Date: 29.07.2025

10:44 AM