



**OFM – Managing organization
office and archives**

T186

Friday, 23/7/2021
08:30 – 11:30 AM

Names

Index number

TVET NATIONAL EXAMINATION, RTOF LEVEL 5, 2020-2021

QUESTIONS and ANSWERS BOOKLET

OPTION/TRADE: OFFICE MANAGEMENT

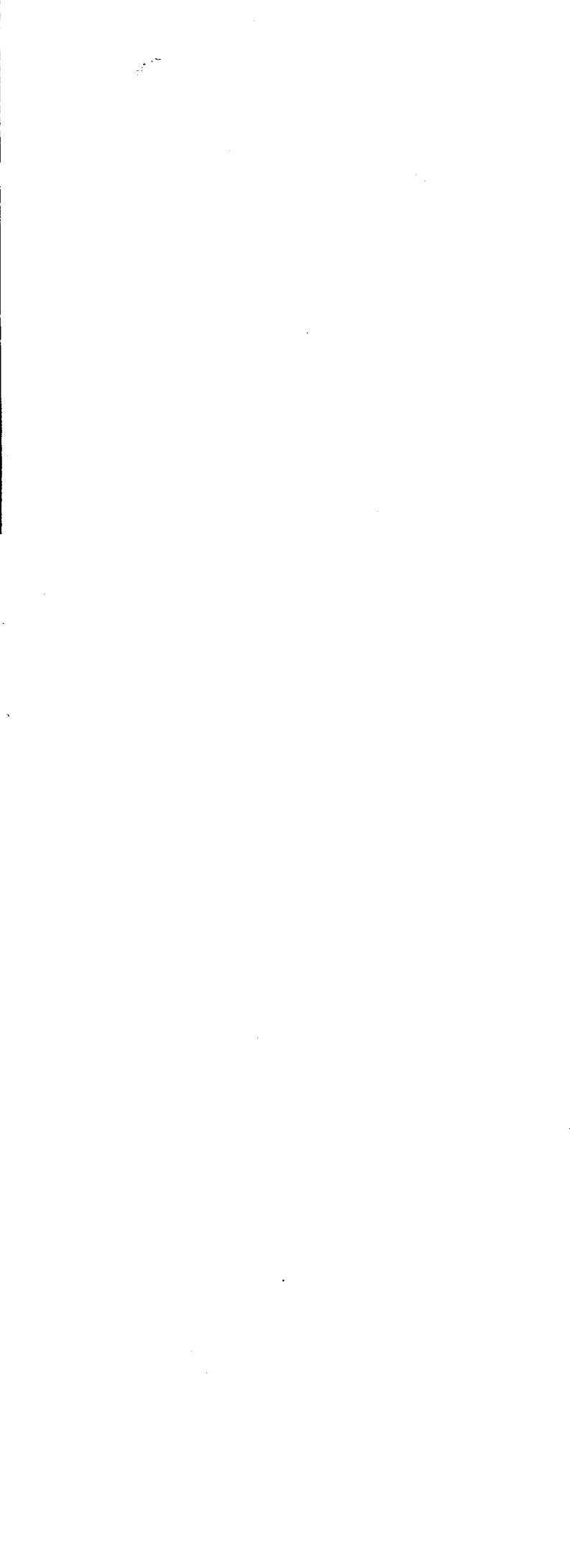
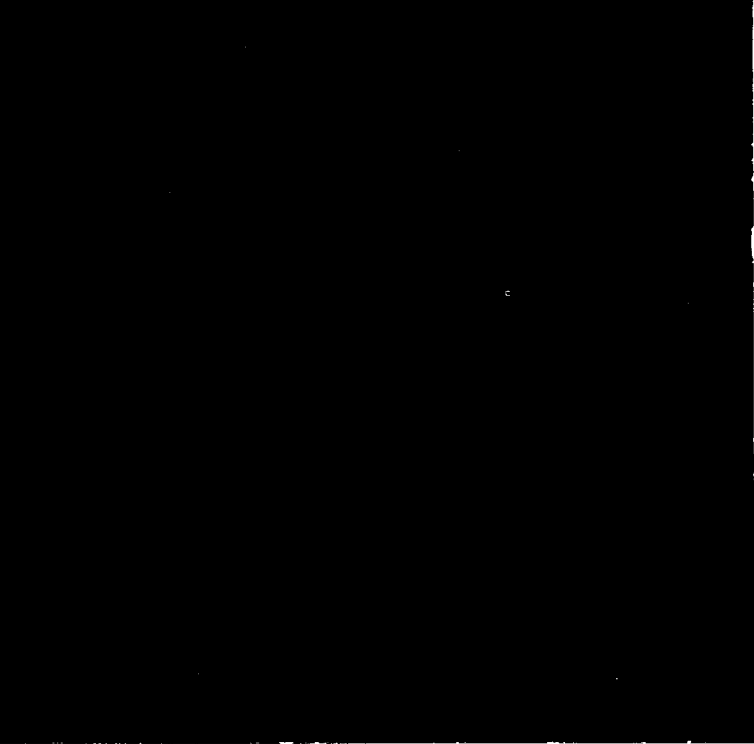
SUBJECT: Managing organization office and archives

ACADEMIC YEAR: 2020-2021

²Read carefully the instructions on page (i) & (ii)

FOR EXAMINER'S USE ONLY

[illegible]



TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

INSTRUCTIONS TO CANDIDATES: PART I (Answer Booklet)

1. A candidate should fill in the actual names and the index number on the cover of this questions and answer booklet on the provided place (Black Box).
2. It is illegal for a candidate to write any of his/her names, index number or a school name inside the answer booklet.
3. A candidate should check if all pages of the answer booklet are complete. No candidate should remove or tear any pages or part of it from the answer booklet.
4. A candidate should answer in the language in which the examination is set. (See page **(ii)**)
5. A candidate should sign on the sitting plan when submitting the answer booklet. He/she has also to check if the answer booklet is well sealed.
6. No extra paper is allowed in the examinations room. If a candidate is caught with it his/her results will be nullified.
7. No candidate is allowed to write answers not related to the subject being sat for, otherwise it will be considered as a cheating case.
8. Write your answers on the 12 lined pages (From page 1 of 12 to page 12 of 12).
9. Use the last non-lined pages as draft.
10. Results for any candidate who is caught in examination malpractices are nullified. The cheating can be recognized during examinations administration, marking exercise or even thereafter.

TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

OPTION/TRADE: OFFICE MANAGEMENT

SUBJECT: Managing organization office and archives

DURATION: 3 hours

INSTRUCTIONS TO CANDIDATES: PART II (Question Paper)

The paper is composed of two (2) Sections as follows:

Section I: Attempt all the Twelve (12) questions (60 marks)

Section II: Attempt any Four (4) questions out of Six (6) (40 marks)

Allowed materials:

- Ruler or square
- Calculator

Note:

Every candidate is required to carefully comply with the provided assessment instructions.

Section I : Attempt all the Twelve (12) questions

(60 marks)

01. a) What is an archive? (2 marks)

b) Enumerate any three (3) procedures of inventory the tools and equipment can be taken in the company.

(3 marks)

02. a) What is the meaning of archive software? (1 mark)

b) List down any four (4) methods can be used for managing tools/equipment in the office.

(4 marks)

03. a) Define the term “codification” (3 marks)

b) How do you find historical archives? (2 marks)

04. Indicate any five (5) codification procedures of archives.

(5 marks)

05. a) Explain the meaning of Sorting. (2 marks)

b) What are the three (3) types of archive? (3 marks)

06. a) List down any four (4) importance of digital archives.

(2 marks)

b) What is an archive management? (3 marks)

07. Define the following terms:

a) Filing

b) An office.

(5 marks)

- 08.** Before setting an office, some points can be considered,
what are those points? **(5 marks)**
- 09. a)** List down four (4) classifications of records. **(2 marks)**
- b)** Outline six (6) types of filing equipment. **(3 marks)**
- 10. a)** Define the term “photocopying”. **(2 marks)**
- b)** State any three (3) disadvantages of using photocopying.
(3 marks)
- 11.** List down and explain the five (5) classification orders of a
good filing system. **(5 marks)**
- 12. a)** What is an office layout? **(2 marks)**
- b)** Explain two (2) types of office layout. **(3 marks)**

Section II: Attempt any Four (4) questions out of Six (6)

(40 marks)

13. a) Define a report.

(2 marks)

b) Indicate eight (8) procedures can be used to produce
archive reports.

(8 marks)

14. a) List down and explain three (3) types of archive reports.

(6 marks)

b) Indicate any four (4) importance of archiving documents.

(4 marks)

15. a) What are any four (4) ways can be used to the submission
of archive reports to the required channels?

(4 marks)

b) Illustrate three (3) standards of archive management
likely to be used in archival rooms.

(6 marks)

16. a) Identify four (4) types of records accommodation's
environment.

(4 marks)

b) What are six (6) factors can be considered in location
selection?

(6 marks)

17. a) Enumerate five (5) types of records likely to be used in
office.

(5 marks)

b) List and explain two (2) modern filing systems to be used
in organization.

(5 marks)

18. a) Identify four (4) procedures of records collection

acquisition.

(2 marks)

b) List down and explain at last four (4) characteristics of

a good filing system.

(8 marks)

