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OFFICE ADMINISTRATOR LEVEL 6

BUS/OS/OA/CR/07/6

MANAGE OFFICE SECURITY

July/August 2024



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

ASSESSMENT

3 HOURS

INSTRUCTIONS TO CANDIDATES

1. The paper consists of two sections; **A** and **B**
2. Answer **ALL** the question as guided in each section
3. You are provided with a separate answer booklet
4. Marks for each question are as indicated
5. Do not write on the question paper

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 Questions in Section***

1. Office security register contains different office security information. List **four** items of information that are recorded in a security register in an office. (4 Marks)
2. Modern equipment is used for storing office information and data. Name **four** office equipment used for storing information and data to enhance security. (4 Marks)
3. 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)
4. List **four** factors that should be considered when maintaining equipment in an office. (4 Marks)
5. Confidentiality and integrity plays a key role of ensuring data security. Distinguish between data confidentiality and data integrity. (4 Marks)
6. Failing to cover office equipment can zation to incur a lot of costs. Outline **five** benefits an organization may accr office equipment. (5 Marks)
7. Employees of ABC Security Limite plaining of recent insecurity in the office. State **four** ways in which securi e staff can be identified. (4 Marks)
8. Highlight **three** limitations that Jumua Supermarket is likely to encounter in safeguarding office data in manual equipment. (3 Marks)
9. Disposal of office records is important to enhance confidentiality of records. Outline **four** methods used to dispose these records. (4 Marks)
10. Zawadi Enterprises is in the process of safeguarding their office records. Give **four** reasons for this approach. (4 Marks)
11. Wendo Company Limited recently bought a photocopier machine which was accompanied by a manual. Name **four** advantages of using a manual to operate the machine.(4 Marks)

SECTION B: (60 MARKS)

Answer question 12 (compulsory) and any other two questions in this section.

12. The Office Administrator has the responsibility of ensuring that office documents are safe and secured from unauthorized staff in the office and the entire organization. This has been different at Ufanisi Manufacturing Company Limited, whereby, unauthorized staff access office documents leading to information leakages portraying bad reputation with its stakeholders.
- a) Explain **five** measures that may be used to control access to office documents. (10 Marks)
 - b) Mrs. Jane Meja has been recruited as an Office Administrator for the Shah and Shuh Advocates. She noticed that the offices lacked power control supply resulting to major losses and low production among others. Discuss **five** benefits accrued by an organization that install power supply control. (10 Marks)
13. a). Office Administrator in today's organization is responsible for conducting risk assessment. Analyze **five** roles of a risk assessor in relation to office security risk assessment. (10 Marks)
- b). Office records refer to documents and information maintained within an organization. Discuss **five** types of office records. (10 Marks)
14. a) Failing to conduct security report makes an organization to have many complaints from stakeholders. Explain **five** challenges an organization may encounter for not conducting a follow up security report. (10 Marks)
- b). Modern business organizations are embracing modern computer technology for storing business data. Suggest **five** ways in which data stored in a computer may be kept secured. (10 Marks)
- 15 a) The management of Omena Company intends to purchase office equipment for business use. Elaborate **five** factors to consider when purchasing office equipment. (10 Marks)
- b) The Office Administrator has observed some sections in the organization are failing to safeguard office records. Describe **five** outcomes of failing to safeguard office records. (10 Marks)

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