



CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

SCHOOL BASED ASSESSMENT

COVER SHEET FOR OFFICE ADMINISTRATION

NAME OF CENTRE: Jose Marti Technical High CENTRE CODE: 100053 YEAR OF EXAM: 2026

NAME OF CANDIDATE: Tatiana Spencer CANDIDATE'S REGISTRATION NUMBER: 938

Ques No.	Question	Teacher's Mark
1	PREPARATION (13 marks)	
	• Title Page (1 mark)	1
	• Table of contents (2 marks)	2
	• Title of project (2 marks)	2
	• Aims of project (2 marks)	2
	• Functions (2 marks)	2
	• Correspondence (4 marks)	4
2	GATHERING DATA (15 marks)	
	• Methodology (3 marks)	3
	• Questions (3 marks)	3
	• Schedule (5 marks)	5
	• Regulations and Policies (4 marks)	4
3	PRESENTATION (22 MARKS)	
	• Report (8 marks)	7
	• Impact of office equipment (4 marks)	4
	• Bibliography (2 marks)	2
	• Language and organization (4 marks)	3
	• Completed project (4 marks)	4
	TOTAL (50 Marks)	48

Teacher's Signature*: 

Date: 21/03/2026

NOTES:

- *Please note that creating a digital signature generates a signature file that can be stored on your PC and used to sign other editable PDF forms.
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