
Instructions for Specialist Tutor and Invigilator

Before the Examination

Please note: the files for the examination are supplied on disk. If you are unable to access these files, create them as detailed below.

- 1 Create the following files and save. If your system does not allow you to use the file name indicated, substitute an appropriate file name.
 - 1.1 Create a file named COMFORT and copy the attached text, either by scanning or first keying into word processing software using any sans serif typeface, 11 pt with a ragged right margin. Please copy text as shown.
 - 1.2 Create a file named CHAIR and copy the attached graphic into that file.

NB If you are unable to copy the graphic supplied, select a suitable graphic from your own bank as a substitute. Ensure that it measures approximately height 6 cm (2.6") x width 3.76 cm (1.7")
- 2 Print out one copy of each file and retain. These copies must be returned with the candidates' scripts at the end of the examination.
- 3 Copy the above files on to the system(s) to be used by the candidates. These files must be protected against access by other users of the equipment and the content of the examination must not be divulged. The names of these files appear on the candidate paper; any change of name must be announced to the candidates at the commencement of the examination.
- 4 The document(s) to be saved and printed by the candidate as part of the examination should be saved separately as SEAT1 and SEAT2. If these file names are unsuitable, provide substitutes and inform the candidates.
- 5 Serif, sans serif or script typefaces must be used as indicated. However, if the specified point size is not available, another suitable size may be substituted. Any changes must be stated on the Attestation Form and candidates informed at the commencement of the examination.
- 6 The Specialist Tutor's instructions, disk and printout of files must be sealed in an envelope and handed to the Examinations Officer for safe-keeping.

At the start of the Examination

- 1 The time allowed for the examination is 1 hour 30 minutes, excluding printing time. Candidates should be reminded to save their files under appropriate file names if printing is to take place at the conclusion of the examination.
- 2 Any printing required is stated in the Candidate's Instructions.

At the end of the Examination

- 1 Candidates' final printouts should be separated and each sheet clearly marked with the candidate's name. They should be attached to the front sheet of the examination paper containing the candidate's name. All draft printouts must be destroyed.
- 2 All the copies of the source documents must be returned to City and Guilds Pitman Qualifications with the candidates' papers, Specialist Tutor copies, the Result Entry Form and the Attestation Form.
- 3 The files created for the examination must be erased from all storage media.
- 4 The Attestation Form must be signed by the Specialist Tutor and the Invigilator, attesting that the procedures outlined above were followed.

Text for the COMFORT file – key in using a sans serif font, 11 pt with a ragged right margin

The Comfort Zone is a well-designed chair that is capable of being adjusted to provide the essential element of a safe and ergonomic computer workstation. REMEMBER a good chair provides the necessary support whilst reducing exposure to awkward postures.

The Comfort Zone has all these features:

The backrest conforms to the natural curvature of your spine, and provides adequate lumbar support.

The seat is comfortable and allows your feet to rest flat on the floor or footrest.

The armrests are soft and will allow your shoulders to relax and your elbows to stay close to your body.

The chair has a five-star base with casters that allow easy movement along the floor.

HINTS FOR THE COMPUTER USER

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day.

The increased adjustability of the Comfort Zone ensures a better fit for the user and provides adequate support in a variety of sitting positions. This is particularly important if the chair has multiple users.

Poor back support and inappropriate postures may result from inadequate backrest size, material, positioning, or use. Working in these postures may lead to back pain and fatigue. For example, a chair without a suitable or adjustable backrest will not provide adequate lumbar support – the Comfort Zone is a worthwhile investment.

Graphic for the CHAIR file – height 6 cm (2.6") x width 3.76 cm (1.7")



Sample paper 00003