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**Instructions for Specialist Tutor and Invigilator**

**Before the Examination**

Please note that 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 INFO and copy the attached text, either by scanning or first keying into word processing software using any sans serif typeface, 10 pt and a ragged right margin.

- 1.2 Create a file named BARGAINS and copy the attached graphic into that file.

**NB If you are unable to copy the graphics supplied, select suitable graphics from your own bank as substitutes. Ensure that it measures approximately height 2.5 cm (1") x width 2.5 cm (1").**

- 1.3 Create a file named BOOKS and copy the attached graphic into that file.

**NB If you are unable to copy the graphics supplied, select suitable graphics from your own bank as substitutes. Ensure that it measures approximately height 2.5 cm (1") x width 2.5 cm (1").**

- 1.4 Create a file named CRAFTS and copy the attached graphic into that file.

**NB If you are unable to copy the graphics supplied, select suitable graphics from your own bank as substitutes. Ensure that it measures approximately height 2.5 cm (1") x width 2.5 cm (1").**

- 1.5 Create a file named FOODS and copy the attached graphic into that file.

**NB If you are unable to copy the graphics supplied, select suitable graphics from your own bank as substitutes. Ensure that it measures approximately height 2.5 cm (1") x width 2.5 cm (1").**

- 2 Print out one copy of each file and retain. These are to 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 to be saved and printed by the candidate as part of the examination should be saved separately as BAZAAR. If this filename is unsuitable, provide a substitute and inform the candidates.
- 5 Serif, sans serif or script typefaces must be used as specified. 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 2 hours, 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' 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 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.

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Text for the INFO file (key in using a sans serif font 10 pt and ragged right margin)

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Who are we?

We are Premira Bazaar, an international company offering an online shopping experience. We currently trade with over 25 countries ranging from Australia to Zambia. We have built up trading relationships based on trust, respect and support over a number of years and we can help you. Through our website, we can put connections in place between producer and purchaser and between origin and destination. We have the commercial experience and we can share this knowledge with you. We are especially interested in helping small-scale local enterprises that would not normally have the chance to trade with an international company. We can offer advice and practical expertise in areas such as developing new customers, quality control, new product development and business planning. Every trading opportunity has to make good commercial sense, meaning that price, quality, capacity and availability are carefully considered.

Who benefits?

We get more great, new innovative products which we can sell in our online Bazaar.

Suppliers benefit from receipt of orders, a good pricing structure and support in meeting their targets.

Customers get high quality products and a virtual shopping experience.

Local industry is provided with a good trading model and an ability to respond to global trade. All businesses have the ability to trade internationally. Whether we like it or not we are all connected to the global economy and we are all in that global consumer market.

How can you find out more?

Contact us today – use the e-mail form on our website. It may involve you making changes. One change could involve you taking steps to improve your purchasing practices. Another change could be to monitor your supply chains to ensure that your product is delivered on time and to the specifications. We use ongoing reviews to ensure our trading relationships are sound and beneficial to all parties.

We offer a stunning collection of merchandise. All our merchandise is sourced internationally. You can help us maintain that edge by joining our winning team. What are you waiting for? Send that e-mail to us today and get started on your global trading experience.

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Graphic for the BARGAINS file – height 2.5 cm (1") x width 2.5 cm (1")

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Graphic for the BOOKS file – height 2.5 cm (1") x width 2.5 cm (1")

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Graphic for the CRAFTS file – height 2.5 cm (1") x width 2.5 cm (1")

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Graphic for the FOODS file – height 2.5 cm (1") x width 2.5 cm (1")

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