
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 AIRLINE and copy the attached text, either by scanning or first keying into word processing software using any serif typeface, 12 pt and fully justified margins. Please copy text as shown.
 - 1.2 Create a file named PLANE 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 at least 4.5 cm x 2.5 cm (1.8" x 1.0").

- 2 Print out one copy of each file and retain. These copies must be returned with the candidate 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 FLYING1 and FLYING2. 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.

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 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.

Sample ST1 00001

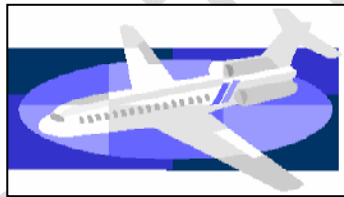
Text for the AIRLINE file (key in using a serif font, 12pt, fully justified)

The company M-Air was established in June 1997 and started its operations modestly with a single aircraft. Today, the airline flies to the main European, Asian and African destinations and service provided is levelled at international standards. M-Air flies over half a million passengers to more than 25 destinations. M-Air operates with a fleet of ten jets all at international standards.

This company contributes significantly to the Mauritian economy. M-Air carries some 42,000 tons of cargo yearly and this has increased each year to the present rate of 50% cargo and 50% passenger traffic. M-Air also provides a service to other airlines in the African and Indian Ocean region and also provides a consultancy to a wide range of airline operations, including human resource development, IT, financial structuring, maintenance and engineering, procurement strategy and financial risk management. M-Air is able to perform maintenance on aircraft and components belonging to other airlines in the region and can sell its services.

M-Air maintains its commitment to high quality service because it acts as an ambassador for Mauritius and demonstrates to the world the culture of its people. Flying with M-Air is always a pleasurable experience and has many testimonials from satisfied customers. The company operates an equal opportunities policy and tries wherever possible to develop an international crew. M-Air's high standards are maintained by continual in-house training of all employees towards an international qualification.

Graphic for the PLANE file



Sample IT 00001