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OFFICE PRACTICE 1
Objective Test
1 Hour

1

Name:

Index Number:

THE WEST AFRICAN EXAMINATIONS COUNCIL
West African Senior School Certificate Examination (WASSCE) for School Candidates, 2023

SC 2021

OFFICE PRACTICE 1
Objective Test
[50 marks]

1 hour

Do not open this booklet until you are told to do so. While you are waiting, write your name and index number in the spaces provided at the top right-hand corner of this booklet and thereafter, read the following instructions carefully.

1. Use **HB pencil** throughout.
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 - (a) In the space marked *Name*, write in capital letters your surname followed by your **other names**.
 - (b) In the spaces marked *Examination*, *Year*, *Subject* and *Paper*, write 'WASSCE (SC)', '2023', 'OFFICE PRACTICE' and '1' respectively.
 - (c) In the box marked *Index Number*, write your **index number** vertically in the spaces on the left-hand side. There are numbered spaces in line with each digit. **Shade** carefully the space with the same number as each digit.
 - (d) In the box marked *Paper Code*, write the digits **402112** in the spaces on the left-hand side. **Shade** the corresponding numbered spaces in the same way as for your index number.
 - (e) In the box marked *Sex*, shade the space marked **M** if you are **male**, or **F** if you are **female**.
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PRINT IN BLOCK LETTERS	
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Surname Other Names	
Subject: <u>OFFICE PRACTICE</u>	Paper: <u>1</u>

INDEX NUMBER	PAPER CODE	SEX
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