

**EDI
LCCI IQ ON DEMAND EXAMINATION
CERTIFICATE IN MEETINGS LEVEL 2
SAMPLE PAPER
MARKING SCHEME**

**DISTINCTION MARK 75%
CREDIT MARK 60%
PASS MARK 50%**

TOTAL 100 MARKS

**Question 1 (Total 25 marks)
Other valid alternative points are acceptable**

Syllabus Topic: 1.1.3/1.2.1/1.1.6

(a)

- Evaluate and pass on information
- Make decisions
- Change attitudes
- Motivate staff
- Collect information
- Bring people together
- Identify and solve problems
- Exchange information
- Obtain views
- Group support to motivate individuals
- Gain acceptance in a group/organisation
- Generate ideas
- Brief staff
- Eliminate rumour
- Save time
- Clarify arrangements
- Give instructions

Any 6 x 2 marks

(12 marks)

(b)

- Set time(1) and date(1)
- Arrange venue
- Invite participants to attend
- Produce(1) and distribute(1) the agenda
- Order refreshments and/or lunch

5 x 1 mark

(5 marks)

(c)

- Obtain instant feedback
- Build up group/organisational identity
- Harness and develop ideas
- Increase motivation

4 x 2 marks

(8 marks)

(Total 25 marks)

QUESTION 2 (Total 25 marks)
Other valid alternative points are acceptable

Syllabus Topic: 1.2.3/1.4.3/1.4.2

(a)

- Finding maps for venues
- Planning routes for road journeys
- Using travel sites for tickets and journey details
- Using electronic communication
- Using text messages/voicemail for reminders
- Searching for outside venues using the internet search engines and customer reviews

5 x 2 marks

(10 marks)

(b)

- Date(1)/time(1) and venue(1)
- Location(1) and car parking(1)
- Accessibility to venue(1) transport links(1)
- Refreshments(1) breaks(1)
- Facilities for participants with disabilities(1) ramps(1) lifts(1) loop systems(1)

9 x 1 mark

(9 marks)

(c)

- Requesting agenda items in advance
- Chairperson deciding agenda items
- Requesting items for any other business in advance from participants
- Requesting items at the start of the meeting

3 x 2 marks

(6 marks)

(Total 25 marks)

QUESTION 3 (Total 25 marks)
Other valid alternative points are acceptable

Syllabus Topic: 1.5.2/1.5.1

(a)

- **The meeting could be unnecessary**(1) there could be a simpler(1) cheaper(1) way. It is routine and does not need to be discussed(1) information can be transmitted on paper(1) or electronically(1) only one or two people need to be involved(1) problem needs the attention of a single expert(1) perhaps there is nothing to be done at all(1)
- **The meeting is held for the wrong reason**(1) to pursue a private agenda(1) to rubberstamp decisions(1) as a matter of habit(1) social occasions(1) a chance to get away from the desk(1)
- **The objective of the meeting is unclear**(1) nobody has asked why the meeting is being held(1) nobody has been informed of its purpose(1) they have not received or read any supporting papers(1) Agenda is vague and unhelpful(1) Agenda doesn't exist(1)
- **The wrong people are there**(1) nobody has the authority to make the required decisions(1) right people are absent(1) substitutes are sent at the last minute(1) substitutes could be ill informed and unable to take responsibility(1)
- **Lack of proper control**(1) procedure of the meeting is unclear(1) timekeeping is poor(1) discussion rambles(1) hidden agenda hijack proceedings(1) conflict is not managed(1)

QUESTION 3 CONTINUED

- **Poor environment**(1) venue is inappropriate(1) venue is uncomfortable(1) facilities are poor(1) disruptions destroy concentration(1)
- **Poor timing**(1) wrong time of day/week/month/year to make the decision(1) fails to start(1) or end(1) on time. People arrive late(1) people leave early(1)
- **Poor decision making**(1) inadequate information(1) too much information(1) group may be too large to create consensus(1) group may be too small to allow adequate debate(1) no agreement made(1) nothing is done(1)

5 x 4 marks

(20 marks)

(b)

- The purpose of the meeting must be clear
- The objective of each agenda item is clear
- Each item on the agenda is given a time limit and these are adhered to
- The agenda is distributed in time for participants to prepare for the meeting
- The chairperson is in control
- All members participate constructively

5 x 1 mark

(5 marks)

(Total 25 marks)

QUESTION 4 (Total 25 marks)

Other valid alternative points are acceptable

Syllabus Topic: 1.6.2/1.7.3/1.3.2

(a)

- Open the meeting
- Welcome participants
- Introduce new members
- Notify apologies for absence
- Request approval of notes of last meeting
- Keep discussion within time limits
- Ensure all members have the opportunity to participate
- Summarise and clarify points as appropriate
- State agreements reached
- State all actions with deadlines(1) names(1) and reporting procedures as appropriate(1)
- Deal with any points or order raised
- Ascertain that the number of members present constitutes a quorum
- Organise adjournments of the meeting if necessary
- Ask those present to notify in advance any items which they wish to raise at the end of the meeting under any other business

12 x 1 mark

(12 marks)

(b)

- Prepare an action sheet
- Produce draft notes for chairperson's approval
- Produce(1) and distribute(1) the final copy of the notes
- File documents after notes have been completed and distributed

4 x 2 marks

(8 marks)

QUESTION 4 CONTINUED

(c)

- Size(1) should be related to the number of people and the required equipment and layout(1)
- Heating(1) lighting(1) air conditioning(1) should be suitable
- Facilities for computers(1) internet access(1) should be available if required
- Accessibility to all participants

5 x 1 mark

(5 marks)

(Total 25 marks)