

Mailmerge Level 2 – 06994 Summer 2010

A high standard of script was achieved by many candidates. Centres are reminded that the OCR letterhead and memo template must be used (Assessment Criteria 3.1). In addition, although some centres supplied candidates with the correct templates, a minority of candidates made amendments to the contents/display/font/font size.

Document 1:

The amendments to the datafile were generally undertaken well. A common error was to key *TA24 6TZ* as *TA24 6T2* (Marking Criteria 1.1). In the TYPE field, some candidates missed the *s* from *buildings* (MC1.2).

Document 2:

Merging and selection on one field was well done. Apart from some candidates omitting random text from the body of the letter, the document was most produced to a good standard.

Document 3:

The majority of candidates produced the correct labels in an appropriate format. Gridlines should not be used.

Document 4:

The datafile was keyed accurately by most candidates. On occasions, *equity* was substituted with *equality*, incurring a Marking Criteria 2.1 penalty each time. The content, spacing or capitalisation of field names should not be changed. In the METHOD field some candidates omitted the words *paying-in book* incurring an MC2.1 penalty for each word.

Document 5:

Some candidates rendered the final three lines as a paragraph. Due to the layout of the copy, the final two sentences were accepted if presented as a paragraph. Common typographical errors were *Dermot* for *Dermott* and *O'Neil* for *O'Neill*.