

Mailmerge (Level 2) – 06994 Autumn 2008

Although a number of candidates had problems with the new labels requirement, a high standard of work was achieved by the majority of candidates.

Document 1: This document caused few problems for candidates. Miss-spelling of 'Albright' as 'Allbright' incurred 3 faults for some candidates. The amendment most frequently omitted was changing the number in the FILENO field on the Wren record.

Document 2: Well executed by most candidates with the merge being undertaken accurately. Omitting the date and not using full justification were the main faults.

Many candidates made changes to the OCR template, incurring a MC4H fault.

Document 3: Most candidates dealt with the labels correctly. A few candidates printed labels for all records instead of for all guests who stayed at the Pyramid Hotel.

Document 4: Frequently-occurring keying errors in this document included 'Richards' for 'Richard', 'Western' for 'Weston' and 'Lain' for 'Iain'.

Document 5: This document was produced accurately by most candidates, although some candidates did make changes to the OCR template.

Some candidates incurred a penalty for a space after the TIME field when the documents were merged (caused by keying in a space after the field entry in Document 4).