

Text Production (Entry Level 3) – 06964, and Text Production Screen Reader (Entry Level 3) – 00003 Spring 2011

General:

The work produced by the majority of candidates was of a very good standard; some candidates completed the examination without incurring any errors.

Overall, penalties incurred resulted from typographical errors and the failure to expand abbreviations correctly. *Dr* and *ffly* in Document 1 caused particular problems for some candidates.

As with the Autumn 2010 paper, many candidates centred all lines in Document 2 and therefore incurred a fault under 4A. Centres should remind their candidates that centring is not required, and therefore will be penalised, in this examination.

Document 1:

This document was often well displayed, with good layout and no errors.

Common errors included:

- omission of date
- failure to use closed capitals for *ILFRACOMBE*
- failure to expand *Dr* (*Dear*) and *ffly* (*faithfully*)
- inclusion of *me* in final sentence

Document 2:

The main error within this document was the failure to align all text with the left margin.

Common errors included:

- inconsistent line spacing between items
- random capitalisation of words (other than *Bolognese*)
- insertion of bullets/separators between courses

Document 3:

This document was usually very well presented, with few errors. None of the circled words presented difficulties to the majority of candidates.

Errors included:

- inconsistent line spacing between paragraphs
- faulty (omitted/extended) underscore on *swimming*
- failure to follow instruction for new paragraph (¶ sign)
- omission of *easy* within penultimate sentence