

Document Production Level 3 – 03932 Spring 2010

General:

The majority of the candidates completed all four documents. The standard of performance was generally good.

Centres should be aware that candidates are expected to key in text exactly as shown in the draft. Initial capitals must be keyed in as presented in the draft. One fault will be incurred for each initial capital that has been keyed in as a lower case character (Marking Criterion 1.7). Use of initial capitals where initial capitals were not presented in the draft incurs a penalty under MC 4J.

Document 1:

The majority of the candidates inserted a shaded text box with the correct fill effect (dots) and used a different font style **and** size within the text box, but some candidates did not ensure that the text box was positioned in the centre of the page (MC 2.3). In the first paragraph, a few candidates incorrectly deleted the word “beforehand” (MC 2.1) and some did not delete the words “expect to” (MC 2.2). In the penultimate paragraph, most of the candidates correctly keyed in the accent in “Sîan’s” but did not key in initial capitals for “Sîan’s Snacks” (MC 1.7).

Document 2:

Most of the candidates inserted an unshaded text box of the correct size, with a 1½ pt border, but did not use Trebuchet MS 12 font for the text “Man’s best friend” (MC 2.3). Some candidates keyed these words as “Man’s Best Friend” (MC 4J). In the second paragraph, some candidates keyed in “closest” as “closet” (MC 2.1). The words “Wuffs®”, “Best”, “Show” and “Giant” were often not keyed in with initial capitals (MC 1.7). Some candidates did not insert decorative horizontal dividers; they simply keyed in a few symbols or a horizontal line (MC 2.3) and did not ensure a clear line space above and below both dividers (MC 4B). Almost all candidates produced a screenprint; however, some screenprints did not include evidence of the column widths (MC 2.3). A few candidates did not insert the automatic field “Created on” in the footer area (MC 2.3). A surprisingly large number of candidates inserted a comma in the word “traits” but this was accepted under MC 4N.

Document 3:

This document was done well by most of the candidates. Almost all candidates inserted a full-page border on the first page only. Candidates are advised that the header/footer may appear inside and/or outside the border, but must be full-page size, not just around the text;

the bottom line of the border must be at the foot of the page, not simply below the text (MC 2.3). A surprisingly large number of candidates did not insert the even-page footer "HUMAN ASSISTANCE" at the right margin – candidates need to ensure that they completely delete the page number that had been inserted in this position in the recall text before inserting the new page numbering (MC 2.3). The bullet points were occasionally indented from the left margin (MC 4A). Some candidates inserted the diagram as shown on the Resource Sheet but it was so large that the final paragraph of page 10 beginning "A working dog ..." appeared at the top of page 11 (MS 2.3). In the final section, a few candidates incorrectly created a new paragraph at the sentence beginning "The Border Collie is highly intelligent." (MC 3.3).

Document 4:

This document was very well executed by the majority of candidates. In the "Bulldog" section, some candidates did not delete the full stop in "intimidating," when deleting and replacing (MC 2.1). In the "Beagle" section, the word "Beagle" was keyed in as "beagle" (MC 1.7). The hyphens in the "Labrador Retriever" section in "good-natured" and "well-balanced" were occasionally keyed in as dashes (MC 1.2) and the word "working" was keyed in as "walking" (MC 2.1). The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few candidates who did not insert this automatic field at all, or who inserted only the filename (MC 2.3). A few candidates used the original file name "CLUB" (MC 2.3). Centres are advised that the filename and path may be in lower or upper case (MC 2.3). Some candidates did not use the correct page number style "Page 1" (MC 2.3).