

**Medical Word Processing (Business Professional)
Level 2 - 06996
Summer 2010**

General:

The standard of work submitted was good with most candidates carrying out the word processing functions competently and coping well with the medical terminology in this paper. The main faults continue to be due to superfluous, missing or wrong words and failure to key punctuation and initial capitals as shown on the draft. Some candidates continue to change the font style and/or size of the recalled text in the OCR supplied files which should not be changed unless specifically instructed to do so.

Document 1:

This document was completed well by most candidates. The most common errors were failure to maintain a top margin measurement of 5.5 cm on all pages (Marking Criterion 4T) and failure to centre align the header text on all pages (MC 2.3). The header text was occasionally keyed as TRANSPLANT and, where page numbers had been removed from the first page, a few candidates had also removed the header text. Some candidates incurred a fault for changing the font style and/or size of the recalled text (MC 2.3). The stet amendment was carried out but this was occasionally keyed as 'infection' instead of 'infarction'. A few candidates failed to delete the text 'by a virus' (MC 2.2) and some moved the sentence to be copied (MC 3.5). The search and replace, move and change in line spacing were generally well executed. Page breaks were correctly inserted although occasionally page 2 started below the moved paragraph rather than above (MC 2.3). The question mark following the horizontal transposition was occasionally changed to a full stop (MC 1.1).

Document 2:

The insertion and manipulation of the picture caused the most problems in this document. The correct picture was inserted to the right of the text and resized but was often positioned above the heading or below the first line of text (MC 2.3). Several candidates wrapped the third paragraph alongside the picture rather than positioning it below the picture as shown on the draft (MC 2.3). Candidates correctly inserted the caret text but a few omitted the full stop and final three words on that line. A few candidates emphasised the last two sentences rather than the sentence indicated (MC 4D). Sorting and centering the list caused few problems. The automatic filename and path were usually inserted although some had saved with a different filename or added additional text such as their initials to the filename (MC 2.3). The word count should be 158 but allowances were made for additional/omitted words.

Document 3:

A few candidates changed the font style and/or size of the recalled text (MC 2.3). Some incurred faults for not displaying the table exactly as shown on the draft with column widths adjusted to display the items on one line and the sub-divided column headings wrapped exactly as shown (MOTHER'S on first line, PAIN RELIEF on next line). The heading BIRTH PARTICULARS should span the sub-divided columns requiring the cells to be merged but some candidates had split this heading positioning BIRTH above MOTHER'S and PARTICULARS above DELIVERY (MC 2.3). A few candidates failed to remove the gridlines (MC 2.3). Many candidates continue to present the table without a clear line space after each of the column headings and/or after the section headings (MC 4B) and some are not aligning data to the left (MC 4P). Several did not underline the section headings BOYS and GIRLS as shown (MC 4J). The modification and sort were generally well done. Common errors were 'Tamsin' as 'Tasmin', 'Townend' as 'Townsend', 'O'Brien' as 'O'Brian', 'block' as 'black', 'Pudendal' as 'Pudenal', 'Pethidine' as 'Pethadine', 'Entonox' as 'Entinox', and 'Ventouse' as 'Venthouse'. A few candidates duplicated the recalled text incurring a fault for each additional word. Errors in 'Paracervical' were not penalised.

Document 4:

The majority of candidates recalled the supplied letterhead template although some made alterations to the letterhead (MC 4H). The reference was generally keyed as shown although a few candidates keyed 'ref' as 'Ref' or included their initials with the reference (MC 2.1). The correct font style and size were used but some failed to change the font style and size of the recalled phrases (MC 2.3). Some candidates failed to display 'Sleep Clinic' with initial capitals (MC 1.7). Other errors included 'led' as 'lead', 'hypoxaemia' as 'hypoxemia', 'supplemental' as 'supplement' and the comma omitted after 'However'. Several continue to omit cc, copy or similar from the destination details. The saved auto text phrase TST incorrectly duplicated the complimentary close; candidates were not penalised if the complimentary close appeared twice or for errors in this text although in practice this did not cause a problem.