

## **Word Processing Level 1 – 06974 Autumn 2011**

Centres should ensure that the revised unit specifications are used in future. This document can be found in the *Units* section of the Text Processing pages on the OCR website: [http://www.ocr.org.uk/qualifications/type/qcf/text\\_pro/bp\\_l1\\_cert/documents/](http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l1_cert/documents/).

The majority of the candidates completed all four documents. The standard of performance was generally good, with the majority of candidates carrying out word processing functions competently. There were some excellent scripts.

Many of the candidates' errors could have been detected and corrected if they had carefully checked their work against the draft. Errors such as missing, wrong or superfluous words, single/plural words, punctuation and paragraphing cannot be identified by use of spellcheckers. Reliance on spellcheckers is proving to be one of the major reasons candidates are not awarded a Distinction or a Pass.

Centres are reminded that initial capitals must be presented as shown in the draft. Some candidates did not key initial capitals as drafted and this incurred one fault per instance (Marking Criterion 1.7).

Some candidates produced documents that contained errors within words displayed in all capitals. Centres are advised to check that the Autocorrect options candidates use are appropriate; for example, that the option "Ignore words in UPPERCASE" is unchecked so that the spellchecker will identify typographical errors that occur in words displayed in all capitals.

### ***Document 1***

A large number of candidates did not use full justification **throughout the document** (Marking Criterion 4S) and some did not adjust the left margin to 7 cm (MC 4T). A surprising number of candidates did not create the new paragraph at "Managing your account ...". However, some candidates who did create the new paragraph inserted extra character spacing at the beginning of this new paragraph (MC 4A) and/or did not insert a clear line space above the new paragraph (MC 4B). Some candidates did not inset the paragraph beginning "Where an item ..." 3 cm from the left margin (MC 4U). A few candidates did inset the paragraph correctly, but did not ensure that this paragraph was fully justified (MC 4S). A few candidates did not amend the 'stet' word "chance" to "opportunity" (MC 2.1). A large number of candidates did not key the correct word count (269); they either did not key the figure at all or keyed an incorrect figure, even though there were no errors within the text which might have accounted for this (MC 2.3). Centres are reminded that candidates must take care to key the actual figure accurately when they have performed the word count. A few candidates did not insert the automatic filename **and path** in the footer area as instructed and others did not change the filename to "DELIVERY", but simply left this as the

original filename "CONDITIONS". Other common errors included "changed" instead of "charged", "packing" instead of "packaging" (MC 2.1), and "progress" instead of "Progress" (MC 1.7).

### ***Document 2***

Almost all candidates correctly inserted a full-page border, as instructed. A very small number of candidates did not underline the words "take advantage of free postage." and those that did underline the words incorrectly extended the underlining into the space to the right of the full stop (MC 2.3). Common errors were "of" instead of "or" (final sentence) and "and oder from" instead of "an order form" (MC 2.1).

### ***Document 3***

Some candidates did not modify the layout of the table as shown in the draft (MC 2.3). Those candidates who opted to use gridlines to rule the table but left a row of empty cells below the column headings were penalised under MC 4L. Some candidates who chose not to rule the table were penalised under MC 4B because they did not leave a clear line space below the column headings. The word "DESCRIPTION" was occasionally keyed in inaccurately (MC 1.2). Some candidates keyed "silver" as "sliver" (MC 2.1) and "Santa" as "santa" (MC 1.7).

### ***Document 4***

Some candidates incurred a penalty because all the lines of ruling had been removed (MC 2.3). The word "Mrs" was occasionally keyed as "MRS" (MC 4J), or "mrs" (MC 1.7). The date was omitted by a small number of candidates (MC 2.1) and the entire *Date* box was removed by a few candidates (MC 4H). Some candidates deleted the word "standard" instead of using strikethrough to carry out the deletion (MC 2.3).