

Word Processing Level 2 – 06999 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_l2_cert/documents/.

The standard of many papers was satisfactory.

Document 1

On the whole this document was done well. Common errors were that candidates failed to right align the header so that it was lined up with the right margin (Marking Criterion 2.3) or have a consistent top margin (MC4T) of 3.5 cm. Some candidates did this correctly on the first page but not on subsequent pages. The deletion of “and charm” was not done by many candidates (MC2.2) and “local” was often omitted in “good local knowledge and our” (MC2.1). Several candidates copied the whole paragraph instead of the sentence. Candidates are now asked to copy a sentence, not several sentences as on the old scheme (MC3.5). The document may be printed on both sides of the paper so long as the headers and page numbers are as requested.

Document 2

This was generally completed well with the main problem being the word count and the positioning of the picture. All the candidates did a word count but several are keying in an incorrect number (MC2.3). This is usually one or two more than the correct number of 160. There is no need to key in extra words such as “word count”. This is not penalised but must not be included in the word count. The picture should have been inserted so that the picture was to the right of the first and second paragraphs ie to the right of the paragraphs in square brackets. The picture was sized correctly but almost always positioned incorrectly and was placed against part of the third paragraph (MC2.3). Extra line spaces may be entered to avoid lining up the picture against the wrong paragraph.

Document 3

This was keyed in well by the majority of candidates. Any errors were in not following the layout of the table. The “RENTAL DETAILS” heading very often did not span over the second sub-divided column (MC2.3). Several candidates left less than 5 cm (MC4E). Gridlines had not been removed from the table (MC2.3). Some candidates are still failing to leave a clear line space before and after the headings (MC4B). A few candidates failed to follow the layout of the headings or text in the table, for example, having “PROPERTY CODE” on one line (MC2.3) and wrapping the text on to 2 lines in the “PROPERTY TYPE” column (MC2.3). Several candidates failed to line up so that the longest figure, which was “110.00”, started at the same point as the “R” and “W” of the heading “RENTAL PER WEEK £” and/or failed to line up the decimal points (MC4Q).

Document 4

The majority of candidates keyed in this task accurately but had several faults. The main loss of marks came from not numbering the second page, incorrect number of copies and the routing (MC2.3). There should be 3 print outs (top copy and 2 others). To save paper candidates may print the second page on the back of the first but must number the second page. Candidates must have practice at doing extra copies. A common error was failure to insert a full stop at the end of the last sentence (MC1.2) and omission of “the” before “loft” (MC2.1). Another common error was failure to change the recalled bullets from a justified margin to a ragged margin (MC4S). Also several candidates inserted the bullets straight after “will” rather than leaving a clear line space and then inserting the bullets. This resulted in the loss of the bullets on the first bullet or the whole of the first paragraph being part of the bullet list (MC2.3). Several candidates had not justified the whole document including the bullet points (MC4J). Several candidates had just the complimentary close on the second page. This was not penalised unless the complimentary close was split between the two pages (MC4H) but under the new marking scheme, which will be implemented for the Spring series, candidates must have at least 2 lines of body text on the continuation page.