

Mailmerge Level 1 – 06971 Summer 2010

Very few candidates did not complete the paper and the majority of candidates produced work of a high standard. Centres are reminded that the OCR template for the specific qualification/series must be used for the letter (Assessment Criteria 3.1).

Document 1:

The datafile was amended accurately by the majority of candidates. The main faults were typographical errors in *February* and *Allen* (Marking Criteria 1.1).

Document 2:

Some candidates made changes to the letterhead template – such as font, font size or alignment – and incurred an MC4H fault. Some candidates incurred a fault for omitting the date (MC1.1).

Document 3:

Initial capitalisation caused problems for some candidates - at the beginning of the TIME field (MC4J) and City of York (AC2.1/MC1.7). A small number of candidates did not display merge codes in the standard document, identifying them instead with an asterisk (AC3.6). *Priestley* was often keyed as *Priestly*.

Document 4:

This document was produced accurately by most candidates. A common error was omitting the exclamation mark at the end of the first line and some candidates omitted the colon after *Your prize is:* (MC1.2)