

Document Presentation Level 3 – 03934 Autumn 2009

General:

The majority of the candidates completed all four documents. Many candidates correctly keyed in the accents as specified, but some did not ensure that these were presented in the same font style and size as the remaining text within each document; this is penalised 1 fault maximum per exam paper (Marking Criterion 2.3).

The standard of performance was generally very good.

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, but some did not ensure the text box was positioned at the left margin, as instructed (MC 2.3). There were a few instances of failure to left align the text in the second “column” of the Programme (MC 2.3).

Document 2:

Most candidates inserted an unshaded text box of the correct size, with the correct line border, but many candidates did not use Comic Sans MS 11 font for text within the text box (MC 2.3). The accent in “Eugène” was omitted by some candidates (MC 1.2) and a few keyed this word as “Eugéne” (MC 1.1). A small number of candidates did not insert the automatic field “Created on” in the footer area (MC 2.3).

Document 3:

This document was well done by the majority of candidates. Full justification was not used by a number of candidates (MS 4S). A few candidates did not insert the headers and footers on the correct odd and even pages as instructed (MC 2.3). The footers “© Progress Fuels” and “First Draft” were occasionally keyed in all capitals (MC 2.3). The bullet points were indented from the left margin by some candidates (MC 4A).

Document 4:

Some candidates changed the font style and size of this document in an effort to ensure the text fitted onto one sheet of paper (MC 2.3). The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few who did not insert this field at all (MC 2.3). Some candidates emphasised all the text in paragraph 1 instead of the first sentence only (MC 4D).