

Speed Keying (Entry Level 3) – 06965 Autumn 2011

Centres should ensure that the revised unit specifications are used. 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/sk_e3_el_award/documents/ .

The following points should be noted.

Candidates who present the start of each line with an initial capital will be penalised once per instance (Marking Criterion 1.1).

A clear consistent line space must be left between each paragraph. This includes the space between each unit attempted. A fault will be incurred for each inconsistent space (Marking Criterion 3.3).