

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 1 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **00004**

TEXT PRODUCTION – SCREEN READER

Question
Paper **SUMMER 09**
Reference:

This question paper may be taken within these dates:
1 JUNE 2009 – 21 AUGUST 2009

TIME: 1 HOUR 50 MINUTES

INSTRUCTIONS TO INVIGILATOR

Read the Instructions to the Candidates.

Ensure supplies of A4 stationery are available (plain paper and pre-printed OCR templates, for candidates using a typewriter).

Ensure that each candidate has access to the examination recordings and a Unit Submission Folder (USF). Ensure that all USF details are completed. The invigilator may assist with the completion of the USF.

If candidates are using a typewriter, they may use the memory facility but this must be cleared before the start of the examination.

When the candidates are ready, start the examination.

On completion of the examination, please assemble each candidate's completed work in the order in which it is presented in the paper.

Ensure that the candidate's Name, Centre Number and Document Number appear on every page.

Instructions to Candidates may be given to candidates before the examination starts to allow it to be read using a screen reader.