

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

TEXT PRODUCTION – SCREEN READER

Scheme Code: **00004**

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 CENTRES

Centres should refer to the Administration Guidance for Vocational Qualifications.

It is the responsibility of the Centre to record the transcript of the question paper and the Resource Sheet – please see the Instructions to Readers.

Centres are responsible for ensuring that the hardware and software to be used for the examination is in full working order and is sufficient to enable candidates to meet all the assessment criteria as specified in this Unit.

Errors occurring as a result of faulty or inappropriate hardware or software will not be taken into consideration by OCR. Centres must also ensure that hardware and software is set to UK English spelling and UK date format.

The letterhead is supplied by OCR and may be pre-printed for candidates using a typewriter.

Centres must ensure that the candidate has access to both the recordings of the question paper and the Resource Sheet.

If using a word processor, candidates should be encouraged to save frequently while working through documents.

Centres must ensure that all printing carried out by candidates outside the examination time is supervised by the invigilator.