

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06995**

MEDICAL AUDIO-TRANSCRIPTION

Question Paper
Reference: **SPRING 09**

This question paper may be taken within these dates:

16 FEBRUARY 2009 - 27 MARCH 2009

TIME: 1 HOUR 30 MINUTES

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder.

You may use either a typewriter or a word processor to complete this examination.

Please insert your Name, Centre Number and Document Number on every page.

Letters must be produced on recycled letterhead.

Insert today's date on letter.

Complete all documents.

You must print all your own work.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

INFORMATION FOR CANDIDATES

If you are using a typewriter, you may use the memory facility available but this must be cleared before the commencement of the examination.

For some documents, you will be required to refer to the Candidate Information Sheets provided overleaf.

An additional item of information, to be incorporated into one of the documents will be announced by the Invigilator during the course of the examination.

In the absence of specific instructions on style of presentation (eg underlining, capitalisation) for headings and listed items, you may use your own discretion.

Ruling of tabulated material is not required.

Extra copies may be produced as carbon copies, additional printouts, or photocopies.

Any form of correcting material/mechanism may be used.

No amendments may be made to the text after the 1 hour 30 minutes allowed for this examination other than to insert characters not available on the keyboard or printer and to route extra copies.

You may be required to locate additional text from a resource sheet to incorporate into one of your documents.

ADDITIONAL INFORMATION

Tests taken after 27 March 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

Successful achievement of the live assessment for this unit will award you with 5 credits.

QCA Accreditation Number: J/501/4226

H527 SPR09

This document consists of 3 printed pages and 1 blank page

CANDIDATE INFORMATION SHEET - DOCUMENT 1

Included in dictation:

Tobias Goldstein

Julian Brody Date of Birth 27/11/1940
8 Elmwood Gardens BOURNEMOUTH BH6 6LJ

Tinel's

Iain McKenzie
Orthopaedic Registrar

Michaela Campbell

Reference(s):

1M/SE/260551

Addresses:

Hale Medical Centre
Rosebud Avenue
BOURNEMOUTH
BH6 4ME

Drugs:

NB: All other instructions (eg courtesy titles, headings, etc) will be given in the dictation.

CANDIDATE INFORMATION SHEET – DOCUMENT 2

Included in dictation:

Gregory Milton
Specialist in Endodontics

Antoinette Gordon
Dental Secretary

Francesca Richards

Reference(s):

GM/SE

Addresses:

Drugs:

NB: All other instructions (eg courtesy titles, headings, etc) will be given in the dictation.

