

Level 3 Legal Word Processing – 03935 Spring 2010

General

The standard of scripts was generally quite good. The main areas where penalties were incurred were in the expansion of abbreviations in Document 1, not following the rubric instructions in Document 2, top and/or bottom margins in Document 3 and the general layout of Document 4.

Document 1

There were some instances of the 4 cm horizontal space being insufficient, particularly if it occurred at the end of a line. This space should be measured from the actual margin and not from the edge of the paper, and it is acceptable to split this space over two lines if necessary. Several candidates did not use spaced capitals for B E T W E E N although this was quite clear in the draft. Some candidates did not expand "afsd". There were instances of "construed" and "construing" being keyed-in as "constructed" and "constructing".

Document 2

This document was mostly well done. The postcode was sometimes keyed-in as S023 rather than SO23. Some candidates did not follow the instruction to use a smaller font for the footer and some changed the date to words in spite of the instructions in the rubric.

Document 3

As usual, the main error with this document was in leaving too large a margin at the bottom. This is usually because the margin is measured from the footer instead of from the last line of the company details. The allocation of vertical space was usually accurate.

Document 4

This document seemed to present the most problems to candidates. There was some inconsistency in line spacing used within and between the sections of the document and in the alignment of the figures with the text. Some penalties under 4P and 4Q were incurred for non-alignment of figures with the column headings and/or non-alignment of the decimal points. In some cases some or all of the ruling was omitted or otherwise faulty. Some candidates made alterations to the OCR supplied letterhead in spite of instructions on the front of the question paper that no changes should be made to this.