

Mailmerge Level 2 – 06994

Autumn 2010

Mainly a high standard of work produced by candidates. Centres are reminded that the OCR letterhead and memo template must be used (Assessment Criteria 3.1). In addition, a minority of candidates made amendments to the contents/display/font/font size.

Document 1

Datafile amendments were generally accurate. Some candidates did not sort the records into exact order of NUMBER. The amendment of TITLE on the Shanaz record was often omitted and the postcode in the Bartlett record was rendered as *HP18 OQS* instead of *HP18 0QS*.

Document 2

Merging and selecting records was carried out well by most candidates. Many candidates rendered *Weston* as *Western* (MC1.1) and some omitted the date (MC2.1). When justifying the text, some candidates justified the letterhead, resulting in a 4H penalty.

Document 3

The majority of candidates produced the correct labels in an appropriate format.

Document 4

Frequently-occurring errors included *Davies* for *Davis*, *Louse* for *Louise* and *Lang* for *Laing* (MC1.2). Sometimes the 's' was omitted from *football boots*. Some candidates indicated all the times as *pm* when two of them were *am*.

Document 5

The letterhead template must only be used on letters or a 4H penalty is incurred. *To* was keyed as *TO* incurring a 4J fault.