


Document Presentation Level 3 - 03934 Autumn 2010

The majority of the candidates completed all four documents. The standard of performance was generally good.

Document 1

The majority of the candidates inserted a shaded text box with the correct fill effect (diagonal lines) and used a different font style **and** size within the text box, but some candidates did not ensure that the text box was positioned at the right margin (Marking Criterion 2.3) and did not delete the word “so” (MC 2.2). The house style was followed by the majority of the candidates, although there were a few instances where some of the subheadings had not been centred (MC 2.3) and no clear line space below the heading “PROPERTY” (MC 4B). A few candidates did not insert the correct accent in “lñes” (MC 1.2).

Document 2

Most of the candidates used Arial 12 font, as instructed, but some did not ensure this was used throughout the document, especially for the text in the unshaded text box (MC 2.3). Some candidates incorrectly included the paragraph beginning “The programme of courses ...” in the two-column section (MC 2.3). An unshaded text box of the correct size, with a 3 pt border, was inserted by the majority of the candidates but some inserted a full stop in the word “option” (MC 1.2). A small number of candidates did not insert decorative horizontal dividers; they simply keyed in a few symbols (MC 2.3) and did not ensure a clear line space above and below both dividers (MC 4B). Some candidates keyed in “manor” instead of “Manor” (MC 1.7), “adopted” instead of “adapted” (MC 2.1) and omitted the word “the” before “spacious bedrooms” (MC 2.1). A small number of candidates did not leave a clear space between  and “Email” and the email address was occasionally incorrectly keyed (MC 1.2). Almost all candidates produced a screenprint; however, some screenprints did not include evidence of the column widths (MC 2.3). A few candidates did not insert the automatic field “Created on” in the footer area (MC 2.3).

Document 3

Almost all candidates inserted a full-page border on every page, as instructed. Centres are advised that the header/footer may appear inside and/or outside the border, but the border must be full-page size, not just around the text; the bottom line of the border must be at the foot of the page, not simply below the text (MC 2.3). “(CO₂)” was occasionally incorrectly keyed as “CO₂ (MC 1.2). Most candidates inserted a paragraph border with shading in the paragraph beginning “The result of insulating ...” but some did not delete the word “ultimately” (MC 2.2). A few candidates did not insert the even-page header “CLIMATE CHANGE” at the right margin (MC 2.3) and the page number was occasionally not in the centre, starting with page 23, as instructed (MC 2.3).

Document 4

Some candidates incorrectly changed all the subheadings, eg “Communication Skills” to upper case instead of the section headings only, as instructed (MC 2.3). A few candidates omitted the telephone symbol ☎ or inserted the wrong symbol, eg 📞 (MC 2.3). Some candidates did not key the words “on everyday life.” In the “Media Studies” section (MC 2.1) and some did not delete the word “also” in the “Creative Writing” section (MC 2.2). The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few candidates who did not insert this automatic field at all, or who inserted only the filename or used the original filename “TRAINING” (MC 2.3). Centres are advised that the filename and path may be in lower or upper case (MC 2.3). Some candidates did not use the correct page number style “Page 1 of 2/Page 2 of 2” (MC 2.3). Occasionally, both the filename and path and page number were inserted as a header (MC 2.3).