

Speed Keying (Level 3) – 03937 Autumn 2011

Centres should ensure that the revised unit specifications are used. This document can be found in the *Units* section of the Text Processing pages on the OCR website:
http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l3_cert/documents/.

The following points should be noted.

Candidates must successfully complete at least the core unit in order to achieve a pass. An omitted paragraph from the core unit will result in failure of the paper.

A clear consistent line space must be left between each paragraph. This includes the space between each unit attempted. A fault will be incurred for each inconsistent space (Marking Criterion 3.3).