

Word Processing (Level 2) – 06999 Summer 2009

The standard of papers was satisfactory.

Document 1:

This was generally completed well but there were two common errors done by a large number of candidates. The main error was failure to copy the sentence. Candidates are now asked to copy a sentence, not several sentences as on the old scheme. Many candidates copied more than was required and copied the whole paragraph instead of the sentence (Marking Criterion 3.5). The other main error was failure to have a consistent top margin of 5.5 cm. All candidates changed the margins correctly but a large number had a top margin of more than 5.5 cm on Page 2 and/or 3. This was probably because they inserted extra line spaces to make a new page and/or failed to insert a hard page break at the first line of the new page (MC4T). Several candidates, when making the new paragraph, inserted an extra character space before “Milking demonstrations” (MC1.2). Several candidates had inconsistent linespacing before the headings “PARTIES” and “CHRISTMAS NATIVITY” (MC4I). A common error was “trial” instead of “trail” (MC1.1) and “schoolteacher” as 2 words (MC1.2). Many candidates did not interpret the close up sign in “well-equipped” correctly with several deleting the hyphen (MC1.2). The document may be printed on both sides of the paper so long as the headers and page numbers are as requested.

Document 2:

This was generally completed well with the main problem being the word count and the positioning of the picture. All the candidates did a word count but a large number keyed in 160 instead of 159 (MC2.3). There is no need to key in extra words such as “word count”. This is not penalised but must not be included in the word count. The picture should have been inserted so that the top of the picture was to the right of the first line of the paragraph with square brackets. Only the text of the paragraph in square brackets should have been wrapped to the left of the picture. Extra line spaces may be inserted before the second paragraph (MC2.3). A few candidates omitted the apostrophe in “day’s” (MC1.2).

Document 3:

The majority of candidates had errors on this task. Some candidates are still failing to leave a clear line space before and after the headings (MC4B). A few candidates had inconsistent line spacing before/after the section headings (MC4I). Several candidates failed to follow the layout of the headings or text in the table, for example, having “PRICE £” on one line (MC2.3). Several candidates failed to line up so that the longest figure, which was “10.50”, started at the same point as the “P” of the heading “PRICE” (MC4Q). Several candidates

sorted the figures into ascending order instead of descending (MC3.4). There were a few keying in errors especially in the headings. These were mainly omission/addition of an "S" in the headings or DESCRIPTION column (MC1.2). Some candidates are rekeying in the recalled text and incurring extra keying in faults. A few candidates did not extend the section headings into the second column (MC2.3).

Document 4:

Some candidates changed the format of the letterhead template (MC4H). Several candidates failed to change the font to Trebuchet 12 for the recalled autotext phrases (MC2.3). The main loss of marks came from the bullet points. Several candidates had inserted the recalled bullets after "volunteers will" which resulted in "On the open day the other volunteers will" becoming a bullet point (MC2.3). Some candidates had inconsistent display of the bullet points, especially the space between the bullet point and the text. (MC2.3). There should be a clear line space before the first bullet point and after the last bullet point in each series (MC4B). The font and size of the autotext phrases, including the bullet points, is Arial 11 and this must be changed to the font and size given in the instructions (MC2.3). The recalled phrases are in the opposite format to what is required so on this task the bullet points were recalled as justified and had to be changed to a ragged margin (MC4S). Several candidates inserted extra full stops at the end of each of the keyed in bullets (MC1.2) and started each one with a capital letter (MC4J). Routing caused several problems including failure to key in "cc" or an alternative, failure to put the routing on the top copy and failure to produce extra copies (MC2.3). The second page was not numbered by a large number of candidates. The task is designed to go on to 2 pages and the second page must be numbered (MC2.3). Candidates may print on the back of the paper but must number the page. Several candidates had keying in errors especially omission of odd words (MC2.1).