

## Word Processing (Level 3) – 03938 Autumn 2008

**Document 1:** Candidates did not always follow instructions on the font style and size required for the header and footer (Assessment Criterion 3.1, Marking Criterion 2.3). The header was not always correctly positioned at the right margin of the document (AC3.1, MC2.3). Almost without exception, pages were numbered correctly. In most cases, paragraphs were copied and moved correctly (AC3.1, MC3.5 and 3.6). Candidates generally inserted “appropriate” page breaks ensuring widow/orphan control (AC3.1, MC2.3). The text box was generally inserted correctly within the paragraph (MC2.3) and was sized exactly (MC4E). The text box was almost always correctly centred horizontally within the paragraph but occasionally the word wrap was incorrect (AC3.1, MC2.3). Text must wrap round the text box on all sides. Search and replace frequently caused difficulties when not all occurrences of the word *craftsmen* were replaced. The most frequent omission was the replacement in *QUALIFIED CRAFTSMEN*. The heading *MATERIALS* was often not inset as instructed (AC3.1, MC4U).

**Document 2:** Most candidates correctly produced a copy of this document displaying track changes (AC3.3, MC2.3). Faults in this document included wrong width of columns (MC2.3) and loss of justification (MC4S). The main fault was that candidates inserted both paragraphs of text from the Resource Sheet rather than just the paragraph on hedge laying as instructed. This incurred a penalty of 1 fault per word (MC2.1). Some candidates failed to delete the word *real* (MC2.1).

**Document 3:** Some candidates omitted the title *PROPERTY AUCTION* (AC3.4, MC2.1) and did not present column headings exactly as displayed in draft (MC2.3). Only a few candidates omitted the final sentence (MC2.1). All figures in the *GUIDE PRICE* £ column should be left aligned (MC4P). The decimal point in the *SELLER'S COMMISSION* £ column should be aligned (MC4Q). In addition, the first figure of the longest number (in this case 1,076.25 and 1,049.13) should be left aligned with the column heading (MC4P). Some candidates did not leave a clear linespace between items despite the layout being clearly displayed on the Resource Sheet (MC4B). Most candidates followed the instruction to incorporate data from the Resource Sheet on the *URBAN* section only. Shading was added as instructed to the *DESCRIPTION OF PROPERTY* column. Many candidates failed to change the style of line round the *LOT NUMBER* column as instructed and changed the three horizontal lines within that column as well (MC2.3).

**Document 4:** This was carried out very well. Almost all candidates successfully copied the correct paragraph as instructed maintaining consistent font style and size (AC3.5, MC2.3). The picture was inserted and sized correctly. The main fault was that when the booklet was folded the pages did not have left and right margins of at least 13 mm (MC4A).