

## **Mailmerge Level 1 – 06971 Autumn 2010**

Excellent work produced by the majority of candidates. Centres are reminded that the OCR template for the specific qualification/series must be used for the letter (Assessment Criteria 3.1).

### ***Document 1***

Amendments were undertaken accurately by the majority of candidates. The main fault was an error in *TF7 9BZ* (where the 'Z' was replaced with '2') (Marking Criteria 1.1).

### ***Document 2***

Some candidates made changes to the letterhead template – such as font, font size or alignment – and incurred an MC4H fault. The document was keyed accurately by most candidates.

### ***Document 3***

The word '*mashed*' was often changed to '*dash*' (MC1.2). Times were sometimes rendered inconsistently (4L) and words given initial capitals (4J).

Candidates are reminded that it is important not to add a space (or Enter) after fields as it will result in a space (or a Return) after the field in the merged document.

### ***Document 4***

This document was produced accurately by most candidates. A number of candidates omitted the full stop at the end of the final paragraph (MC1.2).