

CHIEF EXAMINER'S REPORT

SUBJECT **Document Presentation**

STAGE/SCHEME **Level 3 (03934)**

SERIES **Autumn 2011**

Centres should ensure that the revised unit specifications are used in future. 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 majority of the candidates completed all four documents. The standard of performance was generally good.

Many of the candidates' errors could have been detected and corrected if they had carefully checked their work against the draft. Errors such as missing, wrong or superfluous words, punctuation and paragraphing cannot be identified by use of spellcheckers. Reliance on spellcheckers is proving to be one of the major reasons candidates are awarded a Pass rather than a Distinction or a Fail rather than a Pass.

Document 1

Most of the candidates inserted a shaded text box with the correct fill effect (horizontal lines) and used a different font style **and** size for the words within the text box, but some candidates did not ensure that the text box was positioned in the centre of the page and some inserted diagonal lines as the fill effect (Marking Criterion 2.3). The house style was followed by the majority of the candidates, although there were a few instances where there was no clear line spacing below some of the subheadings (MC 2.3). A few candidates did not ensure that the font size chosen for the text *COMPANY ETHOS ... best advice.* was clearly larger than the original. Candidates are advised that a one-point difference in font size is not sufficient (MC 2.3).

Document 2

Most of the candidates used Comic Sans 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). An unshaded text box of the correct size, with a 4½ pt border, was inserted by the majority of the candidates, but some centred the text box across the page rather than centred the text horizontally inside the text box (MC 2.3). 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). 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 all pages except the first page, but some inserted full-page borders on every page and occasionally on the first page only (MC 2.3). A few candidates incorrectly keyed "(CO₂)" as "C0₂" (MC 1.2). Most candidates inserted a paragraph border with shading in the paragraph beginning "Three types of material ..." but some did not correctly key the hyphen in "25-year" (MC 1.2). A few candidates did not insert all headers and footers in the correct position and the page number was occasionally not in the centre, starting with page 15, as instructed (MC 2.3). A number of candidates indented the bullet points from the left margin (MC 4A).

Document 4

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 "NURSERY" (MC 2.3). Some candidates did not use the correct page number style "Page 1" (MC 2.3). Occasionally, both the filename and path and page number were inserted as a header (MC 2.3).

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Date:	27 January 2012