

Medical Word Processing (Level 2) – 06996

Summer 2011

General:

Candidates performed well on this paper and there were some excellent scripts. The medical terminology caused few difficulties and the word processing functions were generally carried out competently. Most faults were incurred as a result of keying errors such as superfluous, missing or wrong words and failure to key punctuation and initial capitals as shown on the draft. Proofreading skills are a requirement of this scheme and candidates should check their work very carefully against the draft before submitting. A small number of candidates continue to change the font style and/or size of the recalled text which should not be changed unless specifically instructed to do so (Marking Criterion 2.3).

Document 1:

This document was well done with the most common errors being failure to maintain a top margin measurement of 3.5 cm on all pages (MC 4T) and failure to align the footer text with the right margin on all pages (MC 2.3). Some candidates aligned the footer text correctly on Page 1 but inserted page numbers on the bottom right from Page 2 and in doing so misplaced the position of the footer text. A few candidates were not able to control the display of the footer and page numbers on specific pages, omitting the footer from the first page or including page numbers on all pages (MC 2.3). Some candidates copied two sentences rather than just the sentence indicated (MC 3.5). Spacing after the headings was not always consistent and this was particularly apparent above the moved paragraph (MC 4I). A common error was failure to delete the recalled text 'usually only' (MC 2.2).

Document 2:

The insertion and manipulation of the image caused the most problems in this document. The image should be displayed to the right of the second paragraph with the third paragraph starting below the image (MC 2.3). This may require the insertion of additional line spaces to ensure only the paragraph shown is wrapped next to the image. Re-sizing of the image was generally done well. Some candidates failed to delete the recalled text 'a team of' (MC 2.2). Sorting and centring were done well but a few candidates omitted the text above the list incurring a fault for each omitted word (MC 2.1). The two paragraphs were correctly transposed but in carrying out this modification some removed the full stop(s) or failed to leave a clear line space between these paragraphs (MC 4B). The file path was occasionally omitted from the footer or the file name included additional text such as the candidate's initials (MC 2.3). The correct word count was 154 but allowances were made for additional/omitted words; some candidates incurred a penalty for including the number in the word count calculation. Other errors included 'cardiology' keyed as 'cardiac' and 'infarction' as 'infracion'. Candidates were not penalised if they emboldened the word 'commence'.

Document 3:

A few candidates omitted the heading incurring a fault for each omitted word (MC 2.1). The table was generally well done with the main error being failure to leave a clear line space after each of the column headings and/or after the section headings (MC 4B). Some incurred a fault for not adjusting the column widths to display the items on one line or not splitting the column headings over two lines as shown on the draft. The column heading SUMMARY OF ATTENDANCE and the section headings should span the adjacent columns requiring the merging of cells but some candidates failed to evidence this and widened the columns instead of merging (MC 2.3). Some candidates failed to key the patient surnames with initial capitals as shown on the draft (MC 1.7 per word). Other errors included 'Phillip' keyed as 'Philip', 'infarction' as 'infraction' and 'packing' as 'packaging'.

Document 4:

The keying in of this task was generally well done. A few candidate made alterations to the font style, size and/or alignment of the recalled heading (MC 4H). The document was usually keyed in the correct font style and size but some failed to change the font size/style of the recalled phrases (MC 2.3). References must be displayed exactly as shown on the draft; some expanded 'ref' to 'reference', inserted punctuation or failed to follow capitalisation (MC 2.1). Common errors included 'medial' frequently keyed as 'medical', 'unremarkable' as 'remarkable', 'originating' as 'origination', 'amenable' as 'amendable'. Several continue to omit cc, copy or similar from the destination details (MC 2.3) and a few candidates produced only one copy (MC 2.2).