

Word Processing Level 3 – 03938 Autumn 2009

There was an improvement in the standard of scripts submitted and candidates generally followed instructions carefully.

Candidates should not make any alteration to the font style/size of recalled text unless instructed otherwise.

Some candidates are still not accurately centring the text box horizontally. This may be because if any adjustments are made to the position of the text box after insertion, it will be necessary to re-centre the text box horizontally.

Document 1

Candidates generally followed instructions on the font style and size required for the header and footer. However, the header was not always correctly positioned at the right margin of the document (Marking Criterion 2.3). Most candidates retained the size of the font and/or font style of the recalled text (MC2.3). Both left and right margins must be adjusted to achieve the specified line length (MC4T). Pages were numbered correctly but occasionally the page number was missing on the first page (MC2.3). In most cases, paragraphs were moved (MC3.6) and copied correctly although a few candidates positioned the copy paragraph after the text box paragraph instead of after the heading *WALKS* (MC3.5). Candidates did not always insert “appropriate” page breaks and left as much as a half-page of clear space on a page (MC2.3). The text box was generally inserted correctly within the paragraph with correct word wrapping (MC2.3) and was sized exactly (MC4E). However, the text box was not always accurately centred horizontally within the paragraph. Search and Replace still causes some problems and not all occurrences of the word *features* were replaced. The word appeared four times in the document – once in capitals, once with an initial capital and twice in lower case. The word must be replaced each time, matching case as draft (MC2.3). The most common keying error was *Hermoine* for *Hermione*.

Document 2

Most candidates correctly produced a copy of this document displaying track changes (MC2.3). A few candidates inserted two paragraphs of text from the Resource Sheet rather than just one paragraph as instructed. This incurred a penalty of 1 fault per word (MC2.1). The words *at least* were not always deleted (MC2.2). The run on instruction was not always carried out correctly leaving extra spaces after the full stop (MC3.3).

Document 3

The layout of column headings must be exactly as draft, eg *DESCRIPTION AND* must be on one line and *ADDITIONAL INFORMATION* must be on the line below (MC2.3). There should be a clear linespace after section headings and between separate items as indicated on the Resource Sheet (MC4B). On the whole, decimal points were correctly aligned and the first figure of the longest number was left aligned with the column heading (MC4Q). Almost all candidates followed the instruction to incorporate data from the Resource Sheet on the *BATHROOM* section only. Data was sometimes sorted in the wrong order with the lowest amount first (MC2.3) and the data was not always left aligned in the *NUMBER ORDERED* column (MC4P). Candidates added shading and removed the *CODE* column as instructed (MC2.3). The most common keying error was *STATIONARY* for *STATIONERY* (MC2.1).

Document 4

This document was very well produced. Almost all candidates successfully copied the correct paragraph as instructed maintaining consistent font style and size (MC2.3). The correct picture was inserted and sized accurately. 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). The folded booklet has a front and a back cover and two inside pages. Each inside page should have left and right margins of at least 13 mm. This also applies to the margins for the front and back covers. The layout of text must be followed as draft (MC3.2). The pages of the booklet should not be numbered. There was some inconsistent display of the time (eg *7.30 am to 9.00pm*) (MC4L). Some candidates changed only the font size and not the font style as well on the paragraph beginning *Anyone who would like . . .* (MC4D). Keying errors included *Laura* for *Lauren*, *Sailsbury* for *Salisbury* and *exiting* for *exciting* (MC2.1).