

Word Processing Level 3 – 03938 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 standard of scripts submitted was generally very good. Candidates had been thorough with their proofreading.

The emphasis instruction in the leaflet document (document 4) requires both the font style and size to be changed. Candidates should be encouraged to choose a font style and size that is noticeably different from that specified for the rest of the document.

Also in this document, a few candidates followed the line endings on the front cover resulting in short lines. Candidates are reminded that line endings should be allowed to occur naturally in continuous text.

Document 1

Candidates generally followed instructions on the font style and size for the header and footer. The header was not always aligned with the right margin of the document (Marking Criterion 2.3). In most cases, paragraphs were moved (MC 3.6) and copied correctly (MC 3.5). There was an improvement with the Search and Replace instruction which was generally carried out correctly. The text box was not always exactly centred horizontally within the paragraph (MC 2.3) and the left and/or right margins had not been adjusted from the previous indented paragraph (MC 4U and 4V).

Document 2

This document was generally done very well. Most candidates correctly produced a copy of this document displaying track changes (MC 2.3) and inserted the paragraph from the Resource Sheet as instructed. There was often inconsistent spacing before, between or after the transposed paragraphs (MC 4I).

Document 3

This document was generally very well produced. Occasionally, the column order was not correct. Sometimes candidates sorted the figures in the wrong order starting with the highest rather than the lowest and the order of the sections was sometimes incorrect. On the whole, decimal points were correctly aligned and the first figure of the longest number was left aligned with the column heading (MC 4Q). The specified font was not always used (MC 2.3). Keying errors included *THE* omitted from *DETAILS OF THE COACH TOUR* (MC 2.1), *ACCOMODATION* (MC 1.2), *Boarders* for *Borders* (MC 2.1), *national* and *ferry* each with an

initial capital letter (MC 4J). The modifications to add shading and to change the outside border were almost always carried out correctly (MC 2.3).

Document 4

This document was generally very well done. Almost all candidates successfully copied the correct paragraph as instructed maintaining consistent font style and size (MC 2.3). The correct picture was inserted and sized accurately. There was a great improvement with candidates leaving the minimum margins between the front and back covers and the two inside pages when the booklet is folded (MC 4A). Candidates are reminded that the emphasis instruction is to change the font style and size, and the change must be noticeable (MC4D).