

Medical Word Processing (Business Professional) Level 2 - 06996 Spring 2009

The standard of work submitted was high with most candidates coping well with the demands of the new scheme. Candidates must recall the OCR supplied files and they should not make any alterations or amendments to the font style or size of the recalled text unless specifically instructed to do. Centres are no longer required to submit a worked tutor copy with each batch.

Document 1: This document was generally well done. Most candidates numbered the pages and removed the page number from the first page but in removing this they also removed the header text which should appear on every page (2.3). The left and top margin were adjusted as instructed but many candidates failed to maintain the top margin measurement on pages 2 and 3, probably due to superfluous hard returns at the top of the page (4T). Copying the sentence was not done well with many candidates copying the full paragraph rather than just the sentence (3.5). Page breaks were inserted as instructed but some candidates failed to maintain justification throughout the document (4S). The close up correction sign was poorly executed with many candidates transposing the words to read 'lying under' rather than joining the words to 'underlying'. The font style and size of the recalled text must not be changed; candidates who modified this were penalised (2.3).

Document 2: The insertion and manipulation of the picture were generally done well with nearly all candidates inserting the correct picture and correctly changing the width. The picture needed to be positioned to the left of the paragraph with text wrapped to the right and the paragraph 'Norovirus is highly...' positioned below the picture as shown on the draft. Several candidates incorrectly included this paragraph as part of the text wrapped to the right of the picture (2.3). Occasionally the text was wrapped to the left with the picture positioned at the right margin (2.3). A few candidates failed to print the document in landscape (4H) and some failed to underline the text 'closed environments' or the underline extended under the space following the text (2.3). The vertical transposition was well done although one or both full stops were occasionally lost (3.1). Most candidates performed a word count which should have been 154 – the inclusion of additional text such as 'word count' is not penalised but these words should not be included in the actual word count (2.3). Some candidates did not insert an automatic filename and path; a fault was incurred for failure to position this in the footer area and/or a filename other than WINTER or NORO (2.3). A common error was 'projectile' as 'projective'.

Document 3: The presentation of the table must be exactly as shown on the draft. The column widths should be adjusted to ensure the items are displayed on one line and the sub-divided column headings SAMPLE VOLUME (ML) and TEST TIME IN HOURS must be wrapped exactly as shown on draft. The heading SPECIMEN DETAILS should span the sub-divided columns requiring the cells to be merged (2.3). All column headings and data in the table must be left aligned (4P). Many candidates continue to present the table without a clear line space after each of the column headings and/or after the section headings (4B). Occasionally the table extended into the left margin resulting in an irregular left margin with the text above and below (4A).

The allocation of vertical space caused few problems and the sort and table modification were well done. Common errors were 'visits' as 'visit' and (ML) as (ml) (4J).

Document 4: The majority of candidates recalled the supplied letterhead template although some incurred a fault for making alterations to the letterhead such as changing alignment, font style/size or removing emphasis (4H). Many candidates failed to change the font size and style of the recalled phrases to Tahoma 10 (2.3). Faults were incurred in the production of extra copies, destination and routing with some candidates producing only one copy or handwriting destination details and a few failed to key 'cc' or an alternative (2.3). A common error was 'lumbar' keyed as 'lumber'.