

Level 3 Word Processing - 03938 Spring 2009

Candidates continue to approach this new exam in a very positive way.

Many of the new features were carried out successfully and candidates generally followed instructions carefully.

The comments given on the analysis of the faults in each document are intended to give helpful guidance for future candidates.

Document 1: Candidates generally followed instructions on the font style and size required for the header and footer (Assessment Criterion 3.1, Marking Criterion 2.3). The header was not always correctly positioned at the right margin of the document (AC3.1, MC2.3). Both left and right margins must be adjusted to achieve the specified line length (AC3.1, MC4T). Almost without exception, pages were numbered correctly. In most cases, paragraphs were copied and moved correctly (AC3.1, MC3.5 and 3.6). Candidates generally inserted "appropriate" page breaks ensuring widow/orphan control (AC3.1, MC2.3). The text box was generally inserted correctly within the paragraph (MC2.3) and was sized exactly (MC4E). However, the text box was not always accurately centred horizontally within the paragraph and occasionally the word wrap was incorrect (AC3.1, MC2.3). Text must wrap round the text box on all sides. Search and replace caused difficulties when not all occurrences of the word *reductions* were replaced. The most frequent omission was the replacement of the sub-heading *REDUCTIONS*. The sub-heading *OPEN TO ALL* was sometimes inset (AC3.1, MC4U).

On the first page of the multi-page document, the word *definitely* was often not deleted (MC2.2) and the word *dive* was keyed in as *drive* (MC2.1).

Document 2: Most candidates correctly produced a copy of this document displaying track changes (AC3.3, MC2.3). The whole document including the heading must be in columns (MC2.3). Generally, this document was produced with the correct column width (MC2.3) and justification was maintained throughout (MC4S). Only a few candidates inserted both paragraphs of text from the Resource Sheet rather than just the paragraph on the skydiving resort as instructed. This incurred a penalty of 1 fault per word (MC2.1). Quite a large number of candidates omitted the words *are open to people of all ability levels and* (MC2.1).

Document 3: The layout of column headings must be exactly as draft, eg *ACTIVITY AND RESORT* must be on one line and *ABILITY LEVEL* must be on 2 lines (AC3.4, MC2.3). A space was sometimes left before and after the solidus in *DAY/DURATION* (MC1.2). There should be a clear linespace after section headings (MC4B). Most candidates followed the layout of text in the body of the table as displayed on the Resource Sheet (MC2.3). Decimal points were not always correctly aligned (MC4Q). In addition to the correct alignment of decimal points, the first figure of the longest number (in this case 1050.00 and 1286.80) should be left aligned with the column heading (MC4Q). Almost all candidates followed the

instruction to incorporate data from the Resource Sheet on the European Mainland section only. The word *Austria* was often keyed in as *Australia* (MC2.1). The instruction to modify the table by the addition of shading and the removal of data was carried out correctly.

Document 4: This document was very well produced. Almost all candidates successfully copied the correct paragraphs as instructed maintaining consistent font style and size (AC3.5, 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.