

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06977**

BUSINESS PRESENTATIONS

Question Paper
Reference: **AUTUMN 09**

This question paper may only be taken within these dates:
19 OCTOBER 2009 – 11 DECEMBER 2009

TIME: 1 HOUR 30 MINUTES

INSTRUCTIONS TO CENTRES

Centres should refer to the Administration Guidance for Vocational Qualifications (A850).

Centres are responsible for ensuring that the hardware and software to be used for this examination is in full working order and is sufficient to enable candidates to meet all the assessment criteria as specified in this Unit.

Errors occurring as a result of faulty or inappropriate hardware or software will not be taken into consideration by OCR.

Candidates should use the **Save As** facility, using the filenames given, and should be encouraged to save frequently while working through documents.

Centres must ensure that all printing, photocopying and routing carried out by candidates outside the examination time is supervised by the Invigilator.

All candidates' work must be sent to OCR, including work candidates have crossed through.

Ensure that Invigilators are aware that candidates must be asked to read the front cover of the question paper before the start of the examination.