

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**LEVEL 1 TEXT PROCESSING  
(BUSINESS PROFESSIONAL)**

Scheme Code: **06970**

**LEGAL TEXT PROCESSING**

Question Paper  
Reference: **SPRING 09**

This question paper may be taken within these dates:  
**16 FEBRUARY 2009 - 8 MAY 2009**

**TIME: 1 HOUR 15 MINUTES**

**INSTRUCTIONS TO CENTRES**

Centres should refer to the Administration Guidance for Vocational Qualifications.

Centres are responsible for ensuring that the hardware and software to be used for the 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. Centres must also ensure that hardware and software is set to UK English spelling and UK date format.

Letters must be produced on OCR letterhead, either pre-printed or by use of a template.

The form template for use with Document 3 is provided by OCR. Candidates using word processors must use this form template. Candidates should input text at the insertion point indicated by the dollar sign (\$). The dollar signs must be deleted by candidates when inputting the required text. **Centres must not make any alterations or amendments to recalled text.**

Should a candidate wish to use a typewriter they must use the hard copy of the form provided in the question paper.

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.