



# Text Processing (Business Professional)






<b>Unit Title:</b>	<b>Medical Word Processing</b>
OCR unit number:	06996
Level:	2
Credit value:	5
Guided learning hours:	50
Unit reference number:	J/505/7089

## Unit aim

This unit aims to equip candidates with the ability to produce, from handwritten and recalled text using a word processor, a variety of routine medical business documents to a standard that meets the requirements of employment. They demonstrate understanding of the requirements of medical conventions.

<b>Learning Outcomes</b> <i>The learner will:</i>	<b>Assessment Criteria</b> <i>The learner can:</i>	<b>Knowledge, understanding and skills</b>
1 Be able to use a word processor	1.1 Select and use the functions of a word processor, including <ul style="list-style-type: none"><li>- open files</li><li>- save files</li><li>- setting and adjusting margins</li><li>- line spacing</li><li>- alignment including left and centre alignment, tab alignment, decimal alignment of numbers and money and full justification</li><li>- change font style and size</li><li>- indenting text</li><li>- cut, copy and paste</li><li>- pagination</li><li>- headers/footers</li><li>- page numbering</li><li>- find and replace</li><li>- sorting data</li><li>- ways of emphasising text</li><li>- underlining text</li><li>- format for portrait or landscape</li><li>- insert, position and manipulate a picture</li><li>- wrapping text</li></ul>	<ul style="list-style-type: none"><li>• Retrieve pre-stored documents, retaining font style and size</li><li>• Set margins of at least 13 mm</li><li>• Adjust left and top margins</li><li>• Change line spacing to double/single</li><li>• Left alignment, including main and subheadings as presented in the draft</li><li>• Alignment of decimal points</li><li>• Centre text</li><li>• Change text to full justification</li><li>• Emphasise text, using bold, italics, underlining, change of font style/size only</li><li>• Inset text from the left margin</li><li>• Move and copy text</li><li>• Insert page breaks</li><li>• Insert a header or footer, in specified position</li><li>• Insert and control page numbers</li><li>• Search and replace</li><li>• Underline words which will be included in handwritten text in the draft</li><li>• Create a table, adjust column widths, merge cells and remove borders</li><li>• Insert a specified image, adjust width and set text wrapping</li></ul>

<b>Learning Outcomes</b> <i>The learner will:</i>	<b>Assessment Criteria</b> <i>The learner can:</i>	<b>Knowledge, understanding and skills</b>
	<ul style="list-style-type: none"> <li>- create tables</li> <li>- recalling AutoText phrases</li> <li>- perform a word count</li> <li>- inserting automatic filename and path</li> <li>- spell checking</li> <li>- printing</li> </ul>	<ul style="list-style-type: none"> <li>• Sort data alphabetically, numerically or chronologically</li> <li>• Insert an automatic filename and path in the footer area</li> <li>• Recall pre-stored AutoText phrases</li> <li>• Use word count facility</li> <li>• Format document for landscape printing</li> <li>• Print single and multi-page documents</li> <li>• Producing additional copies and indicate routing.</li> </ul>
<p>2 Be able to key in text with a medical context from handwritten and typewritten drafts</p>	<p>2.1 Key in text, including</p> <ul style="list-style-type: none"> <li>- capitalisation</li> <li>- punctuation</li> </ul> <p>2.2 Key in text to a specified layout including</p> <ul style="list-style-type: none"> <li>- multi-page report, article, information sheet</li> <li>- notice, poster, advertisement</li> <li>- document containing a table</li> <li>- medical letter inserting AutoText phrases</li> </ul> <p>2.3 Key in a table consistently from handwritten draft, including adjusting column widths and merging cells</p>	<ul style="list-style-type: none"> <li>• Read and transcribe variable quality manuscript</li> <li>• English spelling, punctuation and grammar and medical terminology</li> <li>• Key in a three-column unruled table with one sub-divided column and multi-line headings</li> <li>• Column headings and data in columns must be consistently aligned to the left</li> <li>• Align decimal points with the longest figure left aligned with the column heading</li> <li>• Present text in the table as shown on the draft, adjusting column widths and merging cells to prevent word wrap</li> <li>• Use conventional layout and style for business documents.</li> <li>• <b>Letter</b> <ul style="list-style-type: none"> <li>- <i>Our ref</i> details are keyed in as draft, including capitalisation and punctuation</li> </ul> </li> </ul>
<p>3 Be able to interpret implied and explicit instructions</p>	<p>3.1 Complete work within set timescales</p> <p>3.2 Retrieve pre-stored documents or templates</p> <p>3.3 Use consistent style and presentation, including</p> <ul style="list-style-type: none"> <li>- clear line space before and after separate items in documents</li> <li>- display of date, measurement, weight, time, money, figures, dashes and hyphens</li> <li>- retain font style and size of recalled text</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate stationery</li> <li>• Retrieve pre-stored files and amend text as shown in the draft, maintaining existing font style and size</li> <li>• Modify the table, e.g. change sequence of columns or change the order of sections</li> <li>• Allocate vertical space of a specified size</li> </ul>

<b>Learning Outcomes</b> <i>The learner will:</i>	<b>Assessment Criteria</b> <i>The learner can:</i>	<b>Knowledge, understanding and skills</b>
	<p>3.4 Comply with instructions for amending medical documents, including</p> <ul style="list-style-type: none"> <li>- modify the layout of the table</li> <li>- allocate vertical spacing</li> <li>- insert, position and manipulate a picture</li> </ul> <p>3.5 Comply with instructions for production of medical letters, including</p> <ul style="list-style-type: none"> <li>- inserting today's date</li> <li>- retrieving AutoText phrases</li> <li>- inserting destination details</li> <li>- producing extra copies</li> <li>- indicating routing</li> <li>- use specified font style and size</li> </ul> <p>3.6 Make amendments to text as shown in the draft</p>	<p><b>Letter</b></p> <ul style="list-style-type: none"> <li>- Insert today's date</li> <li>- Use specified font and size ensuring consistency</li> <li>- Recall two AutoText phrases</li> <li>- Produce extra copies and indicate routing of copies.</li> <li>- Number continuation sheets</li> </ul> <ul style="list-style-type: none"> <li>• Amend text as shown in draft: <ul style="list-style-type: none"> <li>- deletion with replacement words</li> <li>- deletion without replacement words</li> </ul> </li> <li>• follow correction signs:</li> </ul>
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>new paragraph [ or //</p> <p>run on ~</p> <p>insertion with word(s) above / or balloon with arrow e.g. </p> <p>transpose horizontally ~ or balloon with arrow e.g. </p> <p>transpose vertically </p> <p>transpose consecutive items vertically</p> <p>close up </p> <p>leave a space /</p> <p>stet - - - - - with  in margin</p> </div> <div style="flex: 0.5; font-size: 4em; margin: 0 10px;">}</div> <div style="flex: 0.5; text-align: right;"> <p>no marginal instructions</p> </div> </div>		
<p>4 Be able to check documents for accuracy</p>	<p>4.1 Check documents for accuracy, correcting mistakes as necessary</p>	<ul style="list-style-type: none"> <li>• Use of spellchecker</li> <li>• English spelling, punctuation and grammar</li> <li>• Medical and drug dictionaries</li> <li>• Proofreading skills</li> <li>• Use appropriate correction techniques to ensure work is accurate</li> </ul>

## Assessment

---

Assessment will consist of producing four business documents with a medical context totalling no more than 1,040 words (500 words to be input by candidates and no more than 540 recalled words) and will take the form of a 1 hour 45 minute test set and marked by OCR.

Results will be graded Distinction, Pass or Fail. The grade achieved will be stated on the certificate.

To achieve a Distinction, candidates must produce the documents with no more than 4 faults within the time allowed (1 hour 45 minutes).

To achieve a Pass, candidates must produce the documents with no more than 11 faults within the time allowed (1 hour 45 minutes).

## Administration guidance

---

- A word processor **must** be used to complete the examination.
- Centres must ensure that the recall material for this examination is available for candidates. Recall material is supplied for each examination by OCR publications on CD-ROM or can be downloaded free of charge from Interchange, OCR's secure website.
- Centres **must not** re-key or amend the pre-stored documents, or letterhead. Centres must check that the AutoText phrases work on their system and if necessary key in the AutoText phrases in the letterhead template file.
- Stationery: A4 plain paper will be required.
- Printing: Candidates **must** carry out their own printing. No changes whatsoever may be made to the documents outside the time allowed for the examination. Printing may be undertaken in a period immediately following the examination and supervised by the Invigilator.
- For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## Guidance on assessment and evidence requirements

---

For detailed guidance, please refer to the marking criteria and tutor notes in this document.

Candidates must produce four medical business documents to a standard acceptable in the workplace and outcomes must be within the permitted error tolerance.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word\* irrespective of the number of errors that may appear in that word. For example, "miscellaneous" keyed in as "miss-selanium" will be penalised 1 fault, even though several faults have been incurred in the word. Presentation (Section 4) faults may also be applied.

\* A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing. Other items that are treated as a word are:

- postcode
- initials and courtesy titles

- simple or complex numbers including money, times and telephone numbers
- simple or compound measurements

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage candidates.

Errors will be divided into 4 categories:

Marking Criteria	Tutor Notes
<b>Section 1 Faults - keying in errors</b> <b>One fault will be given for each word* which:</b>	
1.1 contains a character which is incorrect (including upper case character within a word), or is illegible for any reason	<ul style="list-style-type: none"> <li>• A penalty will be incurred for any word that contains a character that is incorrect or that includes an upper case character within a word, e.g. <i>laBel</i></li> <li>• Candidates may use English, mother tongue, medical and drug dictionaries and spellcheckers where available</li> </ul>
1.2 has omitted or additional characters or spaces	<ul style="list-style-type: none"> <li>• A space inserted between a word and its associated punctuation, e.g. <i>word :</i> or <i>word ?</i> will incur 1 fault per instance</li> <li>• Incorrect or omitted paired punctuation e.g. brackets, single quotes will incur 1 fault per 'pair', e.g. ( <i>Progress Group</i> ), ' <i>Progress Group</i> '</li> </ul>
1.3 contains handwritten character(s)	
1.4 has no space following it	
1.5 has more than 2 character spaces following it, except where appropriate, e.g. before postcode, after punctuation	<p>In continuous text, 1 fault per instance will be incurred for:</p> <ul style="list-style-type: none"> <li>• more than 3 spaces appearing after a full stop, question mark, exclamation mark or colon</li> <li>• more than 2 spaces appearing after a comma, semi-colon, closing bracket, dash, apostrophe (at the end of a word) and closing single or double quotes</li> <li>• where a short line appears, this will be penalised if the first word following could have fitted at the end of the short line with at least 18 mm (<math>\frac{3}{4}</math>" ) to spare (measuring the short line against the longest line in the document)</li> </ul> <p>NB: No penalty will be incurred for inconsistency after punctuation e.g. 1 or 2 spaces inconsistently after a full stop</p>
1.6 contains overtyping, including overtyping of pre-printed material (per entry regardless of the number of words involved) e.g. letterheads	
1.7 does not contain initial capitals as presented in the draft, including the first letter of a sentence and the first letter of a row of text in a table	<ul style="list-style-type: none"> <li>• Candidates should key in text as presented in the draft. One fault per instance will be incurred for each initial capital drafted that has been keyed in as a lower case character (this includes faults in drug brand names and diseases named after a person e.g. Hodgkin's Disease)</li> </ul>

Marking Criteria	Tutor Notes
	<ul style="list-style-type: none"> <li>• Failure to insert a capital letter following a penalty for an omitted full stop will not be penalised.</li> <li>• Inserting a capital letter following a penalty for an incorrect full stop will not be penalised</li> </ul>

<b>Section 2 Faults – omissions and additions</b>	
<b>One fault will be given for:</b>	
<p>2.1 each word which is the wrong word and a word that has been omitted or added or not removed as instructed (e.g. a word which is crossed out in the draft)</p>	<ul style="list-style-type: none"> <li>• Failure to delete recalled text and insert replacement words will incur 1 fault for each word that has been omitted or is the wrong word</li> <li>• The unspecified deletion and/or duplication of recalled text will incur 1 fault per word, unless it can be attributed to a vertical or horizontal transposition, deletion without replacement (see 2.2 below), move or copy</li> <li>• If items to be vertically transposed include an amendment to text (e.g. deletion with replacement words) or a correction sign for insertion of words (e.g. caret sign, balloon or “stet”), 1 fault per word for wrong/omitted words will be incurred under 2.1, in addition to any penalty under 3.1</li> <li>• One fault will be incurred for each instance of a missing, incomplete or incorrect date to be inserted on correspondence as instructed on the front cover of the question paper</li> <li>• All errors in other dates are penalised per element</li> <li>• The date must appear below the letterhead and above the salutation of the letter and should have a clear line space above/below</li> <li>• Any style of date is acceptable, with the exception of the American numeric format, e.g. 12/25/2011 as Christmas Day</li> <li>• In the medical letter, any presentation of DOB and the patient’s actual date of birth in the subject heading is acceptable. The word Re or Ref will be accepted as part of the heading</li> <li>• If a date appears in a document that does not require dating, this will be penalised 1 fault maximum unless the date appears as part of the personal details or above the first line of the document or below the last line of the document</li> <li>• Candidates will incur a fault if they set up their own reference or omit the reference or add their own initials</li> <li>• Our reference details must be keyed in as shown in the draft, including capitalisation and punctuation (do not expand <i>ref</i>). Treat the whole reference as 1 unit for marking purposes. Errors in references incur 1 fault maximum per document.</li> <li>• Failure to type correct words in accordance with the stet correction sign.</li> </ul>

Marking Criteria	Tutor Notes
<p>2.2 each instance of failure to:</p> <ul style="list-style-type: none"> <li>– delete recalled text as instructed</li> <li>– produce an extra copy</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to delete recalled text as shown in the draft will incur 1 fault maximum, irrespective of the number of words involved (this relates to a deletion where there are no replacement words written above the words crossed through)</li> <li>• Penalise 1 fault for each copy not produced</li> </ul>
<p>2.3 omission of implied or explicit instructions (regardless of the number of words involved) for failure to:</p> <ul style="list-style-type: none"> <li>– insert each AutoText phrase</li> <li>– insert headers or footer as instructed</li> <li>– use specified font style/size</li> <li>– ensure consistent use of font style/size throughout a document</li> <li>– insert number pages as specified</li> <li>– insert page breaks as instructed</li> <li>– carry out an aspect of modification as instructed</li> <li>– insert a picture</li> <li>– resize picture</li> <li>– wrap text left/right of picture</li> <li>– underline text</li> <li>– indicate destination details on all copies</li> <li>– indicate routing</li> <li>– use software facilities to perform a word count</li> <li>– insert an automatic filename and path in the footer area</li> <li>– present text in the table as shown on the draft</li> <li>– merge cells over sub-divided columns</li> </ul>	<ul style="list-style-type: none"> <li>• Changes made to the font style/size in a document where there is no instruction to do so will incur 1 fault maximum per examination paper</li> <li>• Failure to use a specified font style/size as instructed will incur 1 fault maximum per document</li> <li>• Documents must be saved using filenames as instructed prior to printing</li> <li>• Failure to insert the phrase in full or duplication of any part of a phrase will be penalised as 1 fault per phrase</li> <li>• Failure to insert a header/footer in the specified position as instructed incurs 1 fault maximum (including keying errors). Capitalisation faults may also be penalised under 4J (see below)</li> <li>• Headers/footers may appear within the top/bottom margins</li> <li>• Any font style and size may be used in the header/footer area</li> <li>• Page Numbers: errors and omissions related to page numbers are penalised as 1 fault maximum per examination paper including: <ul style="list-style-type: none"> <li>- failure to insert page numbers as instructed</li> <li>- insertion of page numbers on single-page documents</li> <li>- page numbers not inserted on continuation sheets</li> </ul> </li> <li>• Page numbers may appear in any position and may be any style but must appear once only on each page of a document</li> <li>• Failure to insert page breaks where instructed in the multi-page document will incur 1 fault maximum</li> <li>• Failure to carry out an aspect of modification, i.e. change the sequence of columns in a table, will incur 1 fault</li> <li>• Failure to carry out the find and replace or errors in the replaced text will incur 1 fault. The word used in find and replace will be keyed in consistently, e.g. SHARE, Share, share</li> <li>• Failure to insert and manipulate the correct picture as instructed will incur 3 faults maximum – 1 each for failure to insert, size and wrap as instructed. Measurement of the picture must be accurate within a 1 mm tolerance</li> </ul>

Marking Criteria	Tutor Notes
	<ul style="list-style-type: none"> <li>• Failure to underline words within the text exactly as shown in the draft incurs 1 fault maximum, including omission of the underline and underlining which is too long or too short (this is not treated as presentation which relates to the underlining of <u>headings</u> – see 4J below)</li> <li>• The destination and routing: <ul style="list-style-type: none"> <li>- destination details must include the word “copy”, “cc” or similar (1 fault)</li> <li>- destination details must appear on all copies. In addition, candidates may include “file” or “files” as a destination on all, or just the file copy</li> <li>- addressee’s name included in destination details, 1 fault maximum will be incurred</li> <li>- routing must be indicated on at least one copy</li> <li>- any method of indication of routing will be accepted e.g. tick, underline, highlighting on appropriate copy</li> <li>- errors, omissions etc relating to extra copies, destination details and routing will be penalised as 2 faults maximum</li> </ul> </li> <li>• The word count will be evidenced by candidates keying in the figure below the final line of text</li> <li>• An incorrect word count will incur 1 fault maximum</li> <li>• An incorrect word count resulting from errors in the text will not be penalised</li> <li>• Table column widths must be adjusted so data is displayed on one line as shown on the draft – wrapped text will incur 1 fault maximum</li> <li>• Column headings must be presented exactly as shown on the draft</li> <li>• Merge cells to ensure heading over two sub-divided columns and section headings are displayed on one line as shown on the draft – wrapped headings will incur 1 fault maximum.</li> <li>• Failure to remove gridlines will incur 1 fault</li> <li>• Both the automatic filename and path must be clearly shown in the footer area using the specified save filename; otherwise 1 fault maximum will be incurred</li> </ul>

<b>Section 3 Faults - transpositions and misplacements</b>	
<b>One fault will be given for each instance of:</b>	
<p>3.1 items not transposed (horizontally or vertically) in accordance with a correction sign</p>	<ul style="list-style-type: none"> <li>• Failure to transpose items in recalled text (horizontally or vertically) in accordance with a correction sign will incur 1 fault per correction sign</li> <li>• Omitted or additional text resulting from an attempt at vertical or horizontal transposition of recalled text will be penalised 1 fault maximum</li> </ul>



Marking Criteria	Tutor Notes
3.2 words that are misplaced within text, where there is no instruction regardless of the amount of words involved	
3.3 failure to paragraph as per draft or as specified by a correction sign, e.g. new paragraph or run on	
3.4 a list of items not sorted as instructed	<ul style="list-style-type: none"> <li>• Failure to sort as instructed will incur 1 fault per document. Any omitted, additional or incorrect words will be penalised 1 fault per word under 2.1</li> <li>• Failure to ensure that corresponding details are correctly rearranged in the table sort will incur 1 fault maximum</li> </ul>
3.5 failure to copy text as instructed	<ul style="list-style-type: none"> <li>• Failure to copy text within a document as instructed will be penalised 1 fault maximum</li> <li>• Copying the wrong text will be penalised 1 fault maximum</li> <li>• Moving the text rather than copying text will be penalised 1 fault maximum</li> </ul>
3.6 failure to move text as instructed	<ul style="list-style-type: none"> <li>• Failure to move text as instructed will be penalised 1 fault maximum</li> <li>• Moving the wrong text will be penalised 1 fault maximum</li> <li>• Copying text rather than moving text will be penalised 1 fault maximum</li> <li>• If all or part of the text to be moved is duplicated or missing, 1 fault maximum will be penalised</li> </ul>

<b>Section 4 Faults – presentation</b>	
<b>No more than one fault per paper for each of the following items:</b>	
4A left and/or top margins of less than 13 mm, or ragged left margin	<ul style="list-style-type: none"> <li>• Ragged left margin, e.g. additional character spacing at the beginning of a line or paragraph</li> <li>• Main and subheadings not keyed in at the left margin, as presented in draft – unless otherwise instructed (e.g. centring) or recalled</li> <li>• Section headings in table must appear as draft</li> <li>• The table may be inset from left margin but if table extends into the left margin resulting in an irregular left margin with text above/below table a fault will be incurred</li> </ul>
4B no clear line space before and after separate items within a document	<ul style="list-style-type: none"> <li>• Failure to leave a clear line space before and after separate items within a document, e.g. before/after headings, between paragraphs</li> <li>• Failure to leave a clear line space below the table column headings and before/after section headings</li> <li>• Where letterhead template is centred or right aligned there is no requirement for a clear line space below the letterhead. Where letterhead template is left aligned a clear line space must be left</li> </ul>

Marking Criteria	Tutor Notes
4C failure to use line spacing as instructed	<ul style="list-style-type: none"> <li>• Failure to change line spacing as instructed</li> </ul>
4D failure to emphasise text as instructed	<ul style="list-style-type: none"> <li>• Emphasis extended beyond the section of text specified</li> <li>• Additional emphasis of text in a document where not requested (except for headings – see 4J below)</li> <li>• Emphasis may be bold, italic, underline, change of font style/size only</li> </ul>
4E allocation of space not as instructed	<ul style="list-style-type: none"> <li>• Failure to leave the minimum vertical space specified will incur a penalty</li> </ul>
4F failure to centre text as instructed	<ul style="list-style-type: none"> <li>• Text must be centred as instructed to within 13 mm over the typing line</li> </ul>
4G work which is creased, torn or dirty	<ul style="list-style-type: none"> <li>• Invigilators should notify OCR of any machine faults resulting in marks on the paper</li> <li>• Invigilators should also report any problems with printers, so as not to disadvantage candidates</li> </ul>
4H incorrect stationery used (i.e. letterhead, A4 plain paper, portrait/landscape)	<ul style="list-style-type: none"> <li>• Failure to use OCR templates supplied for the examination</li> <li>• Failure to print in landscape where requested</li> <li>• Failure to produce continuation sheets on plain paper</li> <li>• Complimentary close and/or routing details carried on to continuation page without at least two lines of body text will incur 1 fault maximum</li> <li>• Templates, including company information and margins, must not be altered in any way</li> </ul>
4I inconsistent spacing between and within similar items within a document	<ul style="list-style-type: none"> <li>• Inconsistent spacing (including line spacing) between and within similar items is only penalised if a comparison with a similar item can be made within the same document</li> <li>• Inconsistent line spacing above and below an item, for example an inset portion, will not be penalised as there is no further instance of inseting within the same document for comparison</li> <li>• Telephone numbers must be presented as draft. For example 024 7647 0033 keyed as 02476470033 would incur a penalty. (Please note: an inaccurate telephone number (e.g. 02576470033) would also be penalised under 1.1/1.2.)</li> <li>• Money: there must be no character space between £ and the amount, e.g. £60. In columns and tables, consistent spacing between £ and amount would not be penalised</li> </ul>

Marking Criteria	Tutor Notes
<p>4J</p> <ul style="list-style-type: none"> <li>- use of initial capitals where not presented in draft, or</li> <li>- closed capitals used where not presented in draft</li> <li>- failure to use closed capitals as presented in draft,</li> <li>- failure to key in headings with initial capitals and underlined as presented in draft</li> </ul>	<p>This includes:</p> <ul style="list-style-type: none"> <li>• use of initial capitals where initial capitals were not presented in draft, e.g. Sincerely in complimentary close, generic drug names typed with an initial capital and initial capitals used inconsistently for diseases/conditions</li> <li>• closed capitals used where not presented in draft, e.g. <i>White</i> keyed in as <i>WHITE</i></li> <li>• failure to use closed capitals as presented in draft, e.g. <i>DISEASES</i> keyed in as <i>Diseases</i></li> <li>• failure to underline headings, including subheadings, as presented in the draft, e.g. "<u>Miscellaneous Household Items</u>" keyed in as "Miscellaneous Household Items"</li> <li>• capitalisation faults in postcodes</li> </ul> <p>Candidates should key in data exactly as shown in the draft but additional emboldening, italicising or underlining of headings will not be penalised</p>
<p>4K inconsistent use of alternative spellings within a document</p>	<ul style="list-style-type: none"> <li>• Alternative spellings found in an English dictionary will be accepted but a penalty will be incurred if that alternative spelling is used inconsistently, e.g. <i>organize</i> but <i>organisation</i> within the same document</li> <li>• American spellings, e.g. <i>color</i>, are not acceptable</li> </ul>
<p>4L inconsistent display of dates, measurements, weights, times, money, figures, dashes/hyphens, lines of ruling within a document</p>	<ul style="list-style-type: none"> <li>• Dates must be of consistent style throughout a document. For example, if full style is used such as <i>12 January 2011</i>, this style should be used for all subsequent dates, including those that appear within recall text, within the same document. (Please also refer to Section 2.1 Notes above)</li> <li>• Measurements and weights must be used consistently. For example, <i>5 cm</i> or <i>5cm</i>; <i>16 kg</i> or <i>16kg</i></li> <li>• Times must be keyed in consistently within a document e.g. <i>10.30am</i> and <i>2.30 pm</i> within the same document would incur a penalty. Candidates must ensure that times that they key in are consistent with those that appear in recalled text within a document. Candidates must not change times from 12-hour clock to 24-hour clock or vice versa unless instructed to do so</li> <li>• Money: there must be no character space between £ and the amount, e.g. <i>£60</i>. In columns and tables accept spacing between £ and amount</li> <li>• The display of figures should be an "acceptable system", e.g. <ul style="list-style-type: none"> <li>- all figures including "1"</li> <li>- all words (but use of words such as <i>twenty-five</i> or <i>twenty five</i> must be consistent)</li> <li>- <i>one</i> as a word, all others as figures</li> <li>- <i>one</i> to <i>nine</i> or <i>ten</i> as words and then <i>10</i> or <i>11</i> upwards as figures</li> </ul> </li> </ul>

Marking Criteria	Tutor Notes
	<ul style="list-style-type: none"> <li>- <i>one</i> to <i>twenty</i> as words and then <i>21</i> upwards as figures</li> <li>• Where dashes or hyphens are used to represent the word “to” (e.g. <i>15-22</i> or <i>15 – 22</i>) these must be used consistently throughout a document</li> </ul>
4M inconsistent use of open or full punctuation within a document	<ul style="list-style-type: none"> <li>• Full stop appearing in any abbreviation such as enc, cc, eg, am, when open punctuation has been used</li> <li>• Missing full stop in any abbreviation such as enc., c.c., e.g., a.m., where full punctuation has been used</li> </ul>
4N insertion of an additional comma which alters the meaning of a sentence	<ul style="list-style-type: none"> <li>• Candidates should key in punctuation as presented in the draft. However, the insertion of an additional comma will only be penalised if this alters the meaning of the sentence</li> </ul>
4O not applicable to this unit	
4P <ul style="list-style-type: none"> <li>- failure to align text and figures in columns to the left consistently</li> <li>- failure to align data in columns consistently with column headings</li> </ul>	
4Q - failure to align the decimal points in column of numbers	<ul style="list-style-type: none"> <li>• Where numbers with decimal points require the alignment of decimal points in columns, the first figure of the longest amount in each column should be left-aligned with the column heading</li> </ul>
4R not applicable to this unit	
4S failure to justify text or data as instructed	A penalty will be incurred: <ul style="list-style-type: none"> <li>• if the right margin is justified but the left margin is ragged</li> <li>• if justification of the last line of text on a page is lost</li> </ul>
4T failure to adjust margins or line length as instructed	<ul style="list-style-type: none"> <li>• Left and top margin must be adjusted as instructed, within a 3 mm tolerance</li> <li>• Adjusting other margins will incur 1 fault</li> </ul>
4U failure to inset from left margin as instructed	<ul style="list-style-type: none"> <li>• The inset measurement must be exactly as instructed. If extra text has been incorrectly included within the inset, a penalty will be incurred</li> <li>• Insetting the wrong section of text incurs 1 fault maximum</li> </ul>