



# Text Processing (Business Professional)

<b>Unit Title:</b>	<b>Speed Keying</b>
OCR unit number:	03937
Level:	3
Credit value:	5
Guided learning hours:	50
Unit reference number:	F/505/7107

## Unit aim

This unit aims to equip candidates with the ability to key in text accurately and at a specified speed, from typewritten draft material, using an alphanumeric keyboard of a word processor or typewriter.

<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 an alphanumeric keyboard of a word processor or typewriter	1.1 Use functions of a keyboard of a word processor or typewriter, including <ul style="list-style-type: none"> <li>- alphanumeric keys</li> <li>- punctuation keys</li> <li>- new line mechanism</li> <li>- shift mechanism</li> <li>- space bar</li> </ul> 1.2 Use functions of a word processor or typewriter, including <ul style="list-style-type: none"> <li>- left alignment</li> <li>- printing</li> </ul>	<ul style="list-style-type: none"> <li>• Left alignment: left margin must be regular</li> <li>• Produce printouts or typescripts</li> </ul>
2 Be able to key in text from typewritten draft	2.1 Key in continuous text, including <ul style="list-style-type: none"> <li>- capitalisation</li> <li>- punctuation</li> <li>- spacing</li> </ul> 2.2 Key in text at a rate of 50-65 words per minute	<ul style="list-style-type: none"> <li>• English spelling, punctuation and grammar</li> </ul>
3 Be able to interpret implied and explicit instructions	3.1 Complete work within set timescales 3.2 Use spacing and line endings as shown in a draft 3.3 Use consistent line spacing within and between paragraphs	<ul style="list-style-type: none"> <li>• Key in text within a 10-minute period, with a maximum of 6 errors</li> <li>• Line spacing within and between paragraphs [core and additional unit(s)] must be consistent</li> <li>• Use appropriate stationery, i.e. A4 plain paper</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>
		Please note that candidates will only be penalised if they do not comply with the paragraph line endings as shown in the draft – no penalties will be incurred if individual line endings within the paragraph are not exactly the same as those in the draft
4 Be able to check work for accuracy	4.1 Check work for accuracy correcting mistakes as necessary, within the time allowed	<ul style="list-style-type: none"> <li>• Use of spellchecker (word processor users)</li> <li>• English spelling, punctuation and grammar</li> <li>• Proofreading skills</li> <li>• Use appropriate correction techniques to ensure work is accurate</li> </ul>

## Assessment

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Candidates are assessed by means of a 10-minute test, set and marked by OCR.

The test is provided in the form of printed, continuous passages equating to speeds of 50-65 words per minute. It includes a core unit equating to 50 words per minute and an additional three units, each equating to a further 5 words per minute.

The speed will be calculated at the end of the unit completed up to and including the 6th uncorrected error.

Before the start of the test candidates will be allowed 1 minute to scan the test material.

### Nature of material

- continuous text concerned with topics drawn from the business functions common to the majority of business, commerce and professional offices; e.g. purchasing, personnel, accounts
- presented in printed typescript
- presented as:
  - a core unit comprising 500 standard\* words and including no more than 6-8 number keys
  - three additional units consisting of 50 standard words each

(The units will not be related to the same subject, but will be a series of unconnected paragraphs).

\* A standard word is 5 characters

Candidates will be awarded with a certificate which details the words per minute achieved. Candidates must successfully complete at least the core unit in order to achieve a certificate. Following this, three additional units of 5 words per minute will be attainable. The additional unit will not be marked unless completed (see Marking Criterion 2.1).

## Administration guidance

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- Either a word processor or a typewriter may be used.
- Use appropriate stationery, i.e. plain A4 paper.
- Printing must not be carried out during the 10-minutes of the test. A hard copy of the keyed in work **must** be printed by the candidate after the 10-minutes of the test. All printing must be closely supervised. No changes whatsoever may be made to the text after the 10-minutes allowed for the test.
- Candidates may prepare their machine/materials so that at the start of the test the machine is ready for immediate keyboard input.
- Any form of correcting material/mechanism may be used.
- 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

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### Speed

The core unit (representing 50 wpm) must be completed before it will be considered for marking; the additional units will not be marked unless completed.

### Accuracy

An accuracy fault is any word\* which is not 100% accurate.

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.

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>LaBe!</i>; including incorrect use of case (upper, lower, initial and closed capitals)</li> <li>Candidates may use English and mother tongue dictionaries and spellcheckers where available</li> </ul>
1.2 has omitted or additional characters or spaces (including omissions caused by faulty use of correction materials/ techniques, e.g. hole in paper)	<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> <li>Any omitted or additional punctuation. However, the insertion of an additional comma will only be penalised if this alters the meaning of the sentence</li> </ul>
1.3 contains handwritten character(s)	
1.4 has no space following it	<ul style="list-style-type: none"> <li>A penalty is incurred for a space omitted between words</li> </ul>
1.5 has more than 2 character spaces following it, except where appropriate, e.g. after punctuation	In continuous text, 1 fault per instance will be incurred for: <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> </ul>

<b>Section 2 Faults - omissions and additions</b> <b>One fault will be given for:</b>	
2.1 each word which is the wrong word and a word that has been omitted or added	NB: incomplete units will not be marked unless the words omitted, together with any other faults, do not exceed the total number of permitted errors

<b>Section 3 Faults - transpositions and misplacements</b> <b>One fault will be given for each instance of:</b>	
3.1 not applicable to this unit	
3.2 words that are misplaced within text, where there is no instruction	<ul style="list-style-type: none"> <li>words inserted in the wrong order or place, e.g. transposed words, regardless of the amount of material involved (in addition to any other faults which may be incurred)</li> </ul>
3.3 failure to paragraph as per draft	<ul style="list-style-type: none"> <li>a clear consistent space must be left between each paragraph. This includes the space between each unit attempted. A fault will be incurred for each inconsistent space</li> <li>Inconsistently presented paragraphs will be penalised</li> </ul>

Marking Criteria	Tutor Notes
	per instance e.g. additional character spacing at the beginning of a line or paragraph (see also 4A)
<b>Section 4 Faults – presentation</b> <b>No more than one fault per paper for each of the following items:</b>	
4A ragged left margin	<p>The following will be penalised once per examination:</p> <ul style="list-style-type: none"> <li>• consistently ragged left margin,</li> <li>• consistently hanging paragraphs (i.e. first line against the left margin and remaining paragraph indented)</li> <li>• consistently indented first line of paragraphs</li> </ul> <p>Inconsistently presented paragraphs will be penalised per instance under Marking Criterion 3.3 e.g. additional character spacing at the beginning of a line or paragraph  NB: the page must be set up with margins wider than 13 mm, however, this is not being tested in this unit</p>
4B not applicable to this unit	Failure to paragraph is penalised per missing clear line space between paragraphs – see Marking Criterion 3.3
4I inconsistent spacing within similar items	<ul style="list-style-type: none"> <li>• This applies to inconsistent line spacing within the document which will be penalised 1 fault per paper (for example, where two paragraphs are in single line spacing and the remaining paragraphs are in double line spacing 1 fault will be incurred. (See also MC 3.3 regarding spacing between paragraphs)</li> </ul>
4J not applicable to this unit	See MC 1.1 – incorrect presentation of case (upper, lower, initial and closed capitals)