

Word Processing Level 1 – 06974 Autumn 2010

The majority of the candidates completed all four documents. The standard of performance was generally good; there were some excellent scripts.

Document 1

Some candidates did not adjust the left margin to 5 cm (Marking Criterion 4T) and did not use full justification throughout the document (MC 4S). The majority of the candidates created the new paragraph at “Once the hens ...” but some candidates inserted extra character spacing at the beginning of this new paragraph (MC 4A) and did not insert a clear line space above the new paragraph (MC 4B). There were a number of instances of inconsistent line spacing between paragraphs, but particularly at the point where the ‘move’ paragraph was originally positioned (MC 4I). Some candidates did not inset the paragraph beginning “During the daytime ...” 2 cm from the left margin as instructed (MC 4U). The word “off” in paragraph 3 was occasionally keyed in as “of” (MC 1.2). Most of the candidates keyed in the correct word count, but some did not key this in at all and others keyed in an incorrect figure, even though there were no errors within the text which might account for this (MC 2.3). A few candidates did not insert the automatic filename and path in the footer area as instructed and others did not change the filename but simply left this as the original filename “HENS”. Centres are advised that the filename and path may be in lower or upper case (MC 2.3).

Document 2

Some candidates did not delete the words “Galvanised feeder trough” (MC 2.2). A few candidates did not underline the text “houses, feeders and drinkers” exactly as shown (MC 2.3). The words “houses”, “drinkers” and “holds” were keyed in as “house”, “drinks” and “hold” by some candidates (MC 2.1). Almost all candidates inserted a full-page border, as instructed. Centres are advised that the border must be full-page size, not just around the text; the bottom line of the border must be at the foot of the page, not simply below the final paragraph of text (MC 2.3).

Document 3

Some candidates did not modify the layout of the table as shown (MC 2.3). Those candidates who opted to use gridlines to rule the table but left a row of empty cells below the column headings were penalised under MC 4L. Some candidates who chose not to rule the table were penalised under MC 4B because they did not leave a clear line space below the column headings. The word “breeds” (paragraph 4) was occasionally keyed as “breads” and “Speckley” as “Speckely” or “Specley” (MC 2.1).

Document 4

The words “fountain” and “Brian” were sometimes keyed in as “foundation” and “Brain” (MC 2.1). Some candidates had difficulty with capitalisation, keying the words “feeder”, “lamp”, “china” and “ark” with an initial capital (MC 4J) and “Ceramic” with a lower case “c” (MC 1.7). The date was omitted by a small number of candidates (MC 2.1) and the entire *Date* box was deleted by a few candidates (MC 4H). A penalty was incurred because all the lines of ruling had been deleted (MC 2.3). A few candidates deleted the word “email” instead of using strikethrough to carry out the deletion (MC 2.3). Although additional lines of ruling should not be inserted, or lines omitted, insertion of additional ruling in the boxed section is not penalised where this is carried out consistently.