RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06970**

LEGAL TEXT PROCESSING

Question Paper Reference: **SUMMER 09**

This question paper may be taken within these dates:
1 JUNE 2009 – 21 AUGUST 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 sign 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 to complete the examination, centres must provide them with a hard copy of the OCR supplied form template from the disk. This is titled 'Form-typewriter'.

If using a word processor, candidates 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.

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