

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**LEVEL 2 TEXT PROCESSING  
(BUSINESS PROFESSIONAL)**

Scheme Code: **06976**

**AUDIO-TRANSCRIPTION**

Question Paper  
Reference: **AUTUMN 09**

This question paper may only be taken within these dates:

**19 OCTOBER 2009 – 11 DECEMBER 2009**

**TIME: 1 HOUR 30 MINUTES**

**INSTRUCTIONS TO CENTRES**

Centres should refer to the Administration Guidance for Vocational Qualifications (A850).

Centres are responsible for ensuring that the hardware and software to be used for this 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.

The letterhead and memo templates are supplied by OCR on an exam disk or downloadable from OCR Interchange.

Dictated material is supplied by OCR in mp3 and wav formats.

If candidates are using a typewriter, the memory facility may be used, but this must be cleared before the commencement of the examination.

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.

All candidates' work must be sent to OCR, including work candidates have crossed through.

Ensure that Invigilators are aware of the following:

- where candidates are using a typewriter, templates used in this examination must be pre-printed and made available
- where candidates are using a word processor, Invigilators must know the location of stored templates/recall material and the file names, as appropriate to this paper
- candidates must be asked to read the front cover of the question paper before the start of the examination