

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06996**

**MEDICAL WORD PROCESSING**

Question Paper  
Reference: **SPRING 11**

This question paper may only be taken within these dates:

**31 JANUARY 2011 - 25 MARCH 2011**

**TIME: 1 HOUR 45 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.

Candidates should use the **Save As** facility, using the filenames given, and should be encouraged to save frequently while working through documents. All candidates' work must be sent to OCR, including work candidates have crossed through.

Centres must ensure that all printing, photocopying and routing carried out by candidates outside the examination time is supervised by the Invigilator.

The recalled material for this examination is available to download from OCR Interchange or can be purchased on CD-Rom from OCR Publications. Candidates must be made aware of the file location. **Centres must not make any alterations or amendments to recalled material.**

Ensure that Invigilators are aware of the following:

- 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

**Document stored as BRAIN:** margins of 2.5 cm have been used for all margins. Arial 11 font has been used for the recalled text.

**Document stored as WASHING:** margins of 2.5 cm have been used for all margins. Arial 11 font has been used for the recalled text.

**Document stored as LIBRARY:** margins of 2.5 cm have been used for all margins. Arial 11 font has been used for the recalled text.

**Document stored as PRINCESS:** the autotext phrases are saved within the OCR letterhead template. It is essential that candidates recall the letterhead provided for this examination and do not use other OCR letterheads which will not have the pre-stored autotext phrases. Please check to see if the autotext phrases work on your system. They are set in Times New Roman 12 and are:

**TOM:** Dr Thomas James  
High Street Surgery  
BASSENTHWAITE  
Cumbria  
CA12 4JB  
Dear Dr James

**USA:** I am arranging for a full blood count, fasting blood sugar and cholesterol levels. I will also arrange for an ultrasound and arteriogram and let you know when the results are to hand. I have advised the patient to stop smoking and take regular exercise to help improve the blood flow.

