

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06976**

AUDIO-TRANSCRIPTION

Question Paper
Reference: **SPRING 09**

This question paper may be taken within these dates:
16 FEBRUARY 2009 – 8 MAY 2009

TIME: 1 HOUR 30 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 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.

Letterhead and memo templates are supplied by OCR. **Centres must not make any alterations or amendments to recalled text.**

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

Candidates should use the **Save As** facility, using the filenames given, and 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.