

OXFORD CAMBRIDGE AND RSA EXAMINATIONS
ENTRY LEVEL (ENTRY 3) AWARD IN
SPEED KEYING (BUSINESS
PROFESSIONAL)

Scheme Code: **06965**

Question Paper
Reference: **SAMPLE A**

This question paper may be taken within these dates:
SAMPLE PAPER

TIME: 10 MINUTES

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder.

You may use a typewriter or a word processor to complete this test.

At the start of the test your machine will be ready for immediate keyboard input.

Please insert your Name and Centre Number on each page.

Do not type any of the material printed in the right margin – this is merely for the purpose of showing you where the unit ends.

INFORMATION FOR CANDIDATES

You may change the linespacing, line endings and spacing after punctuation.

You may correct any errors you make if you wish.

The core unit must be completed for your script to be considered for certification. The additional unit may then be attempted, but will only be marked if completed.

On equipment where printing is not simultaneous with the keying operation, final saving may be done and hard copy produced after the 10 minutes allowed for the test. You must carry out all of your own printing.

No changes may be made to your text after the 10 minutes allowed for the test.

No more than 6 uncorrected errors will be allowed.

ADDITIONAL INFORMATION

This is a sample paper and must not be used for live assessment.

Credit

Successful achievement of the live assessment for this unit will award you with 3 credits.

QCA Accreditation Number: K/501/4171

This document consists of 2 printed pages and 0 blank pages

**Marginal notes not to be
typed by candidates:**

BEGIN HERE

Thank you for your order for 20 rose bushes which we received this morning. Further to our telephone conversation of yesterday, we have pleasure in advising that we are sending, by parcel post, 2 dozen rose bushes as soon as possible. As advertised, you are receiving the 4 extra bushes as a special free offer for payment with order. Delivery should be before the end of next week.

Our new coloured brochure and price list are enclosed. These come into operation from next month and include our revised prices. We hope you will find something of interest to you. Please note: we operate a discount scheme for cash with order. Please see page 40 of our brochure for details. We assure you of our prompt attention at all times.

**End of core unit
(15 wpm)**

Please do not allow further use of car park facilities at Bascord. This land is now to be ploughed over, and work will start on Monday next. The new parking area will be extended even further, to create more and safer spaces for all concerned.

**Additional unit:

(20 wpm)**

**That is the end of the test for the Entry Level Award in Speed Keying (Entry 3) for
Sample Paper A.**