# 8975 – 25 Word Processing Techniques Advanced

General Observations
There has been a 16% fall in the number of candidates achieving a First Class pass at this level. The number of candidates failing has increased by 12% and the number of candidates achieving a Pass has increased by 4%. This would indicate that candidates have been less well-prepared for this level than in previous years.
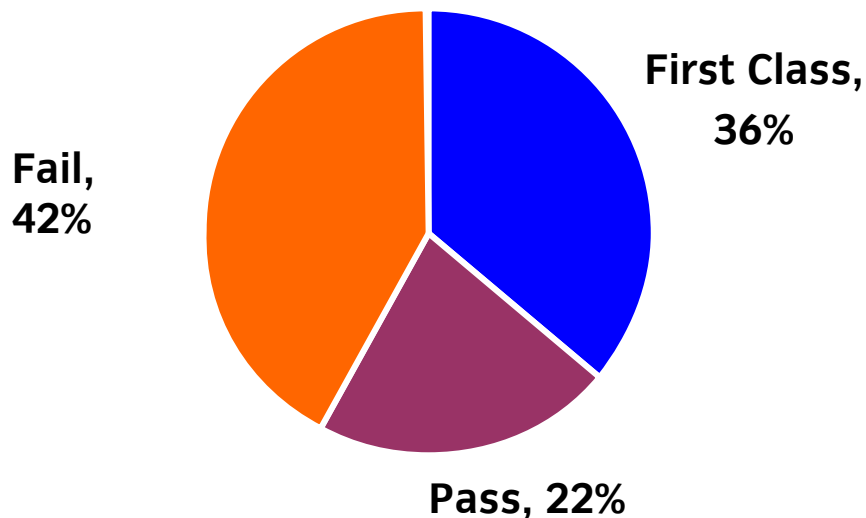
Areas of good performance
Most candidates complete this paper within the given time and to a high standard. Candidates are following instructions, producing the merged letter and checking and correcting errors.

Areas for development
The areas for development are the same as in previous years. Candidates must read the instructions and carry out amendments accurately. Those candidates who do not achieve continue to make the same mistakes evident at the lower levels of not knowing the difference between **copy** and **move** and **Serif** and **Sans-Serif** font. Spacing between border and text or spacing between paragraphs is often not as instructed. The identification of deliberate errors, especially inconsistencies, are often missed by candidates. Other areas resulting in penalties include omitted leader dots, omitted date and not setting decimal tabs. Some candidates fail as a result of not submitting the data file.

Recommendations
Practising with past papers will help candidates improve their speed and word processing skills. More practice is needed in changing space between paragraphs, paragraphs and borders and setting correct margins. Candidates must learn to read through the examination papers and follow instructions.

Tips
- Ensure consistency in displaying numbers/words
- Remember to print a copy of the data file
- Ensure you follow **all** instructions
- Proof-read and spell check all tasks
- Position and re-size graphics as instructed
- Remember to indicate enclosures where applicable