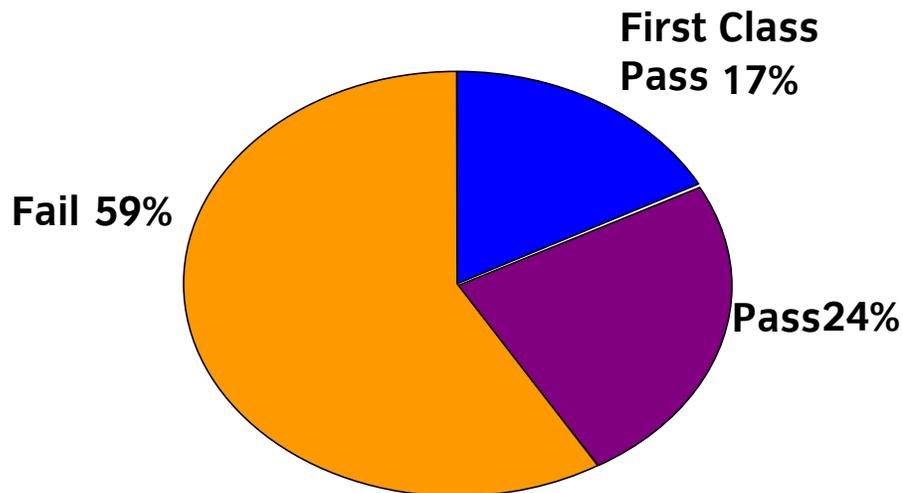


## 8983 New Desktop Publishing Level 2

### General Observations

This year there have been a disappointing number of candidates not achieving success in this examination. For a candidate to achieve success in this higher level examination, he/she must have a thorough knowledge of desktop publishing techniques and conventions and possess the necessary skills to apply these within the time constraints. The publications specified by this examination must be produced accurately.



### Areas of good performance

- The inserting of graphics and text is usually achieved satisfactorily.
- Some excellent, professional-looking scripts have been submitted for this examination. Some centres had candidates who all achieved either a pass or a first-class pass.
- Some candidates are able to demonstrate skills in creating accurate multi-page publications.

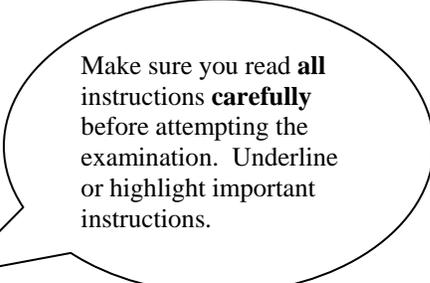
### Areas for development

- The setting up of a custom sized paper can often confuse a candidate.
- The flipping, resizing and placement of graphics in specific places is often not accurate.
- The gutter margin size is often not as requested.
- Crop marks are often omitted – crop marks are used to enable the accuracy of margins to be measured.
- Some candidates are unable to demonstrate an understanding of serif, sans serif and script fonts and, because of this, often fonts are not as specified.
- Text effects are sometimes not used e.g. drop caps, reverse text, small caps.
- Watermarks often not created or accurately sized. Candidates often just layer the original graphic behind text without changing it into a watermark.
- Text is often not balanced in columns.
- Printouts sometimes are not in colour.

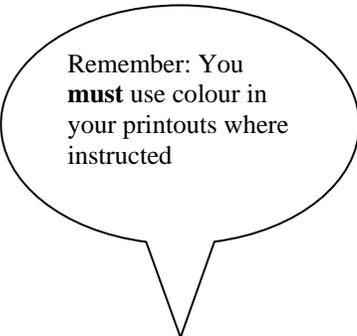
## Recommendations

- Emphasise the importance of showing crop marks to candidates.
- Ensure centres study the syllabus carefully especially the Desktop Publishing techniques, typesetting conventions. Desktop Publishing terminology and font/text manipulation.
- Encourage centres to use a variety of practice materials to prepare candidates for this examination – where candidates have achieved a narrow fail – this extra practise should enable candidates to pass. Candidates should not practice on live question papers.
- Candidates must have access to a colour printer for this examination.

## Tips



Make sure you read **all** instructions **carefully** before attempting the examination. **Underline** or **highlight** important instructions.



Remember: You **must** use colour in your printouts where instructed



Check your draft printouts for accuracy of layout.

**This is reverse text**

**HINT:** white text on a black background fill will produce reverse text.

## Additional comments

Ensure that specialist tutor copies are included when submitting candidate scripts.