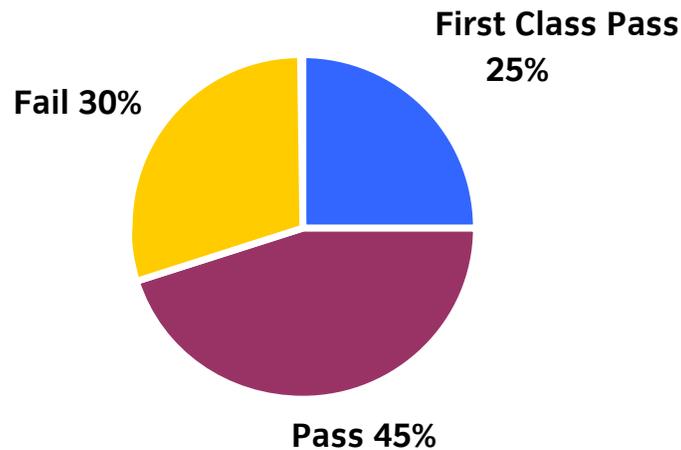


8983 New Desktop Publishing Level 1

General Observations

The number of candidates passing at level one has increased whilst the number of First Class passes has slightly decreased. The number of candidates who have not achieved success in this examination has increased slightly this year. Candidates who do not achieve success at this level may not be sufficiently prepared for this examination.



Areas of good performance

It is pleasing that many candidates are using the features of the software ie style sheet/master page to ensure that consistency is achieved. Candidates are also accurately importing the text and graphics required for this examination.

Areas for development

Automatic hyphenation is often not turned off when required by the examination instruction.

Margins and spacing between text and graphics are often not as specified in the examination paper and have not been set correctly by the candidates.

Columns are often not balanced correctly to ensure that the text ends at bottom margin.

Recommendations

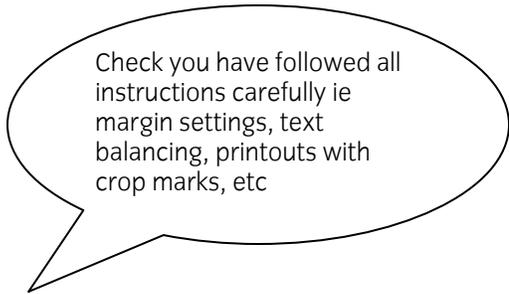
Ensure candidates know how to manually hyphenate text and how to switch off an automatic hyphenation feature.

Candidates should know how to accurately measure white space when required to place text or graphics in specified positions.

Candidates should know what features of the software can be employed to balance text, ie manipulating white space, changing character spacing, adjusting text size, etc. Widows and orphans should always be controlled.

Candidates should ensure that crop marks are included in their printouts as required by the examination so that margins can be accurately measured.

Tips



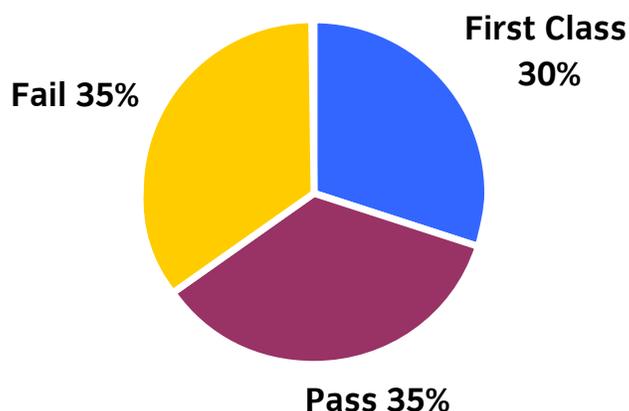
Additional comments

Specialist Tutor copies are sometimes missing, which could mean that candidates are unnecessarily penalised. Errors which occur in candidate scripts could be as a result of tutor input error and could in some circumstances be attributed to candidate collusion. It is vital that Specialist Tutor copies are included with candidate scripts.

8983 New Desktop Publishing Level 2

General Observations

The number of candidates achieving first class passes in this examination has increased with scripts showing a noticeable improvement in the standard. However, the number of passes has decreased and the number of candidates who did not achieve success in this examination has increased. To achieve success in this higher level examination, candidates 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

It is pleasing to note that layouts, including margin settings and the specified positioning of graphics, are improving.

Many candidates are correctly following instructions regarding setting font and point sizes.

Design flair is being demonstrated by some candidates and this is to be commended.

Areas for development

Where page size is non-standard ie not A4 or A5, it is essential that the candidates use crop marks in their printouts to show that the correct page size has been used.

Frequently candidates lose marks when they do not use the fonts or special text effects that are specified ie drop caps, reverse text.

Some candidates cannot produce a watermark from a previously used colour graphic and facing pages present a challenge for many candidates.

Recommendations

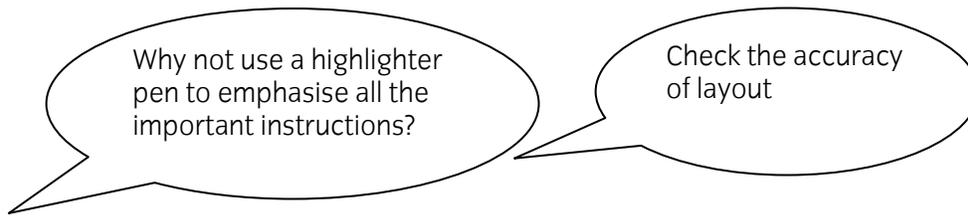
It is important that candidates and centres realise the necessity of showing crop marks on printouts.

Centres should ensure that candidates know about font families ie serif/sans serif and how to produce the features required by this examination eg reverse text.

Candidates should practice creating a watermark from a colour graphic.

Candidates should be able to produce a variety of different publications.

Tips



Additional comments

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