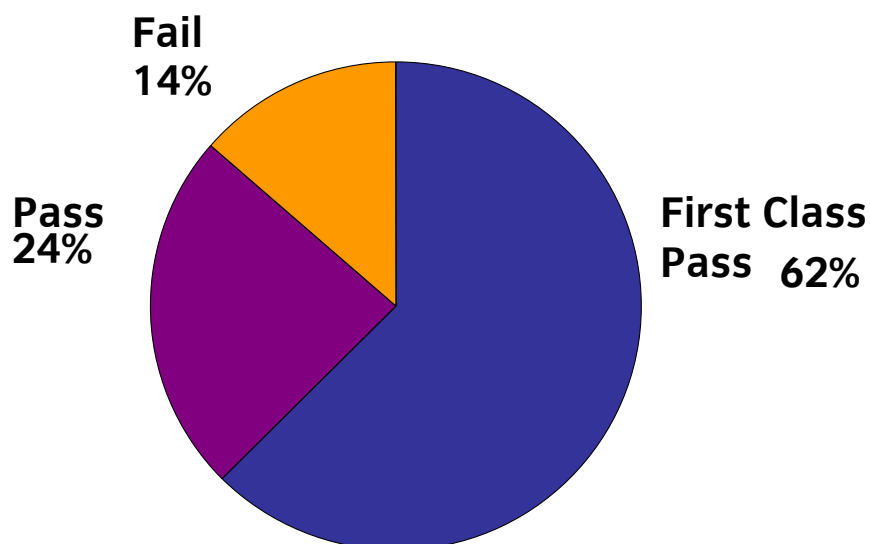


# 8983 New Desktop Publishing Level 1

## General Observations

It is pleasing to note that the number of first class passes has increased dramatically on last year with over 80% of candidates achieving success at this level. The number of candidates who have not achieved success in this examination has decreased quite significantly.



## Areas of good performance

It is pleasing to note that most candidates are following the instructions given on the examination paper and producing accurate work which is born out by this year's excellent results. Many candidates are demonstrating the accurate use of page and publication layout facilities, for example, setting up different page sizes, changing the orientation and producing a consistent appearance over all the pages within a publication. The importing of text and graphics and the manipulation of text is usually successfully achieved.

## Areas for development

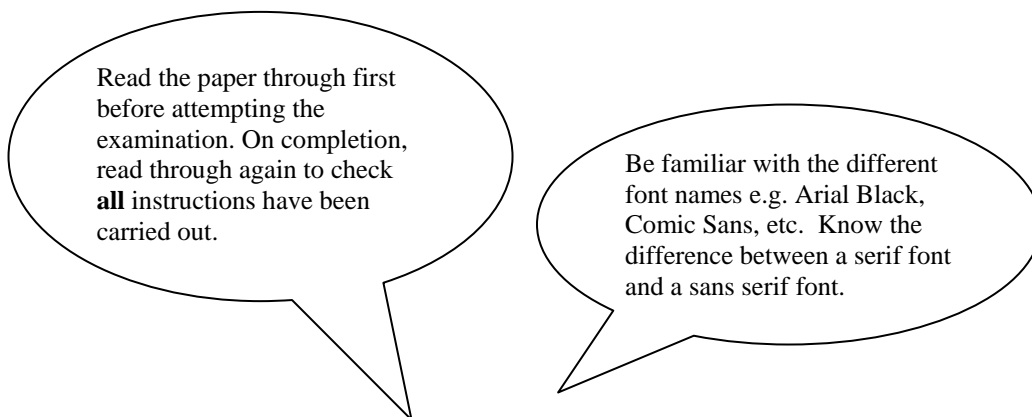
- Many candidates are unable to distinguish between a serif and a sans serif font.
- The required font is often not used e.g. Arial Black.
- Some candidates lack an awareness of Desktop Publishing terminology e.g. small caps.
- A drop cap is sometimes a raised or semi-raised capital.
- Often there is a difficulty in setting a graphic to the size requested.
- Some candidates are unable to align a graphic to margins.
- Hyphenation is often not turned off when there is an instruction to do so.
- Often text balance is not achieved.
- Printouts are often not in colour.

## Recommendations

- Candidates should be encouraged to read the instructions carefully before attempting the examination paper.

- Ensure candidates know how to balance text and manage white space.
- Centres should be aware that candidates must have access to a colour printer for this examination – printouts should be in colour.
- Ensure that candidates know the difference between raised and drop caps, serif and sans serif fonts and become familiar with all fonts available.
- The resizing and placing of graphics as instructed in specific places should be practised.
- Ensure candidates have an awareness of Desktop Publishing terminology.
- Ensure candidates know how to switch off an automatic hyphenation feature.

## 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.

The new performance/weakness codes are helpful when candidates need to know the areas which need more work.