UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS **GCE Ordinary Level**

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for the guidance of teachers

7101 COMMERCIAL STUDIES

7101/03

Paper 3 (Text Processing), maximum raw mark 100

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes must be read in conjunction with the question papers and the report on the examination.

CIE will not enter into discussions or correspondence in connection with these mark schemes.

CIE is publishing the mark schemes for the October/November 2009 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

Page 2	Mark Scheme: Teachers' version	Syllabus Syllabus
	GCE O LEVEL – October/November 2009	Syllabus Papa 7101 Papa
Single line sp Acceptable si Heading in ca Accuracy	de margins	Cambridg
<u>Accuracy</u> Deduct 1 mai	k per error to max of 7	

Those who do not should be penalised under accuracy – 1 mark per missing word. This may result in a number of candidates, who are not typing at the required speed of 30 wpm, losing all their accuracy marks.

		[Total: 10]
2	A4 plain paper with suitable margins Main heading centred Sub heading underscored Min 1 clear linespace after heading	[1] [1] [1] [1]
	<u>Abbreviations</u> 1 st paragraph 'been' 2 nd paragraph 'will'	[1]
	Correction signs Uc Insert NP Stet Trs Del Centre and bold Accuracy	[1] [1] [1] [1] [1] [2] [7]

[Total: 20]

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