

Higher National Unit specification

General information for centres

Unit title: Publishing: Text Input and Proofreading

Unit code: F1V0 33

Unit purpose: This Unit is designed to provide candidates with the skills required to key in text using an alphanumeric keyboard, apply accurate proofreading procedures and use OCR (Optical Character recognition) in text generation. This Unit is suitable for those working with the printed word.

On completion of the Unit the candidate should be able to:

- 1 Produce error free copy.
- 2 Scan and amend text generated by OCR (optical character recognition) software.
- 3 Produce tabular set text.

Credit points and level: 1 HN credit at SCQF level 6: (8 SCQF credit points at SCQF level 6*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this Unit will be at the discretion of the centre. No prior knowledge is required.

Core Skills: There are opportunities to develop the Core Skills of Information Technology at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: The Unit is expressed in three separate outcomes. The assessments may be presented to candidates in the form of tutor-set assignments, together with instructions appropriate to the software and sample proofs showing the final quality required.

All practical work generated by the project could be submitted as part of a portfolio of evidence for assessment.

For Outcome 1 candidates will submit two documents which have been keyed in, corrected and printed and two documents with printers' corrections which have been amended. This will be accompanied by an observation schedule. For Outcome 2 candidates will submit a document which has been scanned in, amended and printed. For Outcome 3 candidates will key in and set two tabulated documents. All assessments should take place under open-book, supervised conditions.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Produce error free copy.

Knowledge and/or Skills

- ◆ Alphanumeric keyboard
- ◆ Fingering techniques
- ◆ Spell checker
- ◆ Proofreading techniques

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and Skills by showing that they can key in text using an alphanumeric keyboard. Candidates should produce a set of error free proofs for two documents that will demonstrate:

- ◆ the use of appropriate fingering techniques on an alphanumerical keyboard
- ◆ the use of software spell checker
- ◆ proofreading skills

Candidate performance should be recorded on an observation schedule. Each document should have a word count of 500–600 words per document. The documents should be formatted in accordance with instructions which should include information on margins, headings and enhancements and should include numbers and symbols.

Each document could have up to a maximum of two uncorrected errors on first submission but these should be pointed out using printer's corrections. The document should then be returned to the candidate so that the final document submitted is error free.

Candidates should demonstrate the use of current proofreader's marks on proofs provided. The proofs should have a minimum of 30 printer's corrections which should be identified by the candidate and marked using correct current proofreader marks.

Assessment should be carried out under open-book, supervised conditions.

Higher National Unit specification: statement of standards (cont)

Unit title: Publishing: Text Input and Proofreading

Assessment Guidelines

This Outcome could be assessed by the production of tutor-set practical tasks. A range of ten fingering exercises could be used to mark up corrections. The candidate could be asked to produce two text documents, to be formatted to specific instructions. Appropriate current proofreader's marks should be used by the tutor for marking of first proofs.

Outcome 2

Scan and amend text generated by OCR (optical character recognition) software.

Knowledge and/or Skills

- ◆ OCR scanning software
- ◆ Proofreader's marks
- ◆ OCR editing software
- ◆ Text formatting

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and Skills by showing that they can scan, correct and print out text generated by OCR (Optical character recognition).

Candidates should complete a tutor-set task consisting of two A4 pages of keyed in text. Candidates are required to: scan and mark-up the proof from the OCR text using current proofreader's marks, and correct and format the file to a provided specification. The assessment submission should consist of one marked-up proof and one final proof.

The specification should include information on margins, linespacing, headings and a minimum of two text enhancements. The document could have up to a maximum of two uncorrected errors on first submission but these should be pointed out using printer's corrections. The document should then be returned to the candidate so that the final document submitted is error free. If the document has more than two errors on first submission, the candidate should be re-assessed. The document should be 400–600 words in length.

Assessment should be carried out under open-book, supervised conditions.

Assessment Guidelines

The candidates may be advised by the tutor of errors up to a maximum of two that they have overlooked on their submitted proof and make further corrections prior to re-proofing. These errors should be marked using printer's corrections. The candidate could be given an article which has to be edited and formatted for inclusion in an in-house magazine.

Higher National Unit specification: statement of standards (cont)

Unit title: Publishing: Text Input and Proofreading

Outcome 3

Produce tabular set text

Knowledge and/or Skills

- ◆ Types of tab
- ◆ Tables
- ◆ Headings
- ◆ Borders
- ◆ Shading

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and Skills by showing that they can produce tabular set text.

Candidates will produce two tables each with a minimum of three columns and 10 rows. The tables should contain numerical information, column headings, divided column headings and at least one table should have borders and shading. The candidate will be provided with the tables and information on formatting which has to be followed. This formatting information should include instructions on types of tab settings. First and final proofs should be submitted for assessment. The first proof should be marked up with appropriate proofreader's marks. Tables produced by the candidate should take account of type of text, space and balance.

Each document could have up to a maximum of two uncorrected errors on first submission but these should be pointed out using printer's corrections. The document should then be returned to the candidate so that the final document submitted is error free.

Assessment should be carried out under open-book, supervised conditions.

Assessment Guidelines

This Outcome may be assessed via tutor-set tasks, which simulate commercial publishing. Suitable examples could be; train or bus timetables; football league tables; music chart listings.

Administrative Information

Unit code: F1V0 33

Unit title: Publishing: Text Input and Proofreading

Superclass category: KH

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Higher National Unit specification: support notes

Unit title: Publishing: Text Input and Proofreading

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit was developed for the HND Digital Media Group Award and is an optional Unit.

It is primarily intended for those who are taking a printing pre-press qualification at Higher National level or who have experience in this or related fields and wish to further their knowledge and experience. It provides an opportunity to extend their skills in Information Technology and Communications.

It is suitable for candidates in publishing and printing. It would also be relevant to those with appropriate work experience such as the use of desktop publishing packages. Candidates will be expected to exercise a degree of autonomy in carrying out the tasks required for the Unit. Most of the evidence will be generated and gathered as part of the practical work undertaken.

There are no prescriptive software and hardware facilities. However, tasks should replicate working practices for text input in terms of software and hardware used in the printing and publishing industries. The relevant facilities should be available to the candidate throughout the duration of the Unit.

Samples of tabular settings can be found in a variety of textbooks and software manuals, which are widely available. There may also be helpful tutorials on the World Wide Web.

Guidance on the delivery and assessment of this Unit

When part of the HND Group Award in Digital Media, this Unit should be delivered early in the course as the skills learned will be beneficial in a wide range of Units delivered later in the course. The Unit can also be delivered as a stand-alone Unit for students wishing to learn how to key and input text.

The Unit is practical in nature and formal delivery should be kept to a minimum. Candidates are encouraged to gain as much practical experience as possible to become confident in the keying of text.

Although candidates will become familiar with software during the delivery of the Unit, emphasis should not be placed on software specific skills but rather on the specific analytical Knowledge and Skills required within the Unit. This will ensure that revisions of software do not impact on the underlying Knowledge and Skills acquired through the achievement of the Unit.

All the Outcomes provide the opportunity to develop awareness of citizenship issues and/or cultural diversity, by using text samples from a wide range of topics, eg effects of globalisation, topical current events, world religions.

The Unit is expressed in three separate Outcomes.

Higher National Unit specification: support notes (cont)

Unit title: Publishing: Text Input and Proofreading

Outcome 1

The experience gained by the candidate in using correct keying techniques and file formatting in this outcome should be reinforced in Outcomes 2 and 3. It would be expected that candidates would improve in speed and accuracy as a result of additional experience in using proper techniques.

Outcome 2

An explanation of the principles, uses and limitations of OCR should be provided as an introduction to this outcome. A demonstration of OCR software on good and poor typescript would be of value. Candidates could OCR the typescript themselves before correcting as a final proof.

Outcome 3

Candidates may be provided with instructions appropriate for the software to be used. The work of the candidates could involve them using tabular keys to format two tables to include the use of, centre; left; right; decimal point tabular settings. Table formatting could include borders and shading.

Opportunities for developing Core Skills

This Unit offers opportunities to further develop and extend the core skills in ‘Using information Technology’ at SCQF level 5. There are, however, indications given within the knowledge and skill statements where the Core Skill elements may be further reinforced.

- ◆ Text input software
- ◆ Desktop publishing software
- ◆ Network facilities

Open learning

This Unit is suitable for delivery and assessment via distance learning providing the student has access to suitable computer hardware and software. This would include an industry standard word processing package. All teaching notes, presentations and assessment guidelines could be provided in PDF format and/or word files or using presentation software. Centres would require to make special arrangements for candidates to be observed for Outcome 1.

Candidates could submit assessments via a VLE. Scanned files of marked-up proof-read pages could be submitted for assessment in JPEG format. Hard copy proofs could be output by the centre on behalf of candidates.

If this Unit is delivered by open or distance learning methods, additional planning and resources may be required for candidate support, assessment and quality assurance. A combination of new and traditional authentication tools may have to be devised for assessment and reassessment purposes.

For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning* (www.sqa.org.uk).

Higher National Unit specification: support notes (cont)

Unit title: Publishing: Text Input and Proofreading

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Publishing: Text Input and Proofreading

This Unit is designed to enable you to develop the skills and techniques required to key text using correct fingering techniques on an alphanumerical keyboard. Exercises will include text and tabular setting. You will also learn proofreading procedures and the correct use of proofreader's marks. The Unit covers three main areas.

In Outcome 1 you will work through a range of fingering exercises before keying text for two documents. The accurate use of proofreading procedures and proofreader's marks is also an important part of this Outcome and you will mark documents with recognised proofreader's marks where corrections are needed.

In Outcome 2 you will scan, amend and print out file that has been generated by OCR (optical character recognition) software.

In Outcome 3 you will produce two tables in tabular form.

In undertaking this Unit you will develop your Core Skills in Information Technology. These skills gained can be applied to many other areas.