

Vocational Qualifications (QCF, NVQ, NQF)

Document Presentation

Level 3 Document Presentation - **03934**

OCR Report to Centres Autumn 2014

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This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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The majority of the candidates completed all four documents. The standard of performance was generally very good.

There were a disappointing number of typographical errors, omitted words as well as omitted full stops. Many of these errors could have been detected and corrected if candidates had carefully checked their work against the draft.

Document 1

The majority of the candidates retained the font style and size. Some candidates incurred a penalty under MC 2.3 because they did not follow the house style exactly as shown in the Resource Sheet. The majority of the candidates inserted a shaded text box with the correct fill effect, but a few candidates did not use a different font style and size for the text in the text box (MC 2.3).

Document 2

Most of the candidates used the Comic Sans MS 10 font, as instructed, but some did not ensure that this font was also used for the text in the unshaded text box (MC 2.3). A small number of candidates did not insert **decorative** horizontal dividers; they simply keyed in a few symbols, hyphens or horizontal lines (MC 2.3) and did not ensure a clear line space above and below both dividers (MC 4B). A few candidates did not ensure that the text box was the correct size (MC 4E). Almost all candidates produced a screenprint; however, a few screenprints did not include evidence of the column widths (MC 2.3). Keying errors included *Timénez* instead of *Jiménez* (MC 2.1).

Document 3

Almost all the candidates inserted a full-page border on all pages except the first page. A few candidates did not align the headers and footers at the right margin as instructed and some did not use Arial 9 font for all the headers and footers (MC 2.3). Occasionally, the page number was not positioned in the centre of the page in the footer area (MC 2.3) and a number of candidates did not align the bullets at the left margin (MC 4A). Some candidates keyed *titled* instead of *tilted* in the second paragraph of the *MAINTENANCE* section (MC 2.1). Some candidates did not ensure that the lines were of the correct length (MC 1.2) and incorrectly inserted all the words within shapes in the diagram (MC 2.3).

Document 4

The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but some candidates did not insert this automatic field at all, inserted the filename only, or used the original filename "PTB" (MC 2.3). Some candidates did not use the correct page number style "Page 1" in the header area and some did not ensure that both automatic fields appeared on **all** pages (MC 2.3).

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