

## **Vocational Qualifications (QCF, NVQ, NQF)**

### **Word Processing**

Level 2 Word Processing - **06999**

## **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.

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## Level 2 Word Processing - 06999

The standard of work was generally high. Some candidates lost marks through poor proofreading.

### Document 1:

The header often extended into the right margin (2.3). The header must be aligned with the right margin of the document. Several candidates failed to produce the document using full justification (4S). Several candidates misplaced the sentence “The most important thing is to manage expectations” and inserted it at the beginning of the following paragraph (3.2).

### Document 2:

Candidates coped well with this document. The picture was often not placed against the first two paragraphs as instructed (2.3). The words “rapidly expanding” were sometimes not deleted (2.2). Almost always, the underline was carried out without error (2.3).

### Document 3:

A few candidates keyed in the second word(s) in the “ITEM” column with an initial capital (4J). Several candidates did not leave sufficient vertical space (4E). Keying in errors in the final paragraph included the apostrophe omitted from “clients” (1.2), “options” for “opinions” (2.1) and “rating” for “ratings” (1.2).

### Document 4:

A number of candidates changed the font of the telephone, email and website details on the letterhead to Comic Sans (4H). The letter was often not produced with full justification (4S). There was sometimes no clear line space left after the sentence “I set out below some of your main duties” and the first bullet point (4B). Some candidates failed to number the second page of the letter (2.3).

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