

Vocational Qualifications (QCF, NVQ, NQF)

Word Processing

Level 3 Word Processing - **03938**

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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There were two discrepancies in the recall text. In document 1, in the paragraph “Our lecturers are all professional people who have many years’ experience in this type of business”, the apostrophe in “years” was omitted. In document 2, in the first paragraph “Whether you prefer a traditional or a contemporary look we can give you the garden or your dreams.” Candidates were not penalised for either of these errors.

Document 1:

Several candidates failed to produce the document using full justification (4S). In the header, “OPPORTUNITIES” was often spelt incorrectly. Not all occurrences of the word “course” were replaced with “scheme” throughout the document (2.3). Some candidates keyed in “principle departments” for “principal departments” (2.1). The indented right margin of the inset paragraph was sometimes carried on to the next paragraph with the text box (4V). In the text box paragraph, some candidates keyed in “all over the country” instead of “this country” (2.1).

Document 2:

Candidates coped very well with this document. In the first paragraph, the word “in” was sometimes omitted after “relax” (2.1).

Document 3:

There were a few occasions when the table extended into the left margin (4A). There were various incorrect spellings of “TUNBRIDGE WELLS”. As with the last series, there was a marked improvement in the alignment of decimal points.

Document 4:

On the front page, some candidates omitted the full stop in the first sentence (1.2). On the inside left-hand page, “STATIONERY” was often keyed in as “STATIONARY” (2.1). On the inside right-hand page, “. . . will we print the entire order” was transposed and keyed in as “we will print the entire order” (3.2). This document may be printed on one or two sheets of A4 paper. A number of candidates printed the document on one sheet but the inside pages were upside down (3.2). If in doubt, candidates should print on two sheets of A4 paper.

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