

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

### **Text Production**

Entry Level Award Text Production (Entry 3) - **06964**

### **OCR Report to Centres Autumn 2014**

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

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.

© OCR 2015

## **CONTENTS**

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

Entry Level Award Text Production (Entry 3) **06964**

### **OCR REPORT TO CENTRES**

<b>Content</b>	<b>Page</b>
Entry Level Award Text Production (Entry 3) - 06964	4

## Entry Level Award Text Production (Entry 3) - 06964

The work submitted by candidates was mainly of a good standard. Most scripts showed evidence of careful proofreading and attention to detail. Most abbreviations had been expanded correctly. The layout of the three documents was mainly consistent and correct.

The main errors were as follows:

### **Document 1:**

Omitted date; errors within postcodes; spacing errors around hyphens; incorrect spelling of Louisa.

### **Document 2:**

Text centred rather than left-aligned; plural forms of 'pencils', 'drawing' and 'perspective'.

### **Document 3:**

Omitted or faulty underscore; failure to indicate final paragraph; 'painting' instead of 'paintings'.

All candidates completed the examination within the time frame; line spacing was consistently applied; most punctuation was correctly indicated.

**OCR (Oxford Cambridge and RSA Examinations)**  
1 Hills Road  
Cambridge  
CB1 2EU

**OCR Customer Contact Centre**

**Education and Learning**

Telephone: 01223 553998

Facsimile: 01223 552627

Email: [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

[www.ocr.org.uk](http://www.ocr.org.uk)

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored

**Oxford Cambridge and RSA Examinations**  
is a Company Limited by Guarantee  
Registered in England  
Registered Office; 1 Hills Road, Cambridge, CB1 2EU  
Registered Company Number: 3484466  
OCR is an exempt Charity

**OCR (Oxford Cambridge and RSA Examinations)**  
Head office  
Telephone: 01223 552552  
Facsimile: 01223 552553

© OCR 2015

