# Vocational Qualifications (QCF, NVQ, NQF)

# Word Processing

Level 1 Word Processing - **06974**

# 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 1 Word Processing - 06974

The standard of performance was generally very good, but there were a larger number of poor scripts than in previous series.

There were a disappointing number of typographical errors and omitted words. Many of these errors could have been detected and corrected if candidates had carefully checked their work against the draft. Errors such as missing, wrong or superfluous words, single/plural words, omitted or incorrect punctuation and incorrect paragraphing cannot be identified by use of spellcheckers. Reliance on spellcheckers and failure to proofread are proving to be the major reasons candidates are not awarded a Distinction, or a Pass.

**Document 1**

A number of candidates did not use full justification throughout the document (MC 4S) and did not adjust the left margin to 4 cm (MC 4T). Some candidates did not change the "stet" word *goods* to *items* (MC 2.1) and did not transpose the words *listed clearly* (MC 3.1). The majority of the candidates created the new paragraph at *Progress Auctions …* but some did not insert a clear line space above the new paragraph (MC 4B) and a few inserted extra character spacing at the beginning of this new paragraph (MC 4A). A few candidates did not inset the paragraph beginning *We sell items …* 2 cm from the left margin (MC 4U) and did not move the paragraph beginning *Specialist auctions …* (MC 3.4). A surprisingly large number of candidates did not insert all the words *a wide range of* in the ballooned insertion (MC 2.1). There were a number of instances of inconsistent line spacing between paragraphs, but particularly at the point where the 'move' paragraph was originally positioned (MC 4I). A number of candidates did not key the correct word count (270); they either did not key the figure at all or keyed an incorrect figure, even though there were no errors within the text which might have accounted for this (MC 2.3). Centres are reminded that candidates must take care to key the actual figure accurately when they have performed the word count. A few candidates did not insert the automatic filename **and path** in the footer area as instructed and others did not change the filename but simply left this as the original filename "AUCTIONS" (MC 2.3).

**Document 2**

The majority of candidates correctly inserted a full-page border, but there were some instances where candidates inserted a border around the text only (MC 2.3). A few candidates did not centre the heading *VALUATION DAYS* (MC 4F). A few candidates did not underline all the words *last Friday of every month.* (MC 2.3). A small number of candidates did not delete some or all of the words *fixed items of* and some used the strikethrough facility, as ~~*fixed items of*~~ (MC 2.2). Most of the candidates correctly transposed the two paragraphs circled in the draft but a few removed one or both of the full stops (MC 1.2).

**Document 3**

Some candidates did not modify the layout of the table as instructed (MC 2.3). A few keyed the column headings in the correct order, but then keyed the data in the columns as displayed in the draft rather than as shown in the modification instruction (MC 2.3). Those candidates who opted to use gridlines to rule the table but left a row of empty cells below the column headings were penalised under MC 4L. Candidates who chose not to rule the table but did not leave a clear line space below the column headings were penalised under MC 4B. Keying errors included *collections* instead of *collectables* and *Woman's* instead of *Women's* (MC 2.1).

**Document 4**

A number of candidates incurred a fault because all the lines of ruling had been removed (MC 2.3). The entire 'Date' box was deleted by a few candidates (MC 4H). Some candidates did not use strikethrough to delete the word *telephone*; they simply deleted the word so that this read as *Client prefers to be contacted by email* instead of *Client prefers to be contacted by ~~telephone/~~email** (MC 2.3). Keying errors included *Angelad@happytime.co.uk* and *Debit Card* (MC 4J). Today's date had not been inserted by a few candidates (MC 2.1). Although additional lines of ruling should not be inserted, or lines omitted, insertion of additional ruling in the boxed section is not penalised where this is carried out consistently.

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