

Vocational Qualifications (QCF, NVQ, NQF)

Document Presentation

Level 2 Document Presentation - **06978**

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)

Level 2 Document Presentation **06978**

OCR REPORT TO CENTRES

Content	Page
Level 2 Document Presentation - 06978	4

Level 2 Document Presentation - 06978

The majority of the candidates completed all four documents. The standard of performance was generally 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 letterhead was correctly recalled by the majority of the candidates and the letter was keyed in accurately by a large number of candidates.

Most candidates inserted the scissors symbol at the beginning of the tear-off line, which was correctly inserted as dashes. Some candidates did not ensure that the lines of dots were aligned at the right margin (Marking Criterion 2.3). Centres are advised to investigate word processing functions that would enable candidates to do this, such as setting a right leader tab at the right margin. A few candidates did not insert a character space between the text and the line of dots (MC 2.3).

Document 2

This document was accurately keyed in and well displayed by the majority of the candidates. A few candidates omitted the exclamation mark in the final word of the WordArt (MC 1.2). A very small number of candidates inserted a shaded text box and did not use a different font **style** (MC 2.3).

Document 3

Some candidates submitted accurate and well-presented documents. A few candidates did not change all instances of *organisation* to *company* (MC 2.3). They are advised to ensure that no character space is included in the “find” box as words which contain a comma as in the first instance *organisation*, or an apostrophe as in *organisation’s* would not be included in the Find and Replace. The second page of the document had not been numbered in a few instances (MC 2.3). A very small number of candidates did not key in the 13 words at the end of the paragraph beginning *We offer a full packing ...* (MC 2.1). Had they carried out thorough proofreading, this omission would have been identified. The organisation chart was inserted accurately by most of the candidates, but there were a few instances of *Pate* instead of *Pete* and *Rodgers* instead of *Rogers* (MC 2.1).

Document 4

Part 1

This was keyed in accurately and well displayed in many instances. The majority of the candidates inserted columns that reflected the sizes in the draft.

Part 2

A small number of candidates did not remove all the ruling (MC 2.3). Some candidates did not insert 'today's date' in the "Date" section at the foot of the page consistently with the other dates keyed in the box section of the form (MC 4L).

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

OCR Customer Contact Centre

Skills and Employment

Telephone: 024 76 851509

Fax: 024 76 851633

Email: vocational.qualifications@ocr.org.uk

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

