

Vocational Qualifications (QCF, NVQ, NQF)

Text Production

Level 3 Legal Word Processing - **03935**

OCR Report to Centres August 2015

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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.

OCR will not enter into any discussion or correspondence in connection with this report.

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Overview

Part of the Text Processing suite, this qualification is ideal for those wishing to work in the legal sector. Some candidates submitted excellent work but it appears that many candidates are being entered without sufficient knowledge of legal documents in general and the requirements of the examination in particular. Several centres have sent enquiries to OCR regarding the layout of documents and what is expected of candidates. It is recommended that when studying for this examination candidates are given a certain amount of legal background and instruction in legal terminology to enable them to tackle the paper.

The submission of candidates' work for marking still remains an issue. Sometimes papers are not sent until up to a month after the end of the examination period, and sometimes, in the case of the summer paper, not until the start of the new term. This is very inconvenient for assessors as they do not know when all the papers have been received and the examination marking can be considered to be complete. Previously Centres were required to inform OCR of the number of candidates they proposed to enter for an examination which meant that assessors knew when they had received all the papers from a Centre. Under the new system assessors are only informed of the Centre names and numbers which they have been allocated but not the number of entries.

General Comments

The standard of work varied from excellent to poor. In some cases the abbreviations/spellings caused problems to candidates through unfamiliarity with legal terminology. It is recommended that candidates are completely familiar with the list of spellings and abbreviations given in the Unit before entering the examination.

Comments on Individual Units

Document 1 – Standard clauses

This document is the one requiring the most keying-in by candidates and therefore provides the greatest opportunity for keying errors. Candidates are expected to expand abbreviations and to correct spelling errors. Most candidates handled it reasonably although there was evidence in some cases of lack of proof-reading. Because of the nature of legal documents there were some instances of repeated wording and some candidates left words out as a result of this. This is something that could be prevented by careful proof-reading of the document.

Document 2 – Compilation document

This document requires candidates to recall paragraphs previously stored to compile a legal document. Very little keying-in is required but there are a large number of instructions given as to layout. Some of these were not always followed, particularly the instruction to use full justification and to express figures as words. Some candidates did not appear to be able to express figures accurately as words. Some candidates recalled the incorrect clauses.

Document 3 – Backsheet

This document was generally well done although the margins were not always set as instructed. In particular the bottom margin was often measured from the footer rather than from the last line of text. Some candidates included the VAT number, which incurred a penalty.

Document 4 – Financial document

This document contains a table which requires the alignment of decimal points in columns. Some candidates incurred errors for failure to align the decimal points (4Q) and/or not aligning the longest figure in each column with the column heading (4P). There is also a requirement to check a calculation in one of the columns, which most candidates managed successfully. It should be mentioned that the use of a calculator for this document is allowed.

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