

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

### **Legal Audio-Transcription**

Level 2 Legal Audio-Transcription – **06980**

### **OCR Report to Centres August 2015**

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.

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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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### General Comments

Most scripts submitted for this paper were of a high standard.

### Comments on Individual Units

#### SPRING 2015

**Document 1:** The letter was usually produced very well. A few candidates omitted the date and so incurred a fault. The word 'meantime' was sometimes keyed as two words, which is incorrect.

**Document 2:** The document caused few problems. Some candidates failed to use initial capitals in all cases where they were requested. There was some confusion over the new line instruction. 'New line' means that there should be no clear line, whereas the instruction 'paragraph' indicates that there should be a clear line in single line spacing.

**Document 3:** This notice was often produced with no errors. Most faults incurred were as a result of poor proof-reading. Some candidates were unfamiliar with the common phrase 'in lieu of'.

#### SUMMER 2015

**Document 1:** The letter was usually presented very accurately. A few candidates were unfamiliar with the word 'arrear' and incurred a fault for misspelling. There were few other problems.

**Document 2:** This document proved to be straightforward for most candidates. A few failed to use initial capitals in all cases where they were requested and incurred faults for this. There were some misspellings of the verb 'affect'.

**Document 3:** This form presented few problems. Candidates are reminded that they should not make any changes to the form template, including the instruction for deletion at the bottom of the form.

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