

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

### **Legal Audio-Transcription**

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

### **OCR Report to Centres August 2016**

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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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## Level 2 Legal Audio-Transcription – 06980

### Overview

This unit has a small entry but offers an opportunity for candidates to gain a specialised qualification.

### General Comments

Many scripts submitted for this unit were presented very well.

### Comments on Individual Units

**Document 1:** The letter was usually produced accurately. Common errors were misspellings of licence (noun) and cheque. Some candidates incurred a fault for keying a singular form of Enc, instead of the plural required, as more than one enclosure was mentioned in the letter.

**Document 2:** Most errors on this document were as a result of poor proofreading. There was some confusion between the words insure (take out insurance) and ensure (make sure). Most instructions were followed well.

**Document 3:** A very common error in the text of the Order was to key council (local government) instead of counsel (barrister).

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