

Vocational Qualifications (QCF, NVQ, NQF)

Text Production

Level 3 Legal Word Processing - **03935**

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.

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1 Overview:

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

2 General Comments

Most scripts submitted for this unit were presented very well. This is a very demanding qualification and a great deal of practice and preparation are required to gain a good result.

3 Comments on Individual Units

Document 1:

Many candidates were unable to expand the abbreviation 'cntd' for 'contained'. This is one of the abbreviations listed in the syllabus (AC 3.5) and should be familiar to all entrants to this qualification. Another common fault was the failure to correct the apostrophe phrase 'the parties' respective addresses'. Most errors were as a result of poor proofreading, such as initial capitals not keyed as shown in the draft. The insertion indicated by a caret sign in Ag13 was sometimes keyed above the first line of the clause, instead of being inserted as part of the text.

Document 2:

This document was often produced with few errors. The instructions were generally followed very well.

Document 3:

The backsheet presented few problems to most candidates. It should be noted that the requested bottom margin of 3 cm relates to the text, in this case the solicitor's details, and not to the footer. The footer is a separate item and is always close to the bottom of the page.

Document 4:

The Bill of Costs was straightforward. Most faults were incurred for proofreading errors or failure to align columns (MC 4P and 4Q).

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