

Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 3 Word Processing - **03938**

OCR Report to Centres Autumn 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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Level 3 Word Processing - 03938

1. Overview:

The assessment material for this unit at Level 3 has remained a good test for candidates. There has been a steady improvement in the standard of work from candidates throughout the year.

2. General Comments

Candidates have improved their skill in proofreading and this was demonstrated by fewer careless errors.

3. Comments on Individual Assessments

- (1) In document 1, when adjusting the line length, both left and right margins must be changed. If only the left or right margin is changed, this will be penalised (Marking Criterion 4T). The word used for search and replace was not presented consistently (it may appear in capitals, with initial capital or lower case) and some candidates did not replace all occurrences of the word (2.3). The text box must be centred horizontally (2.3). There is no requirement for the text box to be centred vertically but the text must wrap around the text box on all sides (2.3).
- (2) Document 2 was generally very well done. There were some instances of inconsistent spacing before and after the transposed paragraphs (4I). Candidates generally followed instructions and keyed in the correct text from the Resource Sheet.
- (3) In document 3, there has been a great improvement by candidates. Decimal points are generally correctly aligned. Column headings must be displayed exactly as draft (2.3). Most candidates successfully modified the document as instructed and printed a second copy.
- (4) Some candidates were still not leaving the minimum margins when the leaflet/booklet is folded (4A). The folded leaflet/booklet has a front and a back cover and two inside pages. All four pages should have left and right margins of at least 13 mm. This document may be printed on 2 sheets of A4 paper. If double-sided printing is used, then candidates must ensure that one side is not upside down (1 fault max 3.2).

4. Sector Update

Not applicable.

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