



Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 1 Computer Keyboard Skills - **06969**

OCR Report to Centres Summer 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 1 Computer Keyboard Skills - 06969

Overview

In relation to the qualifications / suite as a whole

This is a well-established qualification that has been running for a number of years. Centres use this qualification as an entry into ICT and computer keyboard operation.

General Comments

Specific to each level within a qualification

The performance of candidates who completed this examination were consistent with previous years.

Comments on Individual Units

Comments specific to individual units and LOS / ACS within those units

The work submitted by candidates varied considerably in quality. Some candidates had clearly been well prepared for their examination. Others clearly had not received much instruction, with the result that the work submitted was inaccurate and sometimes incomplete.

Some candidates failed to follow the line endings as given in the continuous text block. Omitted or additional spaces were a common error, particularly in the alphanumeric string (lines 1 and 2) and the computer block section (lines 5-8). Some candidates failed to key initial capitals as shown on the draft. A number presented initial capitals for the first word on lines in the continuous text block which are penalised as an error for each incorrect character. A few candidates failed to turn off the Caps Lock function after keying the line of text in upper case. Special characters were generally keyed accurately.

The table/tabulated section was usually done well although some candidates failed to align the text in columns or left inconsistent space between the columns. Candidates are advised to try to produce the spacing between columns as closely as possible to that shown on the draft.

Sector Update

Updates on any vocationally relevant, subject specific developments

This qualification is being withdrawn after the Autumn 2017 series. No replacement qualification is being made available.

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