

Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 1 Computer Keyboard Skills - **06969**

OCR Report to Centres Summer 2016

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.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

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.

© OCR 2016

CONTENTS

Vocational Qualifications (QCF, NVQ, NQF)

Level 1 Computer Keyboard Skills - **06969**

OCR REPORT TO CENTRES

Content	Page
Level 1 Computer Keyboard Skills - 06969	4
Overview	4
General Comments	4
Comments on Individual Units	4
Sector Update.....	4

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.

OCR (Oxford Cambridge and RSA Examinations)
1 Hills Road
Cambridge
CB1 2EU

OCR Customer Contact Centre

Skills and Employment

Telephone: 02476 851509

Fax: 02476 421944

Email: vocational.qualifications@ocr.org.uk

www.ocr.org.uk

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored

Oxford Cambridge and RSA Examinations
is a Company Limited by Guarantee
Registered in England
Registered Office; 1 Hills Road, Cambridge, CB1 2EU
Registered Company Number: 3484466
OCR is an exempt Charity

OCR (Oxford Cambridge and RSA Examinations)
Head office
Telephone: 01223 552552
Facsimile: 01223 552553

© OCR 2016

