

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

**Text Processing (Business Professional)**

Level 2 Text Production - **06975**

**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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### OCR REPORT TO CENTRES

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## Level 2 Text Production - 06975

### 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. Performance has been consistent with previous years with a number of candidates producing error-free and well-presented work. Employers recognise this qualification as representing a good standard of document production in the workplace.

### General Comments

*Specific to each level within a qualification*

Most candidates completed all three documents. The main faults continue to be typographical errors, superfluous, omitted or incorrect words, failure to key punctuation as shown on the draft, retention or incorrect expansion of abbreviations and failure to follow capitalisation as shown on the draft. Good proofreading skills are part of this scheme of qualifications and the majority of candidates who incurred penalties showed little evidence of this. A number of the errors seen could have been prevented through careful proof-reading.

Only the abbreviations listed under Marking Criterion 2.3 of the unit specification should be expanded. Other commonly used abbreviations such as: etc, eg, ie, plc and ltd must be retained. Penalties were incurred for the expansion of the abbreviations such as ltd (2.1).

OCR supplied templates must be used for documents 1 and 2. These may be printed for use with typewriters. Centres must not make any alterations or amendments to the material supplied by OCR – failure to use the supplied templates in their original format is penalised (4H).

### Comments on Individual Units

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

Document 1 - The majority of candidates used the correct OCR-supplied letterhead, although some incurred a fault for making alterations to this such as changing alignment, font size or removing emphasis and a few kept the company name but changed the address details completely (4H). The special mark was usually correctly entered and displayed in capitals, although a small number presented this below the salutation. The reference, date, special mark and name and address may be presented in any order but must appear above the salutation (2.1). A few candidates incurred a fault for keying the special mark with the instruction text 'Mark this...'. Dates must be presented in a consistent style throughout the document; some candidates used ordinals in the post-dating but not in the date of the letter or vice versa incurring a fault for inconsistent presentation (4L). The underlined text was occasionally presented emboldened with the underline omitted, or the underline extended under the space following the text (2.3). The correct expansion of abbreviations continues to incur faults with some candidates failing to expand 'Rd' or 'co' correctly. The abbreviation 'sec' was incorrectly expanded to 'sectary' and 'a/cs' to 'accountants'. Some candidates failed to indicate a single or multiple enclosure as implied in the draft (2.3). The abbreviation 'snclly' in the complimentary close was expanded correctly but often keyed with an initial capital (4J). The stet amendment was generally well done.

Document 2 – this document is usually done well and causes few problems for the majority of candidates. A few candidates failed to use the supplied template or changed the order, the font style and/or size of the recalled headings (4H). The correction of the circled apostrophe error causes the most problems with the majority of candidates removing the apostrophe wherever it

appears rather than ensuring it is grammatically correct. Initial capitals must be keyed as shown on the draft and some candidates failed to use initial capitals as shown for company names and proper nouns, incurring a fault for each incorrect word (1.7). Abbreviations continue to be a weakness with the most common error being 'sig' expanded to 'signing' and 'tel' being retained. Where quotation marks were used these were frequently presented as single quotes instead of double, and the positioning of the associated punctuation at the ending quotation marks was often incorrect (1.2). The horizontal transposition was generally well done. A few candidates omitted the ballooned text incurring a fault per omitted word (2.1).

Document 3 - This document was generally well done although errors were incurred for omitted or additional words and typographical errors. Commas and hyphens shown on the draft must be keyed as displayed but these were frequently omitted. Errors were often found in the capitalised headings and as these were displayed in capitals it is unlikely that the spellchecker alone would identify them which reinforces the need for careful proofreading. The vertical transposition of paragraphs or headings caused some problems which resulted in the text, and sometimes the interim paragraph/heading, being misplaced (3.1). The close up correction sign is often poorly executed with many candidates transposing the words rather than removing the space between them. A few candidates failed to produce consistent line spacing between the paragraphs in double line spacing or after subheadings (41). Some candidates failed to number the continuation sheet (2.3).

## **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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