Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 3 Text Production - **03932**

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.

OCR will not enter into any discussion or correspondence in connection with this report.

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Level 3 Text Production - 03932

Overview:
In relation to the qualifications / suite as a whole

Level 3 Text Production presents candidates with the challenge of producing three documents from handwritten copy within a time limit of 1 hour and 15 minutes. In addition to checking for accuracy, candidates also have to identify grammatical and typographical errors and make appropriate corrections. It is a reasonably popular qualification, across all three series.

General Comments
Specific to each level within a qualification

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

Main errors were as follows:

Document 1 – letter

The majority of candidates failed to identify the simple grammatical errors included in the text. Some also failed to identify the apostrophe error. Another common error was the incorrect capitalisation of the reference details. A small number of candidates could not distinguish whether the enclosure was singular or plural, according to the text of the document.

Document 2 – fax, minutes or terms of reference

Again, the apostrophe error caused issues for some candidates on all three papers. The fax template (used in the Autumn 15 paper) was sometimes changed, incurring a penalty. Some candidates failed to emphasise text as instructed.

Document 3 – multi-page document

This task produced errors relating to a lack of proofreading, possibly due to the time constraints of the examination. The three-page document needed page numbers on pages 2 and 3, and these were often omitted. Superfluous and/or omitted words often resulted in poor results for the less able candidates.

Comments on Individual Units
Comments specific to individual units and LOS / ACS within those units

Not applicable.

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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