

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

**Text Processing (Business Professional)**

Level 2 Word Processing - **06999**

**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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### OCR REPORT TO CENTRES

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# Level 2 Word Processing - 06999

## 1. Overview

The assessment material for this unit at Level 2 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

The overall standard of work was generally good. There were some careless errors made in scripts, such as failing to put a full stop at the end of sentences, and poor proofreading. Candidates should follow the draft exactly as it appears.

## 3. Comments on Individual Assessments

- 1) In document 1, headers and footers were not always correctly positioned. Where the instruction is to right align the header or footer, then it must be right aligned with the right margin of the document (Marking Criterion 2.3). Search and replace was generally carried out correctly throughout all three series.
- 2) Document 2 was generally very well done. The picture was generally positioned as instructed. Occasionally, the word count was incorrect.
- 3) Document 3 was also generally very well done. The decimal points were not always correctly aligned (4Q) and text in the columns should align with the column headings (4P). Several candidates left no clear line space between the column headings and the first section heading and/or between the section headings and following text (4B). Both section headings should span into the second column (2.3). The vertical space was not always as instructed (4E).
- 4) Although this document was generally done well, candidates continue to lose marks through errors that were avoidable. For example, the words “Our ref” or “Our Ref” must be keyed in exactly as draft (2.1); the date was omitted (2.1); the second page was not numbered (2.3); failure to produce the letter with a ragged right margin or full justification as instructed (4S).

## 4. Sector Update

Not applicable.

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