

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

**Text Processing (Business Professional)**

Entry Level Award Text Production (Entry 3) - **06964**

**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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# Entry Level Award Text Production (Entry 3) 06964

## Overview:

*In relation to the qualifications / suite as a whole*

This is an introductory unit for candidates who are new to keyboarding. The requirement to produce three simple documents within 1 hour can often be challenging. However, it is a good introduction to the rest of the suite and the underpinning knowledge of abbreviations can be a first step to Level 1 units. It has a relatively low take-up, but is consistent across all three series.

## General Comments

*Specific to each level within a qualification*

The work submitted by candidates was of a reasonable standard overall. The more able candidates had clearly been given instruction by their centres in the expansion of simple abbreviations. However, it was apparent that many candidates had received little guidance prior to attempting the examination and thereby incurred significant numbers of penalties.

Main errors were as follows:

### Document 1 – letter

Many candidates failed to insert a date in the letter, and a number had difficulties in using the correct capitalisation for proper nouns, street names, towns and postcodes. Arrows indicating the need to move text were often ignored. Proofreading was poor.

### Document 2 – advertisement

Some candidates centred each line of the text, despite the manuscript copy showing clearly that each line should start at the left margin. Some candidates missed out occasional words, but this document was usually fairly well done.

### Document 3 – report

This short report contains a number of circled errors, which candidates must correct. Most typographical errors were correctly amended, but the two simple grammatical errors caused problems at all series.

## 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.

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

**OCR Customer Contact Centre**

**Education and Learning**

Telephone: 01223 553998

Facsimile: 01223 552627

Email: [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

[www.ocr.org.uk](http://www.ocr.org.uk)

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

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