OCR
Oxford Cambridge and RSA

Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 2 Document Presentation - **06978**

OCR Report to Centres August 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 2 Document Presentation - 06978

Overview

In relation to the qualifications / suite as a whole

This Level 2 Document Presentation examination offers candidates an opportunity to extend their word processing skills and produce documents which include graphics, borders and organisation charts. It is a popular qualification, particularly in the Spring and Summer series.

General Comments

Specific to each level within a qualification

The work submitted by candidates was generally of a good standard. Most candidates had sufficient time to produce four complete documents, though sometimes proofreading was overlooked due to the time limit of 1 hour and 45 minutes. However, the majority of candidates produced attractive documents with relatively few errors.

Main errors were as follows:

Document 1 – display task

Candidates often failed to leave one clear line space above and/or below the text box. The incorrect font size was sometimes used for the WordArt text. Borders were occasionally omitted.

Document 2 – circular letter

Many candidates were unable to produce the tear-off portion of the document with a bottom margin of less than 4 cm. They also had difficulty in aligning the dotted lines accurately at the right margin. Some candidates did not use the prescribed OCR-produced letterhead.

Document 3 – multi-page document

Page numbers were often omitted from second and subsequent pages; the top margin of subsequent pages was sometimes incorrect, also incurring a penalty. A few candidates had difficulty in producing the organisation chart correctly.

Document 4 – form creation and completion

Spacing between sections and items proved to be the most challenging aspect of this document. Many candidates produced this document perfectly.

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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