

Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 1 Audio Transcription - **06967**

OCR Report to Centres 2015 - 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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CONTENTS

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OCR REPORT TO CENTRES

Content	Page
Level 1 Audio Transcription - 06967	4
Overview	4
General Comments	4
Comments on Individual Units	4
Sector Update.....	4

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Overview

Many candidates produced work to a good standard with the majority completing the examination.

Most of the candidates completed all the documents to a reasonable standard of accuracy but poor proofreading led to many uncorrected typographical errors. All documents were well presented. The changes from double line spacing to single line spacing and the items for emphasis were generally well done.

General Comments

The performance of candidates who completed this examination was consistent with previous years.

Comments on Individual Units

Spring 2016

Document 1: This document was generally well displayed. Some candidates omitted the date. (Marking Criteria 2.1) The word “Dr” was occasionally omitted in the address and sometimes expanded. (MC 2.1) The heading was sometimes entered using initial capitals instead of block capitals. (MC 4J) Some candidates failed to indicate the enclosure. (MC 2.3)

Document 2: This document was well done with only a few candidates incurring keying-in errors.

Document 3: This document was well presented with candidates only incurring a few keying-in errors. The majority of candidates coped with the change of line spacing although a few failed to notice that the article should have been keyed-in with double line spacing except where indicated. The majority of candidates emphasised the sentence as instructed. (MC 4D)

Summer 2016

Document 1: This document was generally well displayed. Some candidates omitted the date. (Marking Criteria 2.1) The heading was sometimes entered using initial capitals instead of block capitals. (MC 4J) Some candidates failed to indicate the enclosure. (MC 2.3)

Document 2: This document was well done with only a few candidates incurring keying-in errors.

Document 3: This document was well presented with candidates only incurring a few keying-in errors. The majority of candidates coped with the change of line spacing although a few failed to notice that the article should have been keyed-in with double line spacing except where indicated. The majority of candidate emphasised the paragraph as instructed. (MC 4D)

Sector Update

This qualification is being withdrawn after the Summer 2017 series. No replacement qualification is being made available.

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