

Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 2 Medical Word Processing - **06996**

OCR Report to Centres Summer 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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Level 2 Medical Word Processing - 06996

1. Overview:

This is a well-established qualification that has been running for a number of years. Performance has been consistent with previous years with a number of candidates producing error-free and well-presented work. Employers and colleges recognise this qualification as representing a good standard of document production in the workplace.

2. General Comments

The standard of work submitted is high and candidates appear to be well-prepared for this examination. Candidates cope well with the medical terminology in the papers and the majority are carrying out the word processing functions well. Most faults continue to be related to superfluous, missing or wrong words, failure to key commas as shown on the draft and failure to display initial capitals as shown on the draft. Some candidates are changing the font style and size of the recalled text in the OCR-supplied files which should not be changed unless specifically instructed to do so.

3. Comments on Individual Units

Document 1 - this document caused few problems for candidates. The most common error was failure to maintain the top margin measurement on all pages (4T). Both papers required a centred header and some candidates failed to centre this within the margins on all pages (2.3) or display this in closed capitals (4J). A few candidates displayed a page number on page 1 (2.3). A small number continued to change the font style and/or size of the recalled text (2.3). The stet amendment was usually well executed although a small number left one of the original words in place (2.1). Some failed to delete the two crossed through words (2.2) and a small number moved the sentence to be copied (3.5). Occasionally the final full stop was not moved or copied with the required text. The search and replace, horizontal transposition, change in line spacing and insertion of page breaks were generally well executed. The close up correction sign was often poorly executed with many candidates transposing the words rather than removing the space between them. A few candidates failed to produce consistent line spacing between the paragraphs in double line spacing and spacing after the headings was not always consistent (4I).

Document 2 - the insertion and manipulation of the image caused the most problems in this document. The image should be positioned exactly as shown on the draft. Where this was followed by a paragraph of text, this paragraph should start at the left margin, under the bracketed section (2.3). It may require the insertion of additional line spaces to ensure only the paragraph shown is wrapped next to the image. Re-sizing of the image was generally done well. A few candidates failed to delete the crossed through words (2.2). The list sort, emphasis and vertical transposition were done well. On the summer paper a few candidates block centred the list on the longest line rather than centring each line of text (4F). The file path was occasionally omitted from the footer or the file had not been saved and contained the original file name or included additional text such as the candidate's initials or a version number (2.3). The word count was usually correct but some candidates incurred a penalty for including the count in the calculation.

Document 3 - a few candidates omitted the heading incurring a fault for each omitted word (2.1). The table was generally well done with the main error continuing to be failure to leave a clear line space after each of the column headings and/or after the section headings (4B). Some incurred a fault for not adjusting the column widths to display the items on one line or not splitting the column headings over two lines as shown on the draft. In the spring paper the text

in the TITLE column was accepted wrapped as shown on the draft. Data in the columns should be left aligned with the column heading as displayed on the draft. In the summer paper a number of candidates right aligned the numbers or centred the column headings (4P). The spring paper contained prices which required the numbers to align on the decimal points with the first figure of the longest amount in each column left-aligned with the column heading. Several candidates right aligned these prices or failed to align the decimal places (4Q). Capitals must be keyed as shown and some faults were incurred for not keying initial capitals within the table data (1.7). Most candidates removed the gridlines from the table and the section modification and sort were generally well done.

Document 4 – a few candidate made alterations to the font style, size and/or alignment of the recalled heading (4H) but the keying in of this task was generally well done. The document was usually keyed in the correct font style and size but some failed to change the font size/style of the recalled phrases (2.3). References must be displayed exactly as shown on the draft; some expanded 'ref' to 'reference', inserted punctuation or failed to follow capitalisation (2.1). Occasionally faults were incurred in the production of extra copies, destination and routing with some candidates producing only one copy (2.2) or handwriting destination details and a few failed to key 'cc' or an alternative (2.3).

4. Sector Update

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

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