Vocational Qualifications (QCF, NVQ, NQF)

Text Processing (Business Professional)

Level 1 Mail Merge – **06971**

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 1 Mail Merge – 06971

1. Overview

The mailmerge unit enable candidates to learn and develop the ability to produce datafiles and standard documents, and to merge the two together to produce a range of personalised documentation.

Candidates are able to show a high level of competence and demonstrate the ability to use the mailmerge facility.

2. General Comments

Candidates perform with many candidates successfully achieving the qualification. If a candidate is unsuccessful, it is usually due to lack of proofreading of their work and too much reliance on the program's spellcheck facility. Very few candidates are unable to complete all the tasks.

Care should be taken to ensure that candidates submit all printouts – on occasions, candidates have submitted only the first page of the Level 2 datafile – and that the datafile printouts show all required text, ie the columns are of sufficient width.

3. Comments on Individual Units

When amending the datafile, candidates often did not check that all changes have been made and that the text in the additional field had been keyed incorrectly, ie omitting the final 's' (on words such as 'Books', 'seals', etc).

Typographical errors were very common, along with the failure to follow copy for initial capitalisation.

When inserting the fields for the address into the standard letter and the label template, care needs to be taken to insert only the specified fields.

4. Sector Update

This qualification is being withdrawn after the Autumn 2017 series.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

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