

Audio Transcription Level 3 – 03933 Summer 2010

General:

The standard of work was of quite a high standard, with quite a few candidates gaining distinction. Most candidates appear to be aware of what is required of them in this examination and are producing good quality work. Those candidates who failed did so mainly on typographical errors, indicating a lack of proof-reading. Some candidates incurred penalties unnecessarily by not using the candidates' information sheet to check the spellings of names.

Document 1:

Penalties were incurred in this document for the use of the apostrophe – "party's" often being keyed-in as "parties", or even "parties". Other keying-in errors included "meantime" as two words and "on to" as one word. "Allison" was often keyed in as "Alison" in spite of this being given on the candidates' information sheet. Candidates also need to be aware that the abbreviation "Encs" should be used rather than "Enc" when there are multiple enclosures (Marking Criterion 2.3). Some candidates had altered the OCR supplied letterhead in spite of instructions given on the front of the question paper that no changes should be made to this.

Document 2:

This document appeared to cause the most problems. A number of candidates failed to start a new paragraph after the second heading and also continued the underlining, incurring a penalty under Marking Criterion 4D for extending the emphasis beyond the required portion of text. There was also inconsistency of capitalisation in this heading and some candidates added a full stop. Some of the names were misspelled, including "Suzy" for "Suzie" and "Deveraux" for "Devereaux", although both of these were given on the candidates' information sheet. Some candidates keyed in "fundraising" as two words, which incurred two penalties as it occurred twice in the document. Many candidates failed to include the apostrophe in "nursery's" and as in Document 1 this was often rendered as a plural (nurseries).

Document 3:

This document was generally well done. Some candidates were unfamiliar with guinea pigs, which was misspelled in various ways. Allowance was made in the marking scheme for this and it was penalised only once. Other key-in errors included "weatherproof" as two words, "practically" for "particularly", "there" for "their" and inconsistency with "life span", this being rendered as both one word and two words in the same document. The word which caused the most problems was "gnaw".

Variations included "nor", "knew", "nore", "knur" "maw", "know" and "gnore". Penalties were also incurred for not using capital initials for Progress Pet Supplies, although this was given on the candidates' information sheet. In the table penalties were mainly incurred for not aligning the decimal points in the percentage column (4Q) and/or not aligning the text in the columns with the column headings (MC 4P).