

## **Medical Audio-Transcription Level 2 – 06995 Summer 2009**

### **General:**

The standard of performance was not as good as in previous papers. Those who failed often did because of accuracy and keying-in errors relating to general everyday English words. It also appears that there are problems with candidates not listening properly to what was being dictated; this included paragraphing where not indicated to do so.

Candidates are still failing to proofread their work and rely too much upon the spellchecker facility. This is, therefore, giving rise to omitted and/or additional words added to which there were mistakes when copying from the Candidate Information Sheet. This includes drug names – only those on the Candidate Information Sheet need to have initial capitals because they are brand names; generic named drugs do not.

Some candidates are showing that they have limited medical knowledge with regard to the terminology used within the exam itself. Medical dictionaries plus general English dictionaries need to be available for candidates for reference. Candidates also need to be reminded to use English spelling for medical terminology and not American.

### **Document 1:**

Many candidates had altered the letterhead template, which incurred a 4H fault. Templates must not be changed in any way. Spelling errors included: diclofenac and ranitidine (various) and with initial capitals; lymphocytic (lymphatic); hypertension (hypotension); thoracic (thorasic); asymptomatic (two words); PA (pa) – on Candidate Information Sheet; dyspnoea (dyspnea – American spelling). The inconsistent use of “Dr” and “Doctor” incurred a 4L fault.

### **Document 2:**

Spelling errors were the main problem with this document which included: sonographer (stenographer/synographer); counsellor (councillor); foetal (American spelling fetal/fatal/faecal); resources (recourses); suite (suit/sweet). The following words were all keyed-in as two words instead of one: cardiovascular; outpatient; neonatal; midwife). There were also many inconsistencies with initial capitals where departments were concerned.

### **Document 3:**

There were varying problems with this document, mainly with spelling and not listening carefully to what was being dictated. Spelling errors: tussis (tossis/taxis/tassis/tusses/tutsis); distended (descended/descanted/dismembered); wheezing (weasing); relieve (relive); namely (mainly); lung (long); oedema (adema/edema); continuous (continues); performed (preformed/proformed); pneumococcal (neumococal). Some words were split where not required: airways; bronchodilator; throughout and others which should have been two words were keyed-in as one: over time; may be. There were instances of candidates not numbering the second page; incurring a 4I fault for inconsistent line spacing between paragraphs. Occasionally, the list had been centred and keyed-in as one or two lines of text rather than a list and being that the list was in single line spacing, the following two

paragraphs were kept the same way rather than returning to double line spacing. Many candidates also omitted the dictated comma before the invigilator's dictated instruction.