

Audio Transcription Level 3 – 03933 Spring 2010

General:

The standard of work varied greatly. Although there were some very good scripts, there were also quite a number of candidates who failed. Many of those who failed incurred unnecessary penalties by not referring to the Candidate Information Sheet for the use of initial capitals. There was evidence that in many cases candidates had not proof-read their work.

Document 1:

Penalties were incurred in this document for the use of the apostrophe – "country's" often being keyed-in as "countries". Other keying-in errors included "lose" for "loss", "license" for "licence" and "statuary" for "statutory". Some candidates misheard "By entrusting" and keyed-in "I am trusting" – a phrase which did not make sense in context and should have been picked up at the proof-reading stage. Some candidates misheard "key tag" and keyed-in "e-tag". Candidates also need to be aware that 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:

Although this was a relatively short document some candidates managed to incur a disproportionate number of penalties. Common keying-in errors were "school" for "score", "role" for "roll" and "astral", "arterial" or "postural" for "pastoral". The apostrophe was often missed from Inspector's and many candidates did not use initial capitals for Chief Inspector even though these were presented on the Candidate Information Sheet. There was some inconsistency in the rendering of Sixth Form. Although different versions were acceptable (Sixth Form, sixth form or 6th Form) it is important that this is consistent throughout the document and candidates who were inconsistent incurred a penalty under Marking Criterion 4J.

Document 3:

This document was generally well done by most candidates. Common errors were "withdraws" for "withdrawals", "pacifically" for "specifically", "protégés" for "prestigious" and "sublimate" or "suppliant" for "supplement". There were again instances of candidates not consulting the Candidate Information Sheet and incurring unnecessary penalties for not capitalising Regular Income Plan and Gold Standard Award. The table was usually well done, but some candidates incurred penalties under Marking Criteria 4P and 4Q for not

aligning the figures with the column headings and/or not aligning the decimal points. Some candidates failed to follow the instructions about line spacing and either did not return to double line spacing as requested.