

Legal Text Processing (Level 1) – 06970 Autumn 2011

Centres should ensure that the revised unit specifications are used in future. This document can be found in the *Units* section of the Text Processing pages on the OCR website: http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l1_cert/documents/.

The majority of scripts submitted for this series were of an excellent standard.

Document 1:

This letter was often produced without error. The most common fault was to key LONG EATON as one word, even though the address appeared in typescript on the Resource Sheet as well as on the handwritten draft. Some candidates failed to leave a clear line space between Partner and Enc (4B).

Document 2:

This document was generally produced very well. The most common errors were to key 'Kimberly' instead of 'Kimberley', 'formally' instead of 'formerly' and 'foresaid' instead of 'aforesaid'. A few candidates were unfamiliar with the sign for a new paragraph on the first line. WITNESSES was accepted following on the same line as Whitemoor or as a new paragraph. Some candidates received a 4A penalty for failing to return the sections following the numbered paragraphs to the left margin.

Document 3:

Many candidates produced this form without error. The most common fault was to omit the final full stop at the end of the last sentence. This is a recurring error on all series of this examination.