

Medical Audio Transcription Level 2 - 06995 Spring 2011

General:

The standard of performance was generally better than 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 hearing but not actually listening properly to what was being dictated.

Candidates are still failing to proofread their work and rely too much upon the spellchecker facility for example "lectures aim to **proved**" (provide). This is, therefore, giving rise to omitted and/or additional words added to which there were mistakes when copying from the Candidate Information Sheet for example "portocath" (portacath) in document two. Some candidates are showing that they have very little medical knowledge with regard to the terminology used within the exam itself. Medical dictionaries plus general English dictionaries need to be available so that candidates can access them for reference.

It would also be appreciated if candidates could use a sensible font size (for example size eleven) which would make it much easier for reading and marking purposes.

Document 1:

Spelling errors in medical terminology commonly occurring were: overyectomy/ovarioctomy (ovariectomy); syncopy/syncoping (syncope); councillor (counsellor). Some candidates also omitted to include the title "Dr" in the address. Several candidates had typed "and a" instead of "under" (general anaesthetic). Candidates need to be aware that if there is only a single enclosure "enc" should be used and not "encs" which should only be used for multiple ones. There were also instances of "hCG" being keyed-in as "HCG" even though this was clearly shown on the candidate information sheet.

Document 2:

This document did not prove too much of a problem although some candidates seemed to be unsure as to the difference between "initial capitals" and "closed capitals" (4J). The first word of the heading "principles" was often keyed-in as "principals" perhaps not realising that there is a distinct difference in meaning. There were many instances of "musculoskeletal" being typed as "muscular skeletal". In future, it would also be good to see date in the table not word-wrapped, which makes for a better presentational effect.

Document 3:

This document caused few problems but again, as with document two, some candidates did not understand the difference between “initial capitals” and “closed capitals” (4J). The second word of the first sentence “fibrosis” was keyed-in with an initial capital, which was not required. The main spelling errors which occurred were: ampullory/ampulary/ampula (ampullary); meconium ileus (as one word) or incorrectly spelled as myconimum/menconium/mycelium/pneuconon; illius/illus/ilias. There were instances of Patient A having a “descended” (distended) stomach. A few candidates keyed-in the list using double-double line spacing, which would have incurred a 4C fault.