

Text Production (Entry Level 3) – 06964, and Text Production Screen Reader (Entry Level 3) – 00003 Autumn 2011

General:

Centres should ensure that the revised unit specifications are used. 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/l_init_e3_el_award_08/documents/.

The work submitted by most candidates was of a good standard, with the majority of candidates achieving a Pass grade. There was very little evidence of incomplete work and, in the main, the documents were well-displayed.

Some candidates, however, were not using the spellcheck facility and left typographical errors which could easily have been rectified. A few candidates were not aware that abbreviations should be expanded and thus lost marks unnecessarily because the words were reproduced in their abbreviated form.

A continuing error is the centring of text in Document 2. There is no requirement to centre the notice and failure to align each line with the left margin resulted in a 4A penalty being applied. Centres are advised to remind their candidates that Document 2 should be produced exactly as it appears on the examination paper.

Document 1:

This letter was well presented and generally of a good standard.

Common errors included:

- failure to capitalise *SLEAFORD* and *LINCOLN*
- omission of date
- incorrect spelling of *Matthews*
- failure to expand *co* (company), *info* (information) and *ref* (reference) correctly
- *the people* omitted from the final paragraph

Document 2:

The main error on this document was the centring of the text.

Common errors included:

- *rates* instead of *rate*
- one line of text omitted
- inclusion of page borders and graphics (not required)

Document 3:

Another attractively-displayed document, often produced in single line spacing (which is acceptable), and with consistent spacing between paragraphs.

Common errors included:

- omission of main heading
- failure to underline/faulty underline of *success*
- failure to follow instruction for new paragraph (¶)