

## **Audio Transcription (Level 2) – 06976 Autumn 2011**

### ***General:***

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\\_l2\\_cert/documents/](http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l2_cert/documents/).

### ***Document 1:***

This document was usually well displayed. The letterhead template was sometimes altered by candidates (Marking Criteria 4H). Only a few candidates omitted the date (MC 2.1). A few candidates some omitted “Mr” in the address (MC 2.1). The heading was occasionally entered in closed capitals instead of initial capitals and underlined (MC 4J). The word “Overnight” was sometimes keyed in as two words (MC 1.2). The words “Training Administrator” were sometimes displayed with lower case initials even though they given on the Candidate Information Sheet (MC 1.7). Some candidates only printed one extra copy instead of the two copies required (MC 2.2). This may be because they did not put the word “file” on the destination details which is acceptable but could be the reason for the omitted copy.

### ***Document 2:***

This document was well presented. The words “four hyphen star” gave a few candidates problems and variations were accepted ie four-star, 4-star, 4-\* and even 4\* as it is frequently seen in this format. The numbered items posed some problems as they were sentences and therefore required initial capitals and a full stop at the end (MC 1.7 and 1.2). Some candidates failed to leave a clear line space between the numbered paragraphs (MC 4B).

### ***Document 3:***

This document was mostly well presented. A few candidates keyed in “where” for “were” (MC 2.1). The word “programmes” was sometimes rendered as “programs” which is not an alternative spelling (MC 2.1). Some candidates did not produce the table in double line spacing (MC 4C). On the table the presentation of all entries in the first column in closed capitals is not acceptable (MC 4J). Occasionally, when candidates chose to use gridlines an empty row followed the headings (MC 4L). The vertical space of at least 50 mm was generally well done with only a few candidates failing to carry out the instruction (MC 4E). When the document went onto two pages some candidates failed to number the second page (MC 2.3).