

Legal Audio-Transcription (Level 2) – 06980 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_l2_cert/documents/.

Most candidates for this examination produced good work.

Document 1:

The letter was generally produced very well. Candidates are reminded that they should indicate whether there is a single enclosure or more than one. In this case there were two enclosures (the draft and the stamped, addressed envelope) so 'Encs' or similar was required.

Document 2:

Candidates should listen carefully to the instructions at the start of the dictation. In this document there were instructions to use words for all dates and closed capitals for all names. Some candidates failed to follow these requests and consequently gained penalties. Single line spacing was requested for the attestation clauses. The instruction 'paragraph' was dictated between the two clauses, so a 4B penalty was incurred if there was no clear line space. The word 'successors' was often keyed as 'successes'.

Document 3:

This form was generally completed very well. Candidates are reminded that they should not make changes to the template form, apart from the deletion or strikethrough of the word 'in', as requested. This means that the instruction at the bottom of the form (* Delete if appropriate) should not be removed. It is acceptable, but unnecessary, to key in the word Out in addition to the deletion or strikethrough. Some candidates changed the dictated '10 units' to '10 minutes'. Candidates are reminded that units of time (generally 10 units in an hour) are a common way of time recording in a legal office.