

AUDIO TRANSCRIPTION (ADVANCED) – SUMMER 2011

CHIEF EXAMINER'S REPORT

General

Generally the standard of work was not very good, with very few candidates gaining a distinction. Several of the errors which occurred indicate a lack of proof-reading, and an over-reliance on the spellchecker. It was also clear in many cases that candidates do not consult the Candidate Information Sheet. Words that are given on this are words which require initial capitals, and failure to copy them exactly incurs one penalty per word.

Document 1

This document was mainly well executed with the most common error being the omission of the apostrophe from "return's". Some candidates indicated only a single enclosure rather than a multiple. Typographical errors included "quires" for "queries" and "enquires" for "enquiries".

Document 2

This document was carried out well. The main errors were "stationary" for "stationery", "flare" for "flair", "glazers" for "glazes" and "I-catching" for "eye-catching" (no doubt brought about by the popularity of the I-phone and I-pad). A number of candidates failed to measure the vertical spaced correctly. The instruction "at least 40 mm" allows a wide area of freedom which many candidates did not use although there was plenty of room on the paper. There was a variety of different spacing in the phone number, probably caused by the fact that candidates were not aware of what part of it constituted the area code.

Document 3

This is the document which many candidates appeared to find most difficult and in many cases was the cause of candidates failing or not achieving distinction standard. There were several examples of candidates' not reading the candidate information sheet correctly, such as Ltd expanded, Companies Act, where many candidates did not use capital initials or keyed "Company's" instead of Companies. Part Seven was also changed to Part 7.

Commonly occurring spelling errors included "principle" for "principal", "deprecation" for "depreciation", "ballet" for "ballot", "bases" for "basis", "there" for "their", "finical" for "financial", "charted" for "chartered" in the heading (even though this was correct in the paragraph after the heading), "statuary" for "statutory", "interring" or "entering" for "interim". Under the heading of "Declaration of Chartered Accountants" the second Institute was with lower case initial. Transcription errors included "are chosen" for "were chosen", "safeguard" as two words (sometimes keyed as "save guard"), "cannot" as two words and "in line" as one word or with a hyphen, possibly by analogy with "online".

Other errors included columns of figures not aligned to the left with the column headings. In the numbered paragraphs section several candidates lost marks by omitting the full stops. It should be noted that the instruction "paragraph" at the end of a numbered paragraph indicates that a full stop should appear, and if this is omitted a penalty is incurred every time.