

Business Presentations – Level 1 06968 Spring 2009

N.B. The substance of this report will be published by OCR (please follow guidance given in Vocational Assessment – Instructions for Examiners).

General report and review of paper – overall impression of candidate's performance and comments on those parts generally well done or poorly done; any additional comments on accuracy, spelling, layout, expression etc. would be useful.

The majority candidates produced work of a good standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to many uncorrected typographical errors. All of the documents were well presented.

Analysis – detailed analysis of candidate's performance on question by question or task by task basis; reference to what was expected from candidates and to any areas of syllabus, identified by their examination objectives reference, that appear to have been neglected.

Document 1:

This document was reasonably well done although some candidates mis-aligned the bullet points. (Marking Criteria 4A) Several candidates used the wrong slide for Slide 1 i.e. a title slide instead of a bulleted slide.

Document 2:

Occasionally the bullet was not demoted and sometimes the bullet symbol was deleted. (MC 2.3) The word "instrument" was sometimes rendered as "instruments". (MC 1.2) There was inconsistent spacing on the outline view. (MC 4I)

Document 3:

If candidates change the background a penalty will be incurred. (MC 2.3) Some candidates failed to insert the Clip Art image. (MC 2.3)

Document 4:

Keying-in errors were the most common problem in this document. (MC 1.1, 1.2) Some candidates did not emphasise the headings in bold as instructed. (MC 4D)