

Vocational Qualifications (QCF, NVQ, NQF)

Legal Text Processing

Level 1 Legal Text Processing - **06970**

OCR Report to Centres Autumn 2014

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This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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The majority of scripts for this series were of a very high standard.

Document 1:

The letter was produced well by most candidates and there were few errors overall.

Document 2:

This document was also produced well by most candidates. Candidates should remember that they are expected to follow all punctuation and capital letters exactly as shown on the draft. Common errors were failure to correct the spelling of 'herein', shown as 'hearin', or 'parties' shown as 'partys'. These are words listed in the unit specification to be tested for spelling and candidates should be familiar with all these words. A few candidates transposed the signature blocks, as they misunderstood that the arrows related to the instruction to change line spacing.

Document 3:

The form provided few problems, but some candidates changed the expected layout by keying the Notes below the form instead of in the position of the infill sign in the right column. No penalty was incurred, as the draft layout showed the Notes starting at the left margin.

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