

## **Vocational Qualifications (QCF, NVQ, NQF)**

### **Text Production**

Level 3 Text Production - **03932**

## **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.

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## Level 3 Text Production - 03932

There were a disappointing number of typographical errors and omitted words. Many of these errors could have been detected and corrected if candidates had carefully checked their work against the draft. Errors such as missing, wrong or superfluous words, single/plural words, omitted or incorrect punctuation and incorrect paragraphing cannot be identified by use of spellcheckers. Reliance on spellcheckers and failure to proofread are proving to be the major reasons candidates are not awarded a Distinction, or a Pass.

The company names in Documents 2 and 3 were often changed, *Progress Prospects Ltd* to *Progress Prospects Limited* and *Marlowe Brown & Co Ltd* to *Marlowe Brown and Company Limited* (MC 2.1). Candidates are reminded that company names should be keyed in as shown in the draft as these are how they are registered at Companies House.

Some candidates produced documents that contained errors within words displayed in all capitals, eg special mark and subject heading in Document 1, headings in the table and subheadings in Document 2 and headings in Document 3. Centres are advised to check that the Autocorrect options candidates use are appropriate; for example, that the option “Ignore words in UPPERCASE” is unchecked so that the spellchecker will identify typographical errors that occur in words displayed in all capitals.

### Document 1

A number of candidates did not correct the errors of agreement *The Tigress 1.4 diesel car ... has, An emergency stop signal is* and *The system automatically switches on* (Marking Criterion 2.1). Some candidates did not correct the misplaced apostrophe in *car's shell* (MC 2.1). The majority of the candidates inserted the correct date but some did not key in the special mark and subject heading accurately (MC 1.2/2.1). Keying errors included *break* instead of *brake* and *defects* instead of *deflects* (MC 2.1).

### Document 2

The majority of candidates correctly inserted a two-column table, but there were some instances where candidates had not aligned data in Column 2 to the left (MC 4P). The superfluous apostrophe in *brochures* was frequently keyed in and the abbreviation *cats* was often not expanded to *catalogues* (MC 1.2/2.1). A surprising number of candidates expanded *emp* to *employer* or *employee*, instead of *employment* (MC 2.1). A few candidates extended the underlining in *flexitime* (MC 2.3). A small number of candidates keyed in *Ltd* using open punctuation, but keyed in *e.g.* with full punctuation (MC 4M). The initial capitals in *Conference Manager* had been keyed as lower case in a few instances (MC 1.7). Keying errors included *supplies* instead of *suppliers*, *RESPONNSABILITIES* instead of *RESPONSIBILITIES*, *ENTILTEMENT* instead of *ENTITLEMENT* (MC 2.1/1.2).

### Document 3

There were some scripts which contained incorrect words, such as *he* instead of *the* and *or* instead of *of* (MC 2.1). Candidates are strongly advised that careful proofreading is vital as spellcheckers are unable to identify errors such as these. The majority of the candidates did not insert the apostrophe required in *MANAGER'S REPORT ON FLEET CARS* (MC 1.2). Some candidates did not expand the abbreviation *mfrs* to *manufacturers* (MC 2.1). A small number of candidates did not select the words *London Congestion Charge* from the Resource Sheet, but incorrectly selected *vehicle tax* instead (MC 2.1). The footnotes were keyed accurately and in the correct position by the majority of the candidates, but there were a few instances where candidates changed the initial letter of the first footnote to an initial capital (MC 4J). Keying errors included *the model of the car* and *bare* instead of *bear* (MC 2.1).

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