

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

### **Legal Text Processing**

Level 1 Legal Text Processing – **06970**

### **OCR Report to Centres August 2015**

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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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# Level 1 Legal Text Processing – 06970

## General Comments

The majority of scripts for this qualification were very well presented.

## Comments on Individual Units

### AUTUMN 2014

**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 syllabus 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.

### SPRING 2015

**Document 1:** Most candidates produced the letter very well. There were a few proofreading errors, such as filling for filing and lower case instead of initial capital for Information.

**Document 2:** There were few problems with this document, but candidates should remember that they are expected to follow all punctuation and capital letters exactly as shown on the draft. Some candidates were unfamiliar with the // sign for a new paragraph, which is clearly shown on the unit information. The most common error was the misspelling of covenants, one of the listed spelling test words.

**Document 3:** The form was generally produced without error. The keyed-in text was accepted in bold or normal font.

### SUMMER 2015

**Document 1:** Most candidates produced the letter very well. There were a few cases where the final paragraph was omitted following the transposition, leading to a large penalty.

**Document 2:** There were few problems with this document apart from proof-reading errors, including the omission of the four words in a balloon in clause 4. Careful checking would have shown up this error. A few candidates missed or were unfamiliar with the square bracket instruction before (2). Candidates are reminded that a clear line is always required between paragraphs or sections in single line spacing (4B).

**Document 3:** The form was often produced without fault. The most common error was the misspelling of Malcolm. Names should always be checked very carefully.

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