

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

### **Legal Text Processing**

Level 1 Legal Text Processing – **06970**

### **OCR Report to Centres August 2016**

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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

## Overview

The majority of scripts are presented very well.

## General Comments

Most errors could be avoided by careful proofreading and reference to the Assessment Criteria for the qualification.

## Comments on Individual Units

### AUTUMN 2015

#### Document 1

The letter was generally produced well. Candidates may wish to know that there was more than one acceptable answer for some of the circled words for correction in this document.

#### Document 2

Most candidates produced good work for this legal document. A common problem appears to be keying the attestation (or signature) block in single line spacing, as requested. There should be no clear line between the lines of the body of each signature block, but there should be at least one clear line between the separate blocks (Marking Criterion 4B). There are still a good number of faults accrued by failing to follow initial capitals exactly as shown on the draft (Marking Criterion 1.7).

#### Document 3

The form gave few problems to candidates and was produced very well. A few candidates chose to use an initial capital for Minute, which was not shown in the draft and would therefore count as a fault under Marking Criterion 4J.

### SPRING 2016

#### Document 1

Many candidates produced this letter without incurring faults. Some candidates were unfamiliar with the abbreviation plc in the name of a company and expanded it to Place. This common term, meaning public limited company, is listed in the syllabus as an example of an abbreviation which should be retained, as it forms part of the registered name of a particular company (MC 2.1). Other errors were the omission of the five words indicated by the caret sign and the word 'enclosed' used instead of 'enclose' in the second sentence. Candidates are reminded that the reference should be keyed exactly as shown on the draft (MC 2.1).

## Document 2

This document was often produced with few errors. Candidates should remember that they are expected to follow all punctuation and capital letters exactly as shown on the draft. Many candidates fail to key initial capitals in every instance shown. The instruction to key in double line spacing is best followed by keying straight through in double without any extra line spacing between items. Legal documents have headings and clause numbers to separate sections and extra spacing is not required. However, each signature (or attestation) clause should be keyed in single, as instructed, and candidates are reminded that a clear line is always required between paragraphs or sections in single line spacing (4B). For example:

SIGNED AND DELIVERED AS A DEED  
by the said JOSEPH BLACKBURN

WITNESSED BY

## Document 3

The form provided few problems and most candidates completed it without fault.

## SUMMER 2016

### Document 1

Most candidates produced this letter very well. As with most series, there were a few letters without a date, although this is requested in the Instructions to Candidates.

### Document 2

This document was often produced with few errors. A surprising number of candidates were unable to correct the spelling of the very common legal term, DRAFT, at the top of this document. This is one of the spellings listed in the syllabus to be tested. Careful proofreading is necessary to prevent errors such as the omission of simple words like 'the'. The correction in clause 3 was often wrongly keyed. The required word is the one with a dotted line underneath, as shown in the syllabus (AC3.5) and in this case it was 'provisions'.

### Document 3

The form provided few problems. The most common error was the misspelling of Sheila, which could easily be avoided by careful proofreading.

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