

Level 1 Certificate in Text Production



International
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Annual Qualification Review

2008

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INTRODUCTION

The annual qualification review provides qualification-specific support and guidance to centres. This information is designed to help teachers preparing to teach the subject and to help candidates preparing to take the examination.

The reviews are published in October and take into account candidate performance, demonstrated in both on demand and series examinations, over the preceding 12 months. Global pass rates are published so you can measure the performance of your centre against these.

The review identifies candidate strengths and weaknesses by syllabus topic area and provides examples of good and poorer candidate responses. It should therefore be read in conjunction with details of the structure and learning objectives contained within the syllabus for this qualification found on the website.

The review also identifies any actual or proposed changes to the syllabus or question types together with their implications.

PASS RATE STATISTICS

The following statistics are based on the performance of candidates who took this qualification between 1 October 2007 and 30 September 2008.

Global pass rate 81.47%

Grade distributions

Pass 14.86%

Credit 33.21%

Distinction 33.39%

GENERAL STRENGTHS AND WEAKNESSES

Strengths

- formal layout of answers
- selection of information
- answers to Question 2 – the letter

Weaknesses

- lack of planning to answers
- direct copying of material given in question
- phrases and grammatical structures inaccurate

TEACHING POINTS BY SYLLABUS TOPIC

Syllabus Topic Area 1: Following instructions

Generally candidates follow instructions correctly as regards who they are working for and the paper to be used for the different tasks.

It would however benefit candidates if they were to read through the paper first before beginning to type and note instructions that have to be followed in the balloons within specific tasks as it is these that candidates occasionally fail to follow.

The manuscript correction signs are understood by the majority of candidates although the close up symbol is often incorrectly interpreted as a transposition.

Abbreviations give problems for some candidates as they are not expanded correctly or some candidates fail to expand them which gives the impression they either are unfamiliar with the abbreviation or assume the word is typed in its abbreviated format.

Syllabus Topic Area 2: Production

Candidates generally complete the work therefore they must have the required speed of 25 wpm.

Some candidates would appear to be unfamiliar with the different style headings as they do not type them in the format requested.

Syllabus Topic Area 3: Presentation

This is an area which does not cause too many problems as regards the types of documents that the candidates are expected to produce.

The one area where there are often problems is the failure to be consistent within a document for items such as the date within the letter and/or memo. The date the letter/memo is being typed will be typed as 9 June 2008 for example but within the letter it becomes 9th June 2008.

The majority of candidates appear to produce their work on a word processor and make use of the spellcheck facility. Whilst this is recommended candidates should also be aware that they need to proofread the work themselves as some errors will not be identified by the spellcheck.

Syllabus Topic Area 4: Transcription

Candidates need to remember that they are permitted to detach the resource sheet/in tray document as it will be required in the examination for reference purposes. When candidates are asked to insert a telephone number or web address they will frequently use the number and address that is on the top of the letterhead rather than that given in the resource sheet/in tray document.

Candidates are aware that either the letter or memo will have an enclosure but do not read the document to see whether it actually has and will put the enclosure notation on the foot of both documents.

Routing is not always shown correctly. A number of candidates fail to show the designation.

The use of a calendar clearly does not happen on occasions as the date bears no resemblance to that requested.

FURTHER GUIDANCE

Planning answers

One comment frequently made by examiners is that the candidate does not read through the paper before beginning to type. Candidates are advised to:

- read the paper first to ensure they can read the examiner's handwriting
- refer to the in tray document and identify information that will be required
- refer to a calendar to identify the correct date for insertion into the letter/memo
- check that the abbreviation has been expanded correctly – does it make sense? For example has the abbreviation mtg been correctly expanded as meeting rather than manager?
- check that all contractions been expanded
- proofread the completed document to ensure that all errors have been identified
- check that all the instructions have been carried out

Many candidates that fail do so because they fail to follow instructions and/or proofread rather than not having the typing/word processing skills and/or speed to complete the examination.

EXAMPLES OF CANDIDATE RESPONSES

See examiner's report with comments.

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