

Commentary on candidate evidence

The candidate evidence has achieved the following marks for each question of this paper.

Candidate 1

Question 7

The candidate was awarded **3 out of 5 marks**.

They were not awarded either of the keyboarding marks. There is incorrect capitalisation in the subject heading, hiya as the start, the spelling of holding is incorrect, a full stop is omitted and a salutation has been included, which is also incorrect.

Question 8

The candidate was awarded **2 out of 8 marks**. They were not awarded:

- Correct salutation.
- Subject heading – it is not accurate.
- 2 of the 3 keyboarding marks – Missing 'l' at the start of the third paragraph and the wrong signatory.
- Headed paper – the footer is omitted.
- Presentation – there are 3 returns after the subject heading.

Candidate 2

Question 7

The candidate was awarded **3 out of 5 marks**.

They were not awarded either of the keyboarding marks. The layout of the email is incorrect at the start and end. There is a comma after Hi, the first sentence does not make sense, there is a full stop at the end instead of a question mark and the salutation is incorrect with incorrect capitalisation.

Question 8

The candidate was awarded **1 out of 8 marks**. They were not awarded:

- Correct salutation.
- Subject heading – it is not omitted.
- Any of the 3 keyboarding marks – the name is omitted, the letter O has been used instead of a zero, the final full stop is omitted and the signatory is incorrect.
- Headed paper – the footer is omitted.
- Presentation – size of font change and subject heading omitted.