

# Commentary on candidate evidence

The candidate evidence has achieved the following marks for each section of this assignment.

## Candidate 1

### Task 1 – Headed Paper

The candidate was awarded **5/6 marks** for this section.

OP – candidate details on same line as footer

### Task 2 – Theory – Circus in the Sky

The candidate was awarded **4/9 marks** for this section.

#### Word Processing/Desktop Publishing Software:

OT – second response – not a description

OT – third response – not a description

**Customer Service is a priority for us. If good customer service is not provided, there may be significant consequences:**

OT – first response – no explanation

OT – second response – no explanation

OT – third response – no explanation

### Task 3 – E-diary printouts – weekly view, task and evidence of reminder

The candidate was awarded **1/6 marks** for this section.

OM – incorrect capitalisation of 'Skills Workshop'

OM – incorrect spelling of 'Safety'

OR – events not identical

OT – not a task, not full details, must be 'Collect posters from printing company'

OTR – no evidence of reminder

#### **Task 4 – Flyer**

The candidate was awarded **1/5 marks** for this section.

OR – incorrect capitalisation of third replacement

OK – more than 10 words omitted

OK – more than 10 words omitted

OB – inconsistent spacing after bullets

#### **Task 5 – Mail Merge – showing merge fields and showing merged letter**

The candidate was awarded **6/10 marks** for this section.

OH – footer removed

OS – subject heading omitted

OP – formatting carried down from headed paper, extra merge field included, subject heading omitted, changed template (salutation deleted)

OCC – incorrect close

#### **Task 6 – E-mail – evidence of sending**

The candidate was awarded **3/6 marks** for this section.

OR – no evidence of reply function

OC – sent to one person only

OK – incorrect spelling – 'Michael'

#### **Task 7 – Poster**

The candidate was awarded **2/4 marks** for this section.

OK – incorrect capitalisation – 'Sky', date incorrect, 'costs' omitted, 'Adult' instead of 'Adults', incorrect use of hyphen/dash

OP – font size not suitable for poster

#### **Task 8 – Programme**

The candidate was awarded **6/7 marks** for this section.

OP – incorrect formatting for moved acts, inconsistent formatting for new act, template changed – increased size of ‘Act One’, inconsistent spacing between acts, text on incorrect page

### **Task 9 – Presentation**

The candidate was awarded **11/12 marks** for this section.

OK – bullets instead of numbers on ‘Important Information’ slide

### **Task 10 – Internet printouts – driving directions, flight times, newspaper information**

The candidate was awarded **3/5 marks** for this section.

OB – no date

OS – no date

Overall, the candidate was awarded **42/70 marks** for the assignment.