

Commentary on candidate evidence

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

Candidate 2

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.

Terminology:

OT – second response – no response

Word Processing/Desktop Publishing Software:

OT – first response – too vague

OT – second response – too vague

OT – third response – too vague

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

OT – first response – too vague

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

The candidate was awarded **2/6 marks** for this section.

OM – incorrect capitalisation of ‘Primary School Acrobatic Skills’, omitting ‘Workshop’

OM – incorrect time

OR – incorrect detail ‘Show Day’ instead of ‘Circus in the Sky’

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

Task 4 – Flyer

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

OR – not all replacements made

OK – manuscript correction ‘with and on’ not carried out

OK – ‘people’ omitted, manuscript correction ‘respect’ omitted, incorrect capitalisation of ‘BENEFITS’

OB – bullets indented

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

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

OH – footer removed

OCC – incorrect close

OE – ‘Enc’ omitted

OM – school name field omitted

Task 6 – E-mail – evidence of sending

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

OK – incorrect spelling of ‘Michael’, comma after opening

Task 7 – Poster

The candidate was awarded **3/4 marks** for this section.

OK – ‘cost’ instead of ‘costs’, colon omitted after ‘Ticket cost’, incorrect use of hyphen/dash, colon omitted after ‘enquiries’

Task 8 – Programme

The candidate was awarded **3/7 marks** for this section.

OB – not thick box border

OG – no graphics inserted

OK – comma omitted after 'Castle', year omitted from date, space after opening bracket at 'Stunt Performer'

OP – 'Act One' is now left aligned instead of being centred, inconsistent spacing between acts, incorrect formatting of new act

Task 9 – Presentation

The candidate was awarded **5/12 marks** for this section.

OTS – incorrect capitalisation, incorrect use of hyphen/dash

OA – action buttons not removed

OSF – footer and slogan not on title slide

OPH – incorrect sizing of graphic

OM – 'Café' slide not moved

OK – incorrect spelling of 'Adrenaline' in slide footer

OK – 'Important Information' slide - bullets instead of numbers, 'all' incorrectly inserted, 'member' instead of 'members'

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

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

Overall, the candidate was awarded **39/70 marks** for the assignment.