

Commentary on candidate evidence

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

Candidate 3

Task 1 – Headed Paper

The candidate was awarded **4/6 marks** for this section.

OK – ‘yahoo’ instead of ‘yoho’

OP – footer below candidate details

Task 2 – Theory – Circus in the Sky

The candidate was awarded **2/9 marks** for this section.

Terminology:

OT – first response – not a use

OT – second response – not a use

OT – third response – too vague

Word Processing/Desktop Publishing Software:

OT – first 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

OT – third response – too vague

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

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

OM – splitting of ‘workshop’ in event details

OTR – no evidence of reminder

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

Task 4 – Flyer

The candidate was awarded **2/5 marks** for this section.

OR – not all replacements made

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

OK – ‘Kids’ keyed in instead of ‘Participants’

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

OP – inconsistent spacing, school name merge field incorrectly inserted

Task 6 – E-mail – evidence of sending

The candidate did not complete this section so no marks were awarded.

Task 7 – Poster

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

OK – ‘Circle’ instead of ‘Circus’, incorrect use of hyphen/dash, incorrect capitalisation of ‘costs’, incorrect capitalisation in e-mail, ‘yahoo’ instead of ‘yoho’

OP – font size not suitable for poster

Task 8 – Programme

The candidate was awarded **5/7 marks** for this section.

OP – inconsistent spacing between acts, incorrect spacing above Act 2

OK – incorrect use of hyphen/dash, incorrect spelling of ‘Fasano’, incorrect spelling of ‘Performer’, right bracket omitted from new act

Task 9 – Presentation

The candidate was awarded **8/12 marks** for this section.

OL – logo omitted in Task 7

OK – quotation marks inserted around footer

OK – exclamation mark omitted from slide footer; full stop omitted in 'Important Information' slide

OPH – incorrect sizing of graphic

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

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

OD – directions do not clearly show start and end points

OS – incorrect date

ON – no evidence of internet search

Overall, the candidate was awarded **33/70 marks** for the assignment.