

5528-354 JULY 2018
Level 3 Award in Proofreading in the Legal Environment
Proofreading test

Thursday TBC July 2018
10:00 – 11:00

You should have the
following for this examination

- a pen with black or blue ink

Fill in these particulars

Centre number								SUB
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Candidate enrolment number							
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Candidate's name

Candidate's signature

General instructions

- The duration of this paper is 1 hour.
- The test is formed of two tasks. Task 1 contains extracts which you need to compare and identify the **15** errors and Task 2 contains a passage which you need to identify and correct the **35** errors.
- You can identify up to a **maximum of 42 errors** in Task 2. However, if more than 42 errors are identified, your examination result will become void.
- You are required to achieve a minimum number of marks across both tasks in order to pass.
- You will be **allowed** to use English, legal or mother tongue dictionaries to assist you in this test.
- The invigilator will tell you when you can start the test.
- At the end of the hour, the invigilator will tell you to 'stop writing' and to put your pens down. The invigilator will then collect the papers and return them to City & Guilds to be marked.

For Examiner's use only	
Spelling	
Punctuation	
Grammar	
Consistency	
Presentation	
Total	
Pass/Fail	

Task 1

Candidate instructions

- **Compare** the following pairs of extracts.
- You are required to **circle**, in pen, any errors that you can find **in each pair** and write the correct answers in the margin.
- The errors will be in the form of spelling, punctuation, consistency, grammar and word omission.

		Write the correct answers below
1a)	The penalty points system are often referred to as the 'Totting-up' procedure. The Court can endorse a persons driving licence with the appropriate number of points, given the severity of the offence. This could result in a potential to ban motorists who continue to commit driving offences on a regular basis.	
1b)	The penalty points system is often referred to as the 'Totting-up' procedure. The Court can endorse a person's driving license with the appropriate number of points, given the severity of the offence. This could result in a potential to ban motorists who continues to commit driving offences on a regular basis.	
2a)	Magistrates are known as Justices of the Peace. They are local volunteers and do not require formal legal qualifications. They will have followed a training programme which includes court and prison visits. They are given legal advise by qualified clerks. In the Magistrates' Courts of England and Wales, there are approximately 23,000 magistrates.	
2b)	Magistrates are known as Justices of the Peace. They are local volunteers and do not require formal legal qualifications. They will have followed a training programme which include court and prison visits. They are given legal advice by qualified clerks. In the Magistrate's Courts of England and Wales, there are approximately 23,000 magistrates.	

3a)	<p>Civil disputes which are brought to Court are called claims. If a Claimant brings a case to Court, the Defendant has 14 days to decide their response from the following options:</p> <ul style="list-style-type: none"> • Do nothing • Settle the dispute by coming to an agreement with the Claimant • Challenge the case (make a 'defence'). 	
3b)	<p>Civil disputes which are brought to Court are called claims. If a Claimant brings a case to Court, the Defendant has 14 days to decide on their response from the following options:</p> <ul style="list-style-type: none"> • Do nothing • Settle the dispute by coming to an agreement with the Claimant • Challenge the case (make a 'defence'). 	
4a)	<p>If a tribunal finds that you have unfairly dismissed one of your employees, you might be ordered to:</p> <ul style="list-style-type: none"> • reinstate them (give them their job back) • re-engage them (in a different job) • pay compensation, <p>The amount of compensation will depends on the employee's age, weekly pay and length of service.</p>	
4b)	<p>If a tribunal finds that you have unfairly dismissed one of your employees, you might be ordered to:</p> <ul style="list-style-type: none"> • reinstate them (give them there job back) • re-engage them (in a different job) • pay compensation. <p>The amount of compensation will depend on the employee's age weekly pay and length of service.</p>	

(15 marks)

Task 2

Candidate instructions

- The following Letter contains thirty-five errors which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to circle, in pen, all the errors that you can find and write the correct answers in the margin.

**Write the
correct
answers
below**

Our ref; ZB/(*typist's initials*)/LEWIS

(*Today's date*)

Mr James William Lewis
8 Adam's Court
SUTTON COLDFIELD
West Midlands
B76 1AH

Dear Mr Lewis,

YOUR WILL

Your Will have now been prepared and I enclose herewith a draught copy. Please could you look through it to ensure that you are happy with the Wills contents. Then return the Will to me and I will engrosse it, ready for your signature.

Members of our staff will be happy to act as witnesses to your Will, if you so wish.

Yours sincerely,
INGRAM LOCHEE & EXTON

Zi Basar
Solicitor

Enc

**Write the
correct
answers
below**

DRAFT

THIS IS THE LAST WILL AND TESTMENT of me JAMES WILLIAM LEWIS
of 8 Adams Court SUTTON COLDFIELD West Midlands B76 1AH.

1 I HEREBY REVOKES all former Wills and testamentary dispositons
heretofore made by me

2 I APOINT ZI BASAR of Ingram Lochee & Exton 18 Temple Row
BIRMINGHAM, B2 5DS to be sole Executer/Executrix and Trustee of this
my Will

3 I GIVE the sum of TEN THOUSAND POUNDS (£10,000} to my dear
brother BRIAN ROBERT Lewis for his own use and benefit absolutley

4 SUBJECT to the payment of any pecuniary and specific gifts debts
funeral and testamentary expences I GIVE DEVISE AND BEQUEATH all
my estate both real and personal and wheresoever situate (hereinafter
called "my residuary estate') to my dear wife MARION JANE LEWIS for her
own use and benefitt PROVIDED that she shall survive me for a period of
twenty-eight days'

5 IF my said wife shall not survive me for the period of twenty-eight
days Clause 4 hereof shall not take affect and the following clauses shall
have effect

6 MY TRUSTEES shall pay my residaury estate to The Childrens'
Heart Disease Foundation at 98 Park Cresent Yardley BIRMINGHAM
B25 7TY

7 ANY TRUSTEE being a solicitor or other person engaged in any profession or business shall be entitled to charge and be paid all professional or other charges for any business or act done by him or his firm in the administration of my estate or the trusts hereof.

IN WITNESS whereof I have herunto set my hand to this my will
 this day of Two thousand and

SIGNED by the said JAMES WILLIAM LEWIS)
 as his last Will in our joint presence)
 and then by us jointly in his presence)

400 words

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total