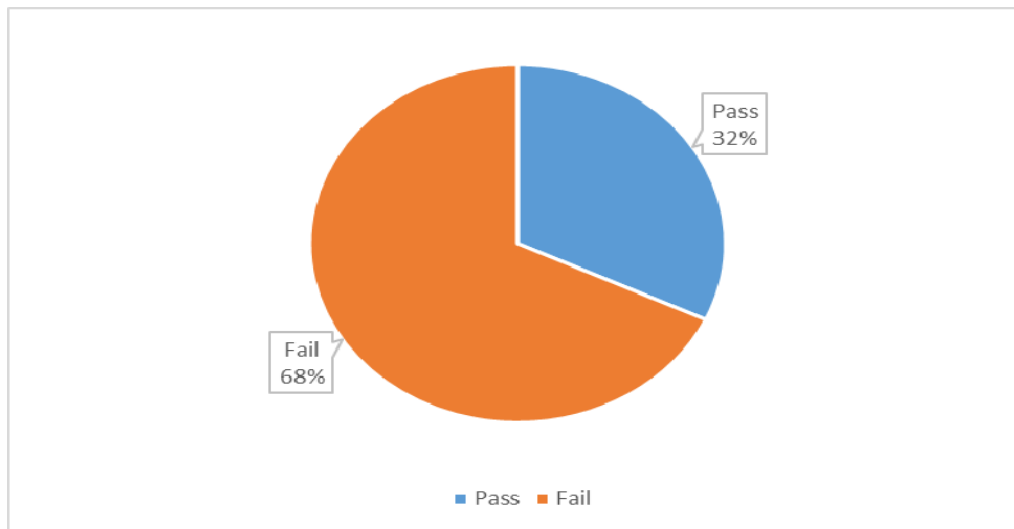


February 2015 series – Examiner’s report

7655-223/5528-250 Level 2 Proofreading in the Legal Environment



The pass mark for this examination is 75% with a minimum amount of marks to be gained from each area. However, as each examination paper is unique there can be slight variations of difficulty from series to series – which means that candidates are required to gain either more or fewer raw marks to compensate and to gain a pass.

General

Centres and candidates should familiarise themselves with the marking criteria. As previously mentioned, it is no longer a matter of accumulating marks overall. Candidates must be successful in each section. The overall results are disappointing and centres must ensure candidates understand punctuation, are familiar with grammar and consistencies. Candidates should be reminded to take a dictionary with them into the examination and use any spare time looking up words.

Please note: it is a City & Guilds requirement that all candidates fill in the front of the exam paper with the candidate’s name, candidate number, centre number and candidate’s signature.

In addition to the above, please ensure candidates use a pen and not a pencil to complete their examination. Also please ensure Invigilation Certificates are completed with the date and time of the examination. Centres should complete this form to confirm the delivery of the examination meets with the ICE requirements.

Part 1

Many candidates failed this section because their punctuation skills are poor. Some failed the spelling section as they guess rather than check the spelling. The presentation/grammar errors were achieved by all but many candidates chose the incorrect response for the apostrophe and most chose the full stop or semi-colon rather than the colon which was the correct answer. Candidates need to have a better understanding of the use of the apostrophe and revise the use of colon, semi-colon and apostrophes to ensure future success.

Part 2

Spelling

The spelling was rather disappointing. Candidates often circled the correct spelling obviously guessing the answer rather than checking the dictionary. Once again candidates should be reminded that dictionaries **are** allowed.

The words often missed or changed incorrectly were:

- cannot/can not.
- Many did not circle 'an potential'.
- Few candidates circled 'affect' which should have been effect.
- Many candidates did not highlight 'meters'.

The more unusual words for candidates were circled as incorrect when they were in fact correct, indicating that candidates did not use a dictionary to check them. Words such as:

- ascertain
- adversely
- unexpected
- deemed
- prolonged
- conservatory
- particularly
- hesitate.

Also with this section, many candidates missed the different spelling of 'Cruikshank'.

Punctuation

Commas and apostrophes once more caused many candidates to fail. Most found the missing comma in the list but few found the comma after 'In addition,'. One word had an apostrophe inserted but in the wrong position. Most candidates did circle this as an error. However, later in the examination, another word required a missing apostrophe but few candidates circled the word, nor did they insert the question mark at the end of a sentence. These omissions alone are enough to fail part 2.

Grammar, presentation and consistency

This section was well answered, although a few candidates did not manage to identify sufficient errors and this resulted in failing this section and ultimately the examination.

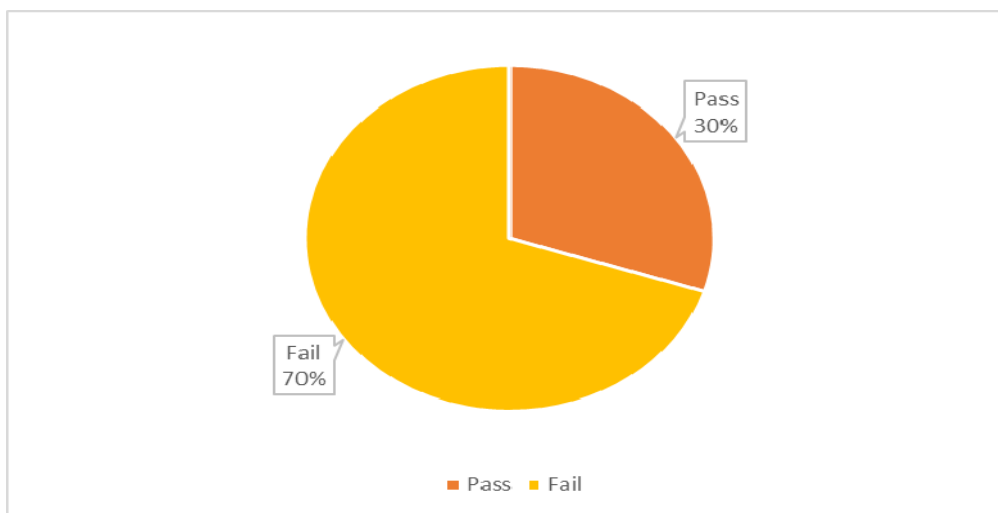
Many candidates missed the grammatical error is/are. Part of the sentence read 'that there **is** no planning applications lodged' and did not circle the 'is'. Many failed to spot the inconsistencies in faithfully/sincerely and Enc/Encs.

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper. Read the document backwards to ensure spelling errors are not missed.
- Check each sentence makes sense.
- Make use of the proofreading guide available on the 7655/5528 Legal Secretaries/Legal Administration City & Guilds website page.

February 2015 series – Examiner’s report

7655-323/5528-354 Level 3 Proofreading in the Legal Environment



The pass mark for this examination is 75% with a minimum amount of marks to be gained from each area. However, as each examination paper is unique there can be slight variations of difficulty from series to series – which means that candidates are required to gain either more or fewer raw marks to compensate and to gain a pass.

General

It is disappointing when candidates are successful in Part 1 of the examination, achieving high marks, only to fail the entire examination because of their failure to identify sufficient errors in punctuation, grammar, consistency and presentation. It is essential that candidates use a dictionary for this examination and understand the use of punctuation marks as well as grammatical past and present tense. Many failed on spelling part because they guessed rather than using a dictionary to check.

Please note: it is a City & Guilds requirement that all candidates fill in the front of the exam paper with the candidate’s name, candidate number, centre number and candidate’s signature.

In addition to the above, please ensure candidates use a pen and not a pencil to complete the examination paper. Also please ensure Invigilation Certificates are completed with the date and time of the examination. Centres should complete this form to confirm the delivery of the examination meets with the ICE requirements.

Part 1

Most candidates were successful in this part of the examination. However, a few candidates missed consistency and presentation errors.

Part 2

Spelling

This section was well done by the majority of candidates, although a few candidates did fail the examination because of low marks in this section. This should not occur in the spelling section as dictionaries should be used to check any words that candidates are unsure of.

The words often missed or changed incorrectly were:

- advise/advice.
- inpartial/impartial was changed to 'in partial'.
- tenant was changed to tennant.
- leiu/lieu was not found.
- many wanted to change 'arears' to 'areas' instead of 'arrears' in the context of 'rent arrears'.
- dependant/dependent.
- A fair number of candidates changed the wrong bought/brought. 'If you have bought an electrical appliance and it fails contact the shop where you brought it....' Candidates changed bought to brought and ignored the error 'brought'.
- Candidates did not know the difference between the verbs 'to buy' and 'to bring'.

Punctuation

Candidates did not perform well in this section. Several candidates failed the entire examination because they did not correctly identify the required number of errors in punctuation. As in previous examinations, many candidates do not understand the correct use of the apostrophe. This will continue to be tested. It is essential that candidates have a good understanding of the use of the apostrophe.

The punctuation that caused the most problems were:

- landlords and tenants disputes;/landlords' and tenants' disputes; many missed both apostrophes therefore losing marks. Many candidates encircled the following word 'disputes' and put an apostrophe after it. This clearly showed a lack of understanding of the use of the apostrophe.
- Many circled 'Citizen's' but few corrected it to 'Citizens' which required the apostrophe after the 's'. Most omitted the apostrophe altogether.

Grammar, presentation and consistency

This section is usually well answered, and therefore it was disappointing to see several candidates failing the entire examination because they had not acquired sufficient marks.

Errors missed by many candidates were:

- are/is; is/are.
- More candidates changed is: to are: before bullet points as it was in the plural context.
- Changing 'are' to 'is' was found by some candidates. The context was: 'if it is a personal injury claim are not more than £1,000', the singular 'is' was required.
- In one sentence, many candidates encircled 'is' and changed this to 'are', but the sentence is correct as it stands, '... the cost of the repairs **is** £1,000 or less' as the verb 'is' must agree with the noun 'cost'.
- Many candidates did not spot the inconsistent capital letter for 'Wages'.

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper. Read the document backwards to ensure spelling errors are not missed.
- Check each sentence makes sense.
- Make use of the proofreading guide available on the 7655/5528 Legal Secretaries/Legal Administration City & Guilds website page.