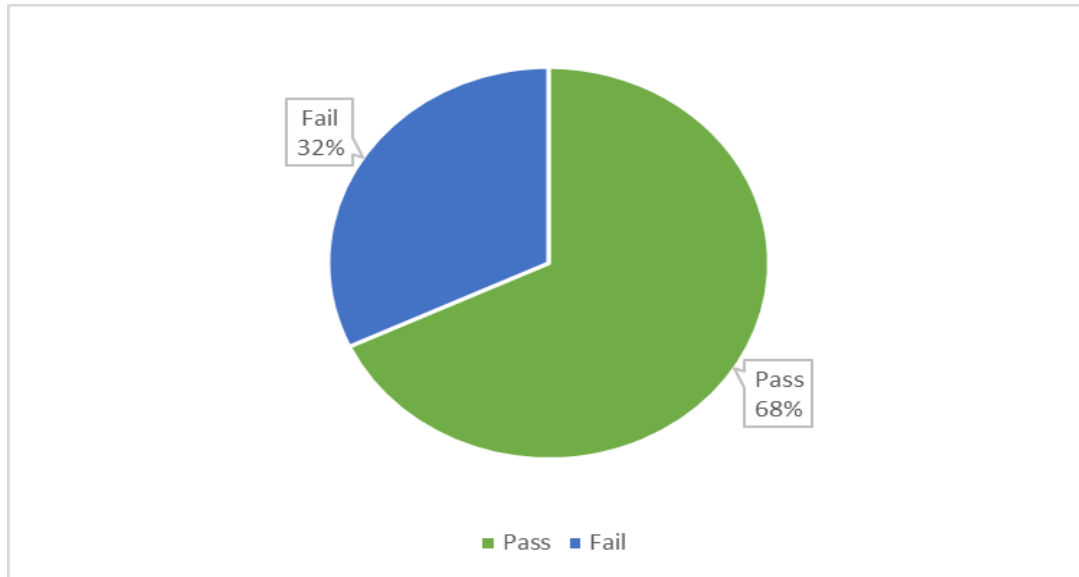


## May 2015 series – Examiner’s report

### 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**

Over half of the candidates were successful, which is a pleasing result. However, It was disappointing to see some candidates fail in one particular section by a mere mark.

As previously mentioned, centres and candidates should familiarise themselves with the marking criteria. It is no longer a matter of accumulating marks overall. Candidates must be successful in each section.

Candidates should be reminded that there is no need to write in the correct answers on the Level 2 examination paper. It is only necessary to encircle the errors.

Centres should also remind candidates to take a dictionary with them into the examination and to use any spare time looking up words and that proportionate spacing is often used in the examination paper. Many candidates want to mark the extra spaces as an error. This could result in them circling over the number of errors accepted before being disqualified.

**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**

Most candidates were successful in this section, although those candidates who were unsuccessful was mostly due to incorrect answers given for Punctuation. However, a few candidates did give incorrect answers for Spelling. Candidates are allowed dictionaries so they should use them to double-check if they are unsure. The following spellings were not identified by many candidates:

- accomodation/accommodation
- stationary/stationery
- sucessful/successful

## **Part 2**

### **Spelling**

In general, this section did not present the candidates with too much of a problem.

The words often missed or changed incorrectly were:

- soul/sole
- except/accept
- beqeathed/bequeathed
- Solictors/Solicitors
- pendent/pendant
- sume/sum
- affect/effect
- Princess/Princes
- taxes/taxes
- Trustes/Trustees
- Occupation/Occupation
- singed/signed

Candidates would improve their marks by making use of a dictionary.

## **Punctuation**

This section was quite well answered, with the majority of candidates finding the required number of errors.

However, many candidates did not identify the following:

- 4PD./4PD
- predeceases'/predeceases

The most missed item though was grandchildrens/grandchildren's. Many candidates instead encircled daughter's, which is in the same sentence. This was circled as it contained an apostrophe and candidates presumed it was incorrect, whereas grandchildren did not contain an apostrophe and candidates ignored it. Candidates need to improve their understanding of the use of apostrophes.

## **Grammar, presentation and consistency**

Several candidates did not manage to identify sufficient errors in this section and this resulted in failing this section and ultimately the examination.

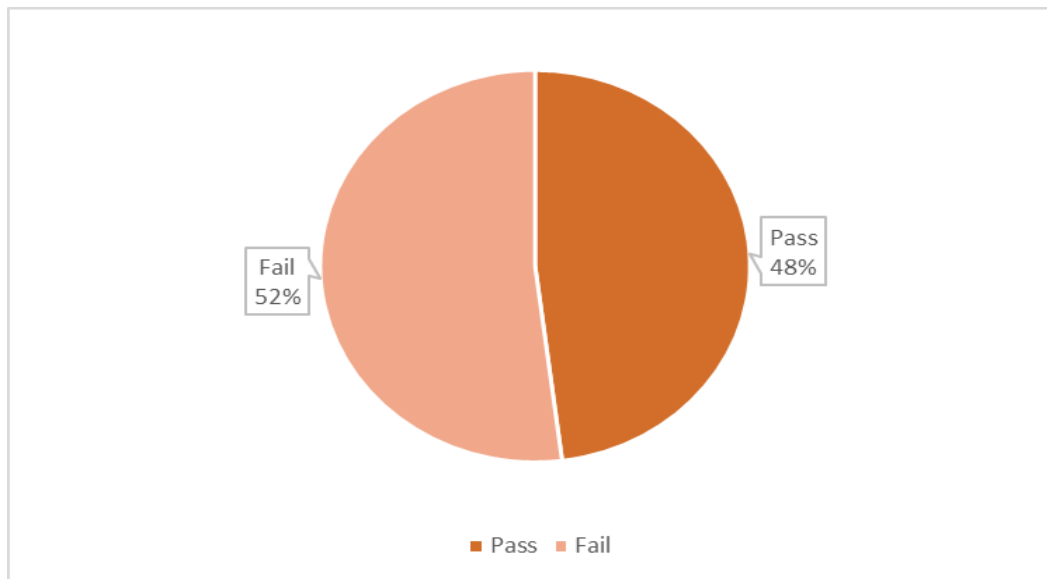
Few candidates identified the extra space in £ 5,000. Very few candidates identified 'are/is' in the last paragraph. Candidates should therefore be encouraged to read the document for sense. It was surprising how many candidates failed to identify one line was italicised. Missing such errors often meant that the required number of errors was not found.

## **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.

## May 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 of fewer raw marks to compensate and to gain a pass.*

#### **General**

It was disappointing that many candidates failed the examination by one or two marks.

As previously mentioned, 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. It is important that candidates and centres are not complacent about the use of grammar, consistency and presentation. Candidates must understand presentation and consistency errors along with grammatical errors to be successful. More failed on this section than any other.

Also previously mentioned, it is essential that centres and candidates are aware of the new marking criteria for Part 2 of the examination. After gaining full or almost full marks for Part 1, many candidates went on to fail Part 2 because they were unable to identify the required number of errors in each of the three sections. Some candidates failed the examination because they were one mark short in one of the sections. A small number of candidates were changing things that didn't require it.

**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 section, although some missed 'Darford' and 'strenght'. Some candidates did not identify the inconsistent line spacing.

## **Part 2**

### **Spelling**

This section was reasonably well done by the majority of candidates, although several candidates did fail the examination because of low marks in this section. This should not happen in the spelling section as dictionaries should be used to check any words that candidates are unsure of. The errors most commonly missed were:

- procedes/proceeds
- RESPONSIBILTY/RESPONSIBILITY
- advice/advise
- prefered/preferred
- ourselfs/ourselves
- bases/basis

Many candidates did not understand the word 'basis' and the word 'Disbursements'. Others added an apostrophe to 'ourselfs'.

Some candidates encircled the error, but then did not spell it correctly.

Also, some candidates omitted to read to the end of the examination paper, missing two errors:

- Your/Yours
- Solicitor/Solicitor

Candidates should be reminded to ensure they read the entire examination paper.

## **Punctuation**

As in previous examinations, many candidates do not perform well in this section of the examination and further practice is required. The correct use of the apostrophe is not always understood, resulting in lost marks and often resulting in failing the examination. Many candidates identified the error, but then put the apostrophe in the wrong place when writing it out.

The punctuation that caused the most problems were:

- clients/clients'
- Court/Court's
- firms'/firm's

Several candidates did not identify the comma as an error in sincerely,/sincerely. Some candidates appeared to stop checking at the end of the final paragraph and did not notice errors in the complimentary close.

An additional punctuation that caused errors was:

- partners'/partner's

A few candidates were changing things that didn't require it. In the reference, these candidates wanted to change Typist's initials to Typists initials.

## **Grammar, presentation and consistency**

This section is usually well answered, so it was very disappointing to find that several candidates failed the examination because they did not identify sufficient errors in this section. Errors missed by many candidates were:

- kitchens/Kitchens
- state/states
- is/are

## **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.
- Read the entire examination paper.