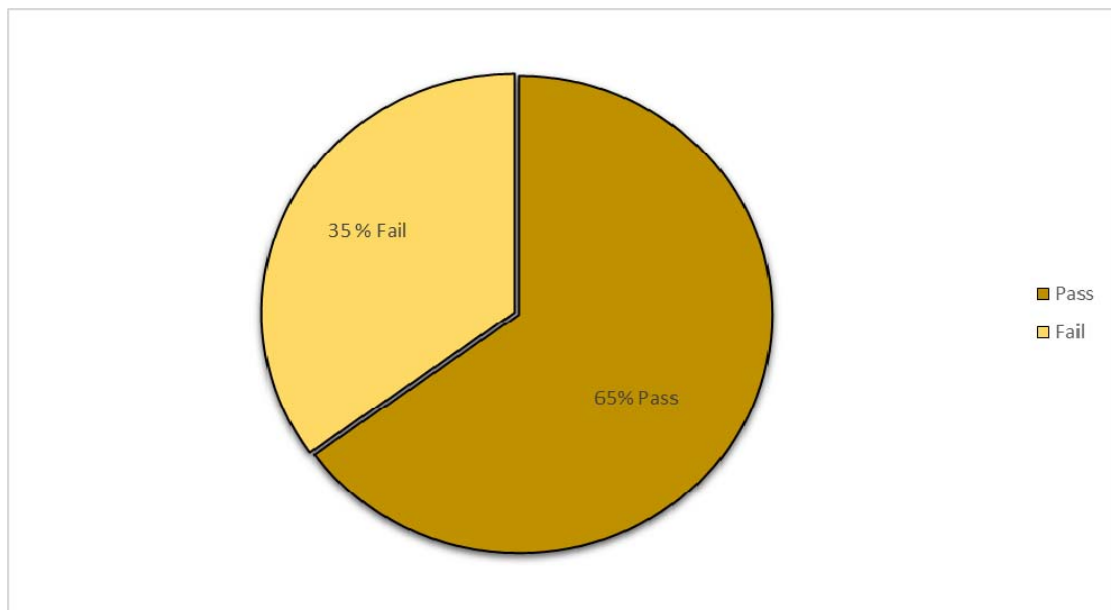


November 2014 series – Examiner’s report

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.

Overall this paper achieved much better results. However, it is quite worrying when marking a paper to find some candidates have failed in the first few minutes of marking Part 1 as they failed to correctly identify the correct spellings in the sentences. The correct spelling is given as one of the three options and dictionaries are allowed.

It is also disappointing when a candidate has passed Part 1 and in Part 2 achieved most of the spelling and punctuation errors but then goes on to fail on the consistency part of the examination paper.

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

This section was attempted well and most candidates were successful in this part of the examination. Candidates were successful in finding all the spelling errors. A few candidates did not pass the punctuation section as they do not understand the use of the apostrophe and in some cases failed the examination because of this. Some candidates did not achieve the presentation/consistency section either.

Candidates who were unsuccessful in this part of the examination did not identify correctly the punctuation with the weakness being around:

- dealers'/dealers
- suppliers/Supplier's

Part 2

Spelling

Very few candidates failed the spelling section, however, many candidates' circled unnecessary words, evidence again that dictionaries are sometimes not being used. The spellings not so readily identified were:

- can not/cannot
- giving/given
- program/programme
- Contact/Contract
- centers/centres
- accompanied/accompanied
- brakes/breaks
- in to/into
- program/programme
- taylor/tailor
- voluntary/voluntary
- formel/formal

Punctuation

This section was answered within the pass mark but not many found e.g (eg) where no punctuation should be used. Once again not all students found the apostrophes and did not realise a comma was missing after 'However' risking failing the examination.

Centres should be aware that the marking criteria for this new examination requires the candidates to pass each section (ie spelling, punctuation and presentation/consistency) so it is important that candidates have a good understanding of the use of punctuation.

Grammar, presentation and consistency

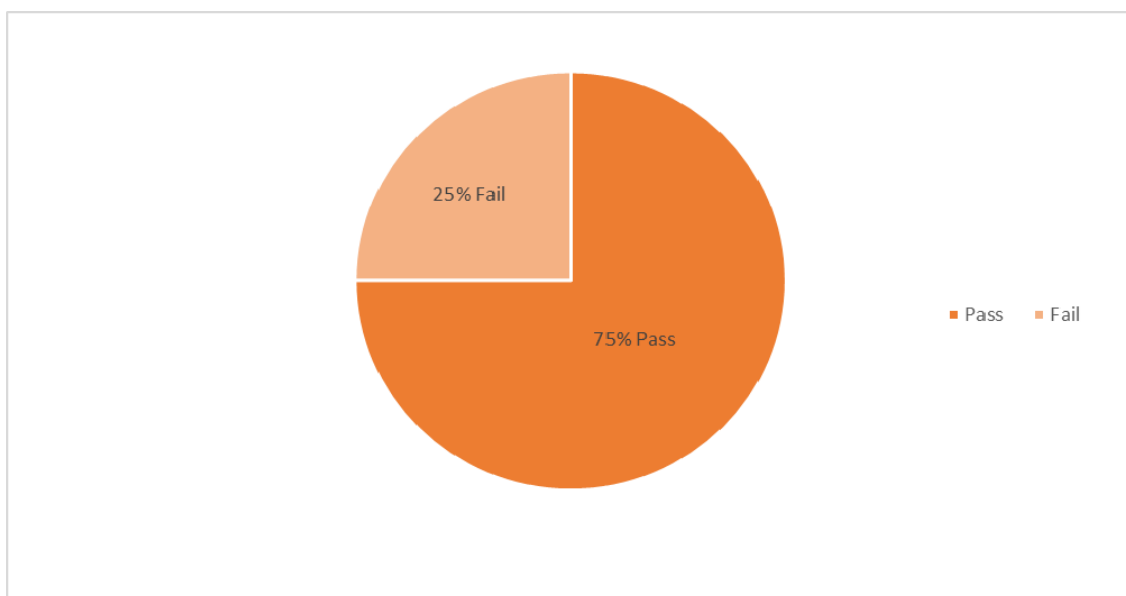
This section was reasonably well answered, although a few candidates did not manage to identify sufficient errors and this resulted in an overall fail. Some candidates missed the grammatical error is/are and are/is. Inconsistencies and presentation errors were generally found.

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 Legal Secretaries City & Guilds website page.

November 2014 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

The overall standard of this examination was much better than past papers and the paper achieved much better results. It is disappointing when candidates pass Part 1, achieving high marks, only to fail the entire examination because of their failure to identify sufficient errors in Punctuation, Grammar, Consistency and Presentation in Part 2. 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.

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

Candidates were very successful in this part of the examination. However, some candidates missed the incorrect spelling of 'thier' although this did not make a difference to their overall result.

Part 2

It is essential that Centres and candidates are aware of the marking criteria for this Part of the examination. After gaining 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 below.

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 be the case as dictionaries should be used to check any words that candidates are unsure of.

The word Registry should have been changed to Registery but some candidates changed the correct spelling appearing earlier to Registry proving dictionaries are not being used. Other spellings missed were:

- expences/expenses
- procedes/proceeds was changed to proceedes
- procedures
- questionnaire/questionnaire
- infomation/information
- solicitor/solicitor

Some candidates who correctly identified the misspelt word, only went on to enter the wrong spelling – expence's, mortgagee, proceedes and redemmed.

Punctuation

Many candidates are poor in this section of the examination and further practice is required, especially in the use of apostrophes. Several candidates failed the entire examination because they did not correctly identify seven errors in punctuation. As in previous examinations many candidates do not understand the correct use of the apostrophe. This will continue to be tested and in this examination it is essential that candidates have a good understanding of the use of the apostrophe.

The punctuation that caused the most problems were:

- partys/party's contact details (the majority changed this to parties)
- buyer)/buyer). (many did not spot the missing full stop at the end of the bullet points.)
- solicitors/solicitor's

Grammar, presentation and consistency

This section is usually well answered, and therefore it can be disappointing to see several candidates failing the entire examination because they had not acquired sufficient marks in this section. Candidates require a good understanding of grammar and this is a section that will continue to be tested in this examination. It needs to be remembered if candidates miss more than one error within this section, they can fail the entire examination.

Errors missed by many candidates were:

- are/is
- has/have

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper.
- Check each sentence makes sense.
- Make use of the proofreading guide available on the Legal Secretaries City & Guilds website page.