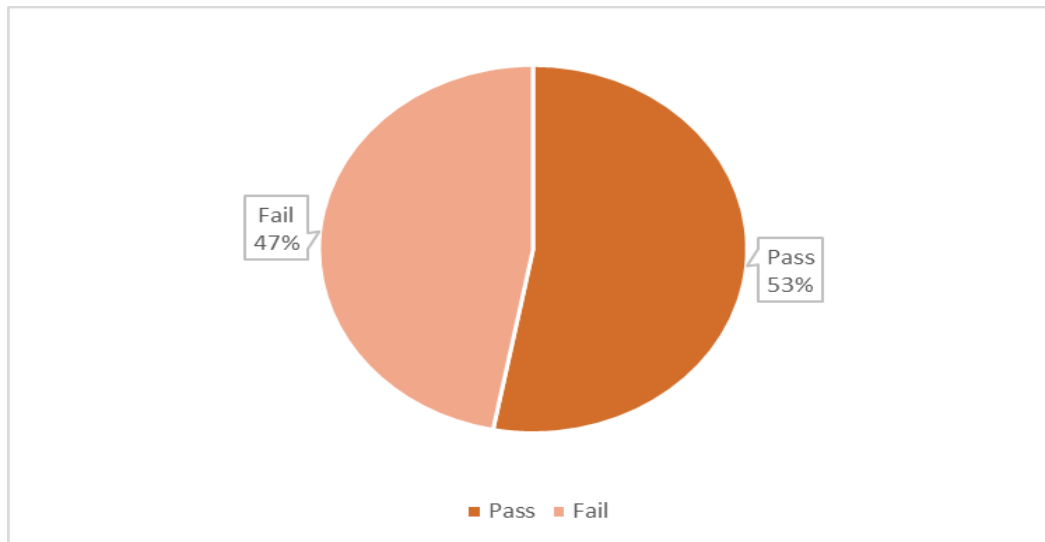


November 2015 series – Examiner’s report

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. Some candidates were successful in one part of the examination, but were unsuccessful in the other part, resulting in overall failure.

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

Candidates should **not** enter marks into the boxes labelled 'For examiner's use only'.

The overall results are quite good, although centres would still benefit from reminding candidates to take a dictionary with them into the examination and to 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

Most candidates were successful in this section, although a few failed the spelling section and/or the punctuation section. No candidates should lose marks for spelling in this section, since the correct spelling is given in the responses and the candidates have the opportunity to use a dictionary to check the spellings.

Once again apostrophes are the candidates' downfall. It is clear from candidates' papers that they circle one version of the apostrophe then change their mind and cross out their original choice. It is clear they are guessing the answer. Tutors should revise the use of semi-colons and apostrophes to ensure future success.

Part 2

Spelling

Candidates generally performed well in this section although candidates continue to circle correct words and miss incorrect words as they do not check in the dictionary. Candidates would improve their marks by making use of a dictionary. The words often missed or changed incorrectly were:

- Government/Government
- given/giving
- unwilling/unwilling - many candidates missed the superfluous 'l'
- necessitate/necessitate
- stressfull/stressful
- defendents/defendants
- lawndering/laundrying
- soul/sole

Punctuation

Apostrophes - The first apostrophe (Persons') was often missed or candidates chose the apostrophe in the heading which was correct. Other candidates circled both the heading and the same word in the first sentence as they did not know which was correct. Most found the apostrophe after (witnesses') which was not required but then omitted (defendant's/defendants') as they were not sure if it was correct or not. As it was (defendants' families), it should have been after the 's'. Later (defendant's friends) appeared in another paragraph which was correct but candidates circled this as well. Any candidate circling correct apostrophes shows they do not understand the use of an apostrophe. A general understanding of the use of apostrophes would help the candidates to be more successful in this examination. It would also help for purposes of progression to Level 3 and in employment.

Some candidates did not find the comma missing in a list – services promote/services, promote. Candidates should read the text carefully and ensure that a comma is inserted within a list of items.

Some failed in this punctuation section more than any other. If they did not spot the comma, and missed the apostrophes they did not have enough marks in punctuation to pass the section.

Presentation, grammar and consistency

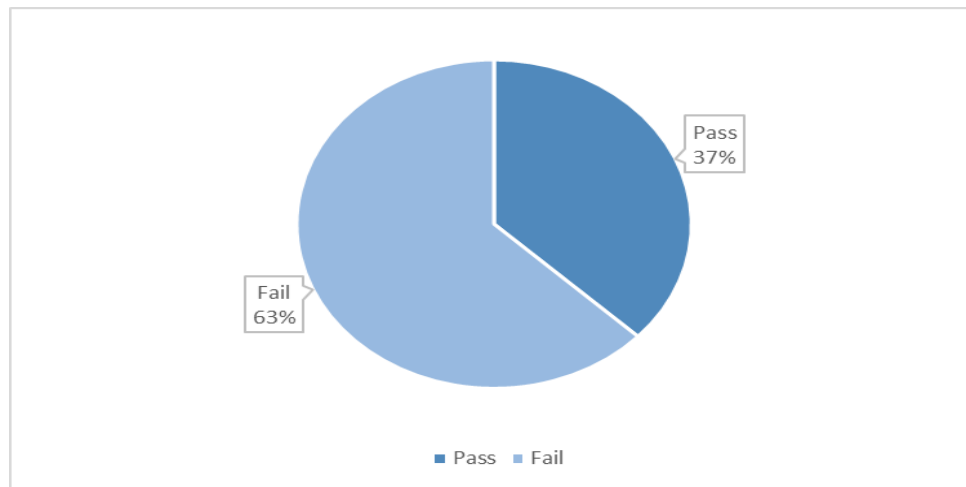
Candidates performed well in this section. The main reason for loss of marks in this section was candidates missing the grammatical error are/is. Some missed the inconsistent brackets, and several circled the first sub-heading instead of the second which had been inadvertently underscored. Some circled both sub-headings as they were unsure of the correct one.

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.

November 2015 series – Examiner’s report

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

The overall pass mark was pleasing, although 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 in Part 2.

It is essential that candidates use a dictionary for this examination and that they have a good understanding of the use of the apostrophe.

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 performed well in this section although many did not identify the incorrect spelling of 'Lawyers'.

Part 2

Spelling

This section was quite well done by the majority of candidates, although some candidates did fail the examination because of low marks in this section. Candidates' marks should not be low in the spelling section as dictionaries are allowed and sufficient time is available for candidates to check any words if in doubt. The errors most commonly missed were:

- manslaughter/manslaughter
- grevous/grievous - many candidates identified this as an error, but they proceeded to spell it incorrectly.
- dependant/dependent
- succeeding/succeeding
- where/were.
- Council/Counsel
- Lawyers/Laywers - candidates did not proofread their work sufficiently well to identify the transposed letters.

Punctuation

Candidates continue to perform poorly in this section of the examination, although the overall standard had improved a little. The correct use of the apostrophe is not always understood, resulting in lost marks and often resulting in candidates failing the examination.

The errors most often missed were:

- Murder/Murder? - many candidates missed this initial error which was in the heading. It seemed candidates moved immediately to the passage itself, without carefully proofreading the heading.
- Magistrates/Magistrates' - many candidates identified this as an error, but then put the apostrophe before the 's' rather than after it. Candidates should realise that three Magistrates appear in a Court and therefore the word in this instance is in the plural form.
- carry's/carries - many candidates omitted the apostrophe, spelling it 'carrys'.
- Queens/Queen's - few candidates identified this error. Some identified an error, but then placed the apostrophe after the 's'. This indicates a lack of understanding of the apostrophe.

Grammar, presentation and consistency

Candidates generally performed well in this section.

Most candidates identified the grammatical errors of are/is on each occasion. However, a few candidates did not read the passage for sense and identified 'Murder' as an error (changing it to 'Murders'). The passage looks at the offence of 'Manslaughter' and the offence of 'Murder'. Thus, the grammatically incorrect word 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.