



**5528-250 JULY 2015**

**Level 2 Diploma in Legal Administration**

Proofreading in the legal environment

If provided, stick your candidate barcode label here.

**Thursday 2 July 2015  
10:00 – 10:45**

Candidate name (first, last)

First

Last

Candidate enrolment number

Date of birth (DDMMYYYY)

Gender (M/F)

Assessment date (DDMMYYYY)

Centre number

Candidate signature and declaration\*

• If any additional answer sheets are used, enter the additional number of pages in this box.

• Please ensure that you **staple** additional answer sheets to the **back** of this answer booklet, clearly labelling them with your full name, enrolment number, centre number and qualification number in BLOCK CAPITALS.

• All candidates need to use a **black/blue pen**. **Do not** use a pencil or gel pen.

• If provided with source documents, these documents **will not** be returned to City & Guilds, and will be shredded. **Do not** write on the source documents.

**\*I declare that I had no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.**

**You should have the following for this examination**

- a pen with black or blue ink

**General instructions**

- The duration of this paper is 45 minutes.
- Read **each** question carefully.
- The test is formed of two parts. Part 1 contains **ten** extracts and Part 2 contains **40** errors overall which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You can identify up to a **maximum** of **50 errors** in Part 2 of this test. However, if more than **50** errors are identified, your examination result will become void.
- You are required to achieve a minimum number of marks in both parts 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 45 minutes, 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	
Part 1	
Part 2	
Total	



## Part 1

## Candidate instructions

- Each extract below contains **one** error which has been identified and will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to circle, in **pen**, the correct answer ie a) b) or c).

- 1 A criminal can **electt** to have their case heard in the Crown Court if they pleaded not guilty in the Magistrates' Court.
  - a) ellect
  - b) elect
  - c) electe
- 2 A Brief to Counsel will list at the beginning of the Brief the Representation Order, Charge **Sheet;** Committal Papers and the Statement of the Defendant.
  - a) Sheet,
  - b) Sheet.
  - c) Sheet?
- 3 The Security Guard saw the shoplifter put several items in his bag between 1000 hours and 1015 hours. The Police arrived to arrest the shoplifter at **10.45 am**.
  - a) 1045
  - b) 10.45
  - c) 1045 hours
- 4 The expression '**domisiled**' in legal documents means the country in which you live.
  - a) domiciled
  - b) domicciled
  - c) dommiciled
- 5 Each **Solicitors** clients are paramount to any Practice and all staff must ensure their needs are met promptly and courteously.
  - a) solicitors
  - b) Solicitor's
  - c) Solicitors'
- 6 Headings such as **The Interview Panel** are often in bold and underlined especially when they are in lower case letters with initial capitals.
  - a) **The Interview Panel**
  - b) The Interview Panel
  - c) **The Interview Panel**
- 7 The thieves entered by breaking the **churchs** stained glass window and stole the bronze cross.
  - a) churches
  - b) church's
  - c) churches'
- 8 All cases start in the Magistrates' Court where they deal with summary offences. More serious offences are then **reffered** to the Crown Court.
  - a) refered
  - b) referred
  - c) referred

- 9 The offender failed to appear in Court so a **warrent** was issued for his arrest. a) Warent  
b) Warrent  
c) warrant
- 10 The school boys **was** accused of shoplifting a few chocolate bars and the shopkeeper telephoned their parents to come and collect them! a) is  
b) were  
c) where

(10 marks)

See next page

**For examiner's use only**

Spelling	Punctuation	Consistency Grammar Presentation	Total

**Part 2****Candidate instructions**

- The Brief to Counsel contains **forty** 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.

**DRAFT**

IN THE BIRMINGHAM COUNTRY COURT

CASE No; KJ 540312

R E G I N A

v

ELIZABETH MARY COLEMAN

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BREIF TO COUNSEL

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Counsel has hearwith:

- 1 Representation Order
- 2 Charge Sheet
- 3 Indictment
- 4 Committal Papers
- 6 Statement of Mrs Elizabeth Mary Coleman

Counsel are instructed by Ingram Lochee & Exton 18 Temple Row Birmingham B2 5dS who act for Mrs Elizabeth Mary Colman under the terms of a Representation Order dated 22 April 2015.

Counsel will see from the statement of Mrs Coleman that she was arrested for shoplifting on 4 March 2015.

Mrs Coleman was accused of stealing a coat from the clothing section of her local supermarket. She states in her written statement that she picked up the coat and was going to try it on when her 3 year old son wanted to go to the toilet. She took the coat into the ladies' toilet. After her son had been to the toilet, she removed her own coat and tried on the coat she wished to purchase. She was happy with the fitt and left the ladie's toilet with the coats over her arm placing both coats over the handels of the supermarket trolley and continued shopping



Mrs Coleman walked round the aisles of the super market placing groceries in to her trolley. Her 3 year old son during this time was misbehaving and kept trying to put goods into her trolley she did not want. He also had a tantrum in the confectionery isle as she would not buy some chocolate which were not suitable for a three year old. Mrs Colemans state of mind is overwhelmed by her present circumstances. She is looking after her father-in-law in his home as his main carer and visits him 4 times a day. Once she has taken her two daughters to school, she visits her farther-in-law to make his breakfast, pop's in with his lunch and returns once her husband gets in from work at 5.30 pm when she takes him a meal. Mrs Coleman then returns to her father-in-law's house about 10.00 pm when she insures he is safely in bed has taken his medication and has a drink, securly locking up when she leaves.

The night before the insident one of her daughters had a nightmare and she did not get much sleep. Mrs Coleman maintains she had not ment to walk out of the supermarket with the coat over the back of the trolley but had completely forgotten it was their until the security gaurd stopped her outside the premises: Mrs Coleman's shopping bill ammounted to £120.65 which she payed and she certainly had the means to pay for a coat. Hopefully, Council can argue that the mens rea was absent in this case.

Will Counsel please appear for the Defendent.

**For examiner's use only**

Spelling	Punctuation	Consistency Grammar Presentation	Total

