



7655-223 NOVEMBER 2014

Level 2 Award in Proofreading in the Legal Environment

5528-250 NOVEMBER 2014

Level 2 Diploma in Legal Administration

Proofreading test

**Thursday 6 November 2014
10:00 – 10.45**

If provided, stick your candidate barcode label here.

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 The **aggrivated** burglarly case came to Court this morning but the hearing was adjourned as the witness for the prosecution was ill and not able to appear.
 - a) agrevated
 - b) aggravated
 - c) agrevated
- 2 Property **dealers'** buy flats, houses and commercial properties but still require the help of a solicitor to complete the conveyancing transactions.
 - a) Dealers'
 - b) Dealer's
 - c) dealers
- 3 An **advertisement** was put up in the window of a local solicitor informing the public that they were looking for a Junior Legal Secretary.
 - a) Advertisement
 - b) advrtisement
 - c) advertisement
- 4 In legal documents the concluding words usually contain a date. The day and month are not typed at the time of preparing the document but the year is included. Eg **Two Thousand and Fourteen**.
 - a) 2014
 - b) Two thousand and fourteen
 - c) Two Thousand and fourteen
- 5 Students at my local college are studying the CILEx qualification and have completed legal word processing, legal **audio** two units from business administration and are about to sit the Proofreading in the Legal Environment examination.
 - a) audio.
 - b) audio,
 - c) audio;
- 6 **Discriminnation** is not allowed in any company and care needs to be taken when writing or implementing new policies.
 - a) Discrimination
 - b) Discrimmination
 - c) Disscrimination
- 7 The witness said "I saw the Defendant jumping over the fence of my next door neighbour whilst I was cleaning my upstairs **windows.'**"
 - a) windows".
 - b) windows."
 - c) windows'.
- 8 The circuit judge appearing at my local Court **have** been on the Bench many times before.
 - a) had
 - b) has
 - c) ha've



- 9 Most companies have **miscelaneous** files to store papers that do not fit into obvious files.
- a) miscellaneous
 - b) misellaneous
 - c) missellaneous
- 10 The Stationery **suppliers** invoice was included in the consignment of stationery delivered to the office and was sent to accounts for payment.
- a) Suppliers'
 - b) Supplier's
 - c) Suppliers

(10 marks)

See next page

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total



Part 2

Candidate instructions

- The article 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.

THE LAW AND YOUNG PEOPLE

The age of criminal responsibility

The age of criminal responsibility in England and Wales are 10 years old. This means that children under ten cannot be arrested or charged with a crime. Children between 10 and 17 can be arrested if they comitt a crime and appear in court. However they are dealt with differently from adults and appear in youth courts, given differant sentences from adults and sent to special secure centers for young people and not adult prisons?

Children under 10

Children under 10 years of age who break the law can not be charged with committing a criminal offence but can be subject to a 'Local Child Curfew'. This means the police can stop children from being in a public plaice between 9 pm and 6 a.m. unless accompanied by an adult. This curffew can be up to 90 day's duration. If a child brakes their curfew then they will be giving a Child Safety Order. With this Order they will be placed under the supervision of a member of the youth offending team. The Child Safety Order can last between 3 to 12 months.

Other punishments for children under 10

If your child gets in to trouble with the police repeatedly and you do not take responsibility for them to control their behaviour, you can be held accountable. You can voluntarily chose one of the following support programmes to help keep your child out of trouble.

You could be:

- asked to attend a parenting programme;
- asked to sign a Parenting Contract
- given a Parenting Order by a court



Parenting programmes

Parenting programmes is run by the local youth offending team and other youth justice organisations, e.g charities. This program would be taylor made to your circumstances and that of your child.

Parenting Contact

A Parenting Contract is a voluntry agreement signed by you, your child and someone from the local youth ofending team where you all agree to help keep your child away from crime. If you refuse to sign it, then the matter would be referred to court for a more formel agreement and a Parenting Order would be issued.

Parenting Orders

The Parenting Order sets out points you and your child must or mustn't do. They can last up to 12 months and you can be taken too court if you dont obey the order.

Anti-Social Behaviour Orders (ASBO's)

You can some times be fined if your child breaks the AsBO's rules. You and your child should made sure you understand these rules, and what the consequences will be if they are broken

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total

