

## **Important notice regarding changes to the Proofreading in the Legal Environment examination**

The proofreading tests at Level 2 and Level 3 will change slightly from November 2017.

The main change at both levels is the way in which the assessments will be marked.

The candidates will NOT be marked separately for Part 1 and 2. Part 1 and part 2 will now be referred to as Task 1 and Task 2. Marks for both tasks of the examination will be totalled. Candidates will be required to achieve a minimum pass mark on each of the following areas

- Spelling
- Punctuation
- Consistency/Grammatical/Presentation

The pass marks can be found on the 'Test specification' page in the handbooks.

### **Changes to the assessments include:**

#### **Level 2**

**Part 1** – (which will now be referred to as Task 1)

The change made in Task 1 is that no **suggested answers will be given**. Candidates must **write the correction** in the right-hand column.

**Part 2** – (which will now be referred to as Task 2)

There are no changes to Task 2.

#### **Level 3**

**Part 1** – (which will now be referred to as Task 1)

The change made in Task 1 is that there will now be **four** short pairs of extracts (numbered 1a, 1b; 2a, 2b; 3a, 3b and 4a, 4b), each consisting of 50 words. The extracts will contain fifteen errors, which could be in spelling, punctuation, grammar, consistency and word omission. The errors may appear in any of the extracts.

Candidates are required to **circle the errors** and **write the correct answer** in the right-hand column. A maximum of fifteen marks will be awarded for Task 1.

**Part 2** – (which will now be referred to as Task 2)

There are no changes to Task 2.